



## Owner – User Guide

# Removing a Racing Club Manager

2<sup>nd</sup> June 2017

v.1

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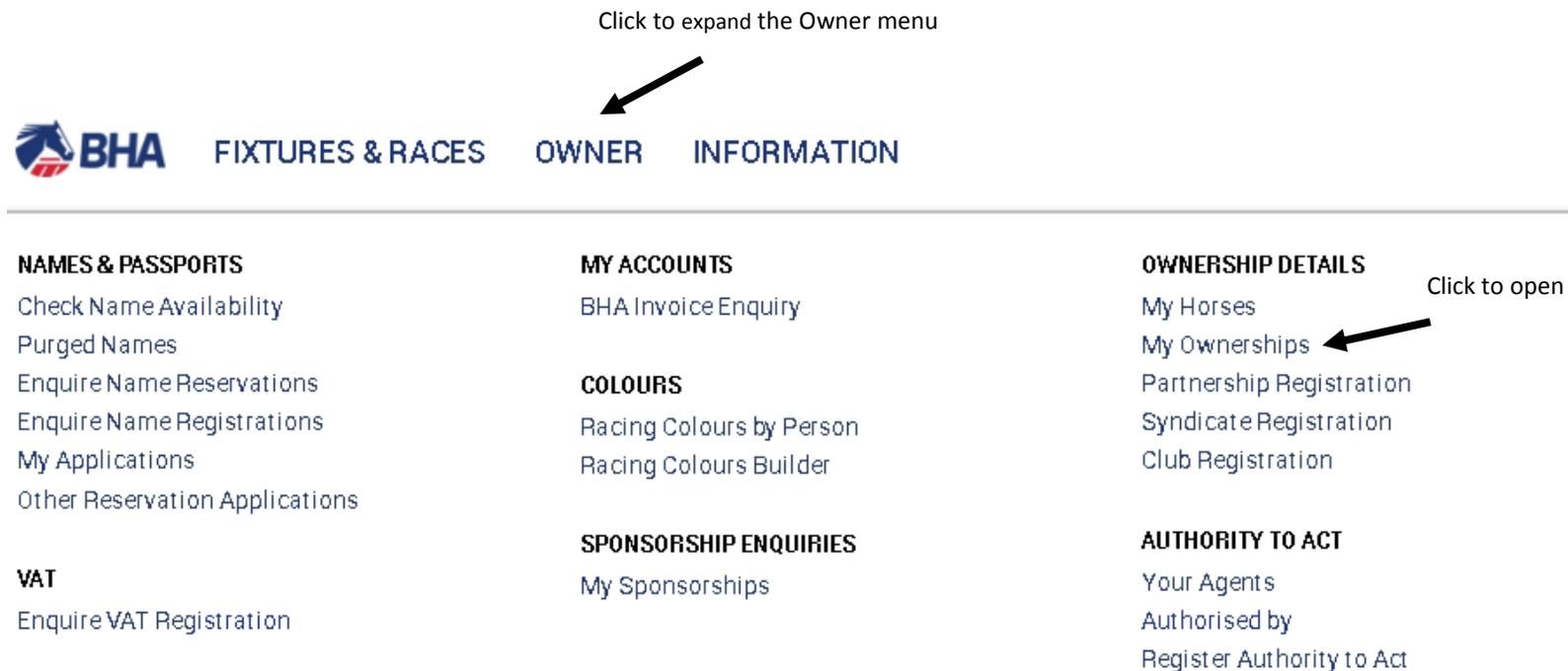
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# User Guide – Removing a Racing Club Manager

## 1. Selecting your Racing Club

- Click “Owner” on the menu at the top of the screen, this will display a list of options.
- Then click “My Ownerships”

Click to expand the Owner menu



The screenshot shows the BHA website navigation menu. The 'OWNER' menu item is highlighted, and an arrow points to it with the text 'Click to expand the Owner menu'. Below the navigation bar, the 'OWNER' dropdown menu is open, showing three columns of options. The 'OWNERSHIP DETAILS' column has an arrow pointing to 'My Ownerships' with the text 'Click to open'.

**BHA** FIXTURES & RACES **OWNER** INFORMATION

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<b>NAMES &amp; PASSPORTS</b> Check Name Availability Purged Names Enquire Name Reservations Enquire Name Registrations My Applications Other Reservation Applications	<b>MY ACCOUNTS</b> BHA Invoice Enquiry	<b>OWNERSHIP DETAILS</b> My Horses My Ownerships Partnership Registration Syndicate Registration Club Registration
<b>VAT</b> Enquire VAT Registration	<b>SPONSORSHIP ENQUIRIES</b> My Sponsorships	<b>AUTHORITY TO ACT</b> Your Agents Authorised by Register Authority to Act

### 1.1 My Ownerships

- This screen will display all your current registrations.
- You can use the filters at the top of the screen to display only certain ownership types, e.g. Clubs.
- Select the ownership type and then click “Refresh” to filter your ownerships.

