



**NZTR**

# **The Breeders' Self-Service Centre**

## **User Guide for Breeders**



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## Contacting NZTR for Help

When using the Breeders Service Centre, if you encounter problems that are not covered in this Guide, or you have issues with data missing from the lists to select from, e.g. Horses contact NZTR directly on:

**04 576 6240**

## Accessing the Breeders Service Centre

To access the Breeders Service Centre (referred to as the BSC) you will firstly need to be on the NZ Racing web site at [www.nzracing.co.nz](http://www.nzracing.co.nz). Type this into the address field in your browser and the home page for the NZ Racing web site will appear as follows:

Monday 30 July 2007

NZTR THE OFFICIAL SITE FOR NZ THOROUGHBRED RACING

Welcome

Go Racing Meeting Info Jockeys & Trainers Ownership Breeding About NZTR

**Latest Nominations**

- Canterbury Racing- Canterbury J.C. 4 Aug
- Hawke's Bay Racing Inc. 1 Sep
- Hawke's Bay Racing Inc. 22 Sep
- Hawke's Bay Racing Inc. 6 Oct

View all Nominations

**Latest Fields**

- Avondale J.C. 1 Aug

View all Fields

**Latest Results**

- Wanganui J.C. 26 Jul
- Taumarunui R.C. 28 Jul
- Levin R.C. 28 Jul
- Oamaru J.C. 29 Jul

View all Results

**News**

- License Applications - Photo Identification** - Please note if you have submitted a license renewal/application and have not sent us a copy of a pas - [read more](#)
- NZ Bloodhorse Magazine now ONLINE!** - NEW ZEALAND BLOODHORSE MAGAZINE NOW ON LINE The Internet was a long way in the future when the - [read more](#)
- NZB - 16 July** - In a sensational fillip for the Karaka sale-ring, Singapore's Kranji racecourse played host to New Z - [read more](#)
- NZTR Regional Forum Presentation** - Please click on link below to view PDF file. - [read more](#)
- Changes Payment Dates Jockeys, Trainer & Owners** - Please click on link below to view PDF file. - [read more](#)
- Change Of Date - Ellerslie Jumping School** - Due to concerns over the availability of riders during the Grand National Carnival the Ellerslie Jum - [read more](#)
- Canterbury Region Trial Dates - 2007-2008 Season** - Attached is a summary of the Canterbury region trial dates for the 2007-2008 Racing Season. - [read more](#)
- Meeting News Section** - The Meeting News section contains information about each individual race meeting which is occurring - [read more](#)
- Friday Race meetings - Change In Deadlines** - Please read the attached document pertaining to deadline changes for Friday race meetings. - [read more](#)
- CD Trial Venue Change- Tuesday 31 July** - Please note that the trials scheduled for Hawera on Tuesday 31 July have been cancelled and replaced - [read more](#)

**Press Releases**

- Press Release - 20/6 - Registered Syndication** - Please click on link below to view this PDF file. - [read more](#)

**Register now**

**SHARP**

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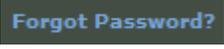


At the top right of this home page is a panel to log on to the Members area of the NZTR website:

To get a username and password to logon to the BSC email NZTR at:

**studbook@nzracing.co.nz**

Once you have a username and password combination, enter these details into the appropriate fields in the Members Login panel and click the  button to logon.

If you have forgotten your password, click on  in the login panel, enter your *username* and click the  button, and your new password will be emailed to you.

Once logged on to the member's area of NZTR, to access the Breeders Service Centre click on the  link that is displayed after a successful logon:



This will display the home page of the Breeders' Service Centre:

## **Breeders Service Centre**

[Mare Returns](#)

[Mare Returns Summary](#)

[Stallion Returns](#)

[Stallion Returns Summary](#)

[Print Invoices](#)

[BSC User Guide](#) (requires Adobe Reader, free download at [www.adobe.com](http://www.adobe.com))

- Click on [Mare Returns](#) to submit Mare Returns for past cover seasons.
- Click on [Mare Returns Summary](#) to view a summary of the Mare Returns you have made, but not yet paid for. Go to *page 15* for instructions on this step in the Mare Returns process.
- Click on [Stallion Returns](#) to submit Stallion Returns for Mares serviced.
- Click on [Stallion Returns Summary](#) to view a summary of the Stallion Returns you have made, but not yet paid for. Go to *page 20* for instructions on this step in the Stallion Returns process.
- Click on [Print Invoices](#) to view your invoice history, display invoices and print them. Go to *page 18* for instructions on this step in the Mare Returns process.
- Click on [BSC User Guide](#) to download a copy of this User Guide.

