



# Hunter Keeper/Owner – User Guide

## Making an Entry

6<sup>th</sup> December 2018

v.1

# Hunter Keeper/Owner – Making an Entry

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# Hunter Keeper/Owner – Making an Entry

## 1. Finding a Hunter Chase race that is open for entries

- Click FIXTURES & RACES on the menu at the top of the screen, this will display a list of options.
- Then under FIND FIXTURES & RACES select Hunter Chases.  
NOTE: FIND FIXTURES & RACES can be used to view any race currently published in the Programme Book

Click to expand the menu



FIXTURES & RACES

HUNTER CHASE

INFORMATION

### RACECARDS & ENTRIES

• Racecards & Entries  
• Early Closing Entries

### RESULTS

• Race Results  
• Horse Results

### FIND FIXTURES & RACES

• Fixture List  
• Flat Races  
• Steeple Chases  
• Hurdle Races  
• National Hunt Flat Races  
• Hunter Chases  
• Interactive Races

Click to see all currently published Hunter Chases

### FIXTURE UPDATES

• Non-Runners  
• Going Reports  
• Entries Tracking  
• Declarations Tracking  
• Confirmations Tracking

### RACE SERIES

• Race Series

# Hunter Keeper/Owner – Making an Entry

- This screen will display all currently published Hunter Chase Races.
- Filters will be displayed on the left hand side and the main content of the screen will be a list of races

**FILTERS**

**LIST OF RACES**

**Date**

From:

To:

Open for Entries

Show Early Closing Races Only

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**Race Type**

Open Hunter Chase

Maiden Hunter Chase

Novice Hunter Chase

Handicap

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**Distance**

From:

To:

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**Class**

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**Surface**

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**Age Conditions**

FLAT		STEEPLE CHASE		HURDLE		NATIONAL HUNT FLAT		HUNTER CHASE	
<a href="#">CONTACT BHA</a>									
Races currently published up to and including April 30th, 2019									
08/12/18	AINT	52114	1.00	CHRISTMAS PARTIES AT AINTREE (A/R.Hunt.)		4YO+	2m 4f	2	£30,000
08/12/18	AINT	52113	2.40	REWARDS4RACING MANY CLOUDS (P2.A/R.Hunt.)		4YO+	3m 210y	1	£60,000
09/12/18	HUNT	52145	3.30	Abf (Nov.A/R.Hunt.)		4YO+	2m 7f 129y	4	£13,300
11/12/18	TAUN	00216	4.00	Geoffrey Bosley 'Tally Ho' (A/R.Hunt.)		5YO+	2m 7f 3y	6	£3,750
12/12/18	LUDL	00366	2.50	Chase Meredith Memorial Trophy (A/R.Hunt.)		5YO+	2m 7f 171y	4	£6,000
13/12/18	WARW	00476	3.45	Willoughby de Broke (A/R.Hunt.)		5YO+	3m	6	£3,000
23/01/19	HERE	00516	4.25	Festival Preview Night 1st March (A/R.Hunt.)		5YO+	2m 4f 194y	5	£5,000
31/01/19	WINC	00686	4.00	Stewart Tory Memorial (A/R.Hunt.)		5YO+	3m 1f 30y	6	£3,500
02/02/19	MUSS	00736	4.25	bet 365 Scottish Foxhunter (A/R.Hunt.)		5YO+	3m 2f 139y	5	£5,000
02/02/19	WETH	00727	3.55	Smurfit Kappa Inspirepac (A/R.Hunt.)		6YO+	3m 45y	6	£3,600
06/02/19	LUDL	00807	4.50	February (A/R.Hunt.)		6YO+	2m 7f 171y	5	£5,000
07/02/19	FLAS	00824	4.45	Walters Welsh Foxhunters (A/R.Hunt.)		5YO+	2m 4f 199y	4	£6,700
08/02/19	BANG	00847	4.55	John Hewitt Memorial (A/R.Hunt.)		6YO+	2m 4f 72y	6	£2,000
12/02/19	LING	00936	4.15	Lingfield Park Resort (A/R.Hunt.)		5YO+	2m 7f 110y	6	£2,000
14/02/19	KELS	00976	4.10	Office Bar Hawick (A/R.Hunt.)		5YO+	2m 7f 96y	5	£4,500
14/02/19	L FIC	00986	4.30	Dick Saunders (Nov A/R Hunt)		6YO+	2m 6f 151y	5	£5,000

## Hunter Keeper/Owner – Making an Entry

- To select only those races that are open for entries tick the 'Open for Entries' option in the filters on the left and then click on the double chevrons.

