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Trainer User Guide:

Making an online application for Renewal of an Apprentice Jockey's Licence using the New Racing Administration System

INTRODUCTION

The following document is a User Guide to assist you through the process of completing an online licence renewal application form for an Apprentice Jockey's Licence. There is a separate User Guide designed to assist the Apprentice Jockey with completing their section of the application.

If you have any queries, please contact the Licensing Team on 0207 152 0145 who will be happy to assist.

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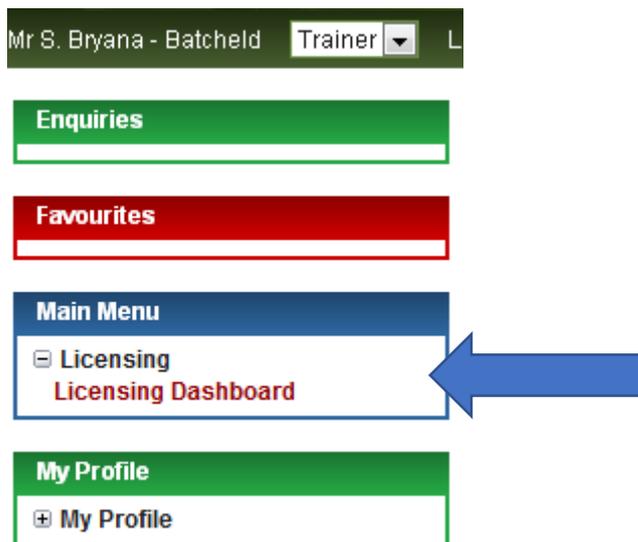
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APPLICATION FORM

Accessing the Application Form

The application form can be accessed through the new racing administration system which you will have used to renew your Trainer's Licence. Go to <https://www2.racingadmin.co.uk/JSCS001/enter.htm> and log in to the system. If you do not have a login please click on the 'forgotten password' link or contact web support at Weatherbys on 01933 304828 who will be able to assist.

Once you have logged on go to the Main Menu, click on Licensing and then Licensing Dashboard as per the screen shot below.



This will then bring up the Licensing Dashboard. Below is an example of the Dashboard.

Licensing Dashboard						JLSS019	
Holder	Type	Category	Status	Start Date	Expiry Date		
Mr A. Smith	Cond. Jockey	Conditional	Active	15/04/2015	29/10/2015	Select	Renew
Mr S. Kirk - Shoemaker	Trainer	Combined	Active	06/08/2014	05/08/2015	Select	Renew

Click on the "My Licences/Permits" tab and then the relevant "Renew" button against the Jockey whose Licence you wish to renew.

General comments about the Application Form

The entire application form will open in an “accordion” format. Click on each section of the application by clicking on the small cross next to the section name.

You will see the information which you provided on last year’s licence application appears here.

The screenshot shows a web interface for a licence application. At the top, there is a green header bar with a minus sign and the text "Licence Category". Below this, there is a label "Select Licence Category: *" followed by two radio button options: "Apprentice" and "Conditional". Below the options, there is another green header bar with a plus sign and the text "This section is to be completed by Trainer". Below this, there are two more green header bars, each with a plus sign and the text "Training Agreement" and "Declaration" respectively. At the bottom right of the form, there are two buttons: "Submit" and "Cancel".

The green cross  allows you to delete attachments.

Some documents have a link to a pro-forma version of the form; this can be completed on paper and attached to the form. Alternatively these could be printed, filled-in and emailed to licensing@britishhorseracing.com

Please ensure that you insert the correct email address for your Apprentice Jockey. Failure to do so may result in the application needing to be re-completed.

Please note that each application must be accompanied by a new Training Agreement completed and signed by the Apprentice, their Guardian (if the Apprentice is under the age of 18) and the Trainer. A copy of the Training Agreement is enclosed with the application pack but can also be downloaded from the application form itself by clicking on download in the Training Agreement accordion.

Completing the Application Form

Review the information contained within each category and either make changes as necessary or confirm that the information is correct.

Once you have indicated that you would like to make some changes, the screen becomes active and you will be able to make changes to the information in that section.

Once you have made the required change, do not click “I confirm that the above information is correct” as this will remove any changes you have made.

Please see below an example of the Training Agreement section.

Renew Licence (Cond. Jockey) JLSS005

+ Licence Category

+ This section is to be completed by Trainer

- Training Agreement

This application must be accompanied by a Training Agreement completed and signed by the Applicant, their Guardian and the Trainer. To download a copy of the Training Agreement, please click the link below. Once completed, please either scan and attach the document to this application, or post to: The Licensing Department, British Horseracing Authority, 75 High Holborn, London, WC1V 6LS.

