

Accounts Online

**Registration Process
and User Manual**

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Introduction

Welcome to the NZTR's Accounts Online handbook.

What is Accounts Online?

Accounts Online is a tool available on NZTR's website that allows users to access their owner/trainer/jockey settlements accounts, view and re print statements, update personal details and pay accounts online using a credit card.

As well as being able to access accounts online, users can receive their accounts by email rather than mail. You can only receive your accounts by email if you have a valid email address and bank account. If you have both and would like to receive your accounts by email, please email trosa@nzracing.co.nz with your details.

Who can use Accounts Online?

The Accounts Online tool will be available to the following users:

- Licensed Trainers
- Licensed Jockeys
- Licensed Apprentice Jockeys
- Licensed Trainers who are Employers of Apprentice Jockeys
- Administrators of Owner accounts

If you are not any of the above, you can still register to use the NZTR website, but you will not be able to access any owner/trainer/jockey settlements accounts.

To register on the NZTR website to use Accounts Online, you require a valid email address.

Registration Process

User Types

There are various ways you can register and it depends on your current status. To choose which registration process to follow you first need to determine what type of user you are:

- **New User** – to be a new user this means you are currently not a registered user of the NZTR website or any other NZTR online tools such as the NRB Online or the Breeders Service Centre.

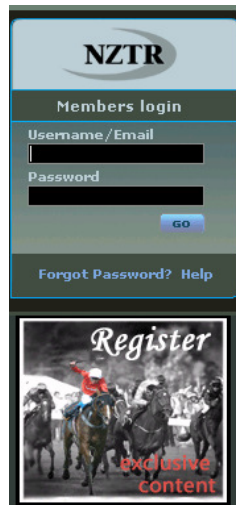
If you are a new user – go to **1. New User...page 4.**

- **Registered user of the NZTR Website** – you are currently a registered user of the NZTR website which means you have access to the Studbook, video replays of races and trials and receive the weekly NZTR media bulletin via email. You may also have access to other NZTR online tools such as NRB Online or the Breeders Service Centre.

If you are a registered user of the NZTR website go to **2. Registered Users of the NZTR Website...page 6.**

1. New User

- 1.1 Go to the NZTR Website – www.nzracing.co.nz
- 1.2 Click on the 'Register' icon on the NZTR website home page.



- 1.3 Enter in your details and await your Registration Confirmation via email and then you are ready to access all the facilities of the NZTR website and Accounts Online.

The 'Login Code' and 'Security Code' is per the letter you would have received from NZTR accompanying this handbook. You will need to create your own 'Password'.

If you did not receive the letter and are eligible to access an owner/trainer/jockey account, please contact NZTR (refer to Contacts on page 13) to arrange access to your accounts.

Register

Please enter your registration details

Personal Details

* denotes a mandatory field

First Name *	Last Name *
<input type="text"/>	<input type="text"/>
Email address *	Confirm email *
<input type="text"/>	<input type="text"/>
Date of Birth	Region *
<input type="text"/> <input type="text"/> <input type="text"/>	Select <input type="text"/>

Username and Password Information

Please enter a password below, this must be at least 5 characters in length.

Password *	Confirm password *
<input type="text"/>	<input type="text"/>

Accounts Online Information

Please enter below the login and security code attached to your TROSA account. The login code is the numeric code, and the security code is the 8 alpha-numeric code you have been sent. Contact trosa@nzracing.co.nz if you haven't received this information.

Login Code	Security Code
<input type="text"/>	<input type="text"/>

-
- 1.4 Once you have completed the registration and received your registration email, go back to the members login section of the website and login using your Username and Password.

Your registration email should contain the following details:

Complete Registration

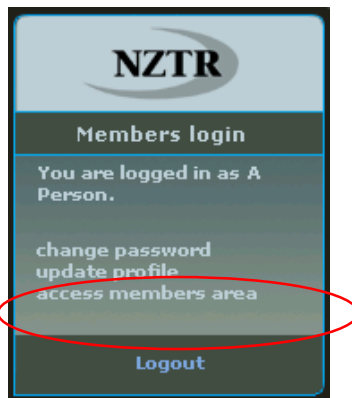
Welcome, <Name>.

