

Owners Service Centre

# Step-by-Step Guide

SR19 FORM

## Horse Name Registration

DRAFT

NEW ZEALAND THOROUGHBRED RACING

PUREI HŌIHO NĀTI O AOTEAROA

# BEFORE YOU START Horse Name Registration

## To help make the process as smooth as possible, please have the following information ready before you begin:

- Potential horse names: Have a few name options ready in case your preferred name is unavailable.
- NZ Bank account details: If you do not have an existing account which will populate automatically, you will need to provide the exact bank account name and account number using the account verification. International customers can upload their details through a manual process by uploading proof of bank account.
- Horse location: Know the location where the horse is currently domiciled.

**Need help? Visit our FAQ page here for more information or register here.**

## Important Information

Saving Your Application and Adding Notes: Your application will save each time you select Continue to move to the next page. If you need to find additional information, you can return to your application without having to start again.



You can also select the Notes icon at any point during the process to add any important information or specific details you would like the NZTR team to be aware of when reviewing your application.

Your Access and Permissions: Once you have selected your horse, you will only be able to view and make changes to the information available to you based on your role as either an Owner or Racing Manager. Your ID number is available to you in the top right corner of the website along with your name before you start any form.

Any racing manager or delegated administrator can lodge a horse name registration application which will be visible to all owners within the group.

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# STEP BY STEP Horse Name Registration

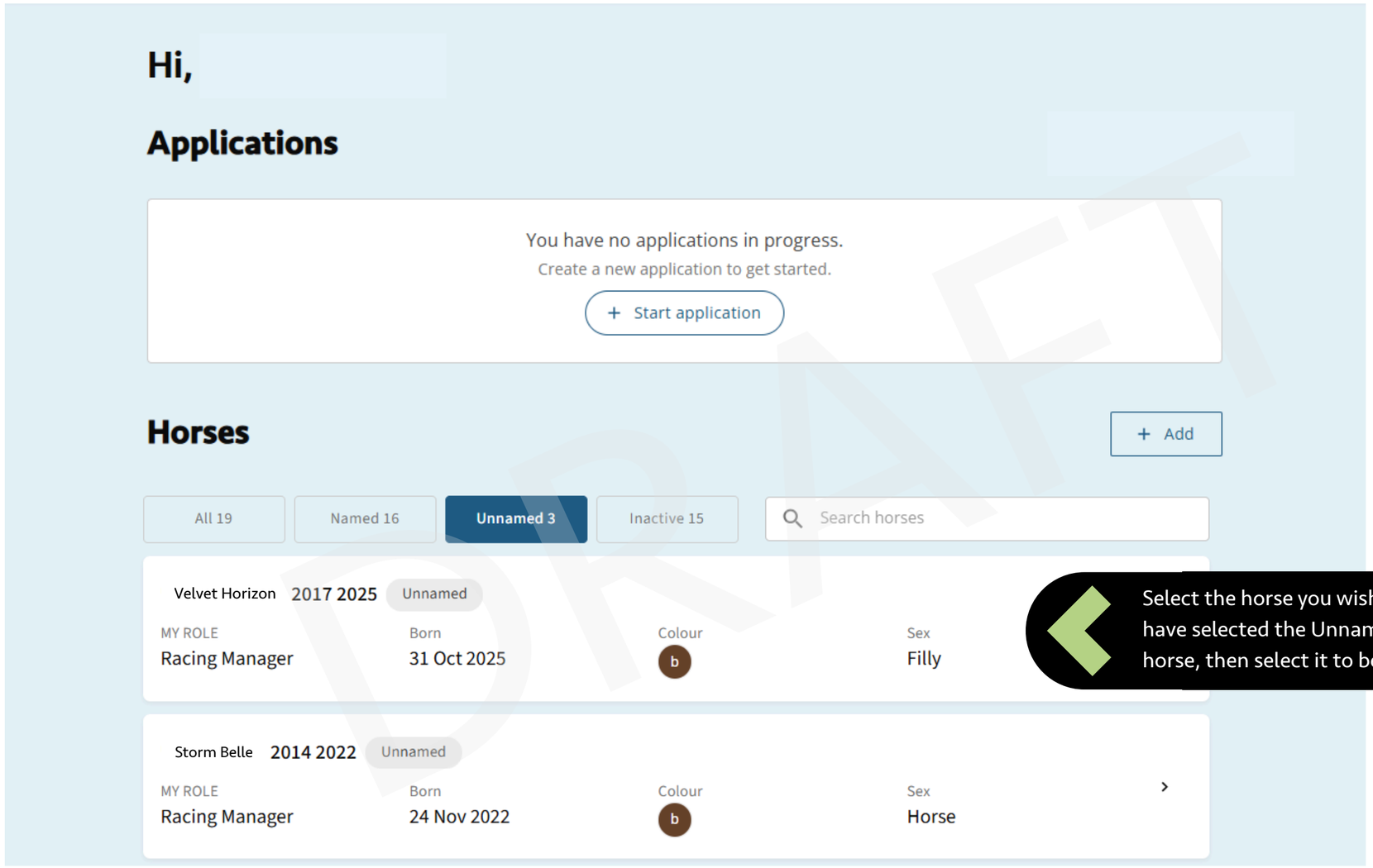
To make the new system as easy as possible to use, we've created a step-by-step guide to walk you through the Horse Name Registration process, with clear instructions to help you complete your application with ease.

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|---|---|---|---|---|
| Select the horse you would like to register a name for. | Select the SR19 Name Registration form. | Read how this works and confirm you've selected the correct horse. | Confirm the horse owner's details. | Enter your preferred horse names and check their availability. |

| Step 6 | Step 7 | Step 8 | Step 9 | Step 10 |
|---|---|---|---|---|
| Assign correct stakes payment account. | Enter the address where the horse will live. | Read & Agree to Declaration. | Review all information provided is correct. | Payment & submit application. |

