



**NZTR**

[www.nzracing.co.nz](http://www.nzracing.co.nz)

# **Trainers Service Centre Handbook**

**The Trainers Service Centre** is a portal on the New Zealand Thoroughbred Racing website ([www.nzracing.co.nz](http://www.nzracing.co.nz)).

It is a one stop shop for trainers who want the ease and flexibility of online nominations, withdrawals, stable changes, gear requests, and horse accommodation, anytime day or night, every single day of the year. It is also the place to go to send quick, easy, and informative e-mails to owners letting them know what's going on with their pride and joy without taking up too much of your time.

This handbook is for trainers looking at getting the most out of the Trainers Service Centre. It is intended as a quick guide that can be referred to at any time to assist you in getting started, and to help you along should you ever get stuck.

Of course this little handbook cannot cover all eventualities and does not include material on every feature the Trainers Service Centre has to offer. So we encourage you to learn more by exploring the Trainers Service Centre yourself, and if you do accidentally make a mistake just let us know and we'll endeavour to put it right.

For assistance try the following:

**National Racing Bureau**  
0508 RACING (0508 722 464)  
[nrb@nzracing.co.nz](mailto:nrb@nzracing.co.nz)

**Stuart Duggan**  
Website Admin / IT Manager  
04 576 6274  
[stuart.duggan@nzracing.co.nz](mailto:stuart.duggan@nzracing.co.nz)

**Douglas Woolridge**  
Website & System Support Leader  
Advertising, Editorial, & Marketing Coordinator  
04 576 6267  
[douglas.woolridge@nzracing.co.nz](mailto:douglas.woolridge@nzracing.co.nz)



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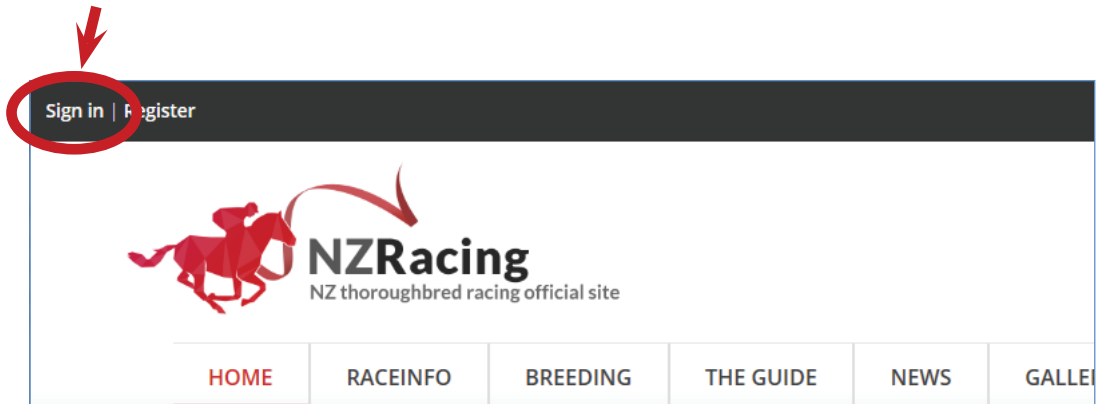
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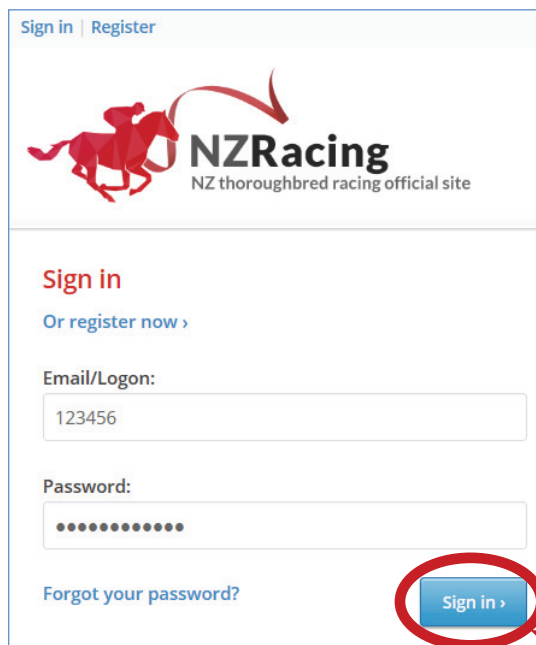
# The Dashboard & Getting Started

Before we can start using the Trainers Service Centre we need to sign in:

- Browse to the New Zealand Thoroughbred Racing website  
<http://www.nzracing.co.nz>
- Once the page loads you will see, in the top left corner, a link that says 'Sign in', Click on this link



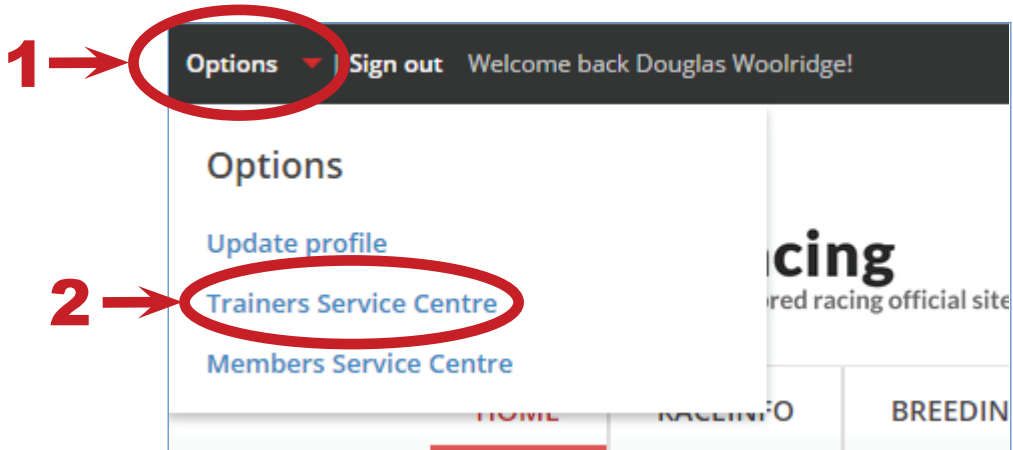
- This will take you to the 'Sign in' page as shown below



