

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



- 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

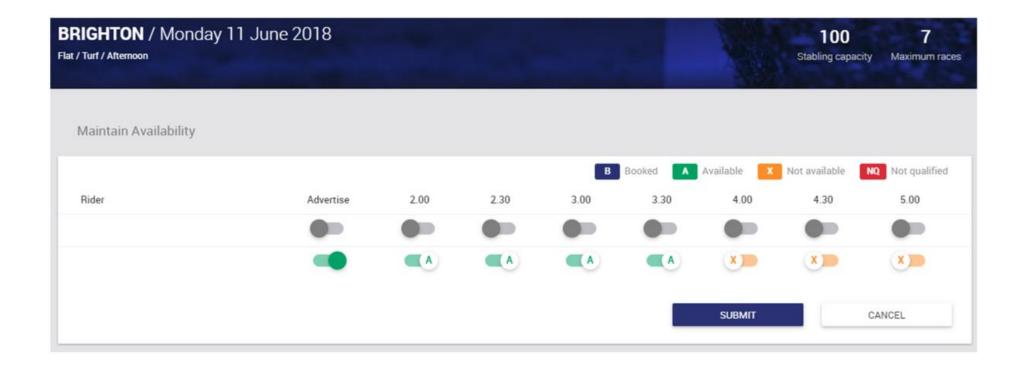
Racing on Monday 11 June 2018

BRIGHTON / Monday 11 June 2018 Flat / Turf Afternoon

To Add / Amend Availability

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





- 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).
- 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



FIXTURES & RACES TRAINER OWNER INFORMATION

OFFICIAL RATINGS

Official Handicap Ratings This Week's Flat Amendments This Week's Jump Amendments Handicappers' Contact Details

RIDER INFORMATION

Licensed Riders
Riders' Agents
Availability by Fixture
Runners without Riders
Double-booked Riders
Parallel-booked Riders
Suspended Riders
Weekly Riding Restrictions

OWNERSHIP RESOURCES

Claiming Races NRA Horse List

BHA RESOURCES

BHA Rules of Racing

HELP & SUPPORT

How to Videos

Help & Support
Conditions for Entry
BHA Notices
Stats & Reports
Forms & Guides
Contacts
Racecourse Information
FAQs

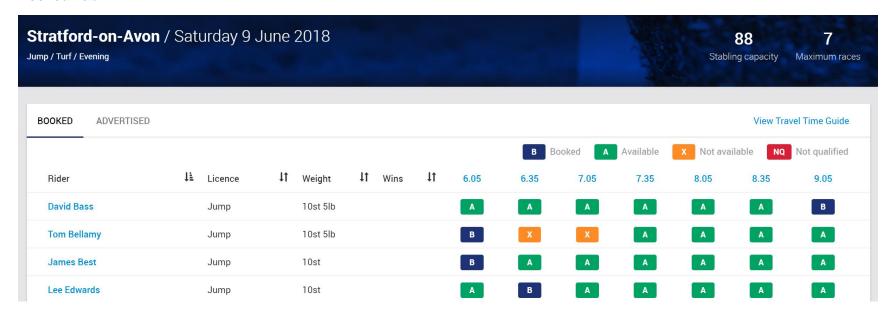
Select the fixture that you have advertised availability for

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



Advertised Tab

