



Weatherbys

Stable Pool Money – Submitting a return - User Guides – External User

Version 0.1

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| Step 4. Receipt | Error! Bookmark not defined. |

1. Submitting a Stable Pool Money Return

- User logs into NRAS using their username and password
- User selects Trainer

| | | | | |
|-----------------------|-------------------------|-------------------------|-------------------------|------------------|
| RACES TO CLOSE | MY YARD | STABLE EMPLOYEES | NAMES | VAT |
| Races to Close | Horses | Stable Employees | Name Availability | VAT Registration |
| Early Closing Races | Owners | Advertise/Amend | Search | |
| Foreign Races | Horses in Training | Availability | My Name Reservations | |
| 2nd/Supplementary | Totals | Stable Pool Money | My Name Registrations | |
| Entries | My Ratings | | My Applications | |
| Re-opened Races | HIT Sponsorship Report | AUTHORITY TO ACT | Applications for Others | |
| | Add Horse into Training | Agents | Recently Purged Names | |
| | Register Partnership | Authorised by | Reserve Name | |
| MY ENTRIES | SPONSORSHIP | Appoint Sub-agent | Register Horse Name | |
| Declarations | Yard Agreements | | Register RCN | |
| Confirmations | | LICENCES | | |
| Scratch E/C | | My Licences/Permits | RACING COLOURS | |
| Entries | GALLOPS RETURN | | My Racing Colours | |
| Runners | Gallops Return | | Racing Colours Builder | |
| Foreign | | | Reserved Colours | |
| All | | | | |

- Stable Employees cluster
- Select Stable Pool Money

STABLE EMPLOYEES

Stable Employees

Advertise/Amend

Availability

Stable Pool Money ← Select Stable Pool Money

- Page navigates to Stable Pool money page

Stable Pool Money ← Stable Pool Money Page

New Stable Pool Money Return

Choose this option if you wish to complete your stable pool money return. You may only submit one return for each of the 4 payments per year.

GO >

Historic Stable Pool Money Returns

Choose this option to view an historic Stable Pool Money Return.

GO >

- Select 'GO' option under the New Stable Pool Money Return
- Page navigates to Step 1. Select Stable Employees

1. Select Stable Employees

2. Add Amounts

3. Review Details

4. Receipt

i Below is a list of Stable Employees that worked at your yard between the following dates 25/03/2020 - 25/03/2020 - this includes historical employees who may be entitled to Stable Pool Money. Select the Stable Employees by clicking in the box and selecting continue. Only Stable Employees selected will show on the next page.

⚠ All Stable Employees must be on your Stable Employee Register. If a name is not appearing that you are expecting then you will need to add them to the Stable Employee Register before submitting your Stable Pool Money return.

| <input type="checkbox"/> Select all | ⇅ SER | ⇅ Employee | ⇅ Date of Birth | ⇅ Type | ⇅ Job Title | ⇅ Start Date | ⇅ End Date |
|-------------------------------------|--------|-------------------|-----------------|---------------|---------------|--------------|------------|
| <input type="checkbox"/> | 101574 | Stable Employee 1 | 03/01/2001 | Full Time | Work Rider | 21/08/2019 | |
| <input type="checkbox"/> | 44274 | Stable Employee 2 | 24/10/1985 | Part Time | Head Lad/Lass | 15/09/2016 | |
| <input type="checkbox"/> | 40344 | Stable Employee 3 | 08/03/1981 | Self Employed | Yardman/Woman | 04/12/2018 | |

- User can filter search by Stable Employee number (results display smallest to largest)
- User can filter the search by employee (results display by first name)
- User can filter search by Date of Birth (results display youngest to oldest)
- User can filter search by Type (results display in order of full time, part time, self-employed)
- User can filter search by Job title (results group people by job type)
- User can filter search by Start date (results display oldest start date to newest start date)
- User can filter search by End Date (results display group of current employees first and then historic employees)
- User can search for an employee by typing a name into the search field

- Input name of person
- Select Tick box to add this person to return

| <input checked="" type="checkbox"/> Select all | ⇅ SER | ⇅ Employee | ⇅ Date of Birth | ⇅ Type | ⇅ Job Title | ⇅ Start Date | ⇅ End Date |
|--|--------|-------------------|-----------------|-----------|---------------|--------------|------------|
| <input checked="" type="checkbox"/> | 101574 | Stable Employee 1 | 24/10/1985 | Part Time | Head Lad/Lass | 15/09/2016 | |

Showing 1 to 1 of 1 entries (filtered from 8 total entries)

SAVE

CONTINUE

CANCEL

- Remove typed name from the search box
- Page returns to full list of stable employees

1. Select Stable Employees

2. Add Amounts

3. Review Details

4. Receipt

i Below is a list of Stable Employees that worked at your yard between the following dates 25/03/2020 - 25/03/2020 - this includes historical employees who may be entitled to Stable Pool Money. Select the Stable Employees by clicking in the box and selecting continue. Only Stable Employees selected will show on the next page.

