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Renewing Your Trainer's Licence **Using the** **New Racing Administration System**

INTRODUCTION

The following document is a User Guide to assist you through the process of renewing your Licence to Train online.

The Guide takes you through the process of completing a renewal application using the new online licensing system and provides screen mock-ups and tips to assist you.

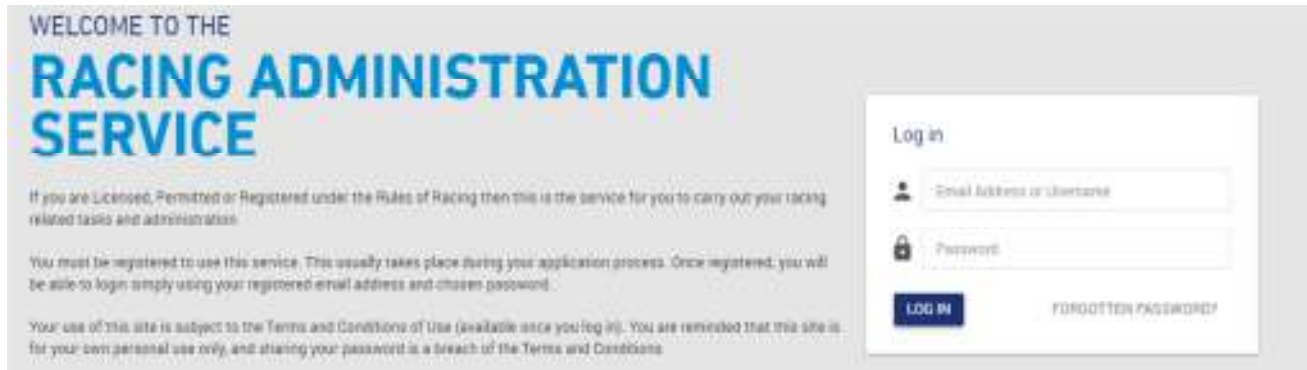
Further sections demonstrate how to use the system following renewal of the Licence, for example a change of training establishment.

If you have any queries, please contact the Licensing Team on 0207 152 0148 who will be happy to assist.

Accessing the Online Licensing System

You can access your renewal application by clicking on the following link:

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



If you have forgotten your password

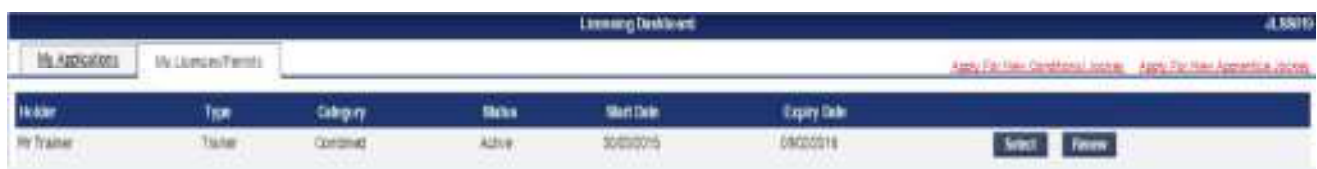
- If you have forgotten your password please enter your email address and click on the 'Forgotten Password' link.
- Answer the security questions and then reset password.
- If you require further assistance with accessing the system please contact Web Support at Weatherbys by telephone on 01933 304828.

Renewing your Licence – Step by Step

Once you have logged in, click on the link to the Licensing Dashboard. Ensure that the 'My Licences/Permits tab' is selected.



A screen displaying your current licence, similar to the below, will appear.




| Holder | Type | Category | Status | Start Date | Expiry Date | |
|------------|---------|----------|--------|------------|-------------|--------------|
| My Trainer | Trainer | General | Active | 30/03/2015 | 09/03/2018 | Select Renew |

Click on the 'Renew' button.