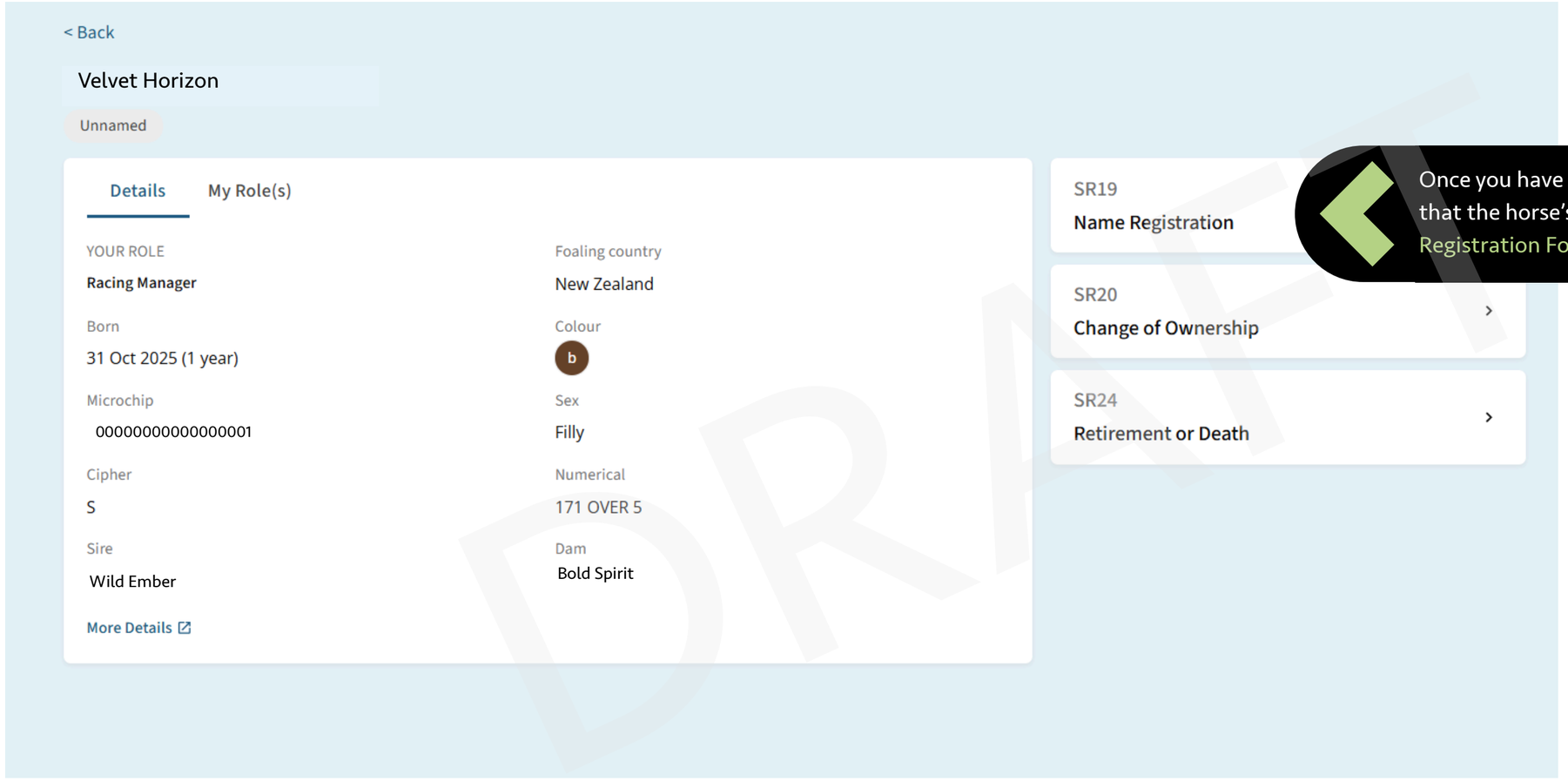
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# STEP 01 Horse Name Registration




Select the horse you wish to name. Make sure you have selected the Unnamed filter to easily find the horse, then select it to begin the application process.