⚠ All Stable Employees must be on your Stable Employee Register. If a name is not appearing that you are expecting then you will need to add them to the Stable Employee Register before submitting your Stable Pool Money return.

Search

| <input type="checkbox"/> Select all | ⇅ SER | ⇅ Employee | ⇅ Date of Birth | ⇅ Type | ⇅ Job Title | ⇅ Start Date | ⇅ End Date |
|-------------------------------------|--------|-------------------|-----------------|---------------|---------------|--------------|------------|
| <input type="checkbox"/> | 101574 | Stable Employee 1 | 03/01/2001 | Full Time | Work Rider | 21/08/2019 | |
| <input type="checkbox"/> | 44274 | Stable Employee 2 | 24/10/1985 | Part Time | Head Lad/Lass | 15/09/2016 | |
| <input type="checkbox"/> | 40344 | Stable Employee 3 | 08/03/1981 | Self Employed | Yardman/Woman | 04/12/2018 | |

SAVE

CONTINUE

CANCEL

- User can select 'Select All' button to select all employees



Below is a list of Stable Employees that worked at your yard between the following dates 25/03/2020 - 25/03/2020 - this includes historical employees who may be entitled to Stable Pool Money. Select the Stable Employees by clicking in the box and selecting continue. Only Stable Employees selected will show on the next page.



All Stable Employees must be on your Stable Employee Register. If a name is not appearing that you are expecting then you will need to add them to the Stable Employee Register before submitting your Stable Pool Money return.

| <input checked="" type="checkbox"/> Select all | ⇅ SER | ⇅ Employee | ⇅ Date of Birth | ⇅ Type | ⇅ Job Title | ⇅ Start Date | ⇅ End Date |
|--|-------|-------------------|-----------------|-----------|-----------------|--------------|------------|
| <input checked="" type="checkbox"/> | 37751 | Stable Employee 1 | 24/07/1959 | Part Time | Stable Lad/Lass | 01/02/2015 | |
| <input checked="" type="checkbox"/> | 44274 | Stable Employee 2 | 24/10/1985 | Part Time | Head Lad/Lass | 15/09/2016 | |
| <input checked="" type="checkbox"/> | 59124 | Stable Employee 3 | 02/10/1959 | Part Time | Stable Lad/Lass | 15/09/2016 | |

SAVE

CONTINUE

CANCEL

- All stable employees display selected on the page
- User can individually tick employees they wish to add to the return

1. Select Stable Employees

2. Add Amounts

3. Review Details

4. Receipt



Below is a list of Stable Employees that worked at your yard between the following dates 25/03/2020 - 25/03/2020 - this includes historical employees who may be entitled to Stable Pool Money. Select the Stable Employees by clicking in the box and selecting continue. Only Stable Employees selected will show on the next page.



All Stable Employees must be on your Stable Employee Register. If a name is not appearing that you are expecting then you will need to add them to the Stable Employee Register before submitting your Stable Pool Money return.



Your application progress has been saved successfully. However the form must still be fully completed & submitted by the due date.

| <input type="checkbox"/> Select all | ⇅ SER | ⇅ Employee | ⇅ Date of Birth | ⇅ Type | ⇅ Job Title | ⇅ Start Date | ⇅ End Date |
|-------------------------------------|--------|-------------------|-----------------|---------------|---------------|--------------|------------|
| <input type="checkbox"/> | 101574 | Stable Employee 1 | 03/01/2001 | Full Time | Work Rider | 21/08/2019 | |
| <input checked="" type="checkbox"/> | 44274 | | 24/10/1985 | Part Time | Head Lad/Lass | 15/09/2016 | |
| <input checked="" type="checkbox"/> | 40344 | Stable Employee 3 | 08/03/1981 | Self Employed | Yardman/Woman | 04/12/2018 | |

SAVE

CONTINUE

CANCEL

- Only stable employees entitled to pool money will appear on this list

- User can select 'Save'



Your application progress has been saved successfully. However the form must still be fully completed & submitted by the due date.

