



Owner – User Guide

Maintaining Syndicate Contact Details

11th June 2016

v.1

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User Guide –Maintaining Syndicate Contact Details

1. Logging into the New Racing Admin Site

- Firstly, you must log into the New Racing Admin site (NRAS) using your email and password. Once you have logged into NRAS you will have several menus displayed.
- Please note, you must be a Syndicator to amend and maintain a Syndicate.

Communications

Mr A. Owner

ANNOUNCEMENTS (0) INBOX (0) RECEIPTS (0) DELETED (393)

Title:

RESET SUBMIT

ACTIONS ▾

Priority ^h	Title ^h	Category	Status	Effective Date [↑]
<input type="checkbox"/>	Handicappers' Contact Details	Updated General Announcement	Active	13/03/2017 00:00

One item found.

2. Owner Menu

- To view your Syndicate Ownership details, click on the Owner menu at the top of the screen.
- My Ownerships will be available under the Ownership details menu. This screen will provide you with the Syndicate Ownership details and all other associated Ownerships.

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FIXTURES & RACES

TRAINER

OWNER

INFORMATION

NAMES & PASSPORTS

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

VAT

Enquire VAT Registration

MY ACCOUNTS

BHA Invoice Enquiry

COLOURS

Racing Colours by Person
Racing Colours Builder

SPONSORSHIP ENQUIRIES

My Sponsorships

OWNERSHIP DETAILS


My Horses
My Ownerships
Partnership Registration
Syndicate Registration
Club Registration

AUTHORITY TO ACT

Your Agents
Authorised by
Register Authority to Act

- From this menu, you can perform a variety of actions on behalf of your Syndicate, including registering colours, names and sponsorships in addition to registering new ownership entities which your Syndicate is involved in.

3. My Ownerships

- This screen will show you details on your Syndicate Ownerships as well as showing all the details for all the entities e.g. Partnerships, Syndicates, and Clubs that your Syndicate is involved in.
- You can view any recent applications that have not yet been reviewed by the BHA by clicking on the “Pending” tab.
- This screen will display the name of your Syndicate and the colours which are registered to it (if any). The HIT badge will be green if the Syndicate has horses in training, and red if not. 
- Click on your Syndicate to view more details.

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REGISTERED PENDING

✓ Sole ✓ Partnership ✓ Syndicate ✓ Company ✓ Club

Q Input all or part of an ownership name REFRESH

Ownership Name	Date Registered	Type	
Syndicate 1 BLACK and WHITE CHECK, WHITE sleeves, BLACK cap.	09/12/1994	SYNDICATE	HIT ✓

4. Owner's Details

- This screen will display the ownership information for the Syndicate including:
 - Ownership type – displayed as a purple badge
 - Registered owner status and start date
 - ROA membership status, start and end dates
 - Fee alignment date
 - Syndicator(s)
 - Colours

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Owner details

Ownership type: **SYNDICATE**

Registered owner: Yes

Registration date: 23/12/1996

ROA member: No

Start date:

Renewal date:

Racing package: None

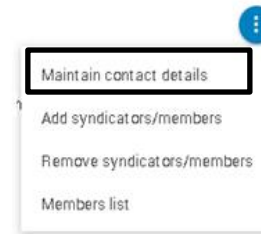
Package from:

Racing name: Syndicate 1

End date:

End date:

To:



Click to expand menu

Syndicator(s)

Mr A. Owner

Miss B. Owner

Racing colours

BLACK and WHITE check, WHITE sleeves, BLACK cap

5. Maintaining Syndicate Details

- From the Syndicate details screen, you will also be able to access several options from the “Show More” button.
- Clicking on this button will display a list of options including:
 - Maintain Contact Details
 - Add Syndicators/ Members



- Remove Syndicators/ Members
- Members List
- Click maintain contact details to proceed to the contact details screen.

