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## **Apprentice Jockey 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 the new online licence application form for the renewal of an Apprentice Jockey's Licence. There is a separate User Guide designed to assist the Trainer 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.**

## **APPLICATION FORM**

### **Accessing the Application Form**

The application form is made jointly between the Trainer, you as the Apprentice and your parent/guardian if you are under the age of 18.

The Trainer will start the application process off and once they have completed their section you will receive an email notifying you of this and providing instruction on how you can access your section of the application.

You will receive an email similar to the below:

Dear Mr Globe

Our records show that your current Conditional Jockey Licence expires on 18/08/2016 and is due for renewal.

Your Trainer has submitted the first part of the application. To complete the application, please go to the 'My Applications' page which can be accessed via your Licensing Dashboard at the [Racing Administration](#) website.

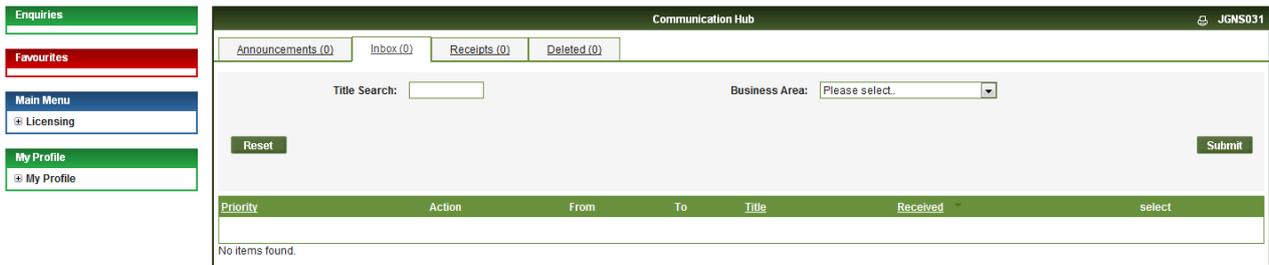
The Licensing Team requires at least two weeks for a renewal application to be processed. Therefore, we strongly recommend that you submit your application for consideration within this timeframe.

### **Forgotten Password**

If you have forgotten your password you should click on the 'forgotten password' link and follow the instructions.

## New Racing Admin System

Once you have logged in a page similar to the below will appear.



Communication Hub JGNS031

Announcements (0) | Inbox (0) | Receipts (0) | Deleted (0)

Title Search:  Business Area:

Reset Submit

Priority	Action	From	To	Title	Received	select
No items found.						

## Accessing your Renewal Application

Go to the Main Menu which appears on the left hand side of the screen. Click on the small cross next to Licensing **Licensing** then click on Licensing Dashboard as per the screen shot below.



Main Menu

- Licensing **Licensing Dashboard**

Once you have accessed the Dashboard open the “My Application” Tab. You will then see a Renewal Application with the status “Un-Submitted”, as per the screenshot below.



Licensing Dashboard JLSS019

My Applications | My Licences/Permits

Applicant Name	Type	Category	Application ID	Application Type	Status	Submission Date	
A Smith	Cond. Jockey	Conditional	15724644	Renewal	Un-Submitted		Select Renew

Hide Menu

Please click the “**Renew**” button on the right hand side.

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

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



Renew Licence (Cond. Jockey) JLSS005

- + Licence Category
- + This section is to be completed by Jockey
- + Race Record
- + Declaration of Health
- + Medical Attachments
- + General Questions
- + Training Agreement
- + Declaration

Submit

## Completing the 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 “General Questions” section.

Renew Licence (Cond. Jockey) JLSS005

+ Licence Category

+ This section is to be completed by Jockey

+ Race Record

+ Declaration of Health

+ Medical Attachments

- General Questions

Are you or your spouse (if applicable) owners or part owners of any racehorses other than certified hunters? \* Yes  No

Have you been made the subject of any proceedings of a criminal nature, been charged in connection with any alleged criminal offence or are aware of any circumstances which may lead to you being so charged? Yes  No

Have you been made the subject of any judgement debt or court award in Great Britain or elsewhere? \* Yes  No

Have you ever been declared bankrupt, been the subject of an Individual Voluntary Arrangement other statutory based composition with creditors alone? \* Yes  No

Are you actively engaged as a Bookmaker or do you have any financial interest in any betting businesses including spread betting businesses, e.g. as a shareholder or director? Yes  No

Have you had any suspension of a riding licence imposed upon you by a Turf Authority or any other disqualifications or disabilities imposed upon you in connection with Horseracing? Yes  No

I confirm that the above information is correct.

I would like to make some changes.

+ Training Agreement

+ Declaration

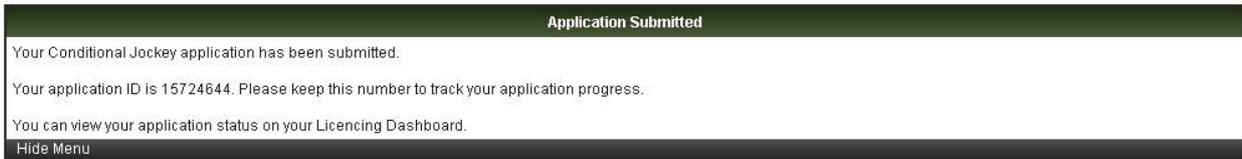
Submit

You will need to ensure that you have confirmed the information is correct or that you would like to make a change for each of the 8 sections 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 your application has been received by the Licensing Team.



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:+44201933304828) or by email to [websupport@racingadmin.co.uk](mailto:websupport@racingadmin.co.uk).

## **Useful Information**

**Baseline Concussion Test** - Please remember that you need to complete a baseline test on an annual basis. If you are due to complete a test please make an appointment and input the date in the relevant section of the application form.

**Medical** – Please remember that you are required to complete a medical with your GP for your first application and then every five years following this.

**Email Address** – Please ensure that you insert the correct email address into the relevant section of the application form. Failure to do so may result in the application needing to be re-completed.

**Training Agreement** - 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.