- Enter your logon number and password, and click the 'Sign in' button  
(If you do not yet have a logon number and password please contact the National Racing Bureau on 0508 722 464 or e-mail [nrb@nzracing.co.nz](mailto:nrb@nzracing.co.nz))

Once you have signed in you will be taken back to the page you were on  
To enter the Trainers Service Centre

1. Click on the 'Options' menu in the top left corner of the screen
2. Then click on the 'Trainers Service Centre' menu item



You will then be presented with the Trainers Service Centre Dashboard

Stable Summary

Horses: 0

Nominations: 0 horses  
0 nominations  
0 meetings / 0 races

Acceptances: 0 horses  
0 meetings / 0 races

Trials: 0 horses nominated  
0 horses accepted

Stable ratings report

Entry summary report

CALENDAR MY NEWS MEETING NEWS

PREV YEAR FEB 2015 NEXT YEAR

SUN	MON	TUE	WED	THU	FRI	SAT
1	2 <b>Waiatarua</b>	3 <b>Avondale</b>	4 <b>Aiscol Park</b>	5 <b>The Tau...</b>	6 <b>Teaehara...</b>	7 <b>Te Rapa</b>
8 <b>Matamata</b>	9	10 <b>Cambridge</b> <b>Otaki</b>	11 <b>Ellerslie</b> <b>Ashburton</b>	12 <b>Wanganui</b>	13 <b>Te Aroha</b>	14 <b>Ellerslie</b> <b>Pukekohe</b> <b>Aiscol P...</b>
15 <b>Makarata</b>	16	17	18 <b>Avondale</b>	19 <b>Te Kope...</b>	20 <b>Riccarton</b>	21 <b>Matamata</b> <b>Otaki</b>
22 <b>Te Kope...</b>	23	24 <b>Matamata</b> <b>Wanganui</b>	25 <b>Te Rapa</b> <b>Ashburton</b>	26 <b>Awapuni</b>	27 <b>Omakau</b>	28 <b>Ellerslie</b> <b>Hastings</b>
1 <b>Cromwell</b>	2	3	4 <b>Ellerslie</b>	5 <b>Riccarton</b>	6 <b>Otaki</b>	7 <b>Ellerslie</b> <b>Wingatui</b>
8 <b>Teaehara...</b>	9 <b>Hawera</b>	10	11 <b>Matamata</b> <b>Rangiora</b>	12 <b>Te Aroha</b>	13 <b>Ashburton</b>	14 <b>Te Rapa</b> <b>Trentham</b>

Key: Meeting Premier Meeting Trial Your Involvement

To-do List

- DUE TOMORROW 12:00PM Noms Closing Avondale J.C. 18 Feb 2015
- DUE 4 DAYS 16:02/2015 Noms Closing Wairoa R.C. 19 Feb 2015
- DUE 5 DAYS 17:02/2015 Noms Closing Wairoa R.C. 22 Feb 2015
- DUE 8 DAYS 17:02/2015 Noms Closing Matamata R.C. 21 Feb 2015
- DUE 5 DAYS 17:02/2015 Noms Closing Otaki-Maori R.C. 21 Feb 2015
- DUE 5 DAYS 17:02/2015 Noms Closing Canterbury Racing, Canterbury J.C. 20 Feb 2015
- DUE 8 DAYS 20:02/2015 Noms Closing Walkato R.C. 25 Feb 2015
- DUE 11 DAYS 23:02/2015 Noms Closing Marton J.C. 26 Feb 2015
- DUE 11 DAYS 23:02/2015 Noms Closing Matamata R.C. 24 Feb 2015
- DUE 11 DAYS 23:02/2015 Noms Closing Wanganui J.C. 24 Feb 2015
- DUE 12 DAYS 24:02/2015 Noms Closing Doncaster T.C. 25 Feb 2015

New Zealand Thoroughbred Racing Inc.  
office@nzracing.co.nz PO Box 38 386 Physical Address:

The Trainers Service Centre Dashboard is an overview page. It is made up of three main elements:

### Stable Summary

The Stable Summary displays the number of Horses, Nominations, Trials, and associated Acceptances

It also provides a Stable Rating Report and Entry Summary Report feature

- These can be viewed online, downloaded as a PDF and/or printed as needed
- Just click on the button for the report you are interested in

The screenshot shows a 'Stable Summary' card with the following data:

Horses:	5
Nominations:	2 horses 2 nominations 1 meeting / 1 race
Acceptances:	2 horses 2 meetings / 2 races
Trials:	4 horses nominated 2 horses accepted

Below the data are two blue buttons: 'Stable ratings report >' and 'Entry summary report >'. Two red arrows point to these buttons from the left.