6. Maintaining Your Contact Details

- This screen will allow you to maintain the following contact details:
 - Telephone numbers
 - Email addresses
 - Fax Numbers
 - Addresses

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OWNERSHIP DETAILS / CONTACT DETAILS

My telephone numbers ⋮

Home Phone: 01234 123456

My email addresses ⋮

aowner@email.com

My fax numbers ⋮

01234 654321

My addresses ⋮

Care Of: A1 XXXXXXXX XXXXXXXXXXXXXXXX XXX ★
A2X XX XXX X. XXXX
A3X XXX XXXXXXXX
A4XXXXX XXXX
A5XXXXX
Somerset
BA4 6RE

4.1 Adding a Telephone Number

- To add a new telephone number, click the blue show more button.
- This will display two options, shown below.
- Click the first option to add a telephone number.

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MY OWNERSHIPS / CONTACT DETAILS

My telephone numbers


Work Phone: 01234 123456
Mobile Phone: 07123456789

ADD TELEPHONE NUMBERS
MAINTAIN TELEPHONE NUMBERS

- You will then be directed to the add contact screen.
- You will need to select the phone number type from the drop down.
- To expand the drop-down box, click the arrow on the right-hand side of the box.

ADD CONTACT

Telephone number

Type: * 

Details: *

Is this your preferred method of contact?

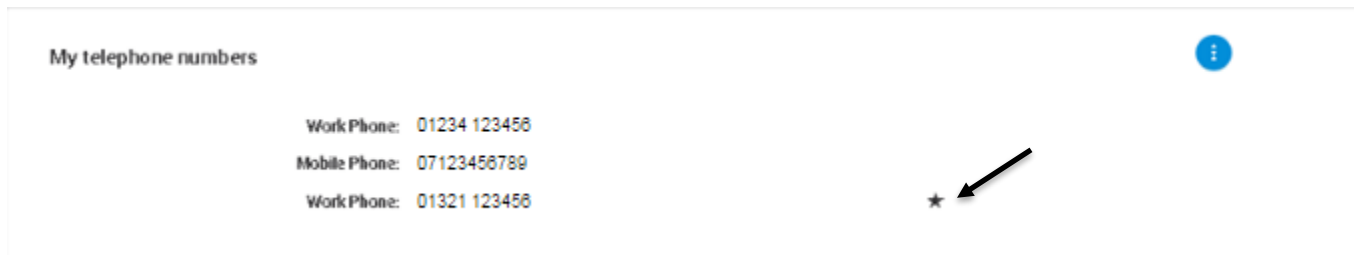
SUBMIT CANCEL

Alternative Home Number
Home Phone
Mobile Phone
Secondary Residency Phone
Secretary/PA
Work Phone

- Select a telephone number type by clicking on the option.
- You will then need to enter the telephone number; click on the telephone number box to enter the details.
- If you wish the new telephone number to be your preferred contact, please click the box to the right of the telephone number field.
- Once you have entered all the details, click “Submit” to save the changes.
- If you no longer want to proceed with the changes, click “Cancel”.

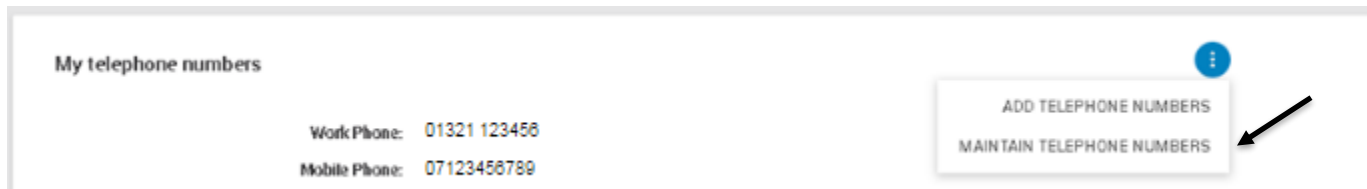
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- You will be asked to confirm your decision, if you click yes, you will be taken back to the contact details screen.
- If you click no, you will return to the add telephone number screen.
- If you have submitted the changes, you will then be able to see them on the contact details screen. If you have select the new number to be a preferred contact detail, it will also show a small star to indicate this.



4.2 Maintaining a Phone Number

To edit an existing phone number, click the show more button, and then select the second option.







- A screen will now display allowing you to edit the phone numbers. Click in the relevant phone number box to begin amending the number.