Your registration has been completed successfully! You can now login to the website to enjoy exclusive content only available to registered users.

Your login name is: NNNNN

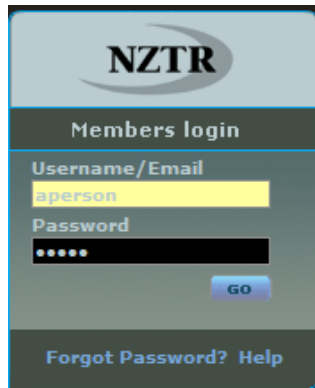
Note – usernames and passwords are case sensitive.

- 1.5 You should now be successfully logged in and able to access the members area and can move onto Page 8 for instructions on how to use the Accounts Online tool.

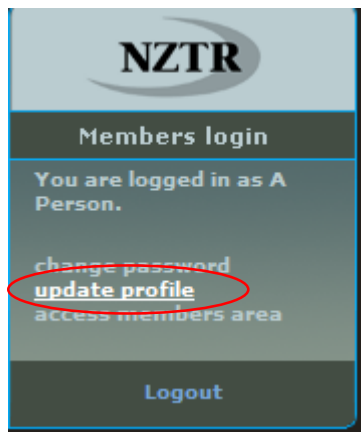


2. Registered users of the NZTR Website

2.1 Go to the NZTR Website – www.nzracing.co.nz and login with your Username and Password.

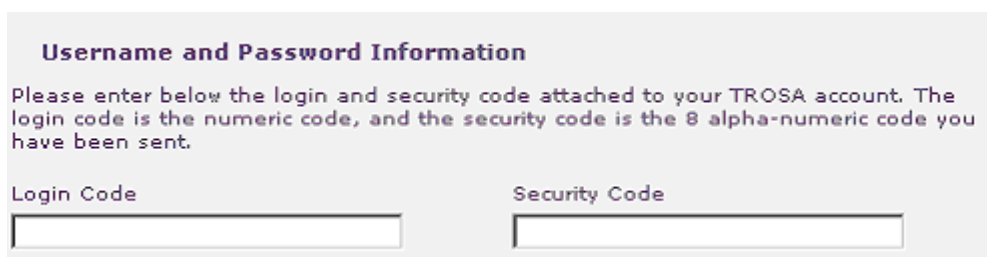


2.2 Click on 'Update Profile'.



2.3 You will be asked to complete the Login Code and Security Code. The Login Code and Security Code are per the letter you would have received from NZTR accompanying this handbook.

If you did not receive the letter and are eligible to access an owner/trainer/jockey account, please contact NZTR (refer to Contacts on page 13) to arrange access to your accounts.



2.4 Once you have completed the registration, you should see a screen confirming your security code registration has been confirmed. **After you register to use Accounts Online your Username will change to be your LOGIN code.**

Security code Registration Confirmed

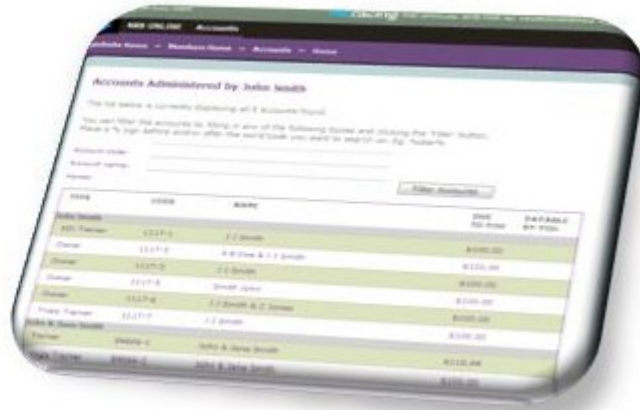
Your registration has been confirmed.

To go to the new Accounts pages, click on the "access members area" link in the right-hand menu.