- Blue information banner displays on the page
- Application remains saved and can be accessed at another time
- WARNING – the application must be submitted by the due date or you will be contacted by BHA disciplinary
- User selects Continue
- Page navigates to Step 2. Add Amounts
-

Step 2. Add Amounts

- All employees previously selected on Step 1. Select Stable Employees display on the page
- If Employee isn't on this list then the employee must be added via the stable employee register
- User enters amount each Stable Employee will receive in either £ or %
- User can filter between £, & or split equal

1. Select Stable Employees

2. Add Amounts

3. Review Details

4. Receipt



Please enter the amounts each Stable Employee will receive in either £ or %. Your amounts / percentages must equal the total amount or 100% for the below value. Please note you need to upload the Stable Committees distribution criteria to be able to advance.



Total Stable Pool Money amount to be distributed: £388.23

[View statement of transactions](#)



£

£ Selected

Equal

| SER | Employee | Date of Birth | Type | Job Title | Start Date | End Date | Amount |
|--------|-------------------|---------------|---------------|---------------|------------|------------|--------|
| 101574 | Stable Employee 1 | 03/01/2001 | Full Time | Work Rider | 21/08/2019 | 29/03/2020 | £ 0.00 |
| 44274 | Stable Employee 2 | 24/10/1985 | Part Time | Head Lad/Lass | 15/09/2016 | | £ 0.00 |
| 40344 | Stable Employee 3 | 08/03/1981 | Self Employed | Yardman/Woman | 04/12/2018 | 29/03/2020 | £ 0.00 |

Input amounts

Input amounts

Input amounts

- User can select %
- User can input amounts by %

1. Select Stable Employees

2. Add Amounts

3. Review Details

4. Receipt

Please enter the amounts each Stable Employee will receive in either £ or %. Your amounts / percentages must equal the total amount or 100% for the below value. Please note you need to upload the Stable Committees distribution criteria to be able to advance.

Total Stable Pool Money amount to be distributed: £388.23

[View statement of transactions](#)

£ % % selected

| SER | Employee | Date of Birth | Type | Job Title | Start Date | End Date | Amount |
|--------|-------------------|---------------|---------------|---------------|------------|------------|--------|
| 101574 | Stable Employee 1 | 03/01/2001 | Full Time | Work Rider | 21/08/2019 | 29/03/2020 | 0.00 % |
| 44274 | Stable Employee 2 | 24/10/1985 | Part Time | Head Lad/Lass | 15/09/2016 | | 0.00 % |
| 40344 | Stable Employee 3 | 08/03/1981 | Self Employed | Yardman/Woman | 04/12/2018 | 29/03/2020 | 0.00 % |

Total Distributed:
0.00%

- User can select Split Equal option
- Amount displays equally split and in %

1. Select Stable Employees 2. Add Amounts 3. Review Details 4. Receipt

i Please enter the amounts each Stable Employee will receive in either £ or %. Your amounts / percentages must equal the total amount or 100% for the below value. Please note you need to upload the Stable Distribution Criteria to be able to advance.

Total amount distributed

⚠ Total Stable Pool Money amount to be distributed: £388.23 [View statement of transactions](#)

£
 %
 Split Equal

| SER | Employee | Date of Birth | Type | Job Title | Start Date | End Date | Amount |
|--------|-------------------|---------------|---------------|---------------|------------|------------|----------------------|
| 101574 | Stable Employee 1 | 03/01/2001 | Full Time | Work Rider | 21/08/2019 | 29/03/2020 | Split Equal (33.33%) |
| 44274 | Stable Employee 2 | 24/10/1985 | Part Time | Head Lad/Lass | 15/09/2016 | | Split Equal (33.33%) |
| 40344 | Stable Employee 3 | 08/03/1981 | Self Employed | Yardman/Woman | 04/12/2018 | 29/03/2020 | Split Equal (33.33%) |

Total Distributed:
£388.23


- Total amount distributed must match figure in the top orange warning box exactly in £ or 100% in %
- User must upload distribution criteria for the first return submitted
- User can drop file into box or click to upload a file



Under rule 119.2 Stable employees shall decide the distribution criteria to be applied to the money. Please upload a document explaining how the above amounts or percentages were realised.

Has the Distribution Criteria changed since the last Stable Pool Money Return?

Yes - I need to upload a new document

Drop file here or click to upload.  Drag file here or click to upload a file

SAVE

CONTINUE

CANCEL

- File appears uploaded



Under rule 119.2 Stable employees shall decide the distribution criteria to be applied to the money. Please upload a document explaining how the above amounts or percentages were realised.

Has the Distribution Criteria changed since the last Stable Pool Money Return?

Yes - I need to upload a new document

Remove file

SAVE

CONTINUE

CANCEL

- Select Continue
- Page navigates to Step 3. Review Details
- User can select save



Your application progress has been saved successfully. However the form must still be fully completed & submitted by the due date.