### To-do List

The To-do List is a list of all upcoming deadlines, including nominations, withdrawals, scratchings, rider declarations, and owner communications

All general deadlines are displayed in green, however if there is an item pertaining specifically to you it will appear in red and move to the top of the list

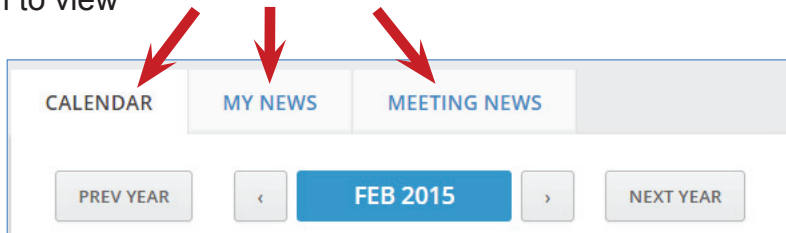
The screenshot shows a 'To-do List' card with the following items:

- OVERDUE 13/02/2015** (red box) - Scratchings 1 horse - Auckland R.C. 14 Feb 2015
- DUE TOMORROW 10:00AM** (green box) - Withdrawals 1 horse - Avondale J.C. 18 Feb 2015
- DUE TOMORROW 10:00AM** (green box) - Withdrawals 1 horse - Avondale J.C. 18 Feb 2015
- DUE TOMORROW 12:00PM** (green box) - Noms Closing - Avondale J.C. 18 Feb 2015
- DUE TOMORROW** (green box) - Noms Closing - Wanganui J.C. 15 Feb 2015

A red arrow points to the 'OVERDUE' item.

## Calendar, My News, and Meeting News

This section is split into three tabs, to move between tabs click on the text of the tab you wish to view



In the Calendar tab you can see all races and trials by calendar date

- To see a list of races/trials on a day at a racecourse, simply move your mouse over the racecourse name and leave it hovering there for a moment until a pop-up list of races comes up
- To nominate a horse for a race using the calendar simply click on the race you want to nominate the horse for to be taken to the Entries page (see page 7 for more details)

SUN	MON	TUE	WED	THU	FRI	SAT
1	2 Motu...	3	4 Asco...	5 The ...	6 Tauh...	7 Te R... Awa...
8 Puke...	9	10	11 Ricca... Eller...	12 Wan...	13	14 Eller... Asco... Puke... Tren... Puke... Asco... Eller...
15 Mak...	16	17	18 Puke... Avon...	19 Te K... Te K...	20 Ricc...	21 Mata... Mata...
22 Te Ka...	23	24	Entries: 1 Rating 65 Benchmark Fillies and Mares* 1600m - \$12,000 MDN 2200m - \$7,000 <b>MDN 1600m - \$7,000</b> MDN 1400m - \$7,000 MDN 1200m - \$7,000 MDN F&M 1200m - \$7,000 MDN 3YO 1600m - \$8,000 MDN 3YOF 1400m - \$12,000			
25 Crom...	26	27	28	29	30	1 Tauh...
2 Tauh...	3 Haw...	4	5	6	7	8

Key: Meeting Premier Meeting Trial  
Your Involvement

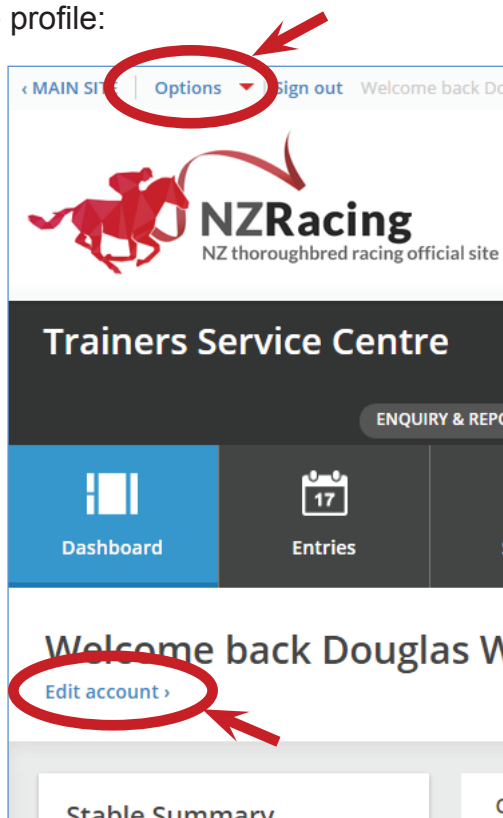
The My News tab contains any news items that are of interest to you as defined in the user profile settings (see page 6 for more details)

The Meeting News tab contains all the most up to date meeting news from the National Racing Bureau

## Updating your profile

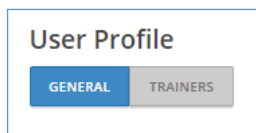
There are two ways to update your online profile:

- To update your profile from the Trainers Service Centre Dashboard, click the 'Edit account' link at the top of the dashboard, just underneath the "Welcome back" message
- Alternatively to update your profile at any other time click on the 'Options' drop down menu at the very top of any page and select 'Update Profile' from the menu that appears

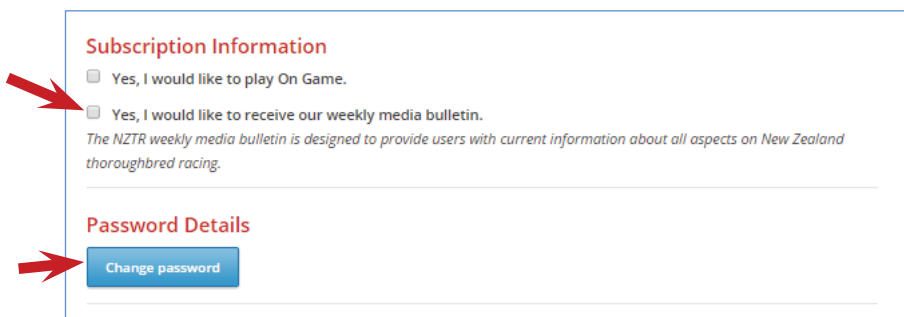


This will take you to the User Profile page

- On this page there are two tabs 'General' and 'Trainers'



