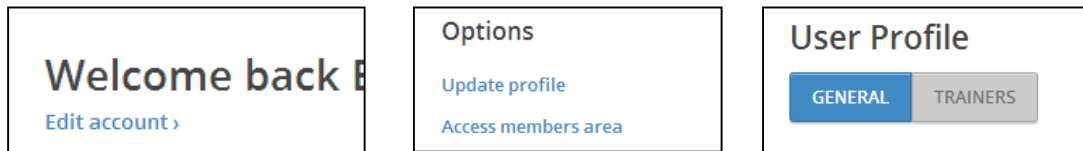


Trainers Service Centre

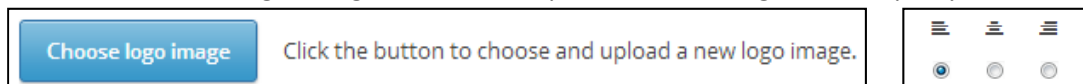
Login – access members area

Update Profile

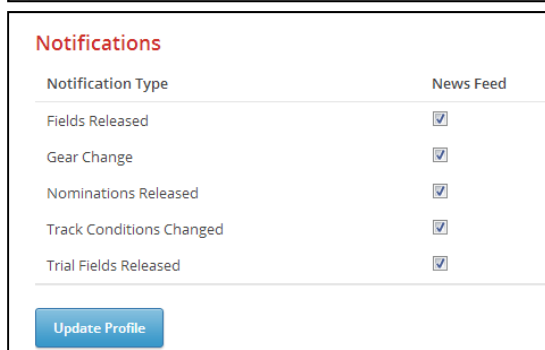
From the **Dashboard**, go to **Edit account** (underneath Welcome back...”), or From the login menu: Select **Update profile** then Select **Trainers**



You can insert an image or logo and select its position; this will go in the top of your **Owner Comms**



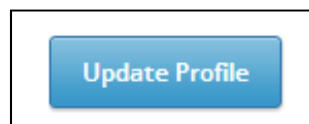
Type in text to go as your email **header** and **footer**



Notification Type	News Feed
Fields Released	<input checked="" type="checkbox"/>
Gear Change	<input checked="" type="checkbox"/>
Nominations Released	<input checked="" type="checkbox"/>
Track Conditions Changed	<input checked="" type="checkbox"/>
Trial Fields Released	<input checked="" type="checkbox"/>

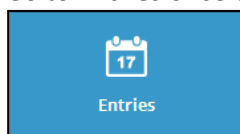
You are also able to select your preferences in regard what will show up in your news feed, or what you would like emailed to you.

Press **Update Profile** when you have made all relevant changes.

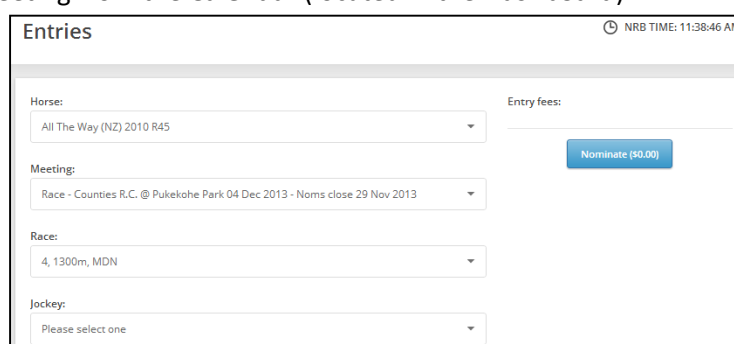


To nominate a horse:

Go to **Entries** or select a Meeting from the **Calendar** (located in the **Dashboard**)



- Select a Horse
- Select a Meeting
- Select a Race(s)
- Select a Jockey (optional)
- Click **Nominate**



Note: you do not need to press **Save** as per the prior online system, nor will you get an automatic email confirmation; as soon as you click **Nominate**, your Entry is recorded. You can still manually email your Entries to yourself for reference. You can enter multiple meetings and races from this screen. Accommodation can be booked from here also.