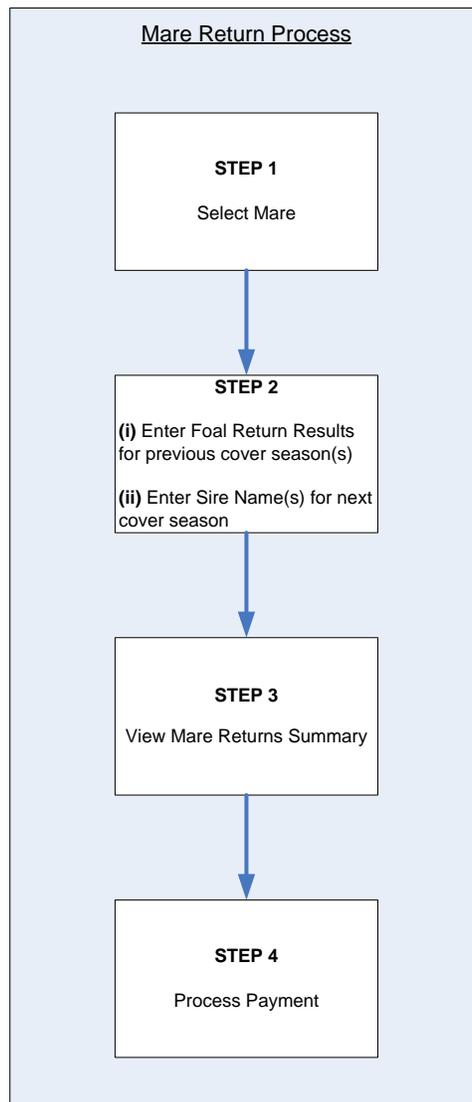


## Mare Returns

### ***Overview of the Mare Returns Process***

The Mare Returns process enables Breeders to submit Returns to NZTR for Mares that are administered by them (either as an individual breeder or in a partnership).

The Mare Returns process comprises of four steps as illustrated in the process diagram below and forms the structure of this user guide:





## Step One – Select Mare

From the main menu, once you have navigated to the Mare Returns area of the Breeders Service Centre, the following page will be displayed:

### Return Mares Administered by Denise Howell

The mares listed below are administered (for breeding purposes) by you. If there are any registered broodmares that do not appear on the list below, please contact the Stud Book team of NZTR. Alternatively, if you no longer own/administer any of the below listed mares please also contact NZTR to advise.

**Mare Returns - Step 1**

Enter mare name:

**OR**

Select a mare from returns previously lodged (see list below).

Note: Where you are the administrator for multiple ownership groups and payment is to be separated you must only file those mares owned by that group before proceeding to payment.

**If you have any unpaid returns please click [here](#).**

SEASON	MARE NAME	LAST COVERING
<b>Miss D Howell</b>		
2007	Call Me Lily (NZ) 1995	20/11/2006
2007	Careyes (NZ) 1998	14/12/2006
2007	Privileged (NZ) 2002	25/09/2006
<b>Miss D Howell &amp; G A Rogerson</b>		
2007	Amatullah (NZ) 1997	02/12/2006
2007	Brose Of Tralee (NZ) 2000	30/09/2006

**You must lodge the earliest season mare return first if mare has multiple returns missing.**

On this page, all the Mares that you administer that are still active are displayed. A Mare's name may appear more than once in this list when Returns have not been submitted for previous breeding seasons. In this case you will see the Mare's name more than once, but the season against the Mare's name will differ.

If a Return has been entered for a Mare, but it hasn't been paid for yet, a status of "In Progress" will appear to right of the Mare record in this list.

Once a Return has been entered and paid for, the Mare's name will drop off this list.

There is also a navigation option available to go to the payments page for Returns that you have previously submitted but not yet paid for (it is possible to submit returns and elect to pay at a later date). If you wish to go to the payments page to submit payment, use your mouse pointer and click on the



If you have any unpaid returns please click [here](#) link (Go to Step Three in the Mare Return process on *page 15* to see instructions on making a payment).

Once on this page, a step-by-step approach to the Mare Returns process is provided. Step One requires you to select the Mare you wish to submit the Return for. You have the option to select the Mare from the list of active Mares displayed by double-clicking on the Mare's name, or if the list is long you can use the "Find Mare" functionality to search for and display the Mare.

**Note:** New broodmares will not be available here if you have not first contacted NZTR and registered that mare for breeding.

Enter mare name:	<input type="text" value="care"/>	<input type="button" value="Find Mare"/>
<b>Season</b>	<b>Mare</b>	<b>Last Covering</b>
<a href="#">2007</a>	<a href="#">Careyes (NZ) 1998</a>	<a href="#">14/12/2006</a>

If a match can't be made on the search criteria provided a message will be displayed to inform you:

**There were no mares requiring a return that match your search.**

If no match is made, try re-entering your search criteria and re-submitting the Find Mare request. As a tip, try relaxing the criteria to be broader e.g. in this example you could simply enter the letters "ca" and the results will display all Mares that have the combination of the letters "ca" appearing anywhere in their name:

Enter mare name:	<input type="text" value="ca"/>	<input type="button" value="Find Mare"/>
<b>Season</b>	<b>Mare</b>	<b>Last Covering</b>
<a href="#">2007</a>	<a href="#">Call Me Lily (NZ) 1995</a>	<a href="#">20/11/2006</a>
<a href="#">2007</a>	<a href="#">Careyes (NZ) 1998</a>	<a href="#">14/12/2006</a>

Once the Mare you are submitting the Return for is displayed in the results list, click on the record to display the next step (2) in the return process for that Mare.



## Step Two – Enter Foal Return Results

With a Mare selected and Step One completed, the following information will be displayed:

Mare Return for Careyes (NZ) 1998 - for 2007 Season

Mare Returns - Step 2

Last Service: Duelled (AUS) on 14/12/2006

Result:

**Live Foal Return Details**

Foaling date:   Mating Guidelines pertaining to progeny colour and gestation.