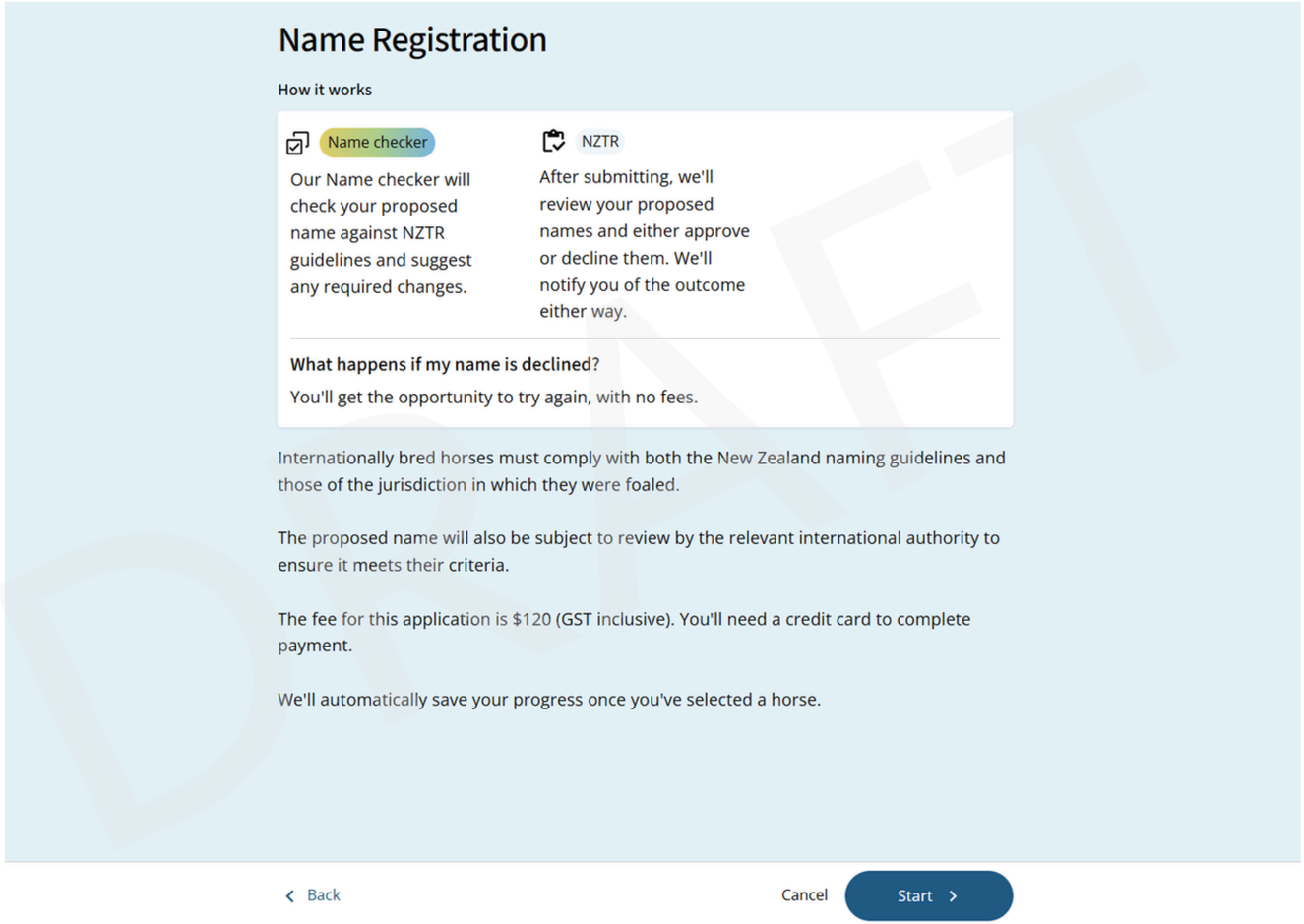
# STEP 02 Horse Name Registration




Once you have selected the horse you wish to name, check that the horse's details are correct, then select the SR19 Name Registration Form to begin the naming application.