Withdrawals

Go to **Entries** or select the applicable Meeting your are entered in from the **Calendar**
Press **Withdraw** on the Horse(s) to be withdrawn

Current Entries					
SORT ORDER <input checked="" type="radio"/> Date <input type="radio"/> Horse <input type="radio"/> Stage <input type="radio"/> Meeting <input type="radio"/> Rider					
Horse	Stage	Date	Meeting	Race	Rider
Beck And Call (NZ) 2010	Accepted	29 Nov 2013	Levin R.C. @ Otaki	R6 1600m Rating 65 Benchmark*	Craig Grylls Withdraw (\$0.00)
Cheeky Boy (NZ) 2010	Accepted	29 Nov 2013	Levin R.C. @ Otaki	R1 1600m 3YO SW	Darryl Bradley Withdraw (\$0.00)

Press **OK**

Add a Jockey

Go to **Entries** or select the applicable Meeting your horses are entered in from the **Calendar**
Press **Declare Rider**, select the Rider you have engaged from the drop down list.

Declare Rider >

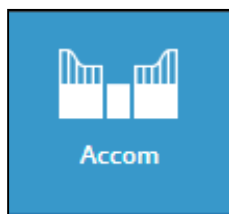
Kelly Myers

▼

Save

Press **Save**

Accommodation



Click on the **Accommodation** button once you nominate your Horse(s), or

Click on the **Accom** button from the menu bar

Select the applicable **Meeting(s)**

Request the applicable type(s) of Accommodation

Press **Save**

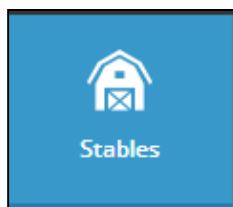
Counties R.C. @ Pukekohe Park 04 Dec 2013 - Noms close 29 Nov 2013

Request Accommodation

Type	Requested	Available
Boxes	<input type="text" value="0"/>	6
Yards	<input type="text" value="0"/>	3
Paddocks	<input type="text" value="0"/>	1
Walk-ins	<input type="text" value="0"/>	2
Boxes in barn	<input type="text" value="0"/>	7
Notes		

Save >

Stables



Use this area to update **Owner Communication** preferences for individual horses, see and complete **Entries** for your horses, complete **Stable Changes** and make **Gear Requests**.

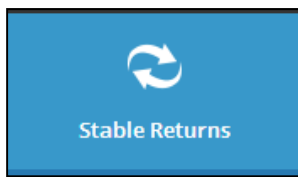
Cheeky Boy (NZ) 2010 3YO br c
Settings > Entries > Stable return > Gear request >

Ratings: (F/S/H): 47/0/0	Location: Takanini	Sire: LUCKY UNICORN (AUS) 2002	Dam: TRISTINE (NZ) 2004
Accepted: 29 Nov 2013	Levin R.C. @ Otaki	R1 1600m 3YO SW	Darryl Bradley

Within a Horse, click on **Settings**. Type in

your preferred Salutation (greeting for **Owner Communication** emails); select your preferences. Your Preview comment is a personalised comment (email) about your horse to your Owner(s) when it is accepted in a race.

Stable Returns



Click on the **Stable Returns** button.
Search the Horses' name, or search by **Sire** or by **Dam**.

Diaz (NZ) 2002 2011 2YO ch f Stable return > Performance >

Trainer: No trainer Sire: SIROCCO (ARG) 1998 Dam: DIAZ (NZ) 2002

Click on the Stable return link to bring up the Stable Return details.
Check all relevant details (brands/microchip) for the horse are correct.

Enter the date the horse entered your Stable and select the new Training Location.