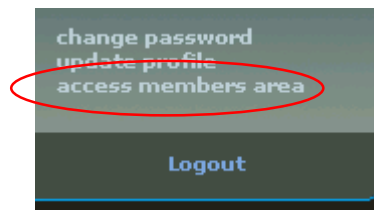
Important

Please be aware now that you have registered for the accounts online service you will need to use your secure LOGIN code in the future.

This LOGIN code will also give you access to race replays and studbook information.



2.5 Click on 'Access Members Area' to access your Accounts.



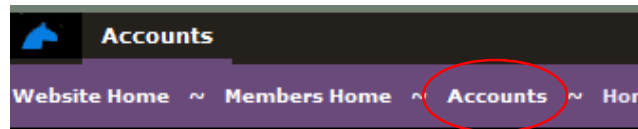
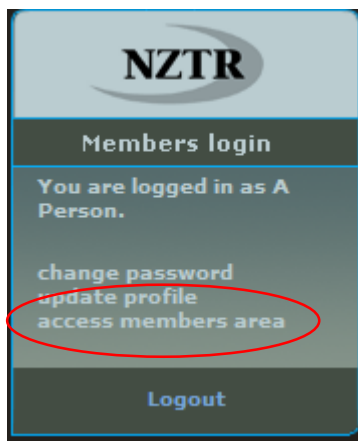
2.6 You should now have successfully added the Accounts functionality to your profile and have access to 'Accounts Online'.



Managing Your Accounts

1. Accounts View

1.1 Accessing the Members Area and Accounts Online – Log into the NZTR Website, click on 'Access Members Area' to gain access to your Accounts and then click on 'Accounts'.



1.2 Accounts view – once you are logged into your Accounts area, all accounts you are linked to should appear as per below. This will include your trainer and jockey accounts and any owner accounts you are the administrator of.

To view or access any of these accounts you simply click on the account.

Accounts Administered by A Person

The list below is currently displaying all 6 accounts found.

You can filter the accounts by filling in any of the following boxes and clicking the 'Filter' button. Place a % sign before and/or after the word/code you want to search on. Eg. %star%

Account code:

Account name:

Horse:

TYPE	CODE	NAME	DUE TO YOU	PAYABLE BY YOU
Mr Adam Person				
Trainer	12267-1	A Person	\$0.00	
Trials Trainer	12267-2	A Person		\$240.00
APJ Trainer	12267-3	A Person	\$0.00	
Owner	12267-7	ABC Sydnicate	\$0.00	
A and B Person				
Trainer	94290-1	A and B Person Training Partnership	\$0.00	
Trials Trainer	94290-2	A and B Person Training Partnership	\$0.00	

2. Searching for Accounts

You can use the search function to narrow your selection when looking for an account. This is particularly useful if you manage many owner accounts.

You can search by the 'Account Code' or the 'Account Name' or the 'Horse Name', but you can only search by one criteria at a time.

When searching you need to place a % sign before and after the word/code you want to search and click on 'Filter Accounts'. Only accounts relating to that search function will appear in your list of accounts.

Accounts Administered by A Person

The list below is currently displaying all 6 accounts found.

You can filter the accounts by filling in any of the following boxes and clicking the 'Filter' button. Place a % sign before and/or after the word/code you want to search on. Eg. %star%

Account code:	<input type="text"/>	
Account name:	<input type="text"/>	
Horse:	<input type="text" value="%horse a%"/>	<input type="button" value="Filter Accounts"/>

To display all accounts again, simply clear any search criteria you have and click Filter Accounts.

3. Viewing Account information

To view an account or print a statement you simply need to click on the account you want to look at and the following screen will display:

Account Summary for A Person

Account Summary

Account No.: 12267-7 [Update contact details](#)

Ledger: Owners

Name: ABC Sydnicate

Address: 1 Smith Street Auckland

Phone:

Fax:

Email: a.person@xtra.co.nz

Contact us with your bank account details to enable us to pay you by Direct Credit

To make a payment please click the 'Proceed to Payment' button.

Click on 'Open' to view the statement for that period.