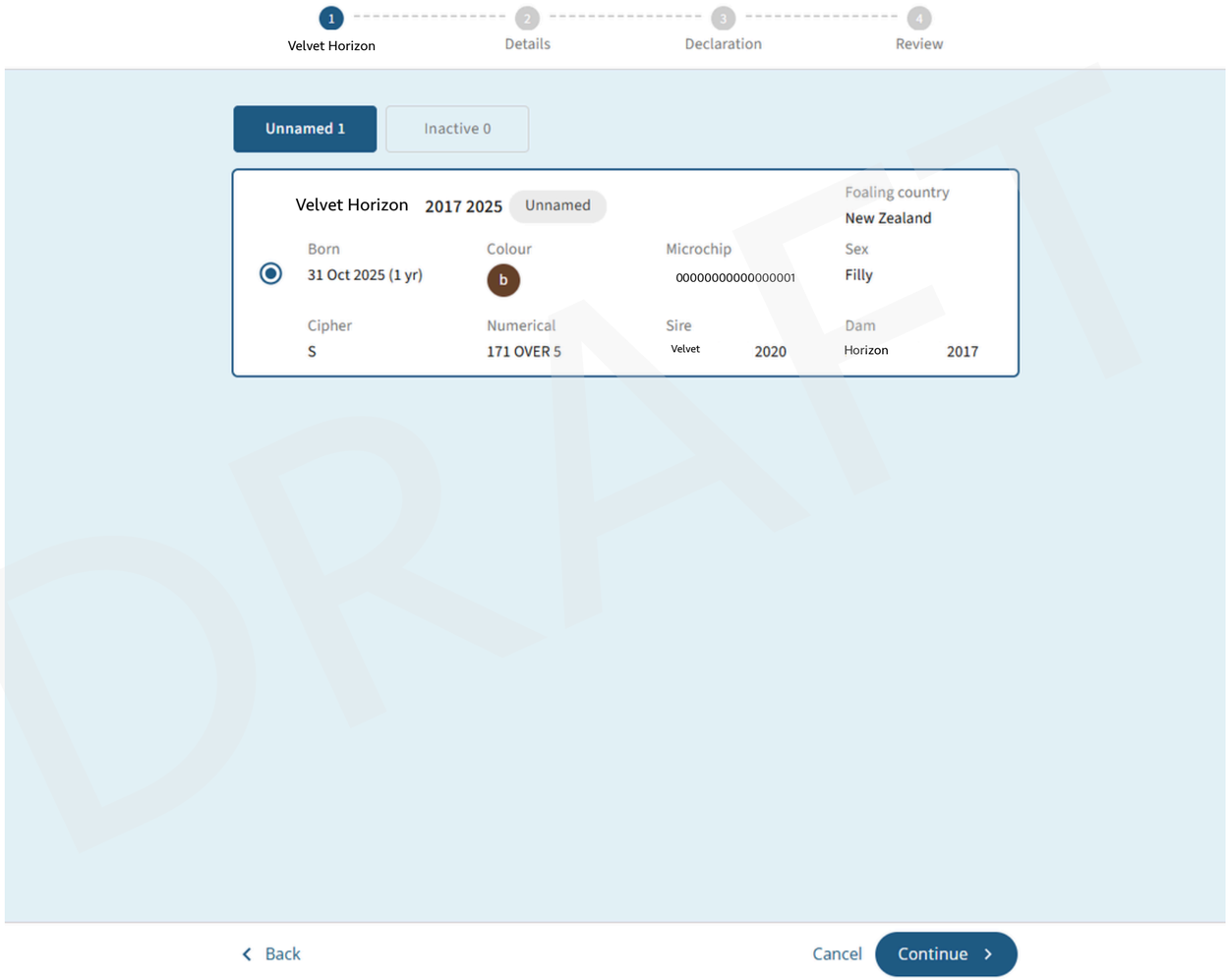
# STEP 03 Horse Name Registration

## How It Works – Please read before continuing



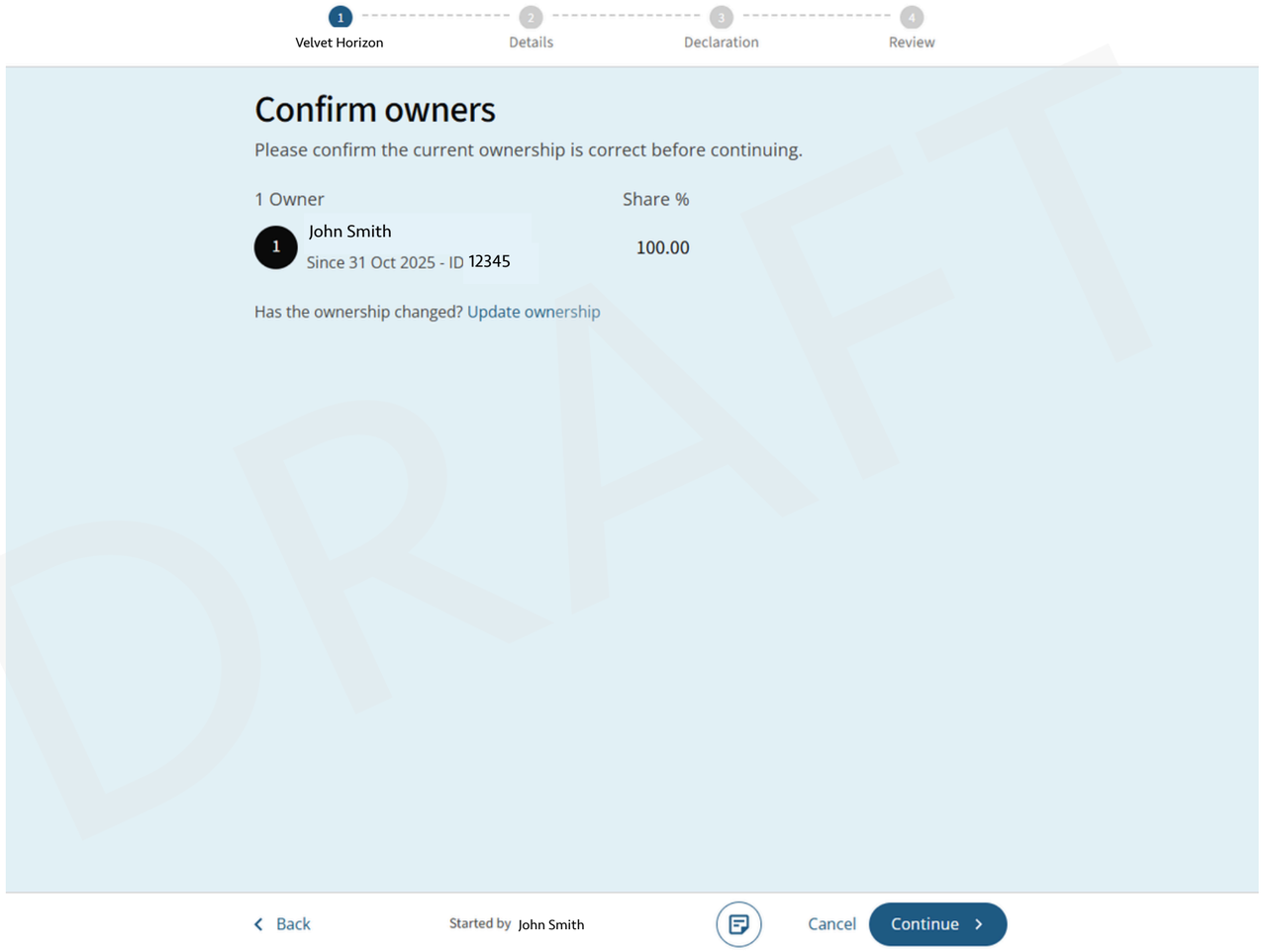
# STEP 03 Horse Name Registration

**Please ensure you have selected the correct horse you wish to name and check that all details provided are accurate**

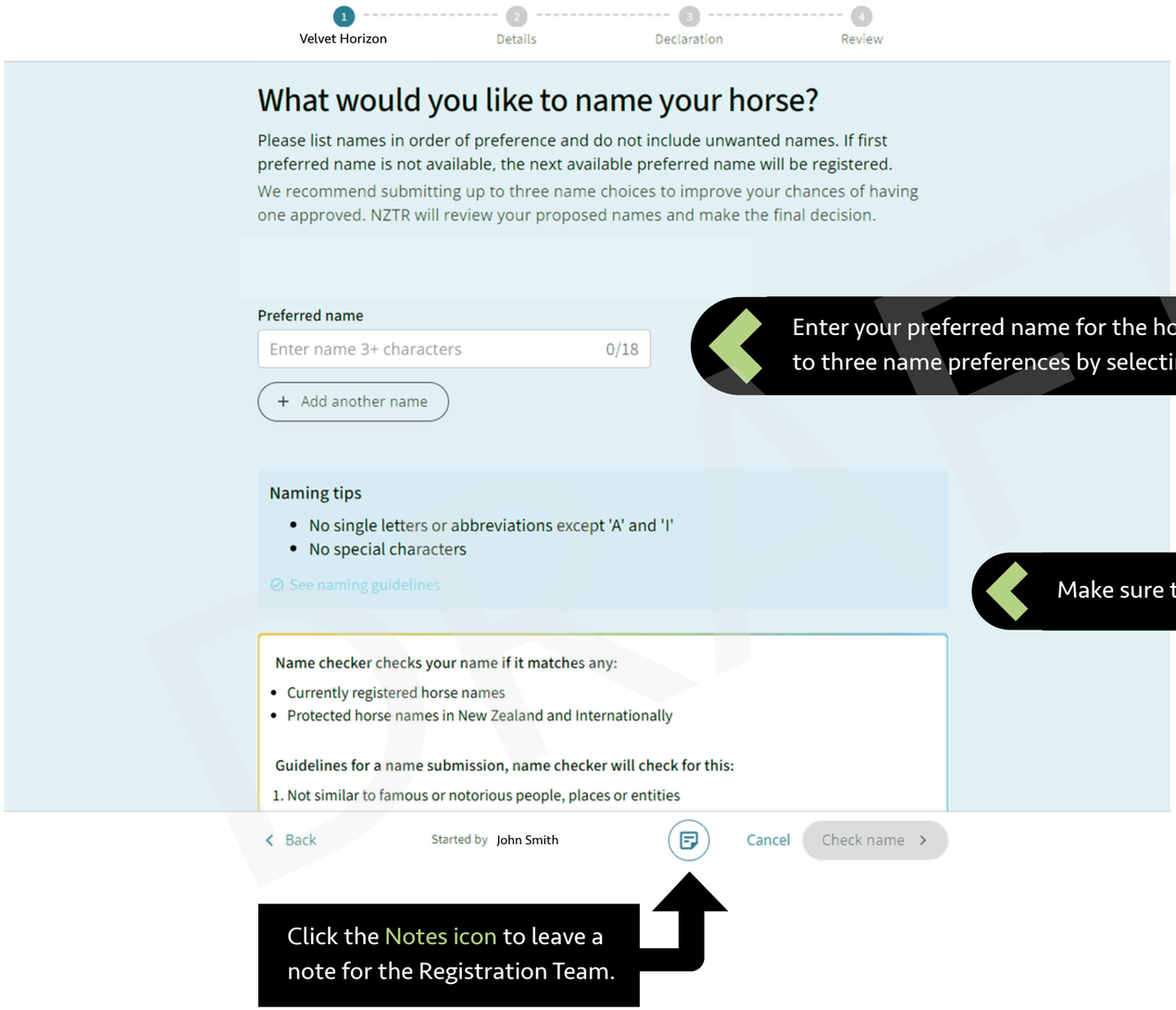


