Rider Availability - User Guide - Trainer

June 2018

Contents

Trainer – Advertise / Amend Rider Availability

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

- 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 Apprentice / Conditional riders will be listed will icons / toggle options next to their 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

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

- 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 |

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

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

Advertised Tab

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

88 Stabling capacity   **7** Maximum races

BOOKED   ADVERTISED

View Travel Time Guide

				B Booked	A Available	X Not available	NQ Not qualified			

Rider	Licence	Weight	Wins	6.05	6.35	7.05	7.35	8.05	8.35	9.05
Leighton Aspell	Jump	10st 3lb		A	A	A	A	X	X	X
Mattie Batchelor	Jump	10st		X	X	X	A	A	A	A
Mr Charlie Todd	Cat B Amateur	9st 3lb		A	A	A	A	A	A	A