



Rider Availability - User Guide - Trainer

June 2018

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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



The screenshot shows the BHA (British Horseracing Authority) website interface. At the top, there is a navigation bar with the BHA logo and links for FIXTURES & RACES, TRAINER, OWNER, and INFORMATION. On the right side of the header, there are icons for a user profile, a notification bell with a red badge showing '3', an email icon with a red badge showing '9', and a calendar icon with a red badge showing '122'.

The main content area is divided into four columns of links:

- RACES TO CLOSE**
 - Races to Close
 - Early Closing Races
 - Foreign Races
 - 2nd/Supplementary Entries
 - Re-opened Races
- MY YARD**
 - Horses
 - Owners
 - Horses in Training Totals
 - HIT Sponsorship Report
 - My Ratings
 - Add Horse into Training
 - Register Partnership
- STABLE EMPLOYEES**
 - Stable Employees
 - Advertise Rider Availability ← (indicated by a black arrow)
- AUTHORITY TO ACT**
 - Agents
 - Authorised by
 - Appoint Sub-agent
- LICENCES**
 - My Licences/Permits
- NAMES**
 - Name Availability Search
 - My Name Reservations
 - My Name Registrations
 - My Applications
 - Applications for Others
 - Recently Purged Names
 - Reserve Name
 - Register Horse Name
 - Register RCN
- RACING COLOURS**
 - My Racing Colours
 - Racing Colours Builder
- VAT**
 - VAT Registration

- 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

Stable Employees

STABLE EMPLOYEES

ADVERTISE RIDER AVAILABILITY

Racing on Monday 11 June 2018

BRIGHTON / Monday 11 June 2018







Flat / Turf

Afternoon

>

To Add / Amend Availability

- Your Apprentice / Conditional riders will be listed with 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 |

BRIGHTON / Monday 11 June 2018

Flat / Turf / Afternoon

100

Stabling capacity

7

Maximum races

Maintain Availability

		B Booked	A Available	X Not available	NQ Not qualified			
Rider	Advertise	2.00	2.30	3.00	3.30	4.00	4.30	5.00
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> A	<input checked="" type="checkbox"/> A	<input checked="" type="checkbox"/> A	<input checked="" type="checkbox"/> A	<input checked="" type="checkbox"/> X	<input checked="" type="checkbox"/> X	<input checked="" type="checkbox"/> X
						SUBMIT	CANCEL	

- 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** ☒ A or **Not Available** ☒ X
- 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](#)

								<div>B</div> Booked	<div>A</div> Available	<div>X</div> Not available	<div>NQ</div> 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				<div>A</div>	<div>A</div>	<div>A</div>	<div>A</div>	<div>A</div>	<div>A</div>	<div>B</div>
Tom Bellamy		Jump		10st 5lb				<div>B</div>	<div>X</div>	<div>X</div>	<div>A</div>	<div>A</div>	<div>A</div>	<div>A</div>
James Best		Jump		10st				<div>B</div>	<div>A</div>	<div>A</div>	<div>A</div>	<div>A</div>	<div>A</div>	<div>A</div>
Lee Edwards		Jump		10st				<div>A</div>	<div>B</div>	<div>A</div>	<div>A</div>	<div>A</div>	<div>A</div>	<div>A</div>

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					