Under the General tab you will find information such as your name, e-mail address, date of birth, and region. It also contains a tick box to allow you to subscribe (or unsubscribe) to the NZTR weekly Media Bulletin e-newsletter, and a button to allow you to change your password at any time





Under the Trainers tab you can:

- Upload a logo from your computer

The screenshot shows the 'Trainers' profile settings page. It includes sections for 'Current logo', 'Logo position', 'Email header', 'Email footer', and 'Notifications'. A red circle highlights the 'Choose logo image' button. A red arrow points from the first bullet point to this button. A red bracket groups the 'Email header' and 'Email footer' text areas, with an arrow pointing from the second bullet point. A red circle highlights the 'Update Profile' button at the bottom, with three red arrows pointing towards it from the third bullet point.

**Trainers**

Current logo:  
No logo filename currently stored.

[Choose logo image](#)

Choose and upload a new logo image.

Logo position:

Email header:

Email footer:

**Notifications**

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"/>

[Update Profile](#)

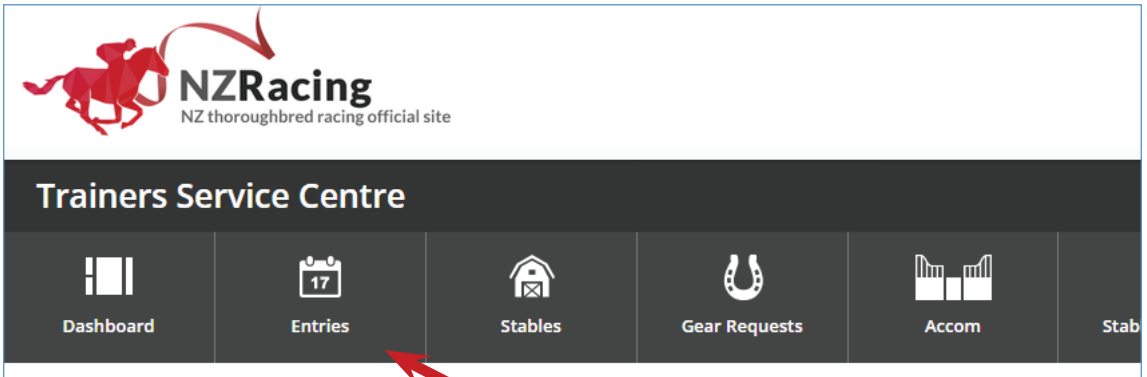
- Add a header and/or footer to any owner Communications you send through the site (see page 17)

- Choose what notifications you see in the My News tab of the Trainers Service Centre Dashboard

When you have finished making changes make sure you click the 'Update Profile' button at the bottom of the page to save your changes!

# Entries

The Entries section can be accessed by clicking on the Entries menu item at the top of any page (this is the same procedure to access any of the other sections discussed throughout the rest of this handbook, just click on the section you want)



The Entries section is the place to go to nominate and/or withdraw horses for meetings, declare riders, and print or send an e-mail all of your current entries

To nominate a horse use the top half of the page:


- Using the drop down menus select the horse you wish to nominate, the meeting, race/heat, and, if already known, the jockey – if you have not decided on a jockey you can leave this blank and declare a rider at a later stage (see page 9 for more information)

A screenshot of the nomination form. It features four dropdown menus on the left, each with a red arrow pointing to it: 'Horse:' (Please select one), 'Meeting:' (Please select one), 'Race:' (Please select a Meeting first), and 'Jockey:' (Please select a Meeting first). On the right, there is an 'Entry fees:' section with a blue 'Nominate (\$0.00)' button.

- Once you have made your selections you will notice the Entry fees section on the right hand side of the page will have populated itself with your selections

Entry fees:	
Nomination:	\$57.50
Withdrawal:	\$69.00
Scratching:	\$0.00



Race: 1, 1400m, Rating 75 Benchmark


Starting Limit:	0
Nominations:	0
Double's:	0

- To nominate your horse (and jockey if you are ready to declare one), simply click the nominate button
- If there are any issues with your selections a dialogue box will pop up to let you know and give you the chance to rectify these
  - Please note: there is no save button, nor will you get an automatic e-mail confirmation of your nomination. However, you can still e-mail your entries to yourself using the steps outlined on the next page
- To nominate for an Australian race see the bottom of the next page

Once you have finished with your nominations you can scroll down the page to the Current Entries section - this is where you go to see all of your current entries (you can also print or e-mail a copy of this list), withdraw horses for races, and declare riders

- If you have more than one horse listed here you can re-order the list to suit yourself using the buttons at the top of the list