A copy of the Application you previously submitted will appear in accordion format. An example is below.

| | |
|---|-----------------------------|
| + | Licence Category |
| + | Personal Details |
| + | Training Establishments |
| + | Training Facilities |
| + | Health and Safety |
| + | Employment Status |
| + | Employment of Staff |
| + | Insurance |
| + | General Questions |
| + | Attach Additional Documents |
| + | Declaration |

Please click on the  next to each section of the Application to see further details. An example is below.

Application Information

- Licence Category

Select Licence Category: * Flat  Jump  Combined 

Review the details in each section of the application form.

If you do not wish to make any changes

- Click 'I confirm that the above information is correct'

If you do wish to make changes

- Click 'I would like to make some changes'
- Make the necessary amends

PLEASE NOTE – after you have made changes to a particular section you do not need to then confirm that the information is correct. This may cause an error to occur.

SPECIAL NOTES – PLEASE READ:

- **Insurance** – Please remember that your Insurance details are likely to have changed since you last submitted an application. Please ensure your new details are inputted onto the form.
- **Permission to use Gallops, Starting Stalls or Schooling Facilities** – If you rely upon gallops, starting stalls or schooling facilities that are owned by another individual and are not included as part of an on-going lease or tenancy agreement, permission to use these facilities is required on an annual basis. Please attach a copy of the new permission, or arrange for it to be sent to the BHA's Head Office or emailed to licensing@britishhorseracing.com so it can be added to your application.

- **Lease to occupy Training Establishment** – If your lease or agreement to occupy your Training Establishment expired in the last 12 months and a copy of the current agreement has not already been sent to the Licensing Team, this will be required as part of your application. Please attach a copy of the new lease or agreement, or arrange for it to be sent to the BHA’s Head Office or emailed to licensing@britishhorseracing.com so it can be added to your application.
- **Additional Yards** – If you have an approved additional yard you will notice that it will not appear on the form. The Licensing Team will contact you regarding this separately.

Submitting the application form

Once you have reviewed the entire application form click on the submit button at the bottom right of the form.



If you have not completed all of the information required a message similar to the following will appear on the screen.



Once the application has been successfully submitted the following message will appear.



Tracking the Application

Your application will now appear in the ‘My Applications’ tab on the Licensing Dashboard.

You can keep track of its progress by checking the ‘Status’ column.

Your Application accordion (see below) will allow you to view the following:

Application Status – this section will display what stage your application is currently at.

View and Confirm Outcome – this will display the outcome of your application when it becomes available.

Correspondences – this section will allow you to send a written message to the Licensing Team and for the Licensing Team to send you a message. It also allows you to attach any additional relevant documentation relating to this application.

All Accordion Sections – from your submitted Application are available to view.

Using the System Following Renewal of the Licence

Once your Licence has been renewed please continue to use the new system.

The menu on the left hand side of the page will display an option for Licensing Dashboard; this will give you access to the Licences and Permits active, or Applications that you currently have with BHA. You can view and change your Licence details plus make new Applications from here.

Change Request

A Licence holder can apply to make a change to the details of an active licence.

