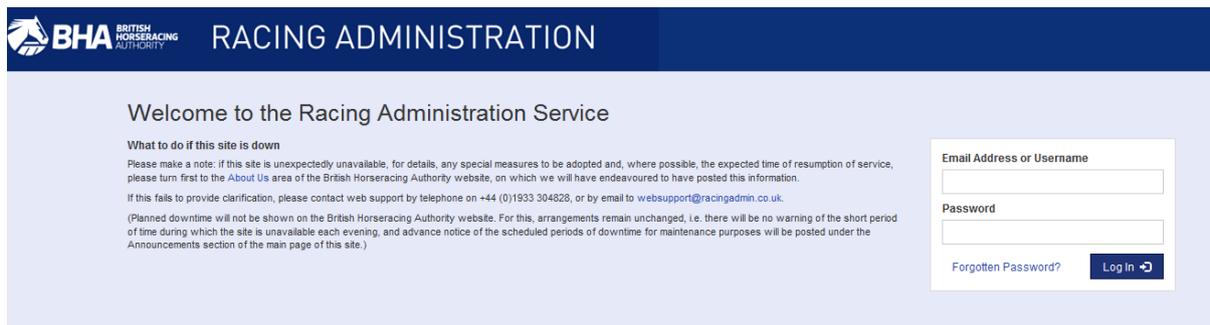# <u>User Guide:</u>

<u>Renewing a Flat Jockey's Licence using the New Racing Administration System</u>

<u>Getting Started</u>

To renew your Licence follow the link below to access the <u>new</u> Racing Administration website:

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

<u>Forgotten Password</u>

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

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New Racing Admin System

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

Accessing your Renewal Application

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

Once you have accessed the Dashboard open the <u>My Licences/Permits Tab</u>. 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.

<u>Submitting the Application Form</u>

Once you have completed each section click **Submit** 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