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Telephone numbers

Is this your preferred method of contact?
Please select one

Home Phone: *	<input type="text" value="01234 567895"/>	<input type="checkbox"/>	
Home Phone: *	<input type="text" value="011112 1215165"/>	<input type="checkbox"/>	
Mobile Phone: *	<input type="text" value="07798 545866"/>	<input type="checkbox"/>	

- To change your preferred contact number, click the box next to the number.
- To delete a phone number, click the delete icon . A message will be displayed in a pop up box, asking you to confirm. Click confirm to remove the phone number or cancel to return.
- If you do not wish to save the changes, click cancel.
- Once you are happy with the changes that have been made and you wish to save them, click “Submit”.

4.3 Adding a New Email Address

- Click the show more button on the right of “My Email Addresses”.
- Then click “Add Email Address”.

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My telephone numbers ⋮

Home Phone: 01234 568866

My email addresses ⋮

Email: Test@email.co.uk

ADD EMAIL ADDRESS

MAINTAIN EMAIL ADDRESS

My fax numbers ⋮

Fax: 01234 568866

My addresses ⋮

Unknown: AXX XXXX
XX01 XXXX
XXXX XXXXXXXX
PO1 5ST

★

- The “Add Contact” screen will be displayed which will allow you to add a new email address.
- Use the arrow on the right of the “Type” field to expand the drop down. This is a mandatory field and must be completed before changes can be saved.

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The screenshot shows a form titled "Email address". On the left, there is a dropdown menu labeled "Type: *" with a downward arrow. The menu is open, showing three options: "Email" (highlighted in blue), "Email", and "Work Email". An arrow points to the dropdown arrow. In the center, there is a text input field labeled "Details: *" containing the text "Email address". An arrow points to the input field. On the right, there is a checkbox labeled "Is this your preferred method of contact?". An arrow points to the checkbox. Below the checkbox are two buttons: "SUBMIT" (dark blue) and "CANCEL" (light gray).

- Once you've selected the email type, click in the details box to enter the email address.
- You can also select if this is your preferred method of contact by clicking the box on the right.
- If you do not wish to save the changes, cancel, and confirm.
- If you wish to save the changes, click "Submit".

4.4 Maintaining an Existing Email Address

- To maintain an existing email address, click the show more button and "Maintain Email"

User Guide –Maintaining Syndicate Contact Details

The screenshot displays a user interface for maintaining contact details, organized into four sections:

- My telephone numbers:** Home Phone: 01234 568866
- My email addresses:** Email: Test@email.co.uk. This section includes two buttons: "ADD EMAIL ADDRESS" and "MAINTAIN EMAIL ADDRESS". A black box highlights these buttons, and a black arrow points to the menu icon (three dots) in the top right corner of this section.
- My fax numbers:** Fax: 01234 568866
- My addresses:** Unknown: AXX XXXX
XX01 XXXX
XXXX XXXXXXXX
PO1 5ST. A star icon is visible to the right of the address text.

- This will display the “Maintain Contact Details” screen.
- To amend the address, click in the box and begin typing.
- You can also click to select the email as your preferred contact in the same manner as when you added a new email address.

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MAINTAIN CONTACT DETAILS

Email addresses

Warning! Maintaining an email address could invalidate your ability to log in to the system. If you wish to amend the email address you use to login in with please contact the Racing Administration Helpdesk on 01 933 304828

Email: *

Is this your preferred method of contact?
Please select one

- If you do not wish to save the changes, click cancel, and confirm.
- To save the changes click “Submit”.
- Your changes will now be saved.

4.5 Adding and Maintaining Fax Numbers

- Click the show more button to the right of “My Fax Numbers”.
- You then select to add a new fax number or maintain an existing one.
- These use the same processes as maintaining an email address.

4.6 Adding a New Address

- Click the show more button to the right of “My Addresses”.
- Select “Change Address due to Move”

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- This will change your primary address. If you wish to add an additional alternative address, click “Add Additional Address”. This screen will work in the same way as shown below.

My addresses

Unknown:	A1 X. XXX 000 A2XXXXX A3XXX SN10 4EN	★	
Primary Residential (Home):	A1 XXXXXXXX A2 XXXX XXXXXX A3XXXXXXXX XXXXXX A4XXXXX Wiltshire SN10 4EN		🗑️

⋮


CHANGE ADDRESS DUE TO MOVE

ADD ADDITIONAL ADDRESS

- From this screen, you can either select a new address or set the address to that of one of your agents.
- For a new address, first select the address type using the drop-down box and select an address type.

