



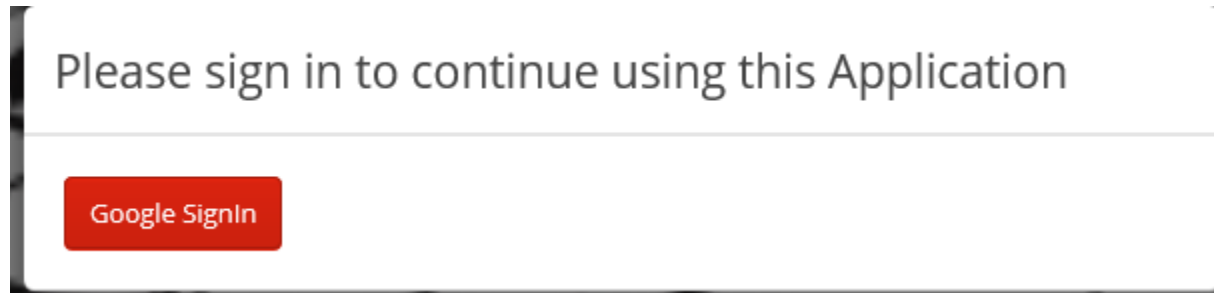
## SELF-SERVE 2.0 USER GUIDE

### Signing Up for Self-Serve

To sign up for Self-Serve – [click HERE.](#)

You can also connect to Self-Serve by clicking on <https://standardbredcanada.ca/racing/conditions> Choose a condition sheet and there will a link to Self-Serve – if that track allows Self-Serve Click on the link and you will see

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Please sign in with your **gmail address**. (If you don't have one you will need to create one)

**Note:** If you don't have a **gmail address** just go to **gmail.com** and click **Create Account** – just follow the instructions and create a new gmail address.

The first time you log into the application you will need to request access

A pop up window (Send Access Request to Admin) will come up for you to send your access request to administration – you **MUST** enter your **member number** – if you don't know it please put your date of birth and postal code in the 'Write a note about the access required(optional)' box and then **click** on **Send Request**



## Send Access Request to Admin.

EN

Write a note about the access required (optional)

Member number (optional)

Send Request

Close

Your authorization to use Self-Serve may take up to 24 hours.

You will receive an email with your **account verification code**. (if you don't receive it after 24 hours, check your spam)

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### Once you receive your authorization code:

Go back to the [Gaitway website](#) and Login with your gmail account.

**Enter** your account verification code (enter Pin-Code) and **click continue**.



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## Account Verification

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Enter Pin-Code

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Continue

Cancel



## **SELF-SERVE INSTRUCTIONS**

Self-Serve allows the user to create a **stable of horses**, drivers/trainers and tracks.

The user must enter horses that he/she trains or normally enters into races.

Once your stable is created then you can add these horses to draws.

If you sell the horse or it is no longer under your training – then just remove the horse from your stable.

You can enter common drivers into your stable of members – so that when you choose a driver for your horse a quick drop down list will be available for you to choose the correct person. This is also available for trainers.

You also have control over the tracks that you will be shown draws and conditions for. You just choose which tracks you want to race at and the rest of the tracks condition sheets will not be included.

[Click here](#) for Self-Serve access.

Log in to the Self-Serve application

To the left of the screen you will see an icon **Self-Serve** – **click** on it

You will now see **two tabs** at the top of the screen

**Stable** and **Horse entries**

**Stable** will allow you to enter horses/drivers/trainers and tracks to your stable

**Horse Entries** will have a list of all horses that you enter into a race card

**Click on Stable**

You will now see

Stable – Horse Name, Driver/Trainer and Tracks



To manage each section – just **click** on **Manage Horses, Manage Members or Manage Tracks**. Once you **click** one of the ‘Manage’ buttons – at the top of the screen you will now see Stable Horses Driver/Trainer and Tracks – you can **click** on any of those buttons to manage the item

## Manage Horses

Under **Add horse** – start typing the name of the horse you wish to enter. A dropdown list of horses with those first few letters will appear. Choose your horse. **(Click on the name**

Then **click Add Horse** – the horse will now show in the list of horses – giving the Age/Gender/Gait and the horse’s last start. At the end of the line showing the horse – there will be a Red **‘X’** – this allows you to remove the horse from your stable

**You MUST add the horse to your stable in order to enter it into a draw.**

## Manage Members

Under **Add Driver/Trainer** – enter the name of the driver or trainer – you can check the box for the type of member that you are looking for (Driver or Trainer)

Type in the correct information with last name first, first name

E.g. Jamieson, Jody

A list of drivers, trainers will come up for their respective categories. You can choose a driver / trainer from the respective lists. The information shown will be the name, the city and province of residence and then the lifetime earnings as a driver and/or trainer and the last year that they drove or trained. If there is more than one person with the same name then the person with the greater amount of lifetime earnings will be shown first.

**Click** on the person you want to be added and then **Click on Add Driver/Trainer** and the person will be added to your list of Driver/trainers



A Red 'X' will be shown at the end of the driver/trainer – this will allow you to remove the driver/trainer if you no longer want them in your stable

## Manage Tracks

A list of tracks that allow Self-Serve will be shown in alphabetical order – just **click** on the arrow at the right of the box under **Add Track**. Choose the track required and then **click Add Track**

Do this until you have added all the tracks that you will be entering your horses


A red 'X' will be shown at the end of the track – this will allow you to remove the track from your stable.

## STABLE

The stable tab now contains all of your horses, driver/trainers and tracks – **click** on STABLE to go to that screen and see what is entered

## Entering horses into a Draw

Under the Horse stable, at the end of each horse name, you will now see a **red symbol** – this is the key to adding your horse into a draw. Just **click** on that **red symbol**

Stable			
Horse Name	Age/Gender/Gait	Last Start	Current Status
MCWICKED	9 / H / P	M M - Saturday, November 23, 2019	

Manage Horses

You will be presented with the all of the conditions, for the gait of your horse, in the tracks that you selected. The information will be displayed in race date sequence.