- Blue box appears
- Application saves

- User can select Cancel
- Confirm navigation box displays

Confirm navigation



You have not completed this process. Are you sure you wish to cancel?

YES NO

- If user selects Yes the page navigates back to Stable Pool Money page (JSMS001)
- If the user selects No the page remains on Step 2. Add Amounts (JSMS004)

Step 3. Review Details

- Employees previously selected on Step 1. Select Stable Employees display
- Users entered amounts in Step 2. Add Amounts in both £ and % display
- Users uploaded distribution criteria display file name
- User inputs name of person completing the form into the signature box
- Signature date is pre-populated as per the current day
- User can input date into date payment will be made to Stable Employee in the following format DD/MM/YYYY (must be 10-21 days from signature date)
- User can select a date from the calendar icon system formats date DD/MM/YYYY (must be 10-21 days from signature date)

1. Select Stable Employees

2. Add Amounts

3. Review Details

4. Receipt



Warning! Once this Stable Pool Money Return is submitted you cannot amend it. Please check all Stable Employees are correct and the amounts / percentages are correct. The person completing this form must put their name into the signature box to confirm they are submitting their final return.

| SER | Employee | Date of Birth | Type | Job Title | Start Date | End Date | Split Equal |
|--------|-------------------|---------------|---------------|---------------|------------|------------|------------------|
| 101574 | Stable Employee 1 | 03/01/2001 | Full Time | Work Rider | 21/08/2019 | 29/03/2020 | £129.41 (33.33%) |
| 44274 | Stable Employee 2 | 24/10/1985 | Part Time | Head Lad/Lass | 15/09/2016 | | £129.41 (33.33%) |
| 40344 | Stable Employee 3 | 08/03/1981 | Self Employed | Yardman/Woman | 04/12/2018 | 29/03/2020 | £129.41 (33.33%) |

Total Distributed: £388.23

Distribution criteria document uploaded:

Distribution criteria.PNG


Name of person completing form *:

Signature Date:

30/03/2020

Input name of person completing form

Date payment will be made to Stable Employees (this date must be between 10 and 21 days after the date of your signature) *:

dd/mm/yyyy  ← Select date from calendar icon

↑
Input date in the following format
DD/MM/YYYY

Select Submit → **SUBMIT** CANCEL

- User selects Submit
- Page navigates to Step 4. Receipt

- User can select Cancel
- Confirm navigation box displays

Confirm navigation

×

You have not completed this process. Are you sure you wish to cancel?

YES NO

- If user selects Yes the page navigates back to Stable Pool Money page (JSMS001)
- If the user selects No the page remains on Step 4. Receipt (JSMS004)

Step 4. Receipt

- Employees previously selected on Step 1. Select Stable Employees display
- Users entered amounts in Step 2. Add Amounts in both £ and % display
- Green success banner displays
- Tramline displays green
- Orange banner displays option of print here
- User can select print here link

1. Select Stable Employees

2. Add Amounts

3. Review Details

4. Receipt

✓ You've successfully completed the Stable Pool Money Return. This is now accessible via the Historic Stable Pool Money Page.

⚠ Under rule 13.3 you will need to display a copy of the Stable Employee Return as so amended at the stable in a place where it can be inspected by all employees for at least 10 days from the date the Stable Employee Return is returned to the BHA. You will need to display this to the yard. Please select print here to easily print a copy of the return. [Print here](#)

Print here option

| SER | Employee | Date of Birth | Type | Job Title | Start Date | End Date | Split Equal |
|--------|-------------------|---------------|---------------|---------------|------------|------------|------------------|
| 101574 | Stable Employee 1 | 03/01/2001 | Full Time | Work Rider | 21/08/2019 | 29/03/2020 | £129.41 (33.33%) |
| 44274 | Stable Employee 2 | 24/10/1985 | Part Time | Head Lad/Lass | 15/09/2016 | | £129.41 (33.33%) |
| 40344 | Stable Employee 3 | 08/03/1981 | Self Employed | Yardman/Woman | 04/12/2018 | 29/03/2020 | £129.41 (33.33%) |

Total Distributed: £388.23

- Page opens a new window of a printable version of the return

| SER | Employee | Date of Birth | Type | Job Title | Start Date | End Date | Split Equal |
|--------|-------------------|---------------|---------------|---------------|------------|------------|------------------|
| 101574 | Stable Employee 1 | 11/2001 | Full Time | Work Rider | 21/08/2019 | 29/03/2020 | £129.41 (33.33%) |
| 44274 | Stable Employee 2 | | Part Time | Head Lad/Lass | 15/09/2016 | | £129.41 (33.33%) |
| 40344 | Stable Employee 3 | 3/03/1981 | Self Employed | Yardman/Woman | 04/12/2018 | 29/03/2020 | £129.41 (33.33%) |