Foal colour:

Sex:  Colt  Filly

Status of mare:  Mare still active  Mare died  Mare retired

**\* If mare has any live foals, please return them first.**

**2007 Season Service Details**

Not served in 2007 season, or

Please select a stallion by clicking on relevant letter first, and then pick stallion from the list.  
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Mare was also serviced by at least one other stallion

Please select a stallion by clicking on relevant letter first, and then pick stallion from the list.  
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

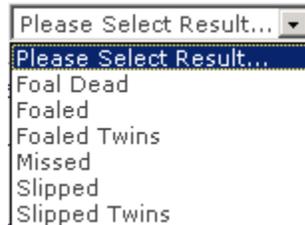
**If service details change from what is declared in this section breeder should contact NZTR at [studbook@nzracing.co.nz](mailto:studbook@nzracing.co.nz)**

The last Sire to have serviced the Mare is displayed at the top of the page with the date of the service:





To select the result of the Service for the Mare displayed for the **current** Return, click on the  button to show the list of Results that are available for selection:



Mare returns fall under two distinct categories:

- Live Foal Returns (covered in the next section)
- No Foal Result (go to *page 13* for further instructions)

For live Foal Returns select either "Foaled" or "Foaled Twins" from the Result list. Upon selecting either of these results, you must complete the Live Foal Return Details:

**Live Foal Return Details**

Foaling date:   Mating Guidelines pertaining to progeny colour and gestation.

Foal colour:

Sex:  Colt  Filly

To illustrate a Live Foal return, this example assumes only one live foal was selected as the result, and the following information is required:

- The Foaling date
- The Foal colour
- The sex of the Foal

Use the drop-down lists to select the details pertaining to the Foal.



For the Foaling date, there are two fields, one to record the day, the other to record the month for the result of the cover displayed at the top of the page:

### Mare Return for Careyes (NZ) 1998 **for 2007 Season**

Once the Live Foal details have been recorded, complete the next section of this step under the **Breeder name/foal ownership:** heading for details about the status of the Mare, where you can choose from the following:

- Mare still active
- Mare died
- Mare retired

Use the mouse pointer to select the status for the Mare for the next cover season.

Status of mare:

Mare still active     Mare died     Mare retired

If the Mare has either died or has been retired from breeding, click on the associated button to reflect this status, in doing this the Mare will be removed from the active list of Mares that you administer (so no further Returns can be made for it) and can only be re-instated by contacting NZTR directly.

If a Mare is going to remain active, but **NOT** be served in the current season, the following status settings need to be set:

Status of mare:

Mare still active     Mare died     Mare retired

**\* If mare has any live foals, please return them first.**

**2007 Season Service Details**

Not served in 2007 season, or

This will retain the Mare in the active list, enabling you to submit a Return for the next season. When submitting this future Return, when you reach Step Two of the process, the fields to record the Live Foal Return Details will be greyed-out preventing you from recording Foal details, however you will still be able to record the status and covering stallion (s) for the following season.



When the status of a Mare is active, you need to select the Stallion(s) that will be covering it during the current season (if you have selected an inactive status, the fields to record the Stallions will be greyed out preventing you from selecting a Stallion).

Declaring a Mare as active enables you to select the Stallion(s) that will be covering the Mare in the current season:

**\* If mare has any live foals, please return them first.**

**2007 Season Service Details**

Not served in 2007 season, or

Please select a stallion by clicking on relevant letter first, and then pick stallion from the list.

A B C **D** E F G H I J K L M N O P Q R S T U V W X Y Z

Mare was also serviced by at least one other stallion

Please select a stallion by clicking on relevant letter first, and then pick stallion from the list.

A B C **D** E F G H I J K L M N O P Q R S T U V W X Y Z

**If service details change from what is declared in this section breeder should contact NZTR at [studbook@nzracing.co.nz](mailto:studbook@nzracing.co.nz)**

Continue

To select a Stallion, click on the letter that is the first in the Stallions name, in this example the Stallions name starts with the letter D:



Clicking on the letter D will display all the matching Stallion's starting with this letter:

Choose stallion from list below
Name
D'Cash (AUS) 1996
Danasuria (AUS) 1994
Dance Floor (USA) 1989
Danroad (AUS) 1999
Danske (NZ) 1995
Danzighill (AUS) 1993
Darci Brahma (NZ) 2002
Deputy Governor (USA) 1984
Desert Fox (GB) 1995
Diamond Express (NZ) 1992
Don Eduardo (NZ) 1998
Drama Critic (USA) 1996
Duelled (AUS) 2002



To select the Stallion, click on its name to highlight it:

Desert Fox (GB) 1995
Diamond Express (NZ) 1992
Don Eduardo (NZ) 1998
Drama Critic (USA) 1996
<b>Duelled (AUS) 2002</b>

Once you have selected the Stallion, click on the **Continue** button and this will navigate you to Step Three in the Return Mare Process, View Mare Return Summary (go to *page 15* for instructions on this step)

### **Optional Process – Select Alternate Sire**

If the Mare is going to be covered by another Stallion in the current cover season there is an option to search for and select another Stallion. To do

this, firstly you need to tick the  Mare was also serviced by at least one other sire box to enable you to enter the search criteria into the alternate Stallion field. Use the mouse pointer to click this box:



Follow the instructions above to enter the search criteria to select a Stallion

In the example illustrated the Mare was only covered by one Sire.

