



Owner – User Guide

# Removing Syndicate Members & Syndicators

11<sup>th</sup> June 2017

v.1

# User Guide – Removing Syndicate Members & Syndicators

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## 1. Selecting your Syndicate

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

The screenshot shows the BHA website navigation menu. At the top, there are four main menu items: BHA (with a horse head logo), FIXTURES & RACES, OWNER, and INFORMATION. An arrow points to the OWNER menu with the text "Click to expand the Owner menu". Below the main menu, there are three columns of sub-menu items. The first column is titled "NAMES & PASSPORTS" and includes: Check Name Availability, Purged Names, Enquire Name Reservations, Enquire Name Registrations, My Applications, and Other Reservation Applications. The second column is titled "MY ACCOUNTS" and includes: BHA Invoice Enquiry. Below this is a section titled "COLOURS" with: Racing Colours by Person and Racing Colours Builder. The third column is titled "OWNERSHIP DETAILS" and includes: My Horses, My Ownerships, Partnership Registration, Syndicate Registration, and Club Registration. An arrow points to "My Ownerships" with the text "Click to open". Below this is a section titled "AUTHORITY TO ACT" with: Your Agents, Authorised by, and Register Authority to Act. The "VAT" section includes: Enquire VAT Registration.

### 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. Syndicates.
- Select the ownership type and then click “Refresh” to filter your ownerships.

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The screenshot shows a web interface for managing syndicates. At the top, there are two tabs: 'REGISTERED' (selected) and 'PENDING'. Below the tabs are radio buttons for ownership types: Sole, Partnership, Syndicate (selected), Company, and Club. An arrow points to the 'Syndicate' radio button with the text 'Click to select Ownership type'. Below the radio buttons is a search input field with a magnifying glass icon and the placeholder text 'Input all or part of an ownership name'. To the right of the search field is a blue 'REFRESH' button with an arrow pointing to it and the text 'Click to display results'. Below the search field is a table with the following columns: Ownership Name, Date Registered, Type, and HIT status. The table contains four rows of syndicate information. Each row has a 'Shared' button next to the ownership name. The 'Type' column shows a purple 'SYNDICATE' badge. The 'HIT' column shows a green 'HIT ✓' badge for the first two rows and a red 'HIT ✗' badge for the last two rows. Below the table, there is a red text label 'No colours registered.'

Ownership Name	Date Registered	Type	HIT
<b>Racing Syndicate 1</b> ORANGE, RED sleeves and cap <span>Shared</span>	19/05/2015	SYNDICATE	HIT ✓
<b>Racing Syndicate 2</b> BLUE, RED sleeves and cap <span>Shared</span>	19/12/2015	SYNDICATE	HIT ✓
<b>Ready to Race Syndicate</b> PURPLE and MAROON stripes, WHITE sleeves and cap. <span>Shared</span>	13/03/2017	SYNDICATE	HIT ✗
<b>Racing Syndicate 3</b> <span>No colours registered.</span>	16/03/2017	SYNDICATE	HIT ✗

- 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 Syndicate to view more details, click anywhere on the row of the desired Syndicate.

### 1.2 Owner's Details

- This screen allows you to see further information regarding your Syndicate including:
  - Ownership type – Syndicate (displayed as a purple badge)
  - Registered owner status, start and end dates
  - Racing Name

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- ROA membership status, start and end dates
- Fee alignment date
- Syndicator(s)
- 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 “Remove Members/Syndicators”.

The screenshot displays the 'Owner details' section of a web application. On the left, there are several fields: 'Ownership type' is 'SYNDICATE' (highlighted in a purple box), 'Registered owner' is 'Yes', 'Registration date' is '13/03/2017', 'ROA member' is 'No', and 'Start date' is blank. Below these is 'Fee Alignment Date:'. On the right, 'Racing name' is 'Ready to Race Syndicate' and 'End date:' is blank. A blue circular 'show more' button is in the top right corner. A dropdown menu is open from this button, listing 'Contact details', 'Members list', 'Add syndicators/members', and 'Remove syndicators/members'. A black arrow points to the 'Remove syndicators/members' option. Below the arrow, the text 'Click to remove syndicators/members' is written. At the bottom left, the 'Syndicator(s)' section lists 'Mr A. Owner', 'Mr B. Owner', 'Mrs C. Owner', and 'Mrs D. Owner'.