# STEP 04 Horse Name Registration

**Please confirm the horse's current ownership details and update the ownership information if necessary**



# STEP 05 Horse Name Registration



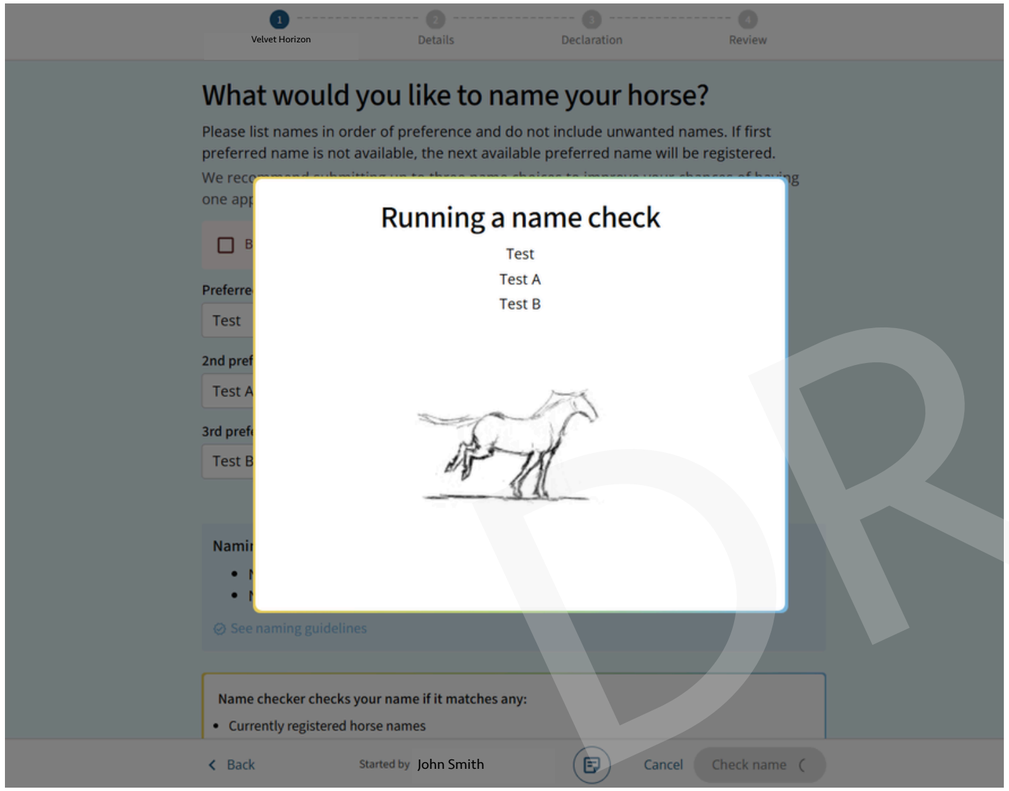

Enter your preferred name for the horse here. You can add up to three name preferences by selecting Add Another Name.

Make sure to read the naming guidelines.

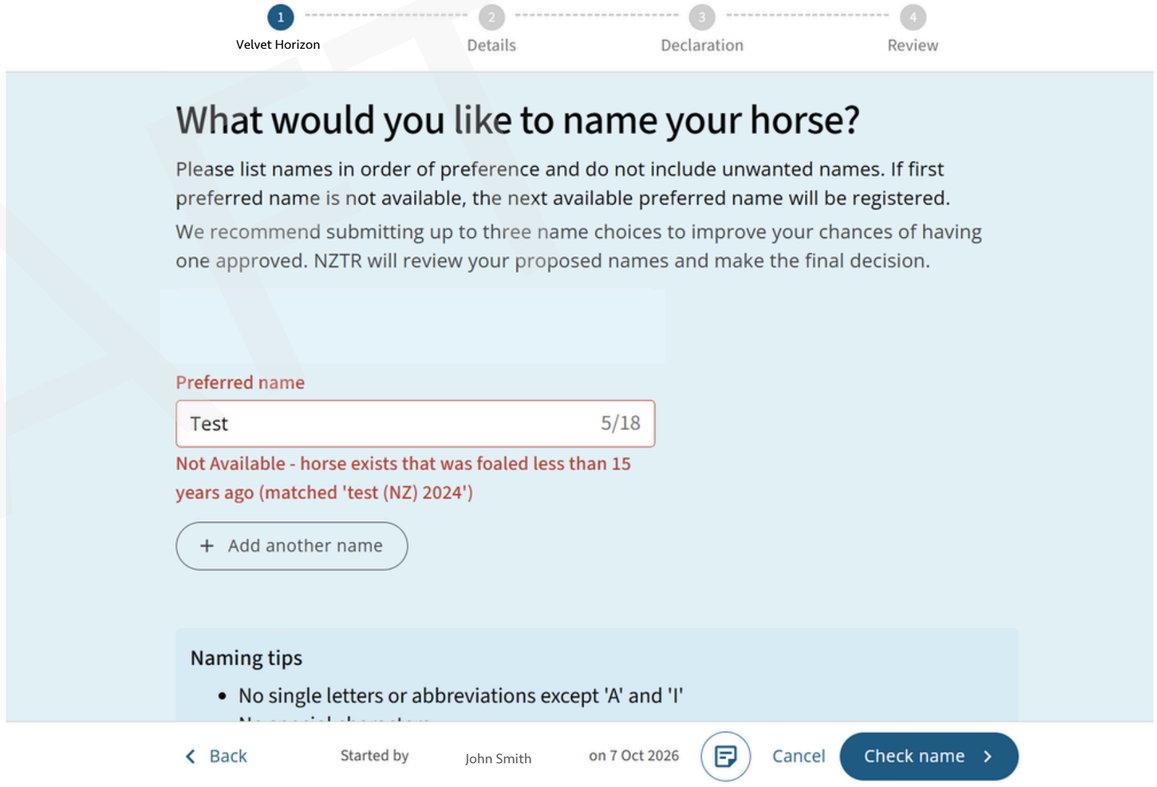
Click the Notes icon to leave a note for the Registration Team.