### **Alternate Return option – No Foal Result**

If the Foal return results are negative, i.e. one of the following:

- Foal Dead
- Missed
- Slipped
- Slipped Twins

The Live Foal Return Details don't need to be completed and this area of the page will be "greyed-out" and will not allow any details to be recorded.

In this scenario, skip to the **Breeder name/foal ownership:** section. This step is covered as part of the process for recording a Live Foal Return below.



Once you are satisfied that the details recorded in Step Two of the Mare Return process are correct, proceed to the next step by clicking on the  button, if the information submitted is accepted, Step Three of the Mare Return process will be displayed.



### Step Three – View Mare Returns Summary

The Mare Returns Summary will be displayed once Steps One and Two of the Mare Returns process have been completed. This summary page can also be directly accessed from the BSC main menu when Mare Returns have been completed previously, but have not yet been paid for:

**Returns Summary for Denise Howell**

**Outstanding Mare Returns - Step 3**

To return the mares below, accept the terms and conditions and click "Proceed to Payment".  
 To add a mare, click "Return Another Mare".  
 To remove a return click "Cancel" (only the latest season for the mare can be removed).  
 To amend a record click the Mare's name.

SEASON	MARE NAME	RECORD	ANNUAL ENTRY FEE	LATE FEE	FOAL DNA FEE	CANCEL
2007	<a href="#">Careves (NZ) 1998</a>	Chestnut colt, Chestnut filly foaled 20/11/2007 by Duelled (AUS)	\$70.00	\$0.00	\$220.00	Cancel

Annual fees	\$70.00
Late fees	\$0.00
Live foal fees	\$220.00
<b>Subtotal</b>	<b>\$290.00</b>
Less online discount	\$14.50
<b>Total amount outstanding</b>	<b>\$275.50</b>

Foals must be freeze branded, micro chipped and DNA tested by 31 July in the first year of life.

I agree to be bound by the [Rules](#) of the New Zealand Stud Book

Return Another Mare      Proceed to Payment

At this Step you have the option to proceed with the payment for the Mare Return **or** process a Return for another Mare. If you are administrating Returns for multiple Mares, you may wish to complete all the Returns first and then make payment for all of them in one go.

#### Option 1 – Return another Mare

Click on the  button to record another Mare Return.

#### Option 2 – Proceed to Payment

To proceed with you payment, you need to accept the Rules of the New Zealand Stud Book. If you agree to be bound by these rules, use your mouse pointer and click on the box alongside the acceptance clause:

I agree to be bound by the [Rules](#) of the New Zealand Stud Book



If you wish to see the Rules, click on the Rules Link in the acceptance clause:



This will display the New Zealand Thoroughbred Racing Inc Constitution and New Zealand Rules of Racing. To close the window displaying these rules, click on the  button at the top right of the screen and you will be returned to Step Three.

In the example below, another Mare Return has been completed prior to making payment for the first Return and its details have been added to the Mare details list on the Returns Summary:

SEASON	MARE NAME	RECORD	ANNUAL ENTRY FEE	LATE FEE	FOAL DNA FEE	CANCEL
2007	Careves (NZ) 1998	Chestnut colt, Chestnut filly foaled 20/11/2007 by Duelled (AUS)	\$70.00	\$0.00	\$220.00	Cancel
2007	Privileged (NZ) 2002	Black colt foaled 08/10/2007 by Duelled (AUS)	\$70.00	\$0.00	\$110.00	Cancel

Annual fees	\$140.00
Late fees	\$0.00
Live foal fees	\$330.00
<b>Subtotal</b>	<b>\$470.00</b>
Less online discount	\$23.50
<b>Total amount outstanding</b>	<b>\$446.50</b>

**N.B.** If you wish to view the details on how Late Fees are calculated (in this example there are no late fees applicable), click on the "Late Fee" link e.g. [\\$0.00](#) to display an explanation of the late fee rules and charges.

In this example, the Administrator is now ready to make payment for the two Mare Returns displayed and has agreed to be bound by the Rules of the New Zealand Stud book. Upon clicking the  button the following message is displayed:





Click on the  button to proceed with the payment (Step Four):

Payment Details for Denise Howell

Outstanding Mare Returns - Step 4

**Credit Card Details**

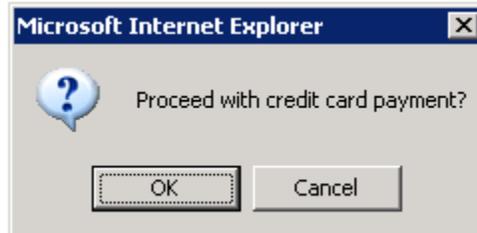
Amount: **\$446.50**

Card number:

Expiry date:

Name:

To complete this final Step in the Mare Returns process, enter your credit card details into the fields provided and click on the  button. This will display a message requiring your acknowledgement:



Click on the  button to proceed with the credit card payment, if successful the following will be displayed:

**Your payment has been accepted.**

Click [here](#) to return to Breeders Service Centre home page, or go to [Invoices](#) page to print your invoice.

**N.B.** If you receive an error message indicating that your credit card payment was unsuccessful, your credit card won't be charged and the Return process will not be finalised.