Owner details

**Ownership type:** SYNDICATE

**Registered owner:** Yes

**Registration date:** 13/03/2017

**ROA member:** No

**Start date:**

**Fee Alignment Date:**

**Racing name:** Ready to Race Syndicate

**End date:**

**End date:**

Contact details

Members list

Add syndicators/members

Remove syndicators/members

Click to remove syndicators/members

Syndicator(s)

Mr A. Owner

Mr B. Owner

Mrs C. Owner

Mrs D. Owner

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## 2. Remove Member(s)/Syndicator(s)

- This screen will allow you to select any of the current Members and/or Syndicators.
- It will display:
  - Name of Member(s) and Syndicator(s)
  - Registered owner status (RO badge) – this will be green with a tick if the Syndicator is a registered owner, and red with a cross if not.
- All Syndicators MUST be registered owners – if one of the Syndicators is not a registered owner, this may prevent you from conducting your racing activities.

1. Remove members/syndicators      2. Review      3. Receipt

Please select any members or syndicators who are no longer associated with this syndicate.

Enter all or part of the name

Name	Member	Remove	Syndicator	Remove
Mr A. Owner	✓	<input type="checkbox"/>		
Mr B. Owner	✓	<input type="checkbox"/>		
Mrs C. Owner	RO ✓		✓	<input type="checkbox"/>
Mrs D. Owner	RO ✓		✓	<input type="checkbox"/>
Mr E. Owner	RO ✓			
Mr F. Owner	RO ✓		✓	<input type="checkbox"/>
Mrs G. Owner	RO ✓		✓	<input type="checkbox"/>
Mrs H. Owner	✓	<input type="checkbox"/>		
Miss. O. Owner	RO ✓		✓	<input type="checkbox"/>

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- Select the person(s) you wish to remove by clicking the box to the right of the person.
- This will then display a tick to show that they have been selected for removal.
- If someone is both a member and a syndicator you can select to remove them as a member, syndicator or both.

### Ready to Race Syndicate

1. Remove members/syndicators      2. Review      3. Receipt

Please select any members or syndicators who are no longer associated with this syndicate.

Enter all or part of the name

Name	Member	Remove	Syndicator	Remove
Miss. O. Owner	✓	<input type="checkbox"/>		
Mrs G. Owner	✓	✓		
Mrs H. Owner	<span>RD ✓</span>		✓	✓

Click to select

- Please note, it is not possible to remove yourself as the Syndicator – a warning will be displayed and you will not be able to continue.
- You will also not be able to remove all the Syndicators, there must be at least one remaining.
- There must be at least two members remaining in the syndicate.
- If you wish to amend your decision, you can click the tick, and this will remove it and the person will no longer be removed.
- Once you are happy with your selection, click “Continue” to move to the next screen.
- If you no longer wish to remove anyone from the Syndicate, click “Cancel”.

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- A pop up will be displayed asking you to confirm that you wish to cancel:
  - Click “Yes” to return to owner’s details
  - Click “No” to return to the current screen.

### 3. Review

- This screen will display which people that you have selected for removal.
- You can return to the previous screen to make amendments by clicking “1. Remove Members/Syndicators” on the progress bar at the top of the screen.

Ready to Race Syndicate

Click to return to previous step

1. Remove members/syndicators 2. Review 3. Receipt

Please check the information below. If the details are correct, click 'Submit'. If any details are incorrect, please click on Step 1. Remove members/syndicators to amend the information.

Name	Start date	Member	Remove	Syndicator	Remove
Mrs H. Owner		PC ✓		✓	✓
Mrs G. Owner	14/04/2017	✓	✓		

SUBMIT CANCEL



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- As with the previous screen, if you decide you no longer require this change you can use the “cancel” button.
- To save the changes, click “submit”.

### 4. Receipt

- This screen will display the same information as the review screen – however, you will no longer be able to make any changes.
- You can use the link at the bottom of the screen on the right-hand side to return to the owner’s details or Members list screen.

Ready to Race Syndicate

1. Remove members/syndicators ✓ 2. Review ✓ 3. Receipt ✓

The syndicate has been updated successfully

Name	Start date	Member	Remove	Syndicator	Remove
Mrs H. Owner		PC ✓		✓	✓
Mrs G. Owner	14/04/2017	✓	✓		

[RETURN TO MEMBERS LIST](#)

Click to return

- Your changes will now have been saved and the person(s) removed.
- A communication will be sent to all the Syndicators to inform them of the changes.