Training Agreement form [download](#)

Attach the completed Agreement

I confirm that the above information is correct.

I would like to make some changes.

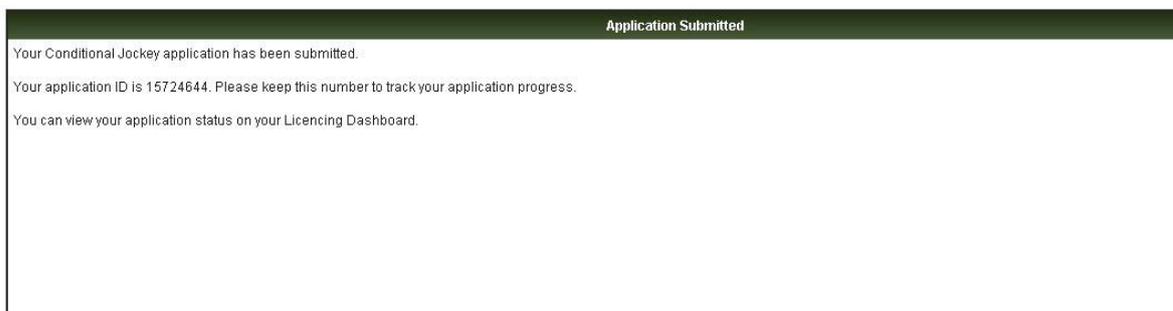
+ Declaration

You will need to ensure that you have confirmed the information is correct or that you would like to make changes for each section of the form.

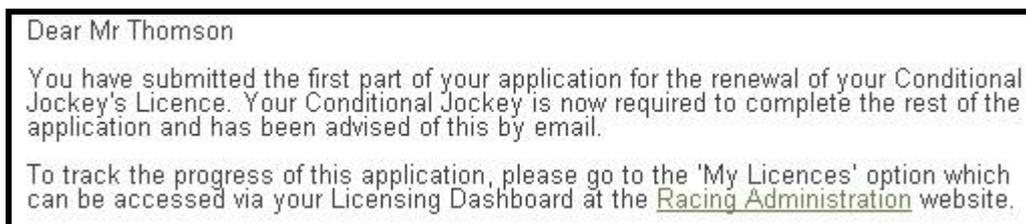
Submitting the Application Form

Once you have completed each section and made any required changes, click  which can be found at the bottom of the application form.

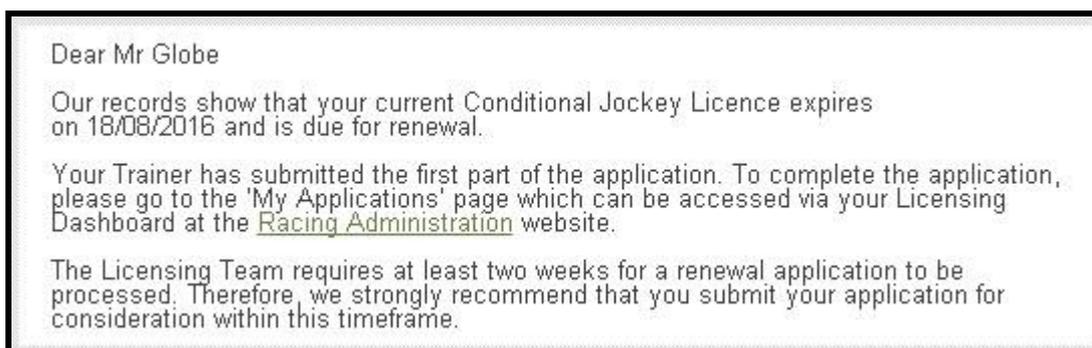
When your application is successfully submitted you will receive the below system screen message.



You will also receive an email notification to advise you that the Trainer's part of application has been completed.



Your Apprentice will then receive an email similar to the below asking them to complete their section of the application. **Please note that the Licencing Team will not receive any part of the application until both Trainer and Apprentice sections have been completed.**



Once your Apprentice has submitted their section of the application you will be notified via email advising that the Licencing Team has received the application and instructions of how you can track its progress. An example email is below.



If you have difficulty accessing the site or have any questions about using the service, please contact web support on [+44 \(0\)1933 304828](tel:+441933304828) or by email to websupport@racingadmin.co.uk.