At this point you have the option to return to the home page of the Breeders Service Centre, or to display and print a copy of your invoice.



To display and print a copy of the Invoice, click on the Invoices link:

Click [here](#) to return to Breeders Service Centre home page, or go to [Invoices](#) page to print your invoice.

### **Step Four – View and Print Invoices**

This page can be accessed from the Mare Returns Summary page or from the BSC main menu. The Invoices page displays a list of all the invoices previously generated (including the invoice that you just made payment for in Step Three of the process:

#### Denise Howell - Invoices

Select Invoice

INVOICE NUMBER	INVOICE TYPE	DATE	AMOUNT	VIEW
11	Mare Return	18/12/2007	2030.00	<a href="#">view</a>
11	Mare Return	19/12/2007	250.00	<a href="#">view</a>
11	Mare Return	15/01/2008	180.00	<a href="#">view</a>
25	Mare Return	21/01/2008	446.50	<a href="#">view</a>

Click on the [view](#) link alongside the Invoice you wish to display, a pop-up window will be displayed with standard Adobe functionality that offers the option to open or save the invoice.



To view the invoice, click on the  button and the Invoice will be displayed as an Adobe PDF document:

**Tax Invoice**



New Zealand Thoroughbred Racing  
 106-110 Jackson Street  
 Petone  
 Wellington, New Zealand  
 Phone +64 4 576 6240  
 Fax +64 4 568 8866  
 GST No 10-386-896  
 Website: www.nzracing.co.nz

To:  
 Miss Denise Howell

New Zealand

Invoice No.: 25  
 Date: 21 Jan 2008  
 Entity ID: 58301

Season	Horse	Description	Amount Ex GST	GST	Amount Inc GST
<b>Miss D Howell</b>					
2007	Careyes (NZ) 1998	Mare Annual Fee	62.22	7.78	70.00
2007	Careyes (NZ) 1998	Foal Fee	195.56	24.44	220.00
2007	Careyes (NZ) 1998	Mare Return Online discount	-14.50	0.00	-14.50
2007	Privileged (NZ) 2002	Mare Annual Fee	62.22	7.78	70.00
2007	Privileged (NZ) 2002	Foal Fee	97.78	12.22	110.00
2007	Privileged (NZ) 2002	Mare Return Online discount	-9.00	0.00	-9.00
<b>Total</b>			<b>394.28</b>	<b>52.22</b>	<b>446.50</b>

To print the Invoice, use standard Adobe Reader functionality and click on the  button at the top-left of the screen. Select your printer and click the  button to print the Invoice.

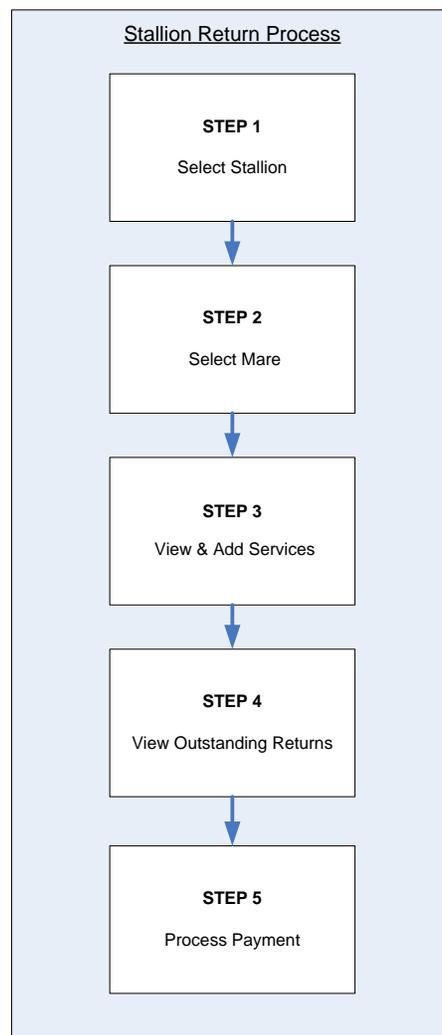


## Stallion Returns

### ***Overview of the Stallion Returns Process***

The Stallion Returns process enables Breeders to submit returns to NZTR for Stallions that are administered by them (either as an individual breeder or in a partnership). Once a Stallion is selected the Breeder can declare all Mare coverings for the breeding season stated.

The Stallion Returns process comprises of five steps as illustrated in the process diagram below and forms the structure of the instructions for these returns in this guide.





## Step One – Select Stallion

From the main menu, once you have navigated to the Stallion Returns area of the Breeders Service Centre by clicking on [Stallion Returns](#) link the following page will be displayed:

### Stallion Declaration of Service

The stallions listed below are administered by you for breeding purposes. From here, you can select a stallion and declare all mare coverings for the breeding season stated.

**Stallion Declaration of Service - Step 1**

Enter stallion name:

**OR**

Select a stallion from returns previously lodged (see list below).