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REGISTERED PENDING

Click to select Ownership type

Sole  Partnership  Syndicate  Company  Club

Click to display results

REFRESH

Q: Input all or part of an ownership name

Ownership Name	Date Registered	Type	
<b>Club 101</b> ROYAL BLUE, WHITE Cross of Lorraine, WHITE and ROYAL BLUE halved sleeves.	22/04/2017	CLUB	HIT ✖
<b>Club 102</b> BLACK, YELLOW hoops, checked sleeves, striped cap.	22/04/2017	CLUB	HIT ✖

2 ownerships found, displaying all ownerships

- You will be able to see if the ownership has any horses in training from the HIT badge, this will be red if no horses in the ownership are in training and will display as green if they are.
- You can also see the first set of colours registered to the ownership here.
- To select a Racing Club to view more details, click anywhere on the row of the desired Racing Club.

### 1.2 Owner's Details

- This screen allows you to see further information regarding your Club including:
  - Ownership type – Club (displayed as a green badge)
  - Registered owner status, start and end dates
  - Racing Name
  - ROA membership status, start and end dates
  - Fee alignment date

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- Current Racing Club Managers
- From this screen, you can access the “show more” button in the top right hand corner, clicking here will provide you with a list of options including “Remove Racing Club Managers”.

**Racing Club 1**  
A1XXXXX XXXXX XXXXXXXX, A2X XXXXXXXX XXXX, A3XXXXXXXX, Suffolk, CB8 8DW

DETAILS   HORSES OWNED   OWNERSHIPS   COLOURS   AUTHORITY TO ACT   VAT   SPONSORSHIPS

Owner details

Ownership type: CLUB

Registered owner: Yes

Registration date: 26/05/2017

ROA member: No

Start date:

Fee Alignment Date: 26/05/2018

Racing name: Racing Club 1

End date:

End date:

Contact details

Add Racing Club Managers

Remove Racing Club Managers

Click to remove Managers

Club manager(s)

Mr C. Manager

Mrs C. Manager

# User Guide – Removing a Racing Club Manager

## 2. Remove Racing Club Manager(s)

- This screen will allow you to select any of the current Racing Club Managers to remove them as a Manager.
- It will display:
  - Name of Manager(s)
  - Registered owner status (RO badge) – this will be green with a tick if the manager is a registered owner, and red with a cross if not.
- All Racing Club Managers MUST be registered owners – if one of the Racing Club Managers is not a registered owner, this may prevent you from conducting your racing activities.

REMOVE CLUB MANAGER

### Racing Club 1

1. Remove racing club managers      2. Review      3. Receipt

Please select any Managers who are no longer associated with this Club.

Search:

Name		Remove
Mr C. Manager	RO ✓	<input type="checkbox"/>
Mrs C. Manager	RO ✓	<input type="checkbox"/>

## User Guide – Removing a Racing Club Manager

- Select the person(s) you wish to remove by clicking the box to the right of the person.
- This will then display a tick to show that they have been selected for removal.

REMOVE CLUB MANAGER

### Racing Club 1

1. Remove racing club managers      2. Review      3. Receipt

Please select any Managers who are no longer associated with this Club.

Search:

Name		Remove
Mr C. Manager	RO ✓	<input checked="" type="checkbox"/>
Mrs C. Manager	RO ✓	<input type="checkbox"/>

Click to select

- Please note, it is not possible to remove yourself as a Racing Club Manager – a warning will be displayed and you will not be able to continue.
- You will also not be able to remove all the Racing Club Managers, there must be at least one Manager remaining.
- If you wish to amend your decision, you can click the tick, and this will remove it and the Manager will remain in the Racing Club.
- Once you are happy with your selection, click “Continue” to move to the next screen.
- If you no longer wish to remove a manager, click “Cancel”.

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- A pop up will be displayed asking you to confirm that you wish to cancel:
  - Click “Yes” to return to owner’s details
  - Click “No” to return to the current screen.

### 3. Review

- This screen will display which Racing Club Manager’s that you have selected for removal.
- You can return to the previous screen to make amendments by clicking “1. Remove racing club managers” on the progress bar at the top of the screen.

REMOVE CLUB MANAGER

Click to return to previous step

### Racing Club 1

1. Remove racing club managers 2. Review 3. Receipt

Please check the information below. If the details are correct, click Submit. If any of the information is incorrect, please click Step 1. Remove racing club managers to amend.

The following Manager(s) will be removed from this Racing Club:

Name	Start date	
Mr C. Manager	26/05/2017	RO ✓

SUBMIT CANCEL

## User Guide – Removing a Racing Club Manager

- As with the previous screen, if you decide you no longer require this change you can use the “cancel” button.
- To save the changes, click “submit”.

### 4. Receipt

- This screen will display the same information as the review screen – however, you will no longer be able to make any changes.
- You can use the link at the bottom of the screen on the right-hand side to return to the owner’s details screen.

REMOVE CLUB MANAGER

**Racing Club 1**

1. Remove racing club managers ✓ 2. Review ✓ 3. Receipt ✓

The Racing Club Manager(s) have been removed successfully

Name	Start date	
Mr C. Manager	26/05/2017	RO ✓

< RETURN TO CLUB DETAILS

Click to return to Owner’s Details

- Your changes will now have been saved and the Racing Club Manager(s) removed.