



Trainer – User Guide

Registering an RCN

20th September 2016

v.1

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User Guide – Registering an RCN


1. Register an RCN

- Log in to the New Racing Administration Service by using your email address and password.
- Select “Trainer” from the main menu at the top left hand side of the screen.
- Click on “Register RCN” under “Trainer Menu”.

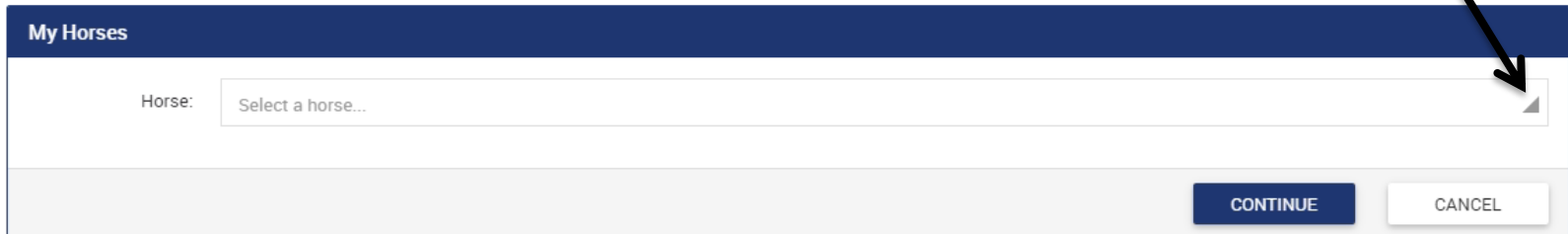
The image shows a screenshot of the BHA website's main navigation menu. At the top left is the BHA logo. To its right are four main menu items: "FIXTURES & RACES", "TRAINER", "OWNER", and "INFORMATION", each with a downward arrow. The "TRAINER" menu is highlighted with a grey background. An arrow points to the "TRAINER" menu with the text "Click to expand menu". Below the "TRAINER" menu, a list of sub-menu items is displayed in four columns. The "REGISTER RCN" option is located in the fourth column under the "RCNS" heading. An arrow points to "REGISTER RCN" with the text "Click to begin registering an RCN".

LICENSING My Licences/Permits	STABLE EMPLOYEES Stable Employees List	MY YARD Horses Owners Horses in Training Totals My Ratings Add Horse into Training	AUTHORITY TO ACT Agents Authorised By Register Authority to Act
MY ACCOUNT Account Subject Enquiry	MY ENTRIES All Engagements Still Open for Entries Open for Scratchings Open for Confirmations Open for Declarations Runners Entries for Foreign Races	SPONSORSHIPS Trainer Sponsorships	
RACES TO CLOSE Races to Close Early Closing Races Foreign Races 2nd/Supplementary Entries Reopened Races		RCNS Register RCN	

2. Select Horse

- Click the down arrow to display the drop-down list. This will show all your horses currently in training.
- Click on the horse to select or click next to the search icon in the field to search for a horse.
- Select “Continue” to proceed with the RCN request.
- To return to the home screen click “Cancel” or  HOME

Click to expand drop
list



My Horses

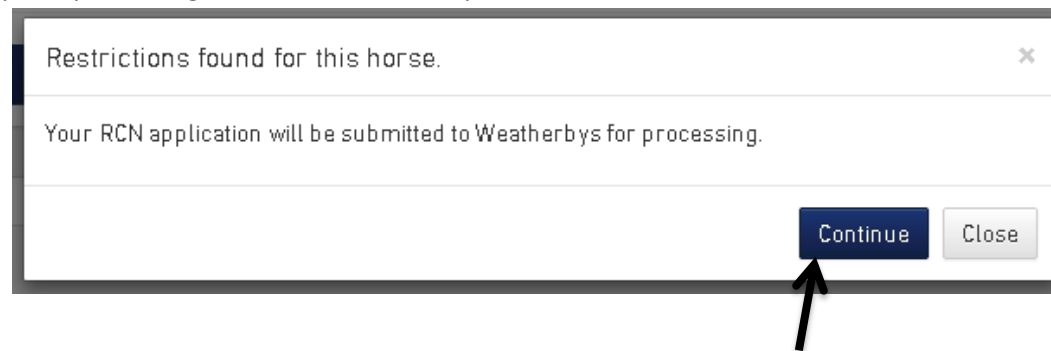
Horse:

CONTINUE CANCEL

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- Please note, if there are any restrictions, e.g. stalls test required, an advisory pop up will display to the trainer, stating that the application will be submitted to Weatherbys for processing. Select "Continue" to proceed with the RCN or "Cancel" to return to the home screen.