**If you have any unpaid returns please click [here](#).**

SEASON	STALLION NAME
2007	Casual Lies (USA) 1989
2007	Falkirk (NZ) 2000
2007	Golan (IRE) 1998
2007	King's Chapel (AUS) 2000
2007	Star Way (GB) 1977
2007	Thorn Park (AUS) 1999
2007	Volksraad (GB) 1988

**You must lodge the earliest season stallion declaration first if stallion has multiple returns missing.**

CERTIFICATE OF SERVICE FEES	
1 - 14 mares covered	\$100
15 - 30 mares covered	\$300
31 - 50 mares covered	\$600
51 - 70 mares covered	\$900
71 - 100 mares covered	\$1,200
More than 100 mares covered	\$1,500
Late lodgement of Certificate of Service - \$65 per month	

On this page, all the Stallions that you administer that are still active are displayed. A Stallion's name may appear more than once in this list when Returns have not been submitted for previous breeding seasons. In this case you will see the Stallions name more than once, but the season against the Stallion's name will differ.

If a Return has been entered for a Stallion, but it hasn't been paid for yet, a status of "In Progress" will appear to right of the Stallion record in this list.

Once a Return has been entered and paid for, the Stallion's name will drop off this list.



There is also a navigation option available to go to the payments page for Returns that you have previously submitted but not yet paid for (it is possible to submit returns and elect to pay at a later date). If you wish to go to the unpaid returns page to submit payment, use your mouse pointer and click on the [If you have any unpaid returns please click here.](#) link (Go to Step Four in the Stallion Returns process on page 29 to see instructions on making a payment).

**N.B.** The Stallion Returns are **not** processed **UNTIL** payment has been made.

Once on this page, a step-by-step approach to the Stallion Returns process is provided. Step One requires you to select the Stallion you wish to submit the Return for. You have the option to select the Stallion from the list of active Stallions displayed by double-clicking on the Stallion's name, or if the list is long you can use the "Find Stallion" functionality to search for and display the Stallion.

**N.B.** If the Stallion appears in the list more than once, you must lodge the earliest season stallion declaration first if stallion has multiple returns missing.

Pricing guidelines for the returns are published on this page as illustrated below:

CERTIFICATE OF SERVICE FEES	
1 - 14 mares covered	\$100
15 - 30 mares covered	\$300
31 - 50 mares covered	\$600
51 - 70 mares covered	\$900
71 - 100 mares covered	\$1,200
More than 100 mares covered	\$1,500
Late lodgement of Certificate of Service - \$65 per month	

These service fees apply up to and including the payment for the returns submitted, i.e. once the returns have been paid for, the number of Mares can't be appended to and go into the other payment groupings. Effectively once payment has been made, the number of Mares covered counter is reset to zero.



In this example the Stallion that is being returned is called "Casual Lies". As there are only seven Stallions listed it is easy to locate and select it from the list displayed. If there are a large number of Stallions, the search function will allow you to enter all or part of the Stallion name into the search field:

Enter stallion name:

Once you have entered all or part of the Stallion's name, click on the  button and the Stallions that match the search criteria will be displayed immediately below the search field:

Enter stallion name:

Season	Stallion
<a href="#">2007</a>	<a href="#">Casual Lies (USA) 1989</a>

To go to the next step in the returns process, click on the Stallion Name either from the initial list or from the search results list and Step Two of the Stallion's Return process will be displayed:

**Stallion Declaration of Service**

**Stallion Declaration of Service - Step 2**

Select the name of the mare that has been served by **Casual Lies (USA) 1989**

Enter mare name:

Date of first service:  
1 | 1

Date of last service:  
1 | 1



## Step Two – Stallion Declaration of Service – Select Mare

This step requires you to search for and select the Mares that were served by the Stallion selected in step one of this process. Enter all or part of the Mare's name into the search field:

Enter mare name:

The more letters of the Mare's name that you enter into the search field the quicker the search will be, and the results will be more refined. In this example the Mare that was served is called "Dream Catcher" and the search criteria entered is "dream c":

Enter mare name:

Click on the  button to execute the search. If a match is made on the search criteria provided, the matching Mares will be displayed:

Mare
[aus] Dream Collector (NZ) 1990 by Alzao (USA) 1980
[phi] Dream Cross (NZ) 2002 by Cape Cross (IRE) 1994
Dream Cat (NZ) 2000 by Felix the Cat (USA) 1994
<u>Dream Catcher (NZ) 1993 by Orixo (USA) 1980</u>
Dream Chaser (NZ) 1996 by Hula Town (NZ) 1986
Dream City (NZ) 1997 by Mi Preferido (USA) 1985
Dream City (NZ) 1997 2004 by Sakti (NZ) 1993
Dream Cloud (NZ) 1988 by Haajii (AUS) 1977
Dream Coat (NZ) 1984 by Bellissimo (FR) 1971
Dream Creation (NZ) 1990 by Cautious Style (USA) 1981
Dream Creation (NZ) 1990 1996 by Personal Escort (USA) 1991

**N.B.** Un-named mares appear in this list under their *dam name, year of birth and sire name*. They appear in the list alphabetically under their dam's name.

Select the Mare from the search results by clicking on the Mare's name. Upon clicking on the Mare's name, it will appear in the "Enter Mare Name" field:

Enter mare name:



Once the Mare that was served is displayed, the Breeder can now record when the first and last service occurred. Use the drop-down lists to select the day and month of the first service:

Date of first service:  
3 10

Date of last service:  
3 10

The date of the last service will default to the date of the first service once selected. If you want to change the default last service dates, use the drop-down lists to select the day and month:

Date of first service:  
3 10

Date of last service:  
12 11

Once you are satisfied that the service details are correct, click on the **Continue** button and the next step in the process will be displayed showing the summary of the service declaration entered (Step 3):

### Stallion Declaration of Service

#### Stallion Declaration of Service - Step 3

The following list is a summary of all unfilled declarations of service.