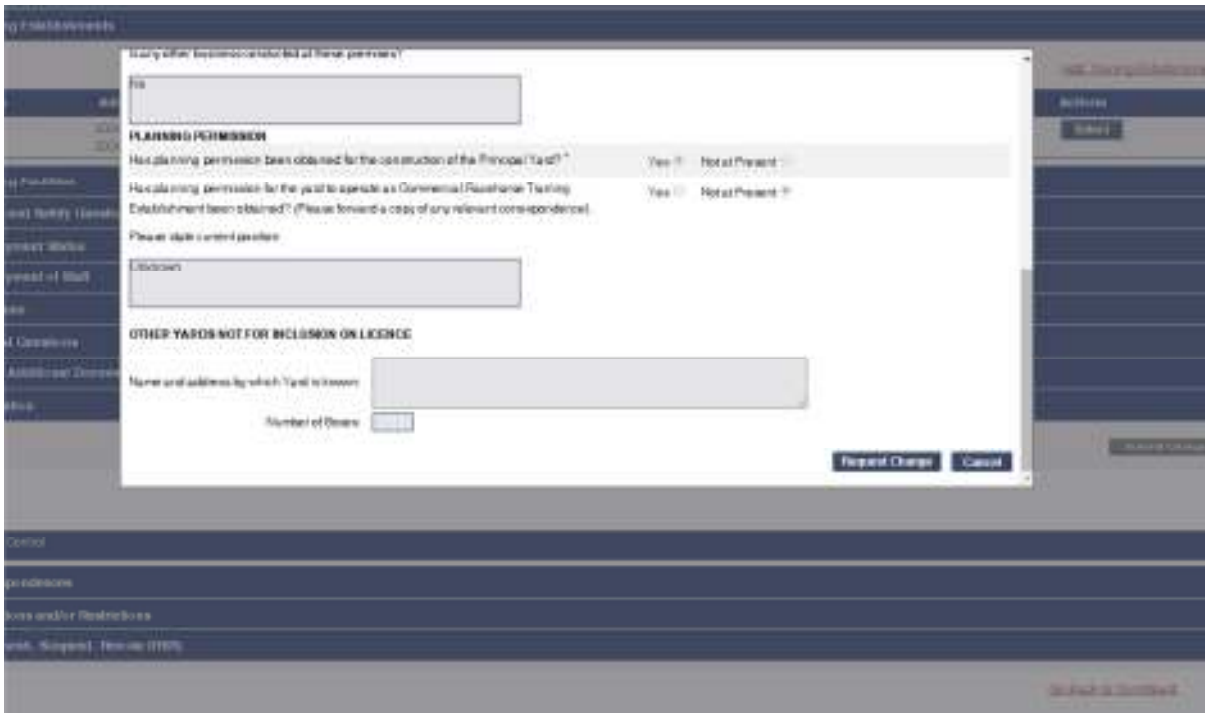
Select the active Licence you wish to change from your Licensing Dashboard. This allows you to maintain any part of the Licence details during the period of the Licence while it is active.

The following example shows a request for a change to the principle yard of a training establishment:

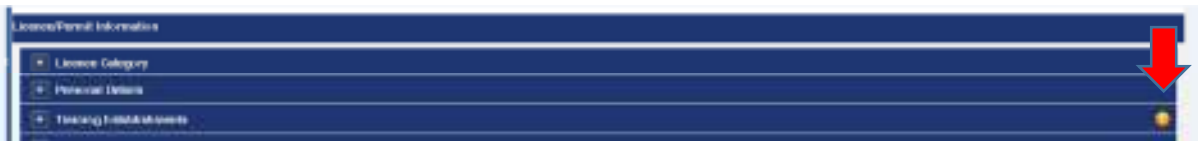
Open the 'Training Establishments' accordion. Then click on 'Select' next to the yard.



The following screen will appear – click on 'Request Change' to enable the current details to be edited. Complete the change/changes you wish to be considered, then click 'Save'.



A yellow warning symbol will appear at the top of the accordion to indicate that this section is awaiting change approval.



Finally you should submit changes by clicking the 'Submit Changes' button at the bottom of the licence details accordion.



You can review the changes made using the 'View Change History' option at the bottom of each section. This displays the date and status of the change.



Correspondences

By selecting a Licence in 'My Licences' you can use the 'Correspondences' function to communicate directly to the Licensing Team on any subject relating to that Licence. Any messages sent to you by the Licensing Team will also be notified to you by email so you can view it.



Conditions and Restrictions

By selecting a Licence in 'My Licences' you can open the 'Conditions and Restrictions' section to view any conditions and restrictions relating to this Licence.

| Description | Type | Review Date | Clear Date | Reason for Clearance | Actions |
|-----------------|-----------|-------------|------------|----------------------|---------|
| Other Condition | Condition | 22/05/2014 | | | |

If you have difficulty accessing the site or have any questions about using the service, please contact web support on +44 (0)1933 304828 or by email to websupport@racingadmin.co.uk.