At the top of the screen you will see stats for your horse. The last 3, 5, 6, and 10 wins/earnings/average earnings per start are shown together with lifetime earnings and the last 2 active years' starts/wins/earnings and average earnings per start. This will help you decide if you are eligible for certain conditions.

To enter a horse into one of the conditions just **click** the red icon at the end of the condition line




Cond	Gait	Details	Purse
WOODBINE MOHAWK PARK (N) Friday, April 17, 2020 Closes @ Thursday, April 16, 2020 10:00 AM EDT			
3	P	FILLIES & MARES, CLAIMING HANDICAP \$10,000 TO \$12,000 ALLOWANCES FOR AGE. ENTER IN MULTIPLES OF \$1,000.	\$10,000.00
4	P	FILLIES & MARES, CLAIMING HANDICAP \$15,000 TO \$18,000 FOR NW \$50,000 LIFETIME. ENTER IN MULTIPLES OF \$1,000.	\$13,000.00
5	P	FILLIES & MARES, 5 YEAR OLDS & YOUNGER, NW 3 RACES OR \$50,000 LIFETIME.	\$20,000.00
6	P	FILLIES & MARES, 5 YEAR OLDS & YOUNGER, NW 5 RACES OR \$75,000 LIFETIME.	\$22,000.00
7	P	FILLIES & MARES, NW 7 RACES OR \$110,000 LIFETIME.	\$24,000.00

The computer does **NOT** determine if the horse is eligible to the condition, which is still the job of the race secretary.

The status of the horse as shown in the stable of horses is only for horses that YOU have entered by Self-Serve. If the race secretary enters the horse for you then this will not show on your Self-Serve screen. Once the race card is published and your horse is in-to-go then that **will be shown** on the status of the horse – again for horses that you have entered using the Self-Serve application

## Driver

The most recent driver on the horse will be shown, and you can make changes to any of the fields shown. To change a driver to a different driver in your stable **click** the box – this will show, in alphabetical order, all of the drivers in your stable. To change to one of these drivers – just **click** the name

If you need a driver that isn't in your stable – **click** the magnifying glass  at the end of the box and then enter the new driver - last name, first name (e.g. Jamieson,Jody) and again choose the driver by **clicking** on the person.

Entering a second and/or third driver is **optional** – you can **click** the box to choose drivers from your stable or the magnifying glass to choose a new driver

Always fill the 2<sup>nd</sup> choice driver BEFORE the 3<sup>rd</sup> choice driver

## Trainer

The most recent trainer on the horse will be shown – if you need to change it – **click** the box to choose trainers from your stable and **click** the name required or **click** on the magnifying glass to choose a new trainer- last name, first name (e.g. MacIntosh,Blake) and choose the trainer by **clicking** on the name



**Base Claim Amount** – if the condition is a claimer or optional claimer, please enter the amount, **without the \$ sign** and without commas e.g. 10000. (The Actual Claim Amount will be automatically calculated).

**Comment** – any extra comments (100 characters) that you think would be useful to the race secretary can be added in this field. For example – “call me on my cell at 999-999-9999 for any problems” This is purely for information for the race secretary

**2nd Condition Preference.** – If you think that you may want a 2<sup>nd</sup> choice of condition then **click** this box and the list of conditions will be shown (for the same race card) – just **click** the condition that you think is your 2<sup>nd</sup> choice. Always fill in the 2<sup>nd</sup> choice condition before the 3rd

**3<sup>rd</sup> Condition preference** – If you think that you may want a 3<sup>rd</sup> choice of condition then **click** this box and the list of conditions will be shown – just **click** the condition that you think is your 3<sup>rd</sup> choice.

**Last Coggins Date** – will be shown for your information

**On Lasix** – if the horse last raced on Lasix, this will be checked. If the horse is no longer on Lasix, **uncheck the box.**

**If you change the Lasix status of the horse, e.g. not racing on Lasix now and before it was – or the next race the horse should now be on Lasix – then an extra question**

**“Please ensure that Lasix eligibility complies with all regulatory and track rules.”**

**will be shown which you MUST check the box to continue. This is to ensure that you know that you have to have the proper documentation for the commission involved in order to change the Lasix status**

**Free-Legged (P) or Hopped (T)-** If you are entering a pacer and it raced free-legged in its last race, or if you are entering a trotter and it last raced wearing hobbles, this box will be checked. If this has changed then check or uncheck the box as required.

Once you have this completed the entry, **click save.**

You will get a screen showing a blue line at the top that says Horse Entry has been saved and then you will be returned to your stable of horses.

To continue entering horses – just choose the horse you want to enter and follow the same process.

If you need to change the driver or trainer or conditions on the horses, **click** the tab at the top of the screen **Horse Entries** and then **click** on the red icon at the end of the horse name.





Horse Name	Track Name	Race Date	Cond	Driver	Trainer	Details
MCWICKED	WOODBINE MOHAWK PARK	Saturday, April 18, 2020	16	SEARS,BRIAN J 2nd Driver: HENRY,TRAVIS J	COLEMAN,CAGIE	Performance N Gait F Fleggr/HopF N Lashk Y

**Continue as above.**

## **IMPORTANT**

- You will receive a confirmation email for each entry. (if you don't see it in your inbox within an hour, check your spam.)
- You may **not remove** your horse once entered via the Self-Serve program. You must contact the race secretary at the specific racetrack where you have entered your horse.

Once you have completed your entries, you can **log out of the account** at the top right of the screen.