# STEP 05 Horse Name Registration

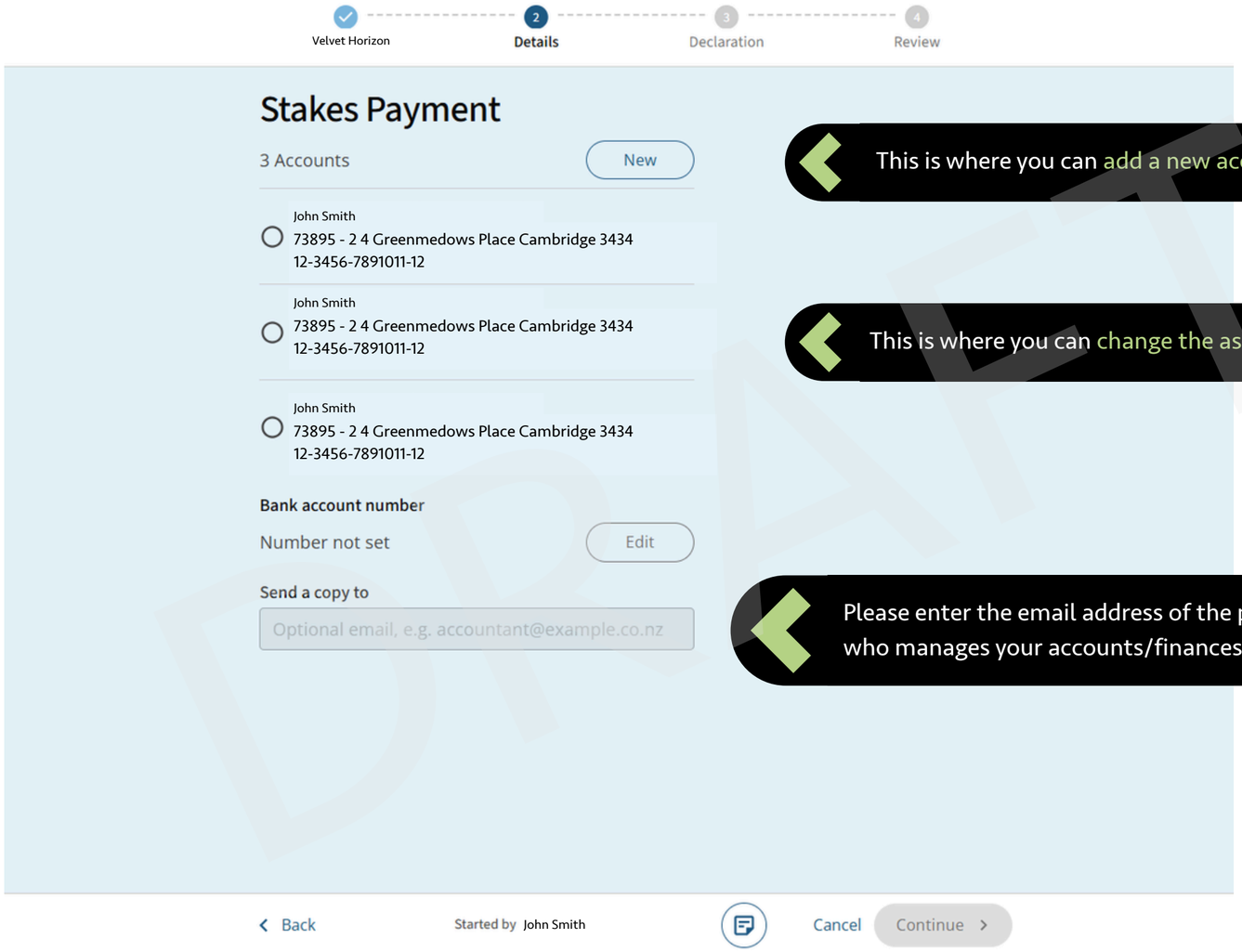
This is what will appear on your screen while the name check is running. You will then be notified which names can be used, if any.




If any of the names are not accepted, select Edit Names to view the reason for the decline, then enter a new name. You can submit up to three name preferences.



