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## **Trainer User Guide**

### **Making an online application for Renewal of a Conditional Jockey's Licence using the New Racing Administration System**

#### **INTRODUCTION**

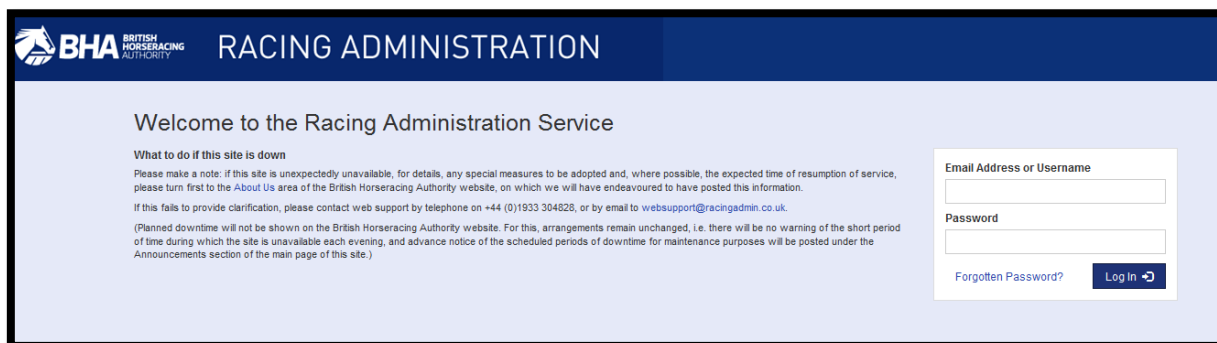
The following document is a User Guide to assist you through the process of completing an online licence renewal application form for a Conditional Jockey's Licence. There is a separate User Guide designed to assist the Conditional Jockey with completing their section of the application.

**If you have any queries, please contact the Licensing Team on 0207 152 0145 who will be happy to assist.**

## ACCESSING THE APPLICATION FORM

The application form can be accessed through the new Racing Administration system which you will have used to renew your own Trainer's Licence.

Click on <https://www2.racingadmin.co.uk/JSCS001/enter.htm> and log in to the system. If you do not have a login please click on the 'forgotten password' link or contact web support at Weatherbys on 01933 304828 who will be able to assist.



The screenshot shows the 'RACING ADMINISTRATION' login page. It features the BHA logo and a welcome message. On the right, there is a login form with fields for 'Email Address or Username' and 'Password', a 'Log In' button, and a 'Forgotten Password?' link. A 'What to do if this site is down' section is also present on the left.

As per the screenshot below, once you have logged in, please click on the "Trainer" option followed by the "My Licences/Permits" button underneath.



This will then bring up the Licensing Dashboard. Below is an example of the Dashboard.



The screenshot shows the 'Licensing Dashboard' with a table of user licenses. The table has columns for Holder, Type, Category, Status, Start Date, and Expiry Date. A 'Miss C Jockey' is listed with a 'Cond. Jockey' license, 'Conditional' category, 'Active' status, and dates from 10/03/2016 to 09/03/2017. 'Select' and 'Renew' buttons are shown for this entry.

Holder	Type	Category	Status	Start Date	Expiry Date	
Miss C Jockey	Cond. Jockey	Conditional	Active	10/03/2016	09/03/2017	Select Renew

Click on the "My Licences/Permits" tab and then the relevant "Renew" button against the Jockey whose Licence you wish to renew.

## **GENERAL COMMENTS ABOUT THE APPLICATION FORM**

The entire application form will open in an “accordion” format. Check each section of the application by clicking on the small cross next to the section name.

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



The screenshot shows the BHA Trainer application interface. At the top, there is a header with the BHA logo, the word 'TRAINER' with a dropdown arrow, and user icons. Below this is a dark blue bar with the text 'Renew Licence (Cond. Jockey)' and the code 'JLSS005'. The main content area is an accordion with four sections, each with a small cross icon to its left: 'Licence Category', 'This section is to be completed by Trainer', 'Training Agreement', and 'Declaration'. At the bottom right of the accordion is a 'Submit' button. At the very bottom of the page, there is a small text link: 'For details on how to contact the Licensing Team, [click here](#)'.

The green cross  allows you to delete attachments.

Some documents have a link to a pro-forma version of the form; this can be completed on paper and attached to the form. Alternatively these could be printed, filled-in and emailed to [licensing@britishhorseracing.com](mailto:licensing@britishhorseracing.com)

Please ensure that you insert the correct email address for your Conditional Jockey. Failure to do so may result in the application needing to be re-completed.

Please note that each application must be accompanied by a new Training Agreement completed and signed by the Conditional, their Guardian (if the Conditional 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.

## **COMPLETING THE APPLICATION 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 Training Agreement section.



The screenshot shows a web form titled "Training Agreement". Below the title, there is a paragraph of instructions: "This application must be accompanied by a Training Agreement completed and signed by the Applicant, their Guardian and the Trainer. To download a copy of the Training Agreement, please click the link below. Once completed, please either scan and attach the document to this application, or post to: The Licensing Department, British Horseracing Authority, 75 High Holborn, London, WC1V 6LS." Below this, there is a link "Training Agreement form" with a "download" button next to it. Below the link, there is a text input field labeled "Attach the completed Agreement" with a green 'x' icon and an "Attach File" button. At the bottom right of the form, there are "Save" and "Reset" buttons. Below the form, there are two radio button options: "I confirm that the above information is correct." and "I would like to make some changes." A large red arrow points to the second option.

You will need to ensure that you have confirmed the information is correct or that you would like to make changes for **every section** of the form.

## **SUBMITTING THE APPLICATION FORM**

Once you have completed each section and made any required changes, click "Submit" which can be found at the bottom of the application form.

**Submit**

When your application is successfully submitted you will receive an email notification to advise you that the Trainer's part of application has been completed.

Dear Mr Thomson

You have submitted the first part of your application for the renewal of your Conditional Jockey's Licence. Your Conditional Jockey is now required to complete the rest of the application and has been advised of this by email.

To track the progress of this application, please go to the 'My Licences' option which can be accessed via your Licensing Dashboard at the [Racing Administration](#) website.

Your Conditional will then receive an email similar to the below asking them to complete their section of the application. **Please note that the Licensing Team will not receive any part of the application until both Trainer and Conditional sections have been completed.**

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.

Once your Conditional has submitted their section of the application you will be notified via email advising that the Licensing Team has received the application and instructions of how you can track its progress. An example email is below.

Dear Mr Thomson

Please note that Mr Globe has now completed your application for the renewal of their Conditional Jockey Licence.

**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).**