3. Registering the RCN


- The screen will display the selected horse, Trainer, Date of Foaling, and Owner of the Horse.

3.1 Selecting the Country and Race



- Select the Country by typing in the box or clicking the arrow for the drop-down menu then select the required country e.g. France. This is a mandatory field (as denoted by the *****) and must be completed before you can progress the application.
- The racecourse should then be selected in the same manner in the box below (mandatory field).
- Input the date by selecting the required date on the calendar.
- Select the required race. If selected race has a different date – Race Date is updated with new race date .
- If Race cannot be located on drop down – Race Name can be entered manually.
- Either Race or Race Name must be selected / input.


DESTINATION COUNTRY

Please note: RCN's are not required to travel to Ireland or the Channel Islands. If the required country does not appear on the list, please apply to Weatherbys for a Passport Endorsement.

Destination: * 



DETAILS OF THE FIRST RACE THE HORSE IS TRAVELLING TO COMPETE IN

Racecourse: *  

Race: list 

If the race required is not listed please enter race name below.

Race Name:

Race Date: *  

Click to expand drop list

Click to display calendar



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3.2 Travel Details

- The travel dates to and from the desired country should be input by either typing the dates or selecting from the calendar.
- Select whether the horse will be staying at the racecourse stables by ticking the box provided.
- If the horse is staying elsewhere this can be inserted manually using the “Alternative Address” field (mandatory, either box must be ticked or address entered).
- Enter the name of the person accompanying the horse by clicking the field next to “Name” (Mandatory field).
- Click the field next to “Phone Number” and “Email” to enter this information (Mandatory fields).
- This information must be completed before continuing with the registration of the RCN.

TRAVEL DETAILS


Expected dates of travel and return


Travel Date: * 15/11/2016  Return Date: * 30/11/2016 

Address of stables where the horse will stay when abroad

Racecourse Stables Alternative Address:

Name of person accompanying the horse when abroad

Name: * Mr Stable Lad 

Phone Number: * 01933 440077  Email: * stablelad@hotmail.com

3.3 Declaration of Intent / Guidance Notes

- Select RCN type by clicking on the down arrow to display the drop-down box.
- Options are single race or extended stay.

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- Guidance Notes on Racing Clearance Notification (RCNs) – these can be viewed by clicking on the wording if required
- To continue with the registration – select continue
- If any details are incomplete or incorrect at this point they will show up in red and must be completed or amended before proceeding.

4. Payment Details

- This screen will show the selections as made in the previous screen.
 - RCN Type
 - Country
 - Race Name
 - Stable Address
 - Travel Date
 - Return Date
 - Race Date
- Option to return to Application to make amendments
- Break down of Fees Payable (this does not show the ROA discount until the charging account has been confirmed)

4.1 Customer Details

- It will show the details of both Trainer (Requested by) and Horse (To be Registered to)
- To select the account to charge the registration to click the down arrow on the “Charge” box to display the drop down list.
- Charge should default to Ownership of the horse (providing an A2A is in place between the owner and the trainer)
- Other accounts available - Trainers Account
- To go back to the home screen and cancel the RCN application, select “Cancel”.
- Once you have chosen the account to charge, select “Continue

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Register RCN		Fees Payable	
RCN Type:	Extended Stay	RCN Regn:	38.08
Country:	France	VAT:	7.62
Race Name:	PRIX HEROD (Listed Race)	Total:	45.70
Stable Address:	Racecourse Stables		
Travel Date:	15/11/2016		
Return Date:	30/11/2016		
Race Date:	22/11/2016		

[Return to Application](#)

Customer Details

REQUESTED BY
MR A. TRAINER 0000 00000 00000000, A200 0000, A30000000, SUFFOLK 000 000

TO BE REGISTERED TO
HORSE 1 (GB) 2013 (15 AUG) BAY FILLY BY HORSE A (USA) EX HORSE B (IRE) (HORSE C (FR))

PAYMENT DETAILS
Please select an account to charge. Total amount payable: £45.70

Charge:

5. Confirm Payment Details

- Screen shows a summary of the RCN details as requested
- Breakdown of the charge including the RCN fee; VAT and ROA discount (Applicable if the account holder being charged has ROA membership).
- Click “Edit” to go back and change the account to be charged.
- Click “Return to Application” to amend RCN details
- Select “Cancel” to return to Home screen and cancel application
- Select “Confirm” to complete registration of the RCN and display the Receipt Screen

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Register RCN	
RCN Type: Extended Stay	Travel Date: 15/11/2016 Return to Application
Country: France	Return Date: 30/11/2016
Race Name: PRIX HEROD (Listed Race)	Race Date: 22/11/2016
Stable Address: Racecourse Stables	

Fees Payable	
RCN Regn:	38.08
ROA:	-7.62
VAT:	6.10
Total:	36.56

Customer Details	
REQUESTED BY MR A. TRAINER :00X XXXXX XXXXXXX, A2XX XXXX, A3XXXXXXX, SUFFOLK XX0 0XX	
TO BE REGISTERED TO HORSE 1 (GB) 2013 (15 AUG) BAY FILLY BY HORSE A (USA) EX HORSE B (IRE) (HORSE C (FR))	
PAYMENT DETAILS Edit Owner 1 and Owner 2	
TERMS & CONDITIONS Please review and confirm that all the information provided is correct before submitting this application.	
Data Protection By submitting this form you agree that any information you provide may be held by British Horseracing Authority Limited, or Weatherbys Limited, including in their computer records and, where applicable, also by Weatherbys Bank Limited for the purpose of client identity verification. You also agree that it may be properly disclosed to other agencies registered to receive such information in connection with the management, regulation and integrity of horseracing. In addition, you agree that details of horse ownership may be released to third parties if such details are already in the public domain (e.g. published in a list of entries, race results or on the British Horseracing Authority's Racing Administration website). For further information, please contact Weatherbys' Data Protection Officer / Company Secretary on 01933 440077.	
CONFIRM CANCEL	

6. RCN Receipt

- Confirmation that the RCN has been registered will be shown at the top of the receipt page.

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 HOME / MY HORSES


RCN Receipt

RCN Registered
The following RCN has been registered

Horse Details
HORSE 1 (GB) 2013 (15 AUG) BAY FILLY BY HORSE A(USA) EX HORSE B (IRE) (HORSE C (FR))
Bred By: Luca Contini Owned By: The Shard Seven

Race Details
Details of the first race the horse is travelling to complete in
Country: Canada
Racecourse: ALBERTA DOWNS Date: 20/09/2015
Race: A Race

Travel Details
Expected dates of travel and return
Travel Date: 20/09/2015 Return Date: 01/10/2015

Address of stables where horse will stay when abroad
Address: Racecourse Stables

Contact name, telephone number and email address of person accompanying horse when abroad
Name: Fred
Telephone: 01234 567891 Email: fred@stables.com

Declaration of intent
RCN type: Single Race

Requested by
MR A. TRAINER

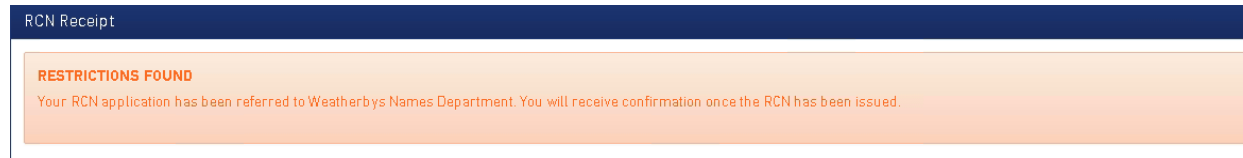
Payment Details
Owner 1 and Owner 2
Total Fee Payable: £45.70

 [Request Another RCN](#)

 [RETURN HOME](#)

- If there are any restrictions, there will be a warning at the top of the screen and the RCN will be sent to Weatherbys for processing.
- You will receive a notification once this has been done.
- If there is any reason the RCN cannot be completed, you will be contacted and advised.

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- To return to the home screen select the “Return Home” link at the bottom right hand of the screen.
- To request another RCN, click “Request Another RCN” link at the bottom left hand of the screen.
- To print the receipt, click the printer icon in the top right hand corner.

4. Communications

- You can view any receipts for the successful RCNs in the “Communications” section of the menu.
- Communications can be reached by clicking the envelope icon next to the user name in the top right hand corner, or, by clicking on the BHA logo



- Select the “Receipts” tab to view RCN communications
- The communication will display the information entered in the RCN.