# STEP 06 Horse Name Registration

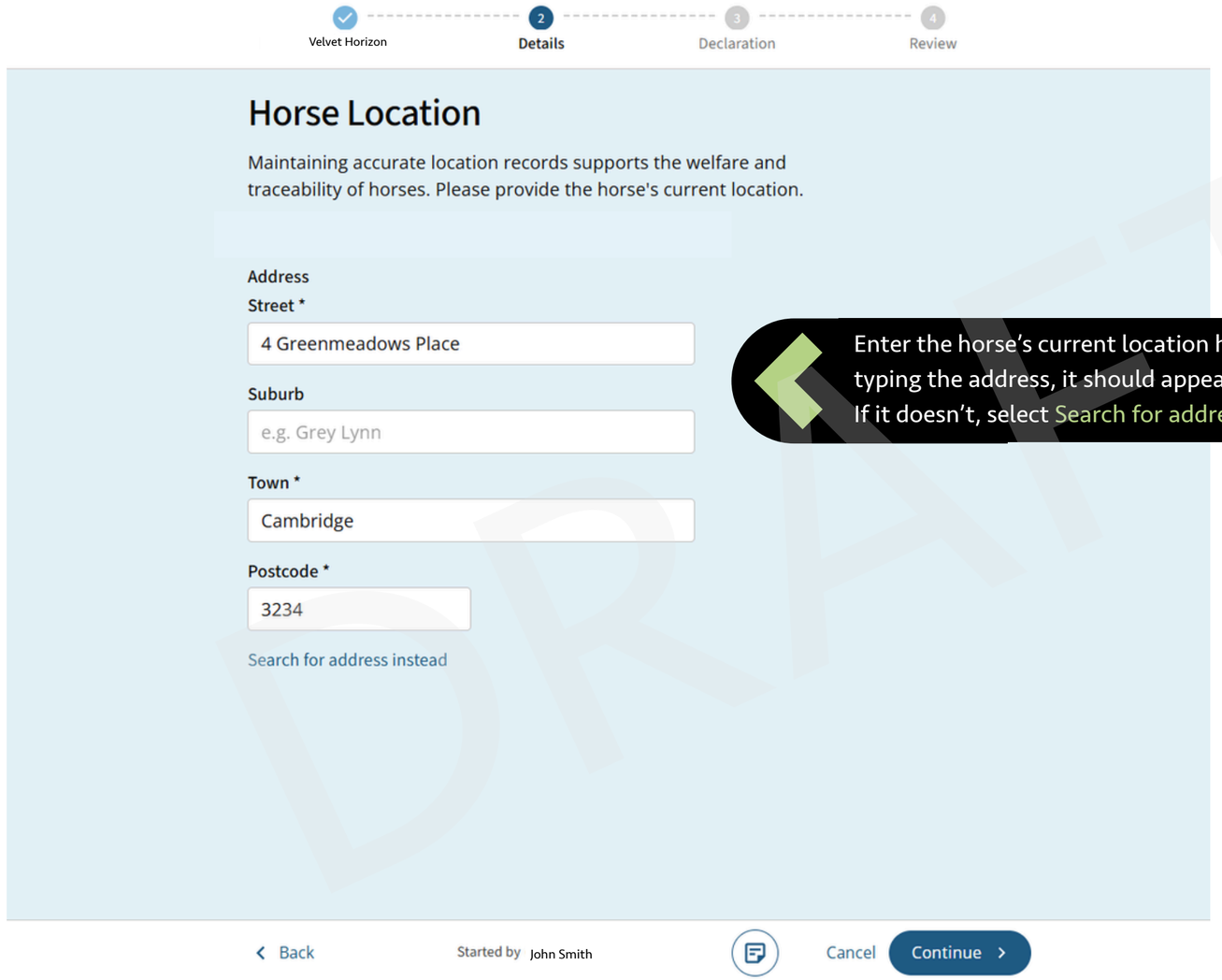



This is where you can add a new account if required.

This is where you can change the assigned account.

Please enter the email address of the person who manages your accounts/finances.

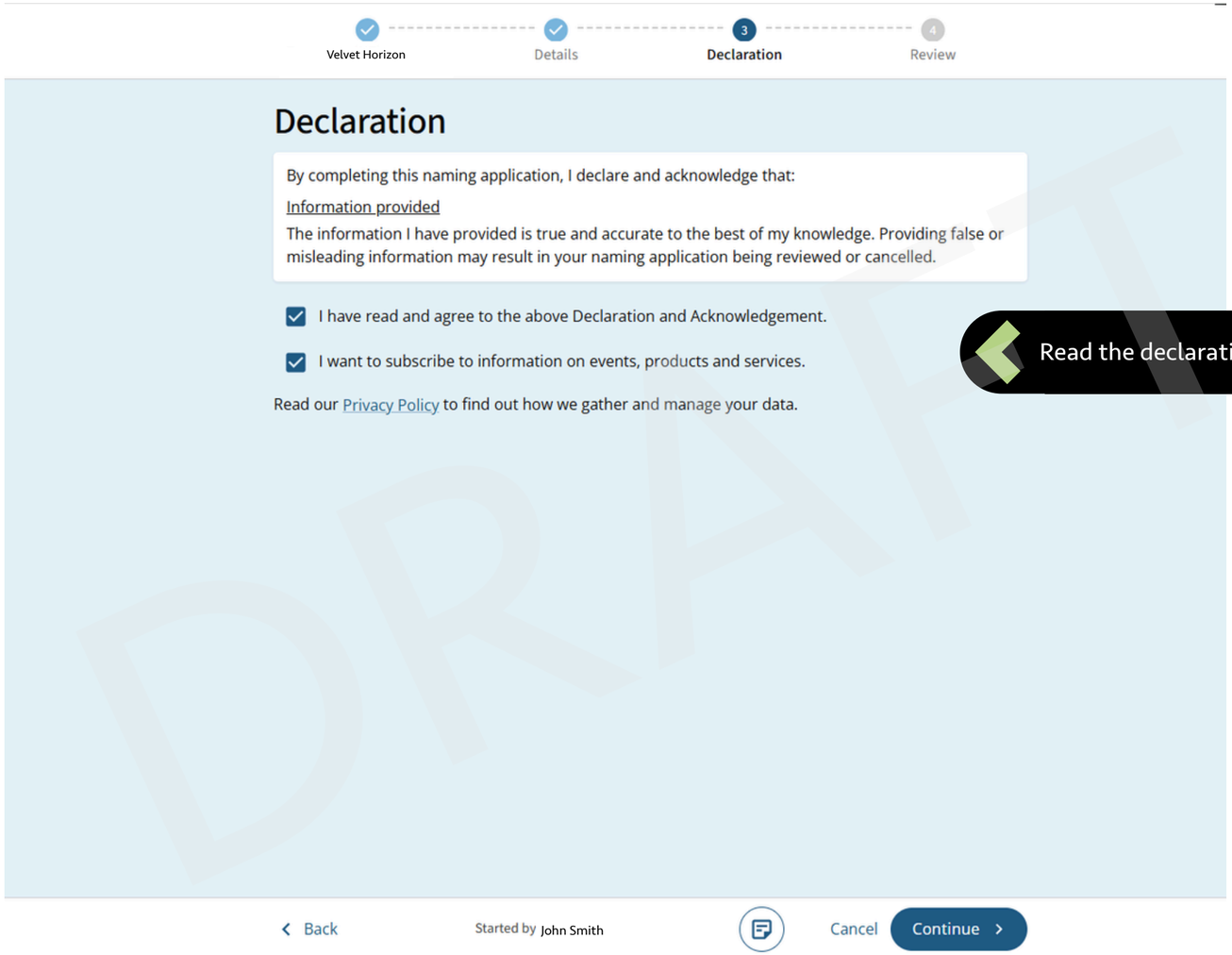
# STEP 07 Horse Name Registration




Enter the horse's current location here. As you start typing the address, it should appear automatically. If it doesn't, select Search for address instead.