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The screenshot shows a web form titled "Race address" with a progress bar at the top indicating "1. Add Address" and "2. Review Details". Below the title are two buttons: "NEW ADDRESS" and "CARE OF AGENT". The form contains several fields: "Address Type:" with a dropdown menu expanded to show options: "Care Of", "Event Location", "Other Residential", "Primary Residential (Home)", and "Principal Place of Business"; "Country:"; "Enter Postcode:"; and "Address:". At the bottom right are "CONTINUE" and "CANCEL" buttons. An arrow points to the "Address Type" dropdown with the text "Select Address type".

- The country will be defaulted to Great Britain, but can be changed by clicking the arrow to the right. This will expand the drop-down list and allow you to select another country.
- If the address has a post code, you can enter this in the post code field. Click the magnifying glass icon . This will display another drop down list containing all the addresses linked to the entered post code.

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ADD ADDRESS

1. Add Address 2. Review Details

Race address

NEW ADDRESS CARE OF AGENT

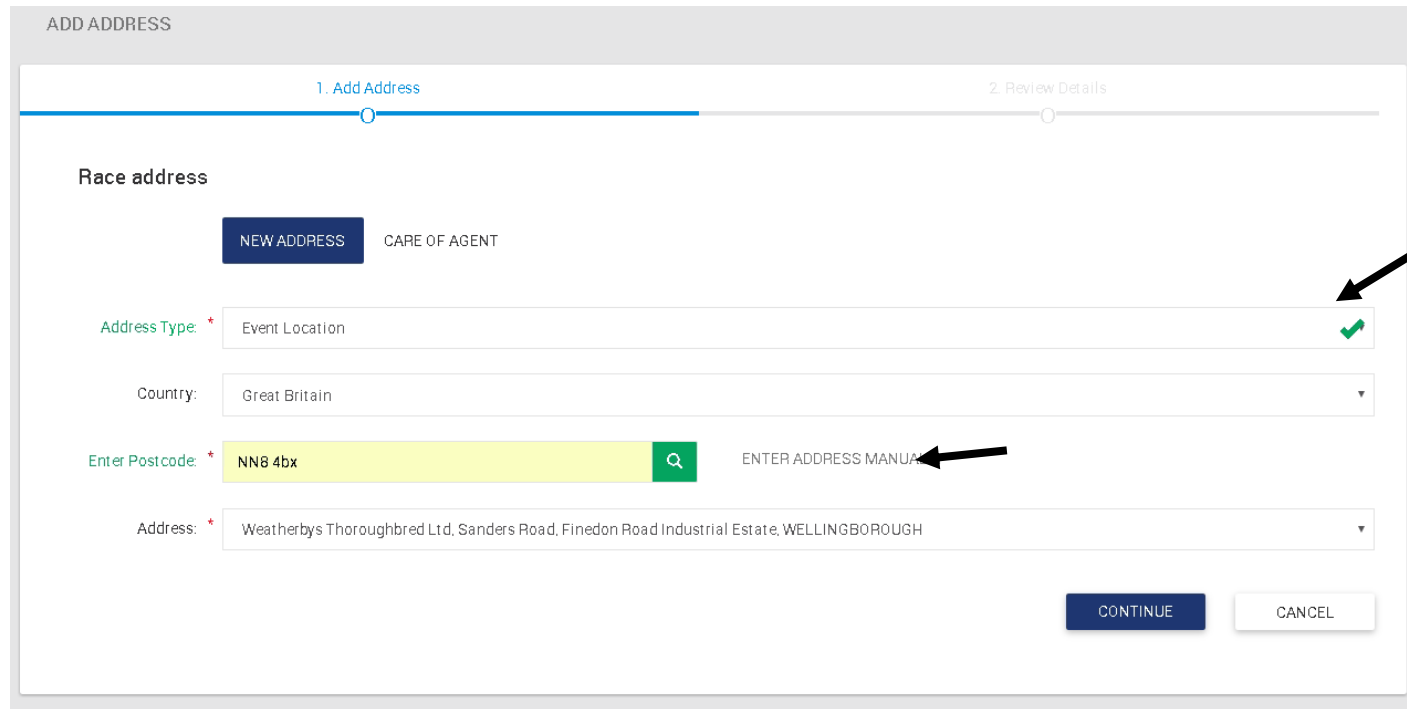
Address Type: * Event Location ✓

Country: Great Britain

Enter Postcode: * NN6 4bx ENTER ADDRESS MANUALLY

Address: * Weatherbys Thoroughbred Ltd, Sanders Road, Finedon Road Industrial Estate, WELLINGBOROUGH

CONTINUE **CANCEL**



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- If the address is foreign or not recognized by the post code search, you can also click “Enter Address Manually” to type in the address

Address Type: * Event Location 

Address: * Weatherbys Thoroughbred Ltd

Sanders Road

Finedon Road Industrial Estate

WELLINGBOROUGH

County: Northamptonshire Enter Postcode: * NN8 4BX

Country: Great Britain

- You must complete all fields marked with an asterisk to continue.
- To add the address of one of your existing agents, click the “Care of Agent” tab.

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ADD ADDRESS

1. Add Address 2. Review Details

Race address

NEW ADDRESS CARE OF AGENT

Appointed Agent: * Please Select

CONTINUE CANCEL

- Click the arrow to the left of the “Appointed Agent” to expand the drop list.