**Date**

**Tick Open for Entries tick box**

To: 30/04/2019

Open for Entries

Show Early Closing Races Only

FLAT      STEEPLE CHASE      HURDLE      NATIONAL HUNT FLAT      **HUNTER CHASE**

CONTACT BHA

ⓘ Races currently published up to and including April 30th, 2019

13/12/18	WARW	00476	3.45	Willoughby de Broke (A/R.Hunt.)	5YO+	3m	6	£3,000	>
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One Races found

1

**Click the double chevrons to return results**

- This will display only those Hunter Chases that are currently published and open for entries

# Hunter Keeper/Owner – Making an Entry

## 2. Entering a Hunter Chase that is open for entries

### 2.1 Selecting a race

- Click on the race you require from the list of currently open for entries Hunter Chases.
- This will display the race conditions screen and you will see an ENTER RACE button available.
- NOTE: The ENTER RACE button will only be available if the person who is logged in has a link to a horse with a current Hunter Cert AND they have been given Hunter Keeper/Owner access on the Racing Administration site.
- Click on the ENTER RACE button

Warwick / Thursday 13 December 2018  
00476 / 3:45pm / Willoughby de Broke Open Hunters' Chase (Class 6)



#### Open for Entries

Weights published on December 8th

Declarations to run must be made by December 12th

TO CLOSE BY NOON ON DECEMBER 7TH

Total race value £3000

Distributed in accordance with Schedule (F)9.6.2

£1871 to the winning horse

The second to receive £580, the third £290 and the fourth £145

for five yrs old and upwards

about THREE MILES (3m)

Enter by noon, December 7th and pay £15 stake

Declare by 10.00 a.m. December 12th

Weights: 5-y-o.....11 st 7lb; 6-y-o and up...11 st 12lb

Mares allowed...7lb

Penalties, after 2016, a winner of a steeple chase...4lb

Of 2 steeple chases or of a Class 1 or Class 2 or Class 3 steeple chase...8lb

NB: With reference to the 8lb penalty for at least two Chase wins, a horse may only claim a half penalty if all wins were in Novice or Maiden Hunters' Steeple Chases

To be ridden by Amateur Riders

The Willoughby de Broke Trophy will be presented to the winning owner, to be held until January 1st, 2020.

ENTER RACE



Click the ENTER RACE button

# Hunter Keeper/Owner – Making an Entry

## 2.2 Selecting a horse

- Once you have clicked on the ENTER RACE button you will be presented with a list of horses to select that:
  - Meet the age and sex qualifications for the race
  - Have a current Hunter Cert registered
  - That you either own or are the Authorised Keeper of.
- Select the horse(s) you wish to enter by ticking the box next to their name and click on the CONTINUE button.  
NOTE: There may be other horses displayed in the screen that do not meet the age and sex qualifications for the race, you will not be able to select these horses.

Warwick / Thursday 13 December 2018 Jump / Turf / Afternoon Stabling capacity: 117 Maximum races: 7  
00476 / 3.45pm / Willoughby de Broke Open Hunters' Chase (Class 6) Going: 18  
3m / 5YO+ / £3,000 SF/MF FSL Seq

ENTER HORSES Click CONTINUE to progress RACE CONDITIONS

Select horses Review details Receipt

Use the tick boxes to select the horse you want to enter

Age & sex qualified horses

Horse	Age	Sex	Rating	Median Auction	Sire	Dam
<input checked="" type="checkbox"/> Oor Babby (IRE)	5	G		£7,817	Daddy Oh (IRE)	Mumstheword (IRE)
<input type="checkbox"/> Hoofsapart (GB)	9	G		£20,168	Awayaway (GB)	Get My Drift (IRE)

Showing 1 to 2 of 2 records

Already entered

Horse	Age	Sex	Rating	Median Auction	Sire	Dam
No results found!						