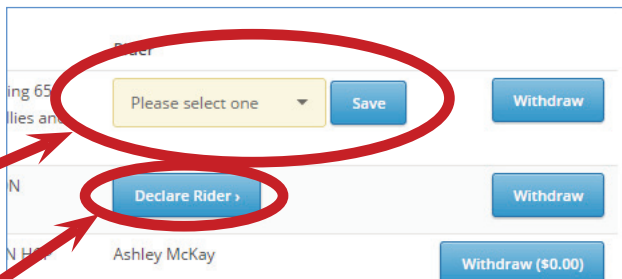
Current Entries



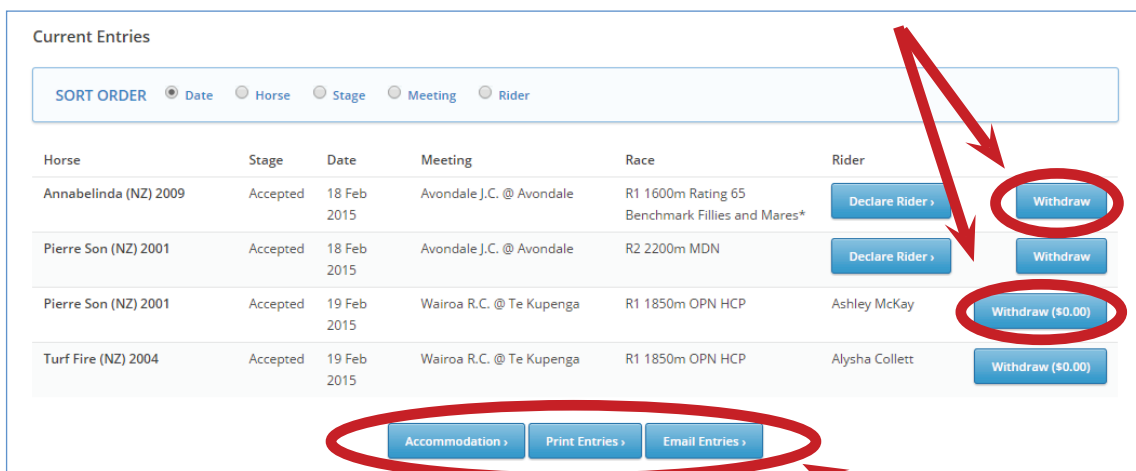
**SORT ORDER**    Date    Horse    Stage    Meeting    Rider

Horse	Stage	Date	Meeting	Race	Rider
Annabelinda (NZ) 2009	Accepted	18 Feb 2015	Avondale J.C. @ Avondale	R1 1600m Rating 65 Benchmark Fillies and Mares*	<input type="button" value="De"/>

- If you have horses nominated without riders you can declare riders using the 'Declare Rider' button next to all horses without a rider, and then by selecting a jockey from the menu that appears – to confirm your selection click 'Save'



- To withdraw a horse click on the 'Withdraw' button on the right hand side of the entry you wish to withdraw (any withdrawal fees incurred by withdrawing a horse will be displayed as part of the button)



- To Print a copy of your current entries, click the 'Print Entries' button and follow your computer's normal printing steps
- To e-mail yourself a copy of your current entries, click the 'E-mail Entries' button to automatically send your current entries to the e-mail address defined in your profile (see page 5 for more information)
- For your convenience there is also a button to take you to the Accommodation section should you need accommodation for your horses on course (see page 13 for more information)

To nominate a horse for an Australian race click the 'Australian Race Nomination' link near the top of the page

- This will open your computer's default e-mail system and allow you to directly e-mail the appropriate authority with the required details
  - Everything you need is pre-populated, simply fill in the blanks and send the e-mail

# Stables

The Stables section contains a detailed overview of all the horses on record as being in your stable

**Filter Results**

**Gender**

All  
 Fillies & Mares  
 Colts, Geldings & Entires

---

**Rating Type & Band**

All  
 Flat  
 Steeples  
 Hurdles

All ratings ▾

---

**Name**

**Unnamed**

Include unnamed horses?

[Filter results >](#)

- The left hand side of the page is dedicated to searching for horses in your stable
- Customise the results you see using the menu items and search box – for advanced users a % symbol can be used as a wildcard in the search box to find the results you are after faster

The rest of the page contains a list of the horses in your stable

- From here you can perform a number of tasks you would otherwise do using the main menu:
  - > Nominations, withdrawals, rider declaration, and print/e-mail entries relating only to the horse selected (see page 7 for an overview)
  - > Gear requests (see page 12 for an overview)
  - > Stable returns (see page 14 for an overview)

**Annabelinda (NZ) 2009** 5YO b m [Settings](#) [Entries >](#) [Stable return >](#) [Gear request >](#)

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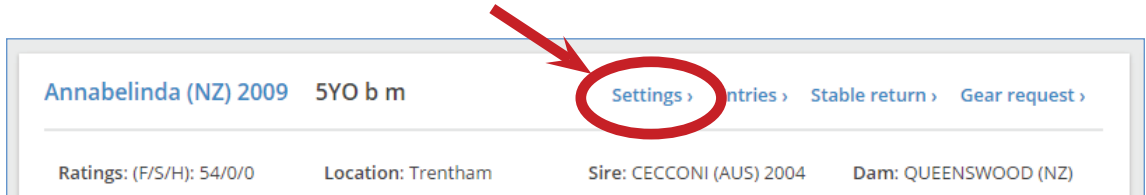
Ratings: (F/S/H): 54/0/0      Location: Trentham      Sire: CECCONI (AUS) 2004      Dam: QUEENSWOOD (NZ) 1998

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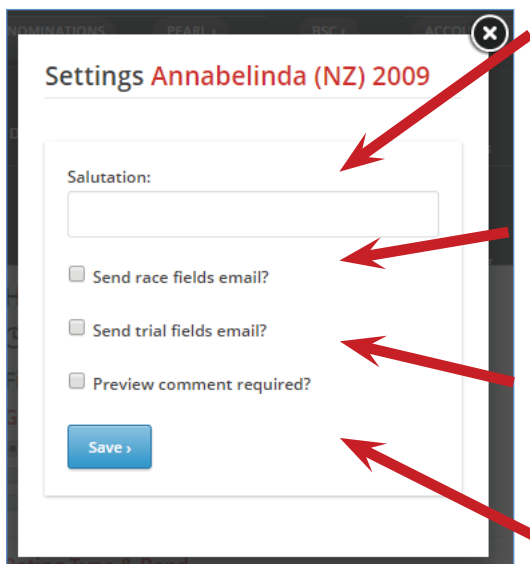
Accepted: 18 Feb 2015      [Avondale J.C. @ Avondale](#)      R1 1600m Rating 65  
Benchmark Fillies and Mares\*