Period Ended	Opening Balance	Paid by NZTR	Received by NZTR	Income	Expenses	Other	Closing Balance	
21/10/09	\$0.00	\$14250.00	\$0.00	\$0.00	\$0.00	-\$14250.00	\$0.00	Open

This page is a summary of details relevant to the account you have selected including all personal details and statements that have been run and can be viewed.

The 'Period Ended' column is the date to which the statement has been run to.

Note – this system was developed in July 2009, so only statements run from July 2009 will appear.

- 3.1 Updating personal information – you can update personal information by clicking on ‘Update Contact Details’. Enter the details you wish to change and then click on ‘Request Update’.

You can only update accounts information if you are the registered administrator of an account. There can only be one registered administrator for each owners account. In the case of jockeys and trainers, it can only be the jockey and trainer themselves that can request changes.

Update Account Details

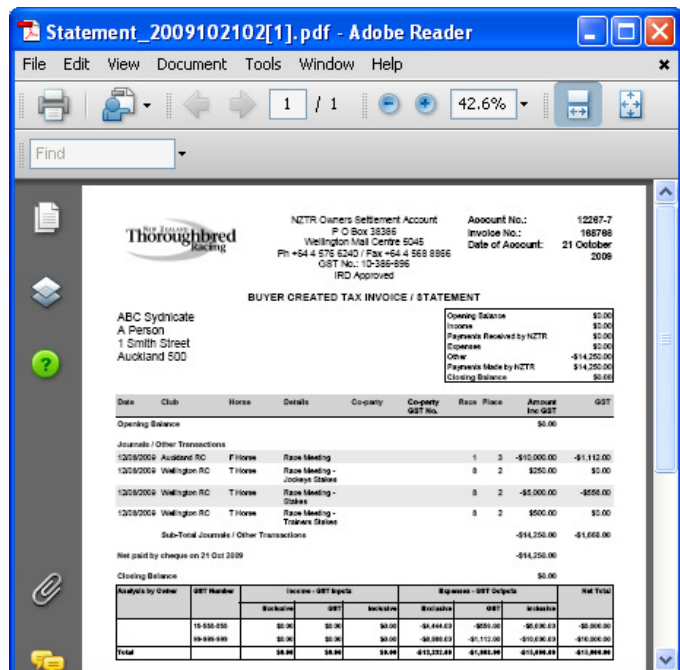
Account No.: 12267-7
 Ledger: Owners
 Name: ABC Syndicate
 Address: 1 Smith Street, Auckland
 Phone:
 Fax:
 Email: a.person@xtra.co.nz
 Bank Account:
 Details:
 Click 'Request Update' to send your change of details request to NZTR. **Request Update**

- 3.2 Viewing Statements – to view statements click on ‘Open’ for the period you wish to view. This will download a PDF of the statement. The original statement would have either been mailed or emailed to you when the statement run was complete.

Click on 'Open' to view the statement for that period.

Period Ended	Opening Balance	Paid by NZTR	Received by NZTR	Income	Expenses	Other	Closing Balance	
21/10/09	\$0.00	\$14250.00	\$0.00	\$0.00	\$0.00	-\$14250.00	\$0.00	Open

You should be able to view the statement in PDF format and print.



4. Paying Accounts by credit card

If you have any amounts owing on any of your accounts, you can pay them online using a credit card. To find out if you owe money on any account, on your Accounts Online homepage it will list accounts with a balance owing in the 'Payable By You' column.

4.1 To select that account for payment, simply click on that account.

Accounts Administered by A Person

The list below is currently displaying all 6 accounts found.

You can filter the accounts by filling in any of the following boxes and clicking the 'Filter' button. Place a % sign before and/or after the word/code you want to search on. Eg. %star%

Account code:

Account name:

Horse:

TYPE	CODE	NAME	DUE TO YOU	PAYABLE BY YOU
Mr Adam Person				
Trainer	12267-1	A Person	\$0.00	
Trials Trainer	12267-2	A Person		\$240.00
APJ Trainer	12267-3	A Person	\$0.00	
Owner	12267-7	ABC Syndicate	\$0.00	
A and B Person				
Trainer	94290-1	A and B Person Training Partnership	\$0.00	
Trials Trainer	94290-2	A and B Person Training Partnership	\$0.00	

4.2 Click on 'Proceed to Payment' to pay that account.

To make a payment please click the 'Proceed to Payment' button.