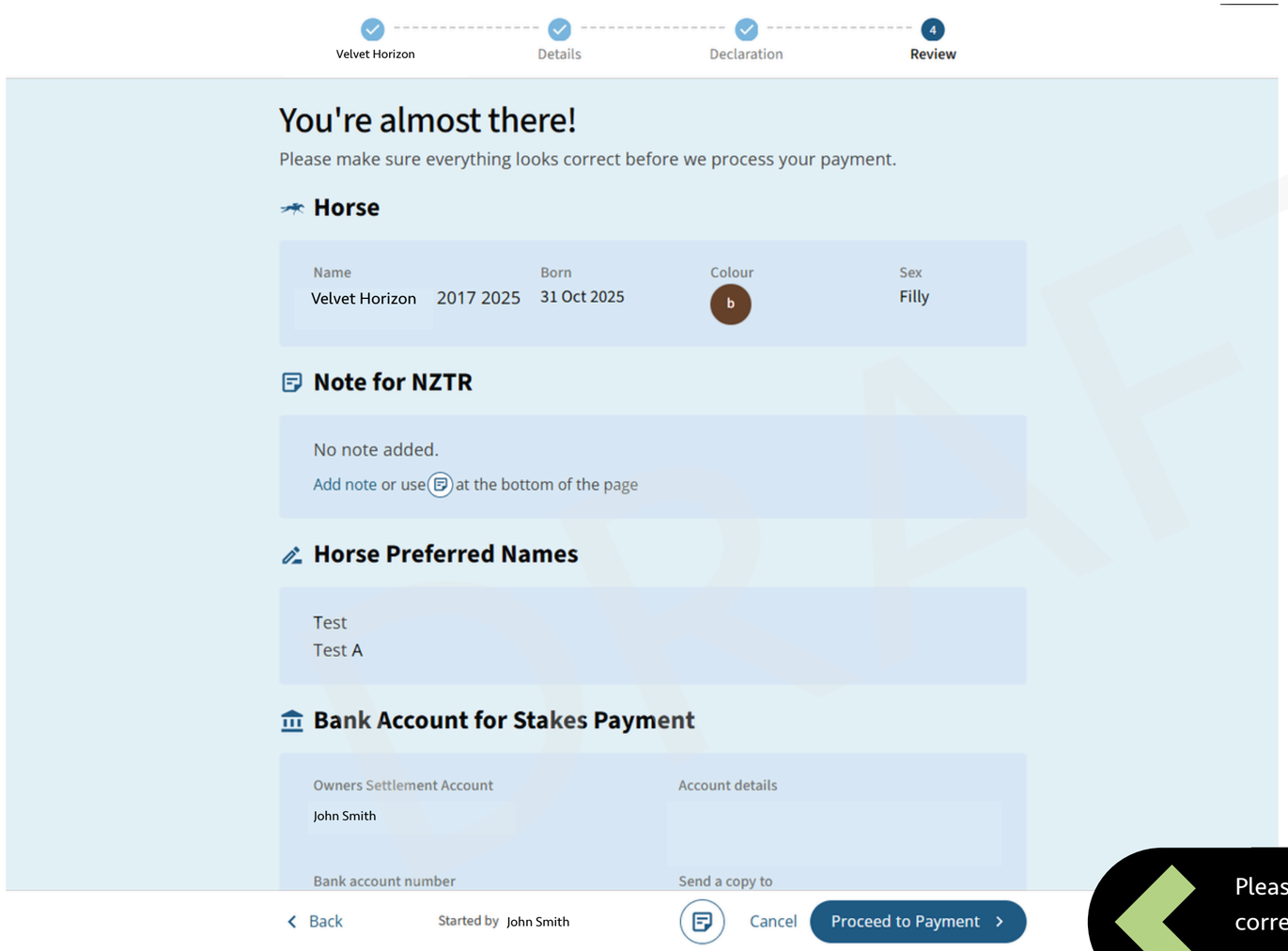
Note: If you don't yet know where the horse will be living, you can save your application and return to complete this section once you have the correct details.

# STEP 08 Horse Name Registration



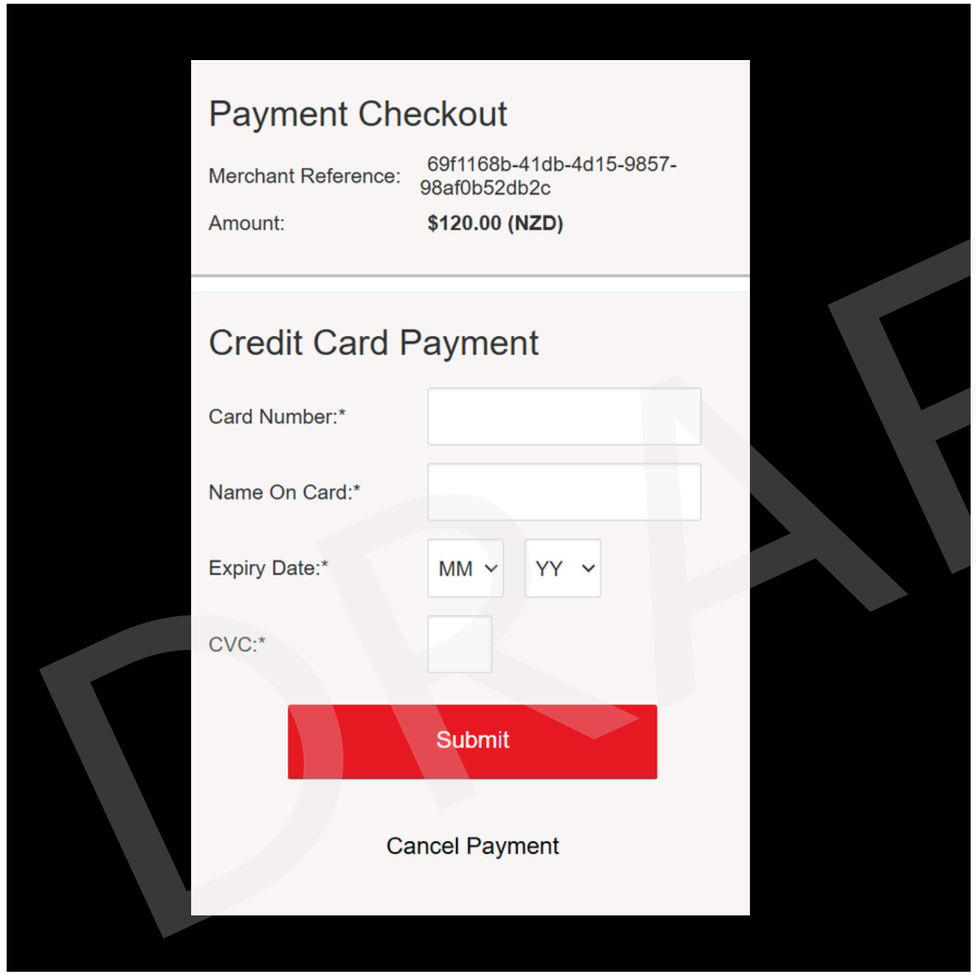

Read the declaration, then tick the boxes.

# STEP 11 Horse Name Registration




Please check all the information you have provided is correct. You can use the Back button to go back and amend any part of the application Proceed to Payment.

# STEP 12 Horse Name Registration




Provide payment details to submit this form.

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# Confirmation

Your Horse Name Registration application has been submitted for review by the NZTR Registrations Team.
You'll be notified once your application has been reviewed and processed.