This is also where you go to choose what information regarding a horse will go to owners as part of the Owners Communications section:

To change these settings click on the 'Settings' link for the horse you are interested in



This will bring up options for the following owners communication settings:



- Salutation - This is the greeting you wish to appear along with any automated e-mails as mentioned below
- Send race fields e-mail - automatically send owners an e-mail letting them know when their horse's nomination for a race is accepted
- Send trial fields e-mail - automatically send owners an e-mail letting them know when their horse's trial nomination is accepted
- Preview comment required - hold off sending the above automatic e-mails until you have had a chance to manually edit and/or review the Communications using the Owners Communications section (see page 17 for more information)

When you have finished making changes make sure you click the 'Save' button at the bottom or else your changes will not be applied.

For your interest back on the main page you can also see biographic information, race replays, ratings, racing colours etcetera for each horse by clicking on its name, and you can see detailed information on any races it is in simply by clicking the name of the race

# Gear Requests

The Gear Requests section is, as the name suggests, the place to go to request permission for a horse to race with/without gear

To request permission to add gear:

- Select the horse, choose the gear, enter any comments if you wish to do so (comments are optional), and click the 'Request on' button

The screenshot shows a form with four main sections: 'Horse:' with a dropdown menu, 'Gear:' with a dropdown menu, 'Comments:' with a text input field, and 'Date' with a date input field. To the right of the date field is a checkbox labeled 'Jumping?'. Below these fields is a blue button labeled 'Request on >'. Red arrows point to the 'Horse:' dropdown, the 'Gear:' dropdown, the 'Date' field, and the 'Request on >' button. A red circle highlights the 'Request on >' button.

- If the gear you are requesting requires a date to be entered, you must enter this before requesting it, for example 'In Foal' requires a date for in foal
- If the gear is to be used for jumping you will need to tick the Jumping tick box
- If the gear is to be used for jumping as well as on the flat, two requests must be made, one with and one without the jumping tick box ticked

To see currently approved gear and/or request permission to remove gear

- Select a horse (just as you would above when adding gear)
- This will display all approved gear for that horse

The screenshot shows a table titled 'Current Gear / Requests' with columns: Gear, Status, Date, Type, and Comment. The table contains three rows of data. To the right of the table are three buttons: 'Request Off >', 'Cancel Request >', and 'Cancel Request >'. At the bottom of the table are two buttons: 'Email >' and 'Show history >'. Red circles highlight the 'Request Off >' button, the 'Cancel Request >' button, and the 'Email >' button. Red arrows point to the 'Request Off >' button and the 'Cancel Request >' button.

Gear	Status	Date	Type	Comment
Approved Plates	Approved	15/11/2009	Flat	Can enter comment here
Lugging Bit	Requested Off	18/02/2015	Flat	
Rider Without Whip	Requested On	18/02/2015	Flat	

- To request permission to remove gear simply click the 'Request Off' button next to the gear you want to remove
- If you make a mistake or change your mind at any time before your request is actioned, you can click on the 'Cancel Request' button next to every pending gear change request
- At the bottom of the page you will find a button that allows you to e-mail yourself a copy of the gear requests listed above, and another button to display historic gear requests if you want to see them

# Accommodation

The accommodation section is used to book on-course accommodation for horses

To book accommodation:

- Choose a meeting
- Enter the required accommodation numbers against the accommodation type (you can only request accommodation if there are spaces available)
- The number of spaces available for a particular accommodation type is shown in the 'Available' column

The screenshot shows a web interface for booking accommodation. At the top, there is a dropdown menu labeled 'Choose a meeting:' with the text 'Please select one' and a red arrow pointing to it. Below this is a 'Request Accommodation' form with a table and a 'Notes' field. The table has columns for 'Type', 'Requested', and 'Available'. The rows are: Boxes (Requested: 0, Available: 0), Yards (Requested: 0, Available: 20), Paddocks (Requested: 0, Available: 0), Walk-ins (Requested: 0, Available: 0), and Boxes in barn (Requested: 0, Available: 10). Below the table is a 'Notes' field with two red arrows pointing upwards. At the bottom of the form is a blue 'Save >' button. To the right of the form is a 'Reserved Accommodation' summary box containing the text: '19 Feb 2015 Douglas[13 Feb 2015] WAIROA > 2 HORSES 1 box, 1 walkin RC 19 FEB'.

Type	Requested	Available
Boxes	0	0
Yards	0	20
Paddocks	0	0
Walk-ins	0	0
Boxes in barn	0	10

Notes

Reserved Accommodation

19 Feb 2015 Douglas[13 Feb 2015] WAIROA > 2 HORSES 1 box, 1 walkin RC 19 FEB

Once your request has been processed it will appear under the Reserved Accommodation heading



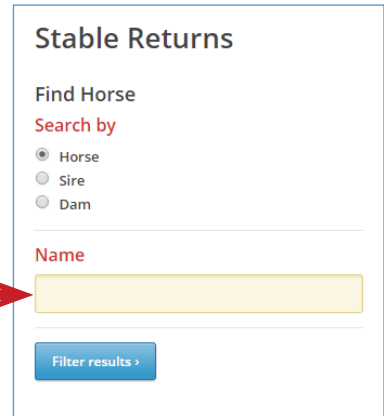
# Stable Returns

The Stable Returns section is used to bring a horse into your stable or release a horse from your care

