

User Guide:

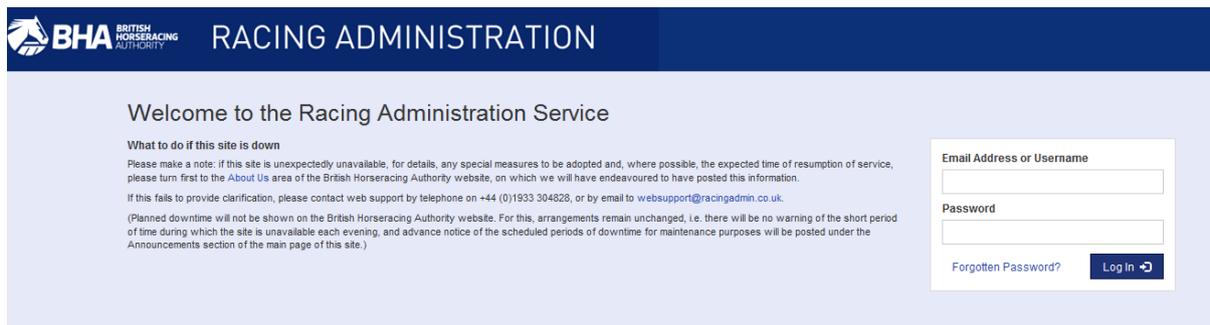
Renewing a Flat Jockey's Licence using the

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>



The screenshot shows the top of the Racing Administration website. It features the BHA logo and the text 'RACING ADMINISTRATION'. Below this is a 'Welcome to the Racing Administration Service' message. To the right is a login form with fields for 'Email Address or Username' and 'Password', and a 'Log In' button. There are also links for 'Forgotten Password?' and a 'Log In' button with a right arrow icon.

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.



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.

The screenshot shows a table with two tabs: "My Applications" and "My Licences/Permits". The table has columns: "Holder", "Type", "Category", "Status", "Start Date", "Expiry Date", "Select", and "Renew".

Holder	Type	Category	Status	Start Date	Expiry Date	Select	Renew
Reverend S. Balvinde - Dylan	Prof. Jockey	Jump	Active	01/10/2013	30/09/2014	Select	Renew

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

The screenshot shows an application form with an accordion format. The sections are: "Licence Category", "Personal Details", "Race Record", "Declaration of Health", "General Questions", and "Declaration". Each section has a small cross icon to its left. A "Submit" button is located at the bottom right of the 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.

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

Please see below an example of the Licence Category Section.



— Licence Category

Select Licence Category: * Flat Jump

I confirm that the above information is correct.

I would like to make some changes.



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.

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](tel:01933304828) or by email to websupport@racingadmin.co.uk