Total Distributed: £388.23

Distribution criteria document uploaded:
Distribution criteria.PNG

Name of person completing form:
test

Signature Date:
30/03/2020

Date payment will be made to Stable Employees:
15/04/2020

Print

1 sheet of paper

Destination

Lexmark X658de (I.T) ▼

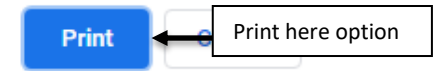
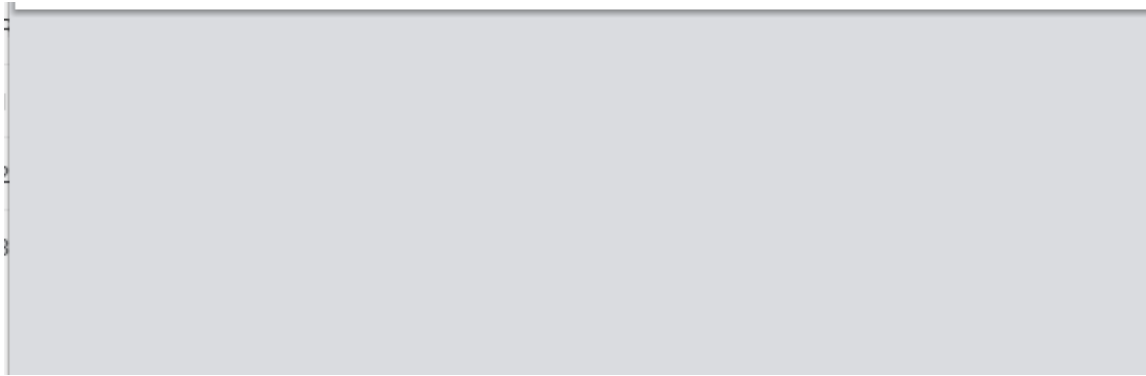
Pages

All ▼

Copies

1

More settings ▼



- User selects print
- Stable Pool Return prints

- User can select Cancel

Confirm navigation



You have not completed this process. Are you sure you wish to cancel?



- If user selects Yes the page navigates back to Stable Pool Money page (JSMS001)
- If the user selects No the page remains on Step 4. Receipt (JSMS004)

1. Select Stable Employees

2. Add Amounts

3. Review Details

4. Receipt

✓ You've successfully completed the Stable Pool Money Return. This is now accessible via the Historic Stable Pool Money Page.

⚠ Under rule 13.3 you will need to display a copy of the Stable Employee Return as so amended at the stable in a place where it can be inspected by all employees for at least 10 days from the date the Stable Employee Return is returned to the BHA. You will need to display this to the yard. Please select print here to easily print a copy of the return. [Print here](#)

| SER | Employee | Date of Birth | Type | Job Title | Start Date | End Date | Split Equal |
|--------|-------------------|---------------|---------------|---------------|------------|------------|------------------|
| 101574 | Stable Employee 1 | | Full Time | Work Rider | 21/08/2019 | 29/03/2020 | £129.41 (33.33%) |
| 44274 | Stable Employee 2 | 24/10/1985 | Part Time | Head Lad/Lass | 15/09/2016 | | £129.41 (33.33%) |
| 40344 | Stable Employee 3 | 08/03/1981 | Self Employed | Yardman/Woman | 04/12/2018 | 29/03/2020 | £129.41 (33.33%) |

Employee selected displays

Total Distributed: £388.23

Distribution criteria document uploaded:

Distribution criteria.PNG

Name of person completing form:

test

name of person
completing form
displays

Signature Date:

30/03/2020

Signature date defaults to today's date

Date payment will be made to Stable Employees:

15/04/2020

Date of payment displays

Select Stable Pool Returns

[Stable Pool Money Returns](#)

- Name of distribution criteria file displays
- Name of person completing form displays
- Signature date displays to today's date in the following format DD/MM/YYYY
- Date payment will be made to stable employees displays in the following format DD/MM/YYYY
- User can select back via the Stable Pool Money Returns link
- Page navigates back to Stable Pool Returns page JSMS001
- User can also return to Stable Pool Returns page by clicking the Stable Pool Money link at the top of the page

[HOME](#) / [STABLE POOL MONEY](#) / [STABLE POOL MONEY RETURN](#)

Select back on Stable Pool Money