## Hunter Keeper/Owner – Making an Entry

### 2.3 Review details

- The screen will now display the horse (s) you have chosen for entry so you can review what you selected.
- If you wish to amend the entry and remove or add more horses, then click on the CHANGE button which will return you to the previous step, else, click SUBMIT to complete your Entry.

Warwick / Thursday 13 December 2018 Jump / Turf / Afternoon Stabling capacity: 117 Maximum races: 7  
00476 / 3.45pm / Willoughby de Broke Open Hunters' Chase (Class 6) Going:  
3m / 5YO+ / £3,000 18 0 0  
SF/MF FSL Seq

ENTER HORSES

Select horses Review details Receipt

Please check the information below. If the details are correct, click "Submit". If any of the information is incorrect, please click "Change" to amend the details. Valid horses will only be entered if the submit button is clicked and the receipt page is displayed.

Horse	Trainer / Owner	Sire	Dam
Oor Babby (IRE) 5 G £7,817	Miss T. Tonks Mr Hickory Binks	Daddy Oh (IRE)	Mumstheword (IRE)

CHANGE SUBMIT CANCEL

Click here to complete Entry

Click here if you want to amend your Entry



## Hunter Keeper/Owner – Making an Entry

### 2.4 Review confirmation

- The screen will now display confirmation of the entry.

NOTE: The only qualification checks at this point will have been on age and sex, the entry may be removed if not qualified from the race when entries close and all conditions are checked.

Warwick / Thursday 13 December 2018 Jump / Turf / Afternoon

Stabling capacity: 117 Maximum races: 7

00476 / 3.45pm / Willoughby de Broke Open Hunters' Chase (Class 6)

Going:

3m / 5YO+ / £3,000

18 0 0  
SF/MF FSL Seq

ENTER HORSES

Select horses ✓

Review details ✓

Receipt ✓

The following horses have been entered into this race. Please review any alerts or notifications listed below.

Entry ref	Horse		Trainer / Owner	Sire	Dam
HCCN	Oor Babby (IRE)	5 G £7,817	Miss T. Tonks Mr Hickory Binks	Daddy Oh (IRE)	Mumsthe word (IRE)

#### Deadlines

Declarations: 12/12/2018

[RETURN TO SEARCH BY RACE](#)

# Hunter Keeper/Owner – Making an Entry

## 2.5 Review receipt

- You will also have been sent a receipt that can be viewed in your Communications Hub.
- You can see the receipt by clicking on the 'Page' icon in the top right hand corner of your screen

NOTE : Both the Owner and the Authorised Keeper of the horse will get a receipt if they are registered to use the Racing Administration site.

Click here to view



### RECEIPTS

Warwick / Thursday 13 December 2018 Jump / Turf / Afternoon

Stabling capacity: 117 Maximum races: 7

00476 / **3.45pm** / Willoughby de Broke Open Hunters' Chase (Class 6)

Going:

3m / 5YO+ / £3,000

18 0 0  
SF/MF FSL Seq

Entrv made - Warwick-13/12-00476-

**Oor Babby (IRE)**

06/12/2018 17:38



Click on the receipt summary to view

## Hunter Keeper/Owner – Making an Entry

Entry made - Warwick-13/12 - 00476 - **Oor Babby (IRE)** - HCCN

To:  
From



The following Entry has been made :

Warwick Thursday, 13 Dec 2018

00476 / 3:45PM / THE WILLOUGHBY DE BROKE OPEN HUNTERS' STEEPLE  
CHASE (CLASS 8)

3m / 5YO+ / ??3000

**Oor Babby (IRE)**

Entry Ref: HCCN

**Mr Hickory Binks**

### 3. Cancelling an entry in a Hunter Chase

- To be able to cancel the Entry, the race must still be Open for Entries

#### 3.1 Finding your Entry

- Click HUNTER CHASE then All and find your Entry.

