



Owner – User Guide

Adding a Racing Club Manager

4th May 2017
v.1

Contents

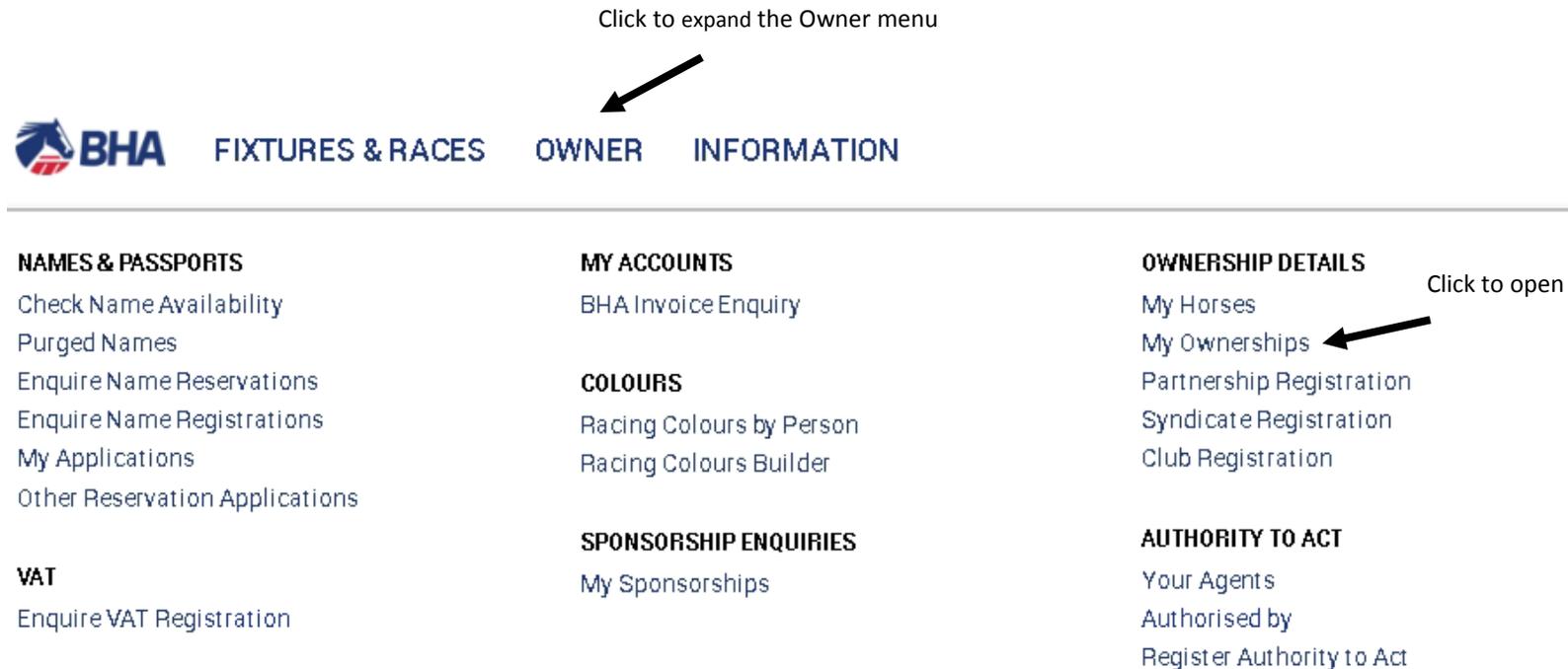
1. Selecting your Racing Club	3
1.1 My Ownerships	3
1.2 Owner’s Details	4
2. Select Racing Club Manager(s).....	6
3. Add Racing Club Manager(s).....	7
3.1 Individual.....	9
3.2 Company	12
3.3 Deleting a Manager.....	12
4. Review.....	14
5. Receipt	15

User Guide – Adding a Racing Club Manager

1. Selecting your Racing Club

- Click “Owner” on the menu at the top of the screen, this will display a list of options.
- Then click “My Ownerships”

