



Rider Availability - User Guide - Rider

June 2018

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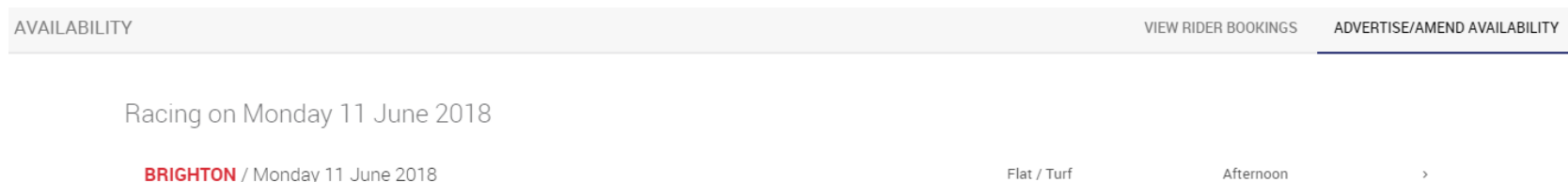
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Rider – Advertise / Amend Availability

- Log into the Racing Admin site, with your username and password
- Open the **Rider** menu
- Select **Advertise / Amend Availability** from the Availability area









- You will be taken to the Availability fixture list
- Select the fixture you wish to advertise yourself for
- You will be taken to the **Maintain Availability** page



To Add / Amend Availability

- Icons / toggle options will be shown next to your name, which refer to:




-  Advertised for the Fixture
-  No availability set for the fixture/race

-  Booked for the race
-  Not Qualified (NQ) for the race
-  Available for the race
-  Not Available for the race

BRIGHTON / Monday 11 June 2018
 Flat / Turf / Afternoon

100 **7**
 Stabling capacity Maximum races

Maintain Availability

Rider	Advertise	2.00	2.30	3.00	3.30	4.00	4.30	5.00
								

B

Booked

A



Available

X

Not available

NQ

Not qualified

- If no availability has been set for the fixture (toggle is grey), click the 'Advertise' toggle button to activate availability. All available races will be set to 'Available' (green).
- To set availability for a particular race, click the toggle to switch between **Available**  or **Not Available** .
- When you have made all of your changes, click **Submit** to confirm availability.

Confirming Availability has been updated

To confirm that your availability amendments have been applied:

- Open the **Information** menu
- Select **Availability by Fixture** under the 'Rider Information' area


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- Select the fixture that you have advertised availability for

Racing on Saturday 9 June 2018

BEVERLEY / Saturday 9 June 2018	Flat / Turf	Afternoon	>
CATTERICK BRIDGE / Saturday 9 June 2018	Flat / Turf	Afternoon	>
HAYDOCK PARK / Saturday 9 June 2018	Flat / Turf	Afternoon	>
LINGFIELD PARK / Saturday 9 June 2018	Flat / Turf	Evening	>
MUSSELBURGH / Saturday 9 June 2018	Flat / Turf	Afternoon	>
NEWMARKET / Saturday 9 June 2018	Flat / Turf	Afternoon	>
Stratford-on-Avon / Saturday 9 June 2018 ←	Jump / Turf	Evening	>

- The **Availability by Fixture** page will be displayed
- The **Booked** tab (default) shows all riders with a booking at the fixture.
- The **Advertised** tab shows all riders that have been advertised as available for the fixture.
- Use these tabs to check that availability has been advertised as required for the fixture.
- Click on a Rider Name to see more information including bookings for the rider
- Click on the Race Time to navigate to the entries/runners for a race (where a booking can be made).

Booked Tab

Stratford-on-Avon / Saturday 9 June 2018

Jump / Turf / Evening

88

Stabling capacity

7

Maximum races

BOOKED

ADVERTISED

[View Travel Time Guide](#)

Rider	Licence	Weight	Wins		<div> <div>B</div> Booked <div>A</div> Available <div>X</div> Not available <div>NQ</div> Not qualified </div>						
					6.05	6.35	7.05	7.35	8.05	8.35	9.05
David Bass	Jump	10st 5lb			A	A	A	A	A	A	B
Tom Bellamy	Jump	10st 5lb			B	X	X	A	A	A	A
James Best	Jump	10st			B	A	A	A	A	A	A
Lee Edwards	Jump	10st			A	B	A	A	A	A	A

Advertised Tab

Stratford-on-Avon / Saturday 9 June 2018
 Jump / Turf / Evening

88
 Stabling capacity

7
 Maximum races

Stratford-on-Avon / Saturday 9 June 2018
 Jump / Turf / Evening

88
 Stabling capacity

7
 Maximum races

Stratford-on-Avon / Saturday 9 June 2018
 Jump / Turf / Evening

88
 Stabling capacity

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 Maximum races

Stratford-on-Avon / Saturday 9 June 2018
 Jump / Turf / Evening

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Stratford-on-Avon / Saturday 9 June 2018
 Jump / Turf / Evening

88
 Stabling capacity

7
 Maximum races

Stratford-on-Avon / Saturday 9 June 2018
 Jump / Turf / Evening

88
 Stabling capacity

7
 Maximum races

BOOKED		ADVERTISED											View Travel Time Guide			
													<div>B Booked</div>	<div>A Available</div>	<div>X Not available</div>	<div>NQ Not qualified</div>
Rider	⌵⌶	Licence	⌵⌶	Weight	⌵⌶	Wins	⌵⌶	6.05	6.35	7.05	7.35	8.05	8.35	9.05		
Leighton Aspell		Jump		10st 3lb				<div>A</div>	<div>A</div>	<div>A</div>	<div>A</div>	<div>X</div>	<div>X</div>	<div>X</div>		
Mattie Batchelor		Jump		10st				<div>X</div>	<div>X</div>	<div>X</div>	<div>A</div>	<div>A</div>	<div>A</div>	<div>A</div>		
Mr Charlie Todd		Cat B Amateur		9st 3lb				<div>A</div>	<div>A</div>	<div>A</div>	<div>A</div>	<div>A</div>	<div>A</div>	<div>A</div>		