



Advertise Rider Availability - User Guide – Rider’s Agent

June 2018

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Rider's Agent – Advertise / Amend Rider Availability

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


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MY RIDERS

[My Riders](#)
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LICENCES

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AUTHORITY TO ACT

[Authorised by](#)

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

To Add / Amend Availability

- Your riders will be listed will icons / toggle options next to their name, which refer to:

- | Advertise | |
|-----------------------|--|
| <input type="radio"/> | Advertised for the Fixture |
| <input type="radio"/> | No availability set for the fixture/race |
| <input type="radio"/> | Booked for the race |
| <input type="radio"/> | Not Qualified (NQ) for the race |
| <input type="radio"/> | Available for the race |
| <input type="radio"/> | Not Available for the race |



Stratford-on-Avon / Saturday 9 June 2018

Jump / Turf / Evening

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Stabling capacity

7

Maximum races

Maintain Availability

Rider	Advertise	6.05	6.35	7.05	7.35	8.05	8.35	9.05
	<input checked="" type="checkbox"/>							
	<input type="checkbox"/>							
	<input type="checkbox"/>							
	<input type="checkbox"/>							
	<input type="checkbox"/>							

- If no availability has been set for a 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** 
- Repeat for each Rider that you wish to add or amend availability for.
- When you have made all of your changes, click 'Submit' at the bottom of the page to confirm availability.

Confirming Availability has been updated

To confirm that your availability amendments have been applied:

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

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OFFICIAL RATINGS

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RIDER INFORMATION

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- Selects 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

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Stabling capacity

Maximum races

BOOKED ADVERTISED

[View Travel Time Guide](#)

Rider	↓	Licence	↑	Weight	↑	Wins	↓	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

B Booked **A** Available **X** Not available **NQ** Not qualified