There are two main elements involved in using the Stable Returns section

## Searching for a horse

- Searching for a horse is as simple as entering a name or partial name for the horse you are looking for - You can also search in the same manner by Dam or Sire



**Stable Returns**

Find Horse

Search by

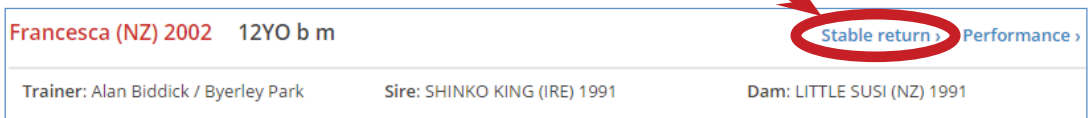
Horse  
 Sire  
 Dam

Name

Filter results >

## Registering a horse as entering or leaving your stable

- Once you have found the horse that is entering/leaving your stable click on the 'Stable return' button next to its name

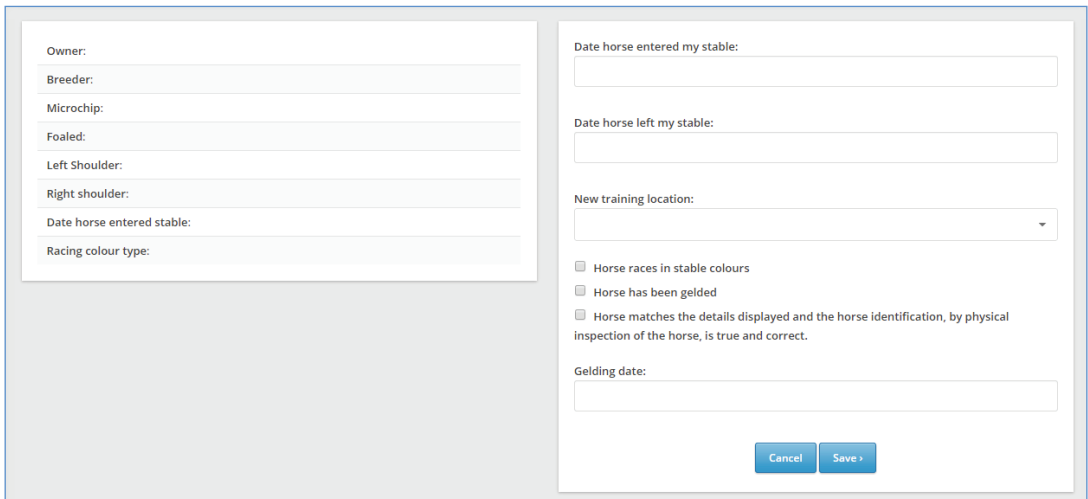


Francesca (NZ) 2002 12YO b m

Trainer: Alan Biddick / Byerley Park      Sire: SHINKO KING (IRE) 1991      Dam: LITTLE SUSI (NZ) 1991

Stable return > Performance >

- Your page will then change to show you important information about the horse and a section to enter the information required to bring the horse into your stable or release it from your care



Owner:

Breeder:

Microchip:

Foaled:

Left Shoulder:

Right shoulder:

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 and the horse identification, by physical inspection of the horse, is true and correct.

Gelding date:

Cancel Save >

- When entering a horse to your stable you will need the date it entered the stable, and you will need to choose one of your training locations for it to be registered in
  - > If the horse is to be raced in stable colours you will need to indicate this also
  - > Where applicable you may need to specify if the horse has been gelded, and when this occurred if this has not already been recorded
- When releasing a horse from your care you will need the date the horse left your stable
  - > Optionally - If you know its new training location you can enter this too

The screenshot shows a form with the following fields and options:

- Date horse entered my stable: [input field]
- Date horse left my stable: [input field]
- New training location: [input field]
- Horse races in stable colours
- Horse has been gelded
- Horse matches the details displayed and the horse identification, by physical inspection of the horse, is true and correct.
- Gelding date: [input field]
- Buttons: Cancel, Save >

- In both cases it is very important to check that the horse's information is correct
  - > Particularly you must ensure its branding description matches its physical brands

This close-up highlights two specific elements of the form:

- A red circle and arrows point to the checkbox:  Horse matches the details displayed and the horse identification, by physical inspection of the horse, is true and correct.
- A red circle and arrow point to the 'Save >' button.

- Once you have verified everything and filled in the information required, click on the 'Save' button to complete the transaction

# Owner Communications

Getting everything set up (see next page for actual use)

Once meetings are at or past the acceptances stage, you are able to send messages to owners with ease using the Owner Communications section

Before you can effectively use the Owner Communications section you will need to decide on and set up a few things (this is a one-off process):

- Decide if you want to send messages automatically when a horse is accepted for a meeting, or if you want to be able to preview and edit these messages before they are sent
  - These settings are controlled on a horse by horse basis, and are set through the Stables section (see page 10 for more information)
    - If you choose to send automated messages
      - You will need to set this up once for each horse
        - After this you do not need to do anything else for these to send
      - These messages will not show up in the Owner Communications section
    - If you choose to preview and edit messages before they are sent
      - Then the Owner Communications section is the place to do this (see next page)
      - Any overdue messages will be flagged in your To-do List on the Trainers Service Centre Dashboard
- Decide if you want your logo to appear on communications
  - This is a global setting and will apply to all communications (automated and manual)
  - This setting is defined in the 'Update Profile' section as accessed through the 'Options' dropdown menu at the top of the page (see page 5 for more information)

Now you can start using the Owner Communications section properly

- see next page for details

# Owner Communications

How to send communications (see previous page for set-up)

If you do not have any horses that have been accepted for upcoming meetings you will see the following (you will also see this if the initial set-up steps have not been completed as per the previous page):

Owner Communications 🕒 NRB TIME: 11:31:44 AM

---

No current owner communications are due.