Click to expand the Owner menu



The screenshot shows the BHA website navigation menu. The 'OWNER' menu item is highlighted, and an arrow points to it with the text 'Click to expand the Owner menu'. Below the navigation bar, the 'OWNER' dropdown menu is open, showing three main sections: 'NAMES & PASSPORTS', 'MY ACCOUNTS', and 'OWNERSHIP DETAILS'. The 'OWNERSHIP DETAILS' section is further expanded, showing 'My Ownerships' with an arrow pointing to it and the text 'Click to open'. Other options in the 'OWNERSHIP DETAILS' section include 'My Horses', 'Partnership Registration', 'Syndicate Registration', and 'Club Registration'. The 'NAMES & PASSPORTS' section includes 'Check Name Availability', 'Purged Names', 'Enquire Name Reservations', 'Enquire Name Registrations', 'My Applications', and 'Other Reservation Applications'. The 'MY ACCOUNTS' section includes 'BHA Invoice Enquiry'. The 'COLOURS' section includes 'Racing Colours by Person' and 'Racing Colours Builder'. The 'SPONSORSHIP ENQUIRIES' section includes 'My Sponsorships'. The 'VAT' section includes 'Enquire VAT Registration'. The 'AUTHORITY TO ACT' section includes 'Your Agents', 'Authorised by', and 'Register Authority to Act'.

BHA FIXTURES & RACES **OWNER** INFORMATION

NAMES & PASSPORTS
Check Name Availability
Purged Names
Enquire Name Reservations
Enquire Name Registrations
My Applications
Other Reservation Applications

MY ACCOUNTS
BHA Invoice Enquiry

COLOURS
Racing Colours by Person
Racing Colours Builder

SPONSORSHIP ENQUIRIES
My Sponsorships

VAT
Enquire VAT Registration

OWNERSHIP DETAILS
My Horses
My Ownerships
Partnership Registration
Syndicate Registration
Club Registration

AUTHORITY TO ACT
Your Agents
Authorised by
Register Authority to Act

1.1 My Ownerships

- This screen will display all your current registrations.
- You can use the filters at the top of the screen to display only certain ownership types, e.g. Clubs.
- Select the ownership type and then click “Refresh” to filter your ownerships.

User Guide – Adding a Racing Club Manager

REGISTERED PENDING

Click to select Ownership type

Sole Partnership Syndicate Company Club

Click to display results

REFRESH

Q: Input all or part of an ownership name

Ownership Name	Date Registered	Type	
Club 101 ROYAL BLUE, WHITE Cross of Lorraine, WHITE and ROYAL BLUE halved sleeves.	22/04/2017	CLUB	HIT ✖
Club 102 BLACK, YELLOW hoops, checked sleeves, striped cap.	22/04/2017	CLUB	HIT ✖

2 ownerships found, displaying all ownerships

- You will be able to see if the ownership has any horses in training from the HIT badge, this will be red if no horses in the ownership are in training and will display as green if they are.
- You can also see the first set of colours registered to the ownership here.
- To select a Racing Club to view more details, click anywhere on the row of the desired Racing Club.

1.2 Owner's Details

- This screen allows you to see further information regarding your Club including:
 - Ownership type – Club (displayed as a green badge)
 - Registered owner status, start and end dates
 - Racing Name
 - ROA membership status, start and end dates
 - Fee alignment date

User Guide – Adding a Racing Club Manager

- Current Racing Club Managers
- From this screen, you can access the “show more” button in the top right hand corner, clicking here will provide you with a list of options including “Add Racing Club Managers”.

Racing Club 1
A1XXXXX XXXXX XXXXXXXX, A2X XXXXXXXX XXXX, A3XXXXXXXX, Suffolk, CB8 8DW

DETAILS HORSES OWNED OWNERSHIPS COLOURS AUTHORITY TO ACT VAT SPONSORSHIPS

Owner details

Ownership type: CLUB

Registered owner: Yes

Registration date: 26/05/2017

ROA member: No

Start date:

Fee Alignment Date: 26/05/2018

Click to add additional Managers 

Racing name: Racing Club 1

End date:

End date:

- Contact details
- Add Racing Club Managers
- Remove Racing Club Managers

Club manager(s)

Mr C. Manager

Mrs C. Manager

User Guide – Adding a Racing Club Manager

2. Select Racing Club Manager(s)

- This screen will allow you to select individuals from a list of people whom you already have links with. For example, if you are in another entity such as a Partnership, the people in that partnership will appear on this list.
- If you do not wish to add anyone from this list and would like to add someone not currently connected to you, you can click “Continue” without adding any Managers at this point.
- It will display individual people and Companies.