Select the relevant colours (stable colours only if applicable) and confirm the Horse details match those displayed.
Press **Save**

Stable Returns Diaz (NZ) 2002 2011 NRB TIME: 2:23:17 PM

2 Chestnut Filly Trainer: Sire: Sirocco (ARG) 1998 Dam: Diaz (NZ) 2002

Owner:	Miss C S Archer
Breeder:	Miss C S Archer
Microchip:	98512500054498
Foaled:	18 Oct 2011
Left Shoulder:	A WITH AN ARROW
Right shoulder:	8 OVER 1
Date horse entered stable:	
Racing colour type:	

Date horse entered my stable:

Date horse left my stable:

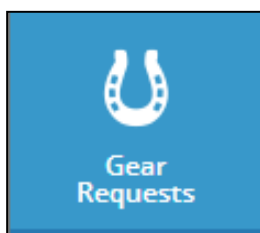
New training location:

Horse races in stable colours
 Horse has been gelded
 Horse matches the details displayed

Gelding date:

To remove a horse from your stable, click on **Stables**. Search for and select the applicable horse (click on **Stable Returns**).
Enter the date the horse left your stable; leave the 'New training location' blank.
Check to ensure all details are correct and select 'Horse matches the details displayed'.
Press **Save**

Gear Requests



Select the gear you wish to request on and add any comments if required; (or) Request off from a selected horse.

You can view a history of gear by clicking on **Show history**.

Gear changes will be approved by a Stipendiary Steward.

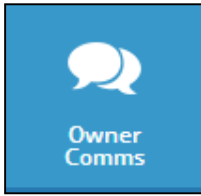
Go to **Gear Requests**. Select the horse from your stable you wish to change gear on (drop down menu).

Gear Request NRB TIME: 2:44:40 PM

Horse: Gear: Comments: Jumping?

Current Gear / Requests				
Gear	Status	Date	Type	Comment
Approved Plates	Approved	03/12/2012	Flat	<input type="text" value="Can enter comment here"/> <input type="button" value="Request Off >"/>
Lugging Bit	Approved	03/12/2012	Flat	<input type="text" value="Can enter comment here"/> <input type="button" value="Request Off >"/>

Owner Communications



Once meetings are at Acceptances stage, you are able to send communications to your relevant owners. Go to **Owner Comms**.

Note: ensure you have updated your details (**Edit account**) to include a logo image (if required); a header and a footer.

Remember, to be able to send **Owner Comms**, you will also need to update your horse's Settings. On each horse there is a **Settings** link within your **Stables**. As

noted in the instructions above.

Owner Communications					NRB TIME: 2:47:50 PM
Jilted (NZ) 2007	30 Nov 2013	Wanganui J.C. @ Wanganui	R9 - 1600m Rating 75 Benchmark of \$15,000	Sent 27 Nov 04:04p.m.	Edit >
Brad Thorn (NZ) 2009	30 Nov 2013	Wanganui J.C. @ Wanganui	R9 - 1600m Rating 75 Benchmark of \$15,000	Not sent	Edit >

Select **Edit** on the horse you are sending an email about.

This will bring up the following screen with the details of your horses' upcoming race.

Your horse's owners' email addresses will be pre-populated from the NZTR database (if some owners don't have their email address showing, please contact: registrations@nzracing.co.nz to update).

Type in any **Preview comments** you want to add to your email eg: *I think she should run well. Work has been really good this week and we have a good rider up. See you at the races.*

Owner Communications **Peroni (NZ) 2009**

NRB TIME: 2:57:19 PM

Date: 30 Nov 2013	Wanganui J.C. @ Wanganui	R2 - 1600m MDN of \$12,500	Race time: 1:34p.m.	Rating: 45
Number: 12	Barrier: 18 of 15	Jockey: Darryl Bradley (56.5)	LWD: 55.0	Form: 7X743
Owner: P G Gillespie & MJM Bloodstock Ltd				

Salutation:

Email addresses (comma separated):

Preview comments:

Email has not been sent.

[< Back](#) [Save >](#) [Preview >](#) [Send >](#)

Click on the **Preview** button to see what your email will look like, then when happy – press **Send**.