- This list will display all the people who you have select previously to act as an agent on your behalf.
- A second drop list will then display and you will need to select an address for the agent, in some cases an agent may have more than one address.

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ADD ADDRESS

1. Add Address 2. Review Details

Race address

NEWADDRESS CAPE OF AGENT

Appointed Agent: * Mr Alan King ✓

Address: * A2XXXXX XXXXXXX XXXXXXX, A3XXXXXXXX, SN4 0QZ, Great Britain ✓

CONTINUE CANCEL


- As with previous changes, if you do not wish to save these changes, click cancel, and confirm.
- If you wish to save them, click “Continue.”
- You will then see the review screen which will allow you to review the new address.
- If you wish to make the changes, click “Submit”.

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ADD ADDRESS

1. Add Address 2. Review Details


Race address

 Please check the information below. If the details are correct, click "Submit". If any of the information is incorrect, please click "1. Add Address" to amend the details.


Address Type: Care Of
Country: Great Britain
Address: A2XXXXXX XXXXXX XXXXXXXX
A3XXXXXXXX
Wiltshire
SN4 0QZ

Please note that changes will appear in RED until approved by Weatherbys Ownership Desk


- Once you have submitted the changes, they will be sent to Weatherbys for processing. Until this has been completed, you will see the new pending address highlighted in red.
- This address will be shown in black once it has been added by Weatherbys.

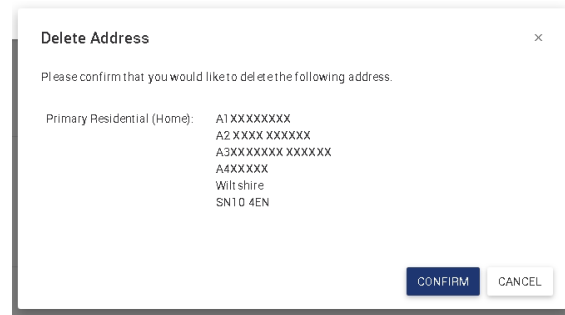
My addresses 

Other Residential: Weatherbys Thoroughbred Ltd
Sanders Road
Finedon Road Industrial Estate
WELLINGBOROUGH
Northamptonshire
NN8 4BX
(NEW) ★

Primary Residential (Home): A1 XXXXXXXX
A2 XXXX XXXXXX
A3XXXXXXXX XXXXXXXX
A4XXXXXX
Wiltshire
SN10 4EN 

4.7 Removing an Address

- If you wish to remove an existing address, click the delete icon next to the address. 
- You can only do this for addresses which are not pending.
- A pop up will display asking you to confirm.



- If you click cancel, you will return to the maintain contact details screen and no changes will be saved.
- If you click “confirm” the address will be deleted.