Click to expand the menu



FIXTURES & RACES

HUNTER CHASE

INFORMATION

#### MY ENTRIES

Declarations

Confirmations

Scratch E/C

Entries

Runners

All ← Click to see all Entries/Declarations/Confirmations



## Hunter Keeper/Owner – Making an Entry

- This will display all of your Entries regardless of which stage the Race is at.
- Find the entry you wish to cancel either scrolling down the list or using the search function at the top of the screen if it is easier.
- Then click on the Show More button (the blue ball with 3 dots) and select 'Cancel entry'

Search by entry ref, race number, horse, race name or racecourse... **Enter search criteria if required**

ALL CLOSED

**Warwick / Thursday 13 December 2018**

<b>00476</b>	3.45pm	Willoughby de Broke Open Hunters' Chase (Class 6)	3m	5YO+	£3,000	SF/MF FSL 18 0	
Open for entries		Enter by 12:00 on Friday 14 December 2018					
Entered	<b>Oor Babby (IRE)</b>				LFHF		

**Click to show more options**

**Click to start Cancel entry process**

Book/remove rider  
Cancel entry

## Hunter Keeper/Owner – Making an Entry

### 3.2 Submitting the cancellation

- This will display the Entry and ask you to review the Entry
- Click SUBMIT if you are happy to proceed and cancel the entry or click CANCEL if you wish to go back.

CANCEL ENTRY

Review details Receipt

Please check the information below. If the details are correct, click "Submit". This entry will only be cancelled if the submit button is clicked and the receipt page is displayed.

Entry ref	Horse / Rider	Age / Sex	Trainer / Owner
HCCN	Oor Babby (IRE)	5 G	Miss T. Tonks Mr Hickory Binks

Click to cancel the entry shown →

Click to leave horse entered in Race

## Hunter Keeper/Owner – Making an Entry

### 3.3 Reviewing the receipt

- Clicking on SUBMIT will display the Cancel Entry receipt screen
- Click on RETURN TO ENGAGEMENTS to return back to ALL in My Entries


CANCEL ENTRY

Review details ✓ Receipt ✓

The following entry has been cancelled.

Entry ref	Horse / Rider	Age / Sex	Trainer / Owner
<a href="#">HCCN</a>	<b>Oor Babby (IRE)</b>	5 G	Miss T. Tonks Mr Hickory Binks

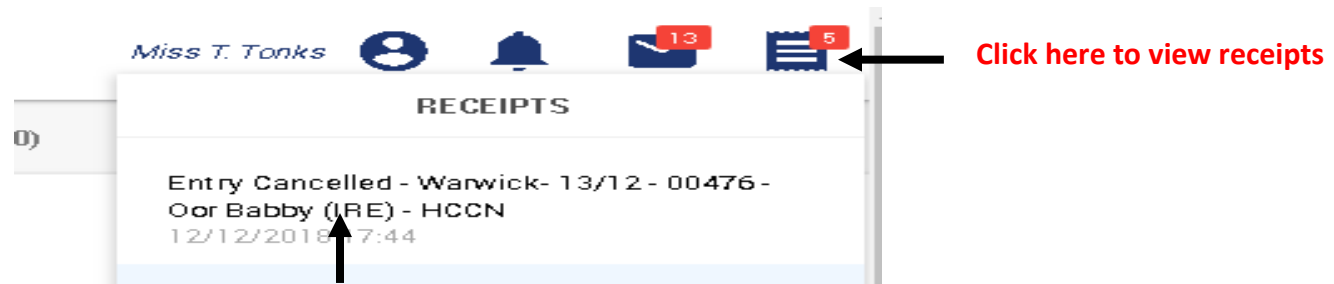
RETURN TO ENGAGEMENTS



Click to go back to My Entries

## Hunter Keeper/Owner – Making an Entry

- You will also have been sent a receipt that can be viewed in your Communications Hub.
  - You can see the receipt by clicking on the 'Page' icon in the top right hand corner of your screen
- NOTE : Both the Owner and the Authorised Keeper of the horse will get a receipt if they are registered to use the Racing Administration site.



Click on the receipt summary to view

### Entry Cancelled - Warwick- 13/12 - 00476 - Oor Babby (IRE) - HCCN

To: Miss T. Tonks  
From: RO Operators



The following Entry has been cancelled :

Warwick Thursday, 13 Dec 2018

00476 / 3:45PM / THE WILLOUGHBY DE BROKE OPEN HUNTERS' STEEPLE  
CHASE (CLASS 6)

3m / 5YO+ / £3000

#### **Oor Babby (IRE)**

Entry Ref: HCCN

Owned by: Mr Hickory Binks