Click on 'Open' to view the statement for that period.

Period Ended	Opening Balance	Paid by NZTR	Received by NZTR	Income	Expenses	Other	Closing Balance	
31/08/09	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$240.00	\$240.00	Open

4.3 Select or deselect items you wish to pay by ticking the box next to each amount owing and then click on 'Pay Selected Items'. The total amount that will be paid is displayed at the bottom of this table.

Select items to pay

Account No.: 12267-2
 Ledger: Trial Trainers
 Name: A Person

Tick the items that you would like to pay now.

Race Date	Club	Race	Horse / Rider	Due	Amount Pay	
04/09/2009	Canterbury Racing-Canterbury ...	1	Horse A / Jockey A	04/09/2009	\$200.00	<input checked="" type="checkbox"/>
17/07/2009	Oamaru J.C.	2	Horse B / Jockey A	17/07/2009	\$200.00	<input checked="" type="checkbox"/>
25/09/2009	Banks Peninsula R.C.	7	Horse B	25/09/2009	\$40.00	<input checked="" type="checkbox"/>

Total amount selected to pay: \$240.00

-
- 4.4 Enter credit card, expiry date and name on credit card and select 'Pay Now'.
Note – this is a secure website for credit card payments.

Payment Details

Credit Card Details





Amount: \$323.51

Card number: 4111111111111111

Expiry date: 11 2009

Name: A Person

paymentexpress.com

- 4.5 If your payment went through successfully you will see the following message. You can click on the link to print a receipt.

Your payment has been accepted.

Your reference for this transaction is **139904**

Click [here](#) to return to the Online Accounts home page, or click [here](#) to print a receipt.

Other Online Tools

1. *NRB Online*

NRB Online allows trainers to complete the following via the NZTR Website:

- Nominations
- Acceptances
- Withdrawals
- Scratchings
- Jockey declarations
- Stable returns

If you are a licensed trainer and not using the NRB online tool but would like to, please contact the National Racing Bureau at nrb@nzracing.co.nz to register.

2. *Breeders Service Centre*

The Breeders Service Centre allows breeders to lodge the following online:

- Mare Returns
- Stallion Returns
- Stallion Registrations

All returns/forms lodged online receive a 5% discount off the standard fee.

If you are a breeder and not using the Breeders Service Centre tool but would like to, please contact the Studbook at studbook@nzracing.co.nz to register.

3. *NZTR Website Tools*

The NZTR website has various other tools that only registered users of the website can access. These include:

- Race and Trial video replays
- Access to restricted Studbook information
- Enhanced photo finish images

Need Help?

1. Key Contacts

Finance Contacts:

Paul Dicker	04 576 6249	paul.dicker@nzzracing.co.nz
Simon Lang	04 576 6240	simon.lang@nzzracing.co.nz
Christine Young	04 576 6248	christine.young@nzzracing.co.nz
General	04 576 6240	trosa@nzzracing.co.nz

Website Contact:

James Preston 04 576 6259 james.preston@nzzracing.co.nz

2. Troubleshooting/Frequently asked questions

Q: What if I have forgotten my password?

A: Please contact any of the above contacts with your login and date of birth. Once your identity has been confirmed, your password will be reset and emailed to your email address per our database.

Q: What if I haven't received the confirmation email when I registered to the use the NZTR Website?

A: Please contact James Preston as per the contact details above with your login and/or email address.

Q: What do I do if not all of my accounts are listed?

A: Please contact one the Finance contacts listed above and they will confirm whether you are the administrator on the account. If you are, they will arrange for your access to be updated.

Q: What if my credit card details fail?

A: Before calling one of the Finance contacts above, please check your credit card is still valid and has not expired. When you call please ensure you have your NZTR Account Number for the account you wish to pay, your credit card number, expiry date and the amount you wish to pay.