Click "Cancel" below to remove a service.

STALLION	MARE	FIRST SERVICE	LAST SERVICE	CANCEL
Casual Lies (USA) 1989	Dream Catcher (NZ) 1993	03/10/2007	12/11/2007	Cancel

View / Print Summary

Add Another Service

Return Another Stallion

Proceed to Payment Summary



### **Step Three – Stallion Declaration of Service – View/Add Services**

This screen is displayed when you have completed Step Two of the Return process or if you have navigated directly from the main menu by clicking on the [Stallion Returns Summary](#) link:

**Stallion Declaration of Service**  
**Stallion Declaration of Service - Step 3**

The following list is a summary of all unfiled declarations of service.  
Click "Cancel" below to remove a service.

STALLION	MARE	FIRST SERVICE	LAST SERVICE	CANCEL
Casual Lies (USA) 1989	Dream Catcher (NZ) 1993	03/10/2007	12/11/2007	Cancel

At this step in the process you have the option to:

- Cancel a service and remove it from the list
- View and print a summary of the unfiled declarations
- Add another service to the same Stallion
- Submit a return for a different Stallion
- Go to the payment page to make payment for the returns listed on this page

### **Removing a Service**

To remove a service, click on the  button. You will be prompted to confirm that you wish to remove the service with the following pop-up window:

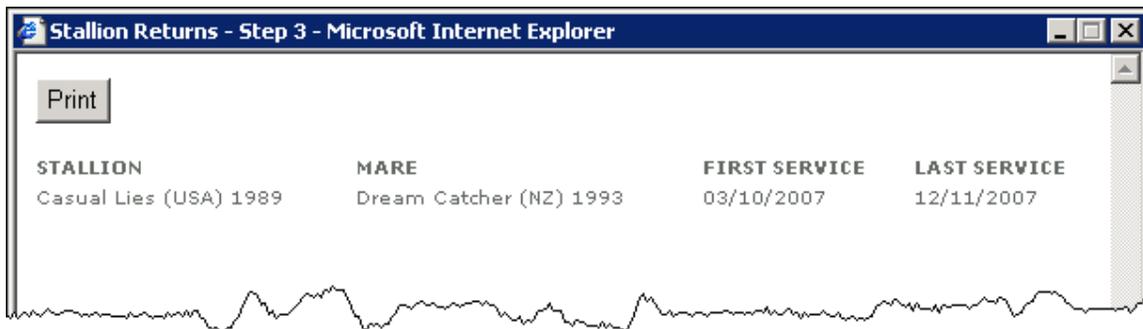




If you want to cancel this return, click on the  button, if not click on the  button.

## Viewing and Printing Unfiled Declarations

To view any unfiled declarations click on the  button, this will display a list summarising the Stallion Returns that haven't been filed yet, (as displayed on the screen):



STALLION	MARE	FIRST SERVICE	LAST SERVICE
Casual Lies (USA) 1989	Dream Catcher (NZ) 1993	03/10/2007	12/11/2007

To print this page, click on the  button and follow the usual steps of selecting a printer to print the page.

If you decide you don't want to print the page at this point, simply click on the  button at the top right of the page and this will return you to the Stallion Declaration of Service page (Step 3).



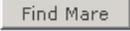
## Adding another Service

To add another Service for the Stallion, click on the  button and Step Two of the Stallion Returns process will be displayed:

**Stallion Declaration of Service**

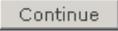
**Stallion Declaration of Service - Step 2**

Select the name of the mare that has been served by **Casual Lies (USA) 1989**

Enter mare name:  

Date of first service:  
1 | 1

Date of last service:  
1 | 1

Follow the instructions on page 24 to complete the details for the Mare that has been served by the Stallion displayed.

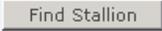
## Return another Stallion

To submit a Return for a different Stallion click on the  button, this will return you to Step 1 of the Stallion Returns process, The Stallion Declaration of Service:

**Stallion Declaration of Service**

The stallions listed below are administered by you for breeding purposes. From here, you can select a stallion and declare all mare coverings for the breeding season stated.

**Stallion Declaration of Service - Step 1**

Enter stallion name:  

**OR**

Select a stallion from returns previously lodged (see list below).

**If you have any unpaid returns please click [here](#).**

SEASON	STALLION NAME
2007	Black Minnaloushe (USA) 1998
2007	Casual Lies (USA) 1989
2007	Falkirk (NZ) 2000
2007	Golan (IRE) 1998
2007	High Chaparral (IRE) 1999



To complete this process, refer to the instructions outlined on page 21 for Step 1 of the Stallion Returns process.

