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User Guide:

Renewing a Jump 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>

BHA BRITISH HORSE RACING AUTHORITY RACING ADMINISTRATION

Welcome to the Racing Administration Service

What to do if this site is down

Please make a note: if this site is unexpectedly unavailable, for details, any special measures to be adopted and, where possible, the expected time of resumption of service, please turn first to the About Us area of the British Horseracing Authority website, on which we will have endeavoured to have posted this information.

If this fails to provide clarification, please contact web support by telephone on +44 (0)1933 304828, or by email to websupport@racingadmin.co.uk.

(Planned downtime will not be shown on the British Horseracing Authority website. For this, arrangements remain unchanged, i.e. there will be no warning of the short period of time during which the site is unavailable each evening, and advance notice of the scheduled periods of downtime for maintenance purposes will be posted under the Announcements section of the main page of this site.)

Email Address or Username

Password

[Forgotten Password?](#)

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.

The screenshot shows a 'Communication Hub' interface. On the left is a sidebar with 'Enquiries', 'Favourites', 'Main Menu' (containing 'Licensing'), and 'My Profile'. The main area has tabs for 'Announcements (0)', 'Inbox (0)', 'Receipts (0)', and 'Deleted (0)'. Below the tabs are search filters: 'Title Search:' with an input field, and 'Business Area:' with a dropdown menu. There are 'Reset' and 'Submit' buttons. Below the filters is a table with columns: Priority, Action, From, To, Title, Received, and select. The table is currently empty, displaying '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.

The screenshot shows the 'Main Menu' section. It contains a blue header 'Main Menu' and a list of items. The 'Licensing' item is expanded, showing a small cross icon and the text 'Licensing' and 'Licensing Dashboard'.

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

Holder	Type	Category	Status	Start Date	Expiry Date		
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.

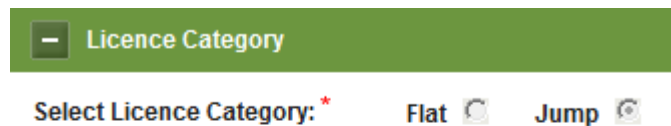
The screenshot shows an application form with several expandable sections, each with a plus sign icon: 'Licence Category', 'Personal Details', 'Race Record', 'Declaration of Health', 'General Questions', and 'Declaration'. At the bottom right of the form is a 'Submit' button.

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