ADD CLUB MANAGER

Club 101

1. Select managers 2. Add managers 3. Review 4. Receipt

This is a list of people and companies that you have ownership links with. Please select from the list provided by ticking the correct box. If the manager you wish to add is not in this list, please add them manually in the next step.

Select additional club managers

Search:

Name	Current ownerships (max 2 displayed)	Select Manager
Mr A. Owner	(Club 100, Another Club)	<input type="checkbox"/>
Mr B. Owner	(Club 102, Another Club)	<input type="checkbox"/>

User Guide –Adding a Racing Club Manager

- It will also display the names of the entities they are involved in with you.
- You can search this list by using the search field, type in the full or partial name of the person or ownership they are in to refine the results.
- The results should appear as you type, you do not need to click the search button.
- To select a person, click in the box to the right of the desired person.

Name	Current ownerships (max 2 displayed)	Select Manager
Mr A. Owner	(Club 100, Another Club)	<input checked="" type="checkbox"/>
Mr B. Owner	(Club 102, Another Club)	<input type="checkbox"/>



Click to select a Manager

- A tick will be displayed to show that you have selected that person.
- There is no limit to the number of Managers that you can add.
- Once you have selected the new manager(s), click “Continue” to progress to the next step.
- If you do not wish to continue, click “Cancel”. A pop up will be displayed asking you to confirm.
- If you select yes, you will be taken back to the “My Ownerships” screen and no to return to your current screen.

3. Add Racing Club Manager(s)

- This next screen allows you to enter the details of a person who is not currently connected to you through other ownerships, by an authority to act, or if you are also a trainer, horses in your yard.
- You can add the details for an Individual or a Company.
- If you have added all your required people on step 1, you can skip this step by clicking “continue”.

User Guide – Adding a Racing Club Manager

ADD CLUB MANAGER

1. Select managers

2. Add managers

3. Review

4. Receipt

i Please enter the details of the people or companies you wish to add as managers to the club and press 'ADD MANAGER' to include them in the list. Click 'CONTINUE' once all additional managers have been added or to skip this step.

Add additional club managers

Individual

Title: *

All forenames: *

Surname: *

Date of birth:

Country:

Enter Postcode: *

Address: *

Company

OR Name: *

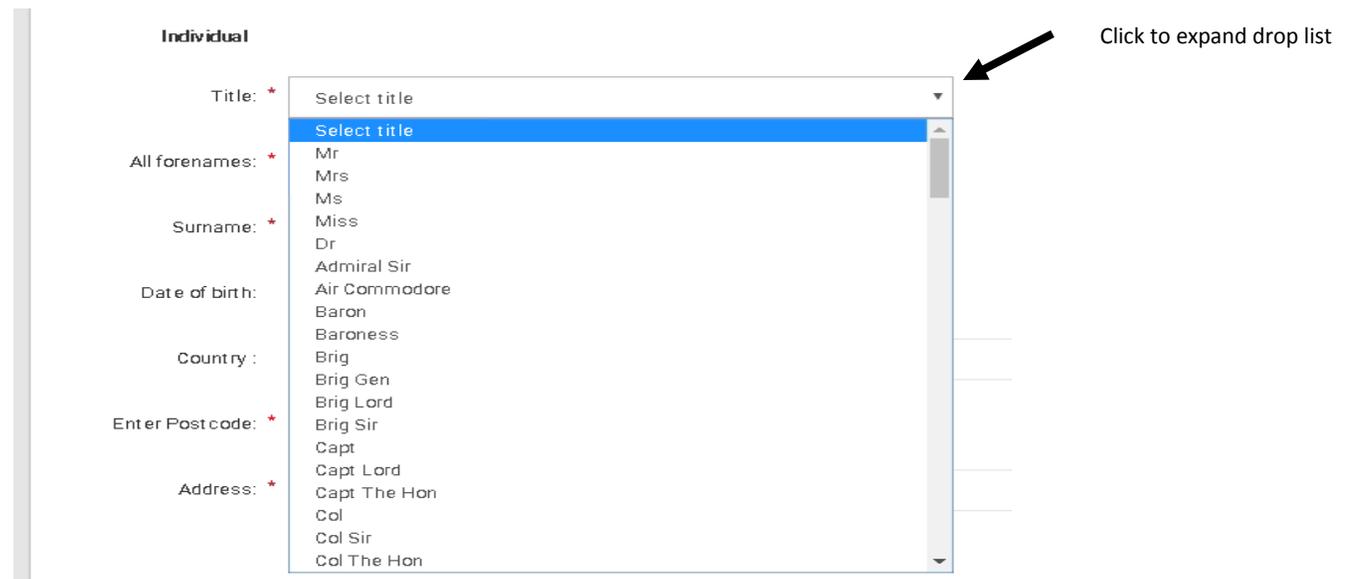
ENTER ADDRESS MANUALLY

ADD MANAGER

User Guide – Adding a Racing Club Manager

3.1 Individual

- To enter the details for an individual, firstly click the arrow to the right of “select title”. This will expand the drop down.



The screenshot shows a form titled "Individual" with several fields. The "Title" field is expanded, showing a list of titles. An arrow points to the dropdown arrow of the "Title" field with the text "Click to expand drop list".

Individual

Title: * Select title

All forenames: * Mr
Mrs
Ms

Surname: * Miss
Dr
Admiral Sir
Air Commodore
Baron
Baroness

Date of birth:

Country: Brig
Brig Gen
Brig Lord
Brig Sir

Enter Postcode: * Capt
Capt Lord
Capt The Hon
Col
Col Sir
Col The Hon

Address: *

- Select the required title from the list by clicking on the title.
- Next, add the forenames and surname of the person you wish to add as a Manager.
- There is also an option to add the Date of Birth of the person, however, unlike the other fields this is not mandatory.
- You will then need to select the country of residence for the person you wish to add, click the arrow to the right of the country field to expand the drop list. This will automatically be defaulted to “Great Britain”.

User Guide – Adding a Racing Club Manager

Country : Great Britain

Enter Post code: *

Address: *

Racing club

N

M

Argentina
Australia
Austria
Bahrain
Barbados
Belgium
Brazil
Canada
Chile
China
Colombia
Cyprus
Czech Republic
Denmark
France
Germany
Great Britain
Greece
Guernsey
Hong Kong

Click to expand drop list

CONTINUE CANCEL

- If you select another country which is not GB, you will be prompted to enter the address details for that person.

Address: *

Country : Bahrain

ADD MANAGER

- If the person you are adding is a GB resident, you will be able to use the post code look up or enter the address manually.
- If you wish to enter the address manually, click “Enter Address Manually”.

User Guide – Adding a Racing Club Manager

Country :

Enter Postcode: * ENTER ADDRESS MANUALLY  Click to add address manually

Address: *

- The required address fields will then be displayed for you to type the address into.
- Please note, all fields marked with a * mandatory fields and must be completed.
- If you change your mind and wish to use the post code look up instead, click “Postcode Lookup” to revert to the previous layout.

Address: *  Click to return to post code search

County: Enter Post code: *

Country:

- If you use the postcode lookup, enter the post code into the postcode box and click the search icon.
- This will then allow you to select the correct address from a drop down list.

Enter Postcode: *  Click to search for address

Address: *  Click to expand list

User Guide –Adding a Racing Club Manager

- Click the correct address to select it.
- Once all these details have been completed, you can click “Add Manager”.
- This will add the person to your list of Managers, including any that you have selected on Step 1.
- A warning will appear if you click “Add Manager” before all the mandatory fields are complete.
- You will also receive a warning if you click “continue” without adding the manager but have completed the details.
- There is no limit to the number of managers you wish to add.

3.2 Company

- It is also possible to add a Company as a Manager.
- Instead of adding the title, forenames etc. enter the company name in the box on the right-hand side of the screen.

Add additional club managers

Individual

Title: *

-
- You can then enter the address in the same way as described above.
- Click “Add Manager” once you have entered the name and address of the Company.
- This will add the Company to your list of Managers at the bottom of the screen.

Enter Company name here

Company

OR Name: *

3.3 Deleting a Manager

- If you have added someone or their details incorrectly, you can use the bin icon to the right of that person on your list.