## Proceed to the Payment Summary

When you are ready to pay for the unfiled Stallion Returns displayed on the Stallion Declaration of Service page, click on the

 button. Upon clicking this button a page displaying Step Four of the Stallion Returns process will be displayed:

Stallion Declaration of Service

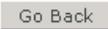
Outstanding Stallion Returns - **Step 4**

STALLION	NUMBER OF MARES	TOTAL FEE
Casual Lies (USA) 1989	1	\$100.00

Subtotal outstanding	88.89
GST	11.11
Online discount	5.00
<b>Total amount outstanding</b>	<b>95.00</b>

I agree to be bound by the [Rules](#) of the New Zealand Stud Book

Follow the instructions in the next section (Step 4) on how to proceed with the payment.



### Step Four – Paying for Outstanding Returns

This screen is displayed when you have completed Step Three of the Return process:

#### Stallion Declaration of Service

Outstanding Stallion Returns - Step 4

STALLION	NUMBER OF MARES	TOTAL FEE
Casual Lies (USA) 1989	1	\$100.00

Subtotal outstanding	88.89
GST	11.11
Online discount	5.00
<b>Total amount outstanding</b>	<b>95.00</b>

I agree to be bound by the [Rules](#) of the New Zealand Stud Book

[Go Back](#) [Proceed to Payment](#)

This page will list all the outstanding Stallion Returns that haven't been paid for yet. In this example there is only one Return for "Casual Lies" that is outstanding.

Before you can proceed to the payment page you have to agree to be bound to the rules of the New Zealand Stud Book.

**N.B.** The [Proceed to Payment](#) button is "greyed out", and is enabled once you agree to be bound by the rules of the New Zealand Stud Book.

If you want to read the rules prior to accepting them, click on the [Rules](#) link and they will be displayed in a new window on your screen:





If you agree to be bound by these rules, use your mouse pointer and click on the box alongside the acceptance clause:

I agree to be bound by the [Rules](#) of the New Zealand Stud Book

Once you have accepted these Rules the  button is enabled. Click on this button to proceed to the payment step of the Stallion Returns process and you will be prompted to confirm that you want to proceed and create an invoice:



Click on the  button to proceed, or  to back-out.

Proceeding with the payment will display the next step in the Stallion Returns process, Step Five:

#### Stallion Declaration of Service

##### Outstanding Stallion Returns - Step 5

**Credit Card Details**

Amount: **\$95.00**

Card number:

Expiry date:

Name:





## Step Five – Credit Card Payment

This screen is displayed when you have completed Step Four of the Return process:

Stallion Declaration of Service

Outstanding Stallion Returns - Step 5

**Credit Card Details**

Amount: **\$95.00**

Card number:

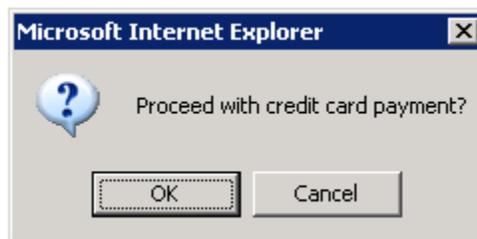
Expiry date:

Name:



To complete this final Step in the Stallion Returns process, enter your credit card details into the fields provided and click on the  button. This will display a message requiring your acknowledgement:



Click on the  button to proceed with the credit card payment, if successful the following will be displayed:

**Your payment has been accepted.**

Click [here](#) to return to Breeders Service Centre home page, or go to [Invoices](#) page to print your invoice.



**N.B.** If you receive an error message indicating that your credit card payment was unsuccessful, your credit card won't be charged and the Return process will not be finalised.

At this point you have the option to return to the home page of the Breeders Service Centre, or to display and print a copy of your invoice.

To display and print a copy of the Invoice, click on the Invoices link:

Click [here](#) to return to Breeders Service Centre home page, or go to [Invoices](#) page to print your invoice.

This page can also be accessed from BSC main menu by clicking on the [Print Invoices](#) link.

The Invoices page displays a list of all the invoices previously generated (including the invoice that you just made payment for in Step Five of the process):

Select Invoice				
INVOICE NUMBER	INVOICE TYPE	DATE	AMOUNT	VIEW
141	Stallion Return	17/03/2008	190.00	<a href="#">view</a>
142	Stallion Return	19/03/2008	95.00	<a href="#">view</a>
143	Stallion Return	27/03/2008	95.00	<a href="#">view</a>

Click on the [view](#) link alongside the Invoice you wish to display, a pop-up window will be displayed with standard Adobe functionality that offers the option to open or save the invoice.



To view the invoice, click on the  button and the Invoice will be displayed as an Adobe PDF document:

<b>Tax Invoice</b>				New Zealand Thoroughbred Racing 106-110 Jackson Street Petone Wellington, New Zealand Phone +64 4 576 6240 Fax +64 4 568 8866 GST No 10-386-896 Website: www.nzracing.co.nz			
To:	Payee Name & Address			Invoice No.:	143	Date:	27 Mar 2008
Season	Horse	Description	Amount Ex GST	GST	Amount Inc GST		
<b>Windsor Park Stud Ltd</b>							
2008	Casual Lies (USA) 1989	Stallion Return	88.89	11.11	100.00		
2008	Casual Lies (USA) 1989	Stallion Return Online discount	-4.44	-0.56	-5.00		
<b>Total NZD</b>			<b>84.45</b>	<b>10.55</b>	<b>95.00</b>		

To print the Invoice, use standard Adobe Reader functionality and click on the  button at the top-left of the screen. Select your printer and click the  button to print the Invoice.