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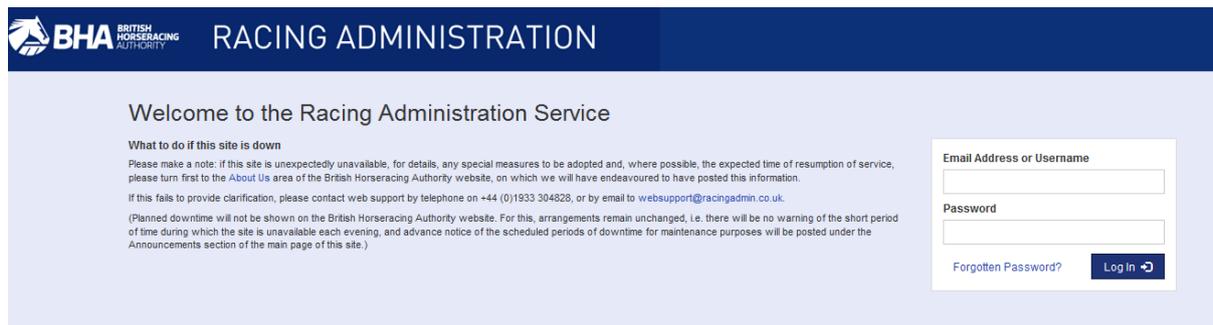Calls may be recorded

User Guide:

Renewing a Flat Jockey's Licence using the New Racing Administration System

Getting Started

To renew your Licence follow the link below to access the new Racing Administration website:

https://www2.racingadmin.co.uk/JSCS001/enter.htm

If you have not accessed this site before or not logged in for 6 months you will need to set up your site access details.

To set up your access details, you need to click on a link that will be emailed to you from ihelp@weatherbys.co.uk shortly. The link remains active for 10 days. You should receive this email as part of the renewal process. If you have not received the email, or need to request a new email, please contact the Web Support Team at Weatherbys on 01933 304828.

The initial login process will take you through the following steps:

- Confirm your email address
- Confirm your Licence ID number (this is contained within the letter accompanying this user guide).
- Set up 3 security questions
- Create a password for the site
- Accept the site's Terms and Conditions

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Forgotten Password

If you have logged in to the system before but have forgotten your password you will not receive an email link but 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.

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.

Once you have accessed the Dashboard open the My Licences/Permits Tab. An example of which is below.

Click on **Renew** and this will bring up the application form.

The application opens 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 that the information which you provided on last year's licence application appears here.

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

Please see below an example of the Licence Category Section.

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, <u>do not</u> click "*I confirm that the above information is correct*" as this will remove any changes you have made.

Submitting the Application Form

Once you have completed each section click which can be found at the bottom of the application form.

You will receive an email notification to advise you that your application has been received by the BHA Licensing Team and an email notifying you when the Licence has been issued.

If you have difficulty accessing the site or have any questions about using the service, please contact web support on Tel: 01933 304828 or by email to websupport@racingadmin.co.uk