Once you have nominated a horse and it has been accepted for a meeting you will see it listed on the main Owner Communications page:

Owner Communications 🕒 NRB TIME: 2:42:14 PM

Turf Fire (NZ) 2004	19 Feb 2015	Wairoa R.C. @ Te Kupenga	R1 - 1850m OPN HCP of \$15,000	Not sent	<a href="#">Edit &gt;</a>
Pierre Son (NZ) 2001	19 Feb 2015	Wairoa R.C. @ Te Kupenga	R1 - 1850m OPN HCP of \$15,000	Not sent	<a href="#">Edit &gt;</a>

To preview and edit the message you wish to send to a horse's owners; simply click the 'Edit' button next to the appropriate horse

- This will change the page to show some basic information about the horse and a number of areas for you to enter details as you see fit, all of which will be sent to the owners via e-mail when you are ready

Owner Communications **Pierre Son (NZ) 2001**

Date: 19 Feb 2015	Wairoa R.C. @ Te Kupenga	R1 - 1850m OPN HCP of \$15,000	Race time:	Rating: 45
Number: 1	Barrier: 2 of 2	Jockey: Ashley McKay a3	LWD:	Form: 07L8X
Owner: Mr D				

Salutation:

Email addresses (comma separated):

Preview comments:

Email has not been sent.

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

1. The salutation is the message that will appear at the top of your owner communication
2. The e-mail addresses are automatically populated based on the horse's current owners' e-mail addresses on file with NZTR
  - You can add and remove addresses as you see fit - in order to separate two separate e-mail addresses; use a comma without a space between them (as shown in the example below)
3. Type the body of the message you wish to send in the comments section

### Owner Communications **Pierre Son (NZ) 2001**

Date: 19 Feb 2015	Wairoa R.C. @ Te Kupenga	R1 - 1850m OPN HCP of \$15,000	Race time:	Rating: 45
Number: 1	Barrier: 2 of 2	Jockey: Ashley McKay a3	LWD:	Form: 07L8X
Owner: Mr D				

Salutation:

Email addresses (comma separated):

Preview comments:

*Email has not been sent.*

◀ Back
Save ▶
Preview ▶
Send ▶

4. Your options from here are:
  - If you aren't quite ready to send the message you can click on the 'Save' button which will allow you to come back to this page and pick up where you left off
    - Remember, just like with any other computer programme; if you are typing a long message it pays to save it periodically using the 'Save' button so that if something goes wrong you don't lose all of your work
  - To see a preview of the message that will be sent to the owners click on the 'Preview' button (see next page for an example)
  - If you are happy with your message and who it is going to etcetera click on the 'Send' button to send it to all the listed recipients

The following is an example of the sort of message that you can send to owners using the Owner Communications section

- It includes a trainers logo **1**, salutation **2**, and message **3**, as well as the default information included with every owner communication **4**

The image shows a screenshot of an owner communication message. It is divided into several sections, each highlighted with a red dashed border and a red arrow pointing to a number:

- 4**: Points to the header "Race Details Pierre Son (NZ) 2001".
- 1**: Points to the trainer's logo, which features a silhouette of a horse and jockey with the New Zealand flag and stars, and the text "The Amazing Test Racing Stables".
- 4**: Points to the race details table.
- 2**: Points to the salutation "Greetings! from the Amazing Test Racing Stables".
- 3**: Points to the main message body.

Date: 19 Feb 2015	Wairoa R.C. @ Te Kupenga	R1 - 1850m OPN HCP of \$15,000	Race time:	Rating: 45
Number: 1	Barrier: 2 of 2	Jockey: Ashley McKay a3	LWD:	Form: 07L8X
Owner: Mr D				

Greetings! from the Amazing Test Racing Stables

Hi guys,

Pierre Son has trained well this week and we are expecting a good run.

He has drawn well with Shankar aboard so we expect to go forward.

The track is currently a dead 4.

Win, lose, or draw we hope to see you in the owners room afterwards for a drink!

Cheers,

Douglas.

# Quick Reference

Listed here are a number of common functions and the basic steps required to perform each of them:

- **Nominate a horse**
    - > Entries > *choose horse, meeting, race, (optional: jockey)* > Nominate
  - **Withdraw a horse**
    - > Entries > Current Entries > *find horse to withdraw* > Withdraw
  - **Print entries**
    - > Trainers Service Centre Dashboard > Entry summary report > Print
    - OR > Entries > Current Entries > Print Entries
  - **Request gear change**
    - > Gear Requests > *choose horse, and gear* > Request on
    - OR > Gear Requests > *choose horse* > Current Gear > *find gear* > Request off
  - **Book accommodation**
    - > Accom > *choose meeting* > *enter numbers required* > Save
  - **E-mail owners about upcoming meeting**
    - > Owner Comms > *find horse* > Edit > *fill in details* > Preview > Send
  - **Change Trainer's logo**
    - > Options > Update profile > Trainers tab > Choose logo image > Update Profile
- 

## National Racing Bureau Contacts

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Fax: 04 568 8213

E-mail: [nrb@nzracing.co.nz](mailto:nrb@nzracing.co.nz)

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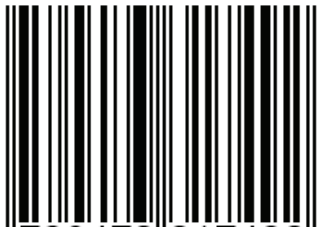
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**NZTR**



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