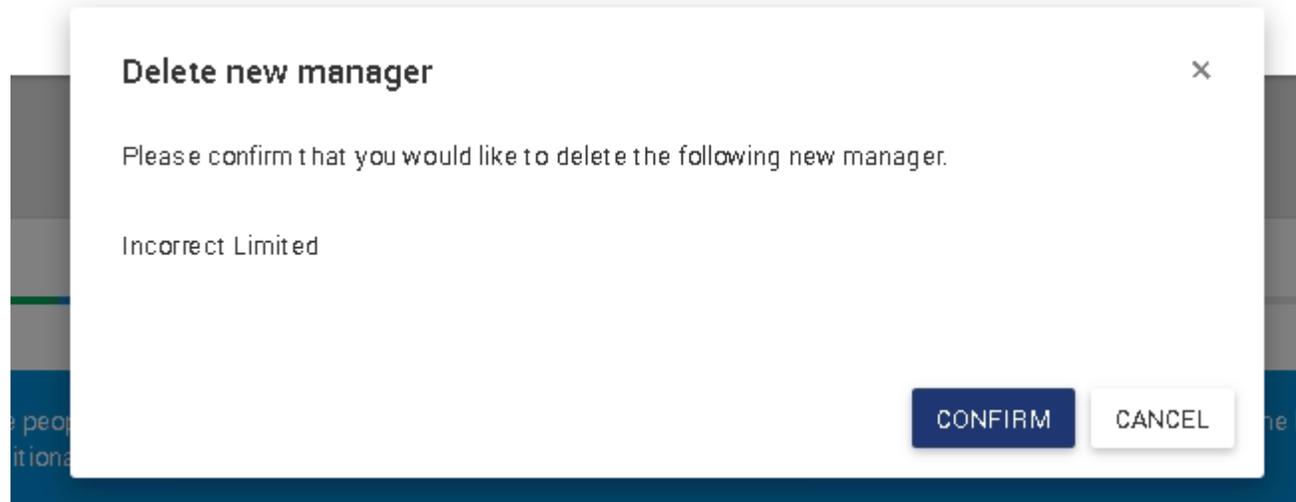
Incorrect Limited

Weatherbys Thoroughbred Ltd, Sanders Road, Northamptonshire, NN8 4BX


Click here to delete
Manager's details

User Guide – Adding a Racing Club Manager

- Clicking here will display a pop up asking you to confirm that you wish to delete the listed manager.



- Click “confirm” to remove the manager or Cancel to return to the current screen without removing the manager.
- Once you have completed your additions you can click “continue” to progress to the next step.
- If you no longer wish to add a Club Manager, click “Cancel” and return to the home screen.

User Guide – Adding a Racing Club Manager

4. Review

- This screen will display the details of all the managers you have selected or added during the process including:
 - Name
 - Address (if entered)
 - Date of Birth (if entered)
- You can use the progress bar at the top of the screen to return to any previous steps to make amendments.
- If the details are correct and you wish to continue, please click “Submit” to save the changes.

1. Select managers 2. Add managers 3. Review 4. Receipt

Please check the information below. If the details are correct, please click 'SUBMIT'.
If any of the information is incorrect, please click on the relevant numbered step in the progress bar above to amend.

The following Manager(s) will be added to this Racing Club:

Name	Address	DOB
Wing Comdr Max Power		
Incorret Limited	Weat herbys Thoroughbred Ltd, Sanders Road, Nort hamptonshire, NN8 4BX	

SUBMIT CANCEL

- You can also cancel and exit at this point.

5. Receipt

- This screen will display the same information as the review screen.
- You requested changes will now be sent to Weatherbys for processing.
- The new Racing Club Managers will appear on the Club's owner's details once they have been successfully processed.
- As all Racing Club Managers, must be registered owners, there may be some delays if any of the individuals are not submitted.
- You will be contacted if there are any queries.
- Once processed, a communication will be sent to all the Managers advising of the changes.



Thank you.
The changes to your racing club have been submitted successfully.
Please note, details of the new racing club managers will be sent to Weatherbys for processing and will not appear in your members list until this has been completed.
All managers will be advised once the changes have been processed.

Name	Address
Wing Comdr Max Power	
Incorrect Limited	Weatherbys Thoroughbred Ltd, Sanders Road, Northamptonshire, NN8 4BX

Click to return to the Club's Details screen.  [Return to Club Details](#)

- Click the link on the bottom right hand side of the screen to return to the Club Details, or alternatively, use the main menu at the top of the screen to navigate away.