



USERS' GUIDE

FOR

OnTrack

Application: Online Nominations

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Prepared For:	Greyhound Racing New Zealand
Prepared By:	Carla Gardiner Business Support Manager Greyhound Racing New Zealand

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Interested Parties

A copy of this document will be provided to the following interested parties:

Copy #	Addressee	Role
1	Carla Gardiner	GRNZ Project Manager
2	Jeremy Kennerley	GRNZ Project Sponsor

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1 Introduction

1.1 *System Overview*

Greyhound Racing New Zealand has introduced a new database and website developed by Sandfield Associates Ltd. The new OnTrack system represents a change from the previous application and will manage all raceday functionality including online nominations, Steward reporting, field selections and results.

The Online nomination system allows all registered Owner/Trainers and Public Trainers to nominate the current greyhounds they have on their property for training purposes. This is in accordance with Rule 43.3 of the Rules of Racing. This system allows these registered licenced persons to nominate securely through the internet without having to contact the National Office.

Owners can not nominate online so should nominate via phone or fax or other approved means in accordance with Rule 43.2 of the Rules of Racing.

The Steward Reporting system allows GRNZ employed Stewards to input judicial comments surrounding the meeting and race. This includes scratching, standdowns, swabbing results, judicial charges and race incident reports. Once submitted by the Steward the reports will be available without delay on the website.

The Club Raceday system allows the Clubs to schedule upcoming meetings, create Club feature races, check nominations prior to closing, select fields and enter results. This enables the Club to control the process more efficiently resulting in the fields and results being available promptly on the website.

The OnTrack system is web-based and therefore available 24 hours per day seven days a week (apart from when critical maintenance is scheduled). Nominations can only be made when the meeting has been opened for nominations.

1.2 *Document Overview*

This document has been prepared to assist the User to successfully action their nominated tasks. If there are any queries please contact the Head Office on 04 589 4900.

1.3 *Supporting Documents*

A. Introduction to the On Track System (latest version).

1.4 *Terms and Conditions*

This document is to be used under the current Greyhound Racing New Zealand Rules of Racing and the terms and conditions of use of the website. Terms and Conditions are included as Appendix 1 in this document and can be found on the website.

2 LOG IN AND OUT PROCESS

2.1 Applying for Login

To apply for a user name and password please contact GRNZ on 04 589 4900 or email greyhound@nzgra.org.nz. You will be required to complete a form and return it to the office.

You are only able to use on-line nominations if you are a registered Owner/Trainer or Public Trainer. Owners are not able to nominate online.

If you have multiple training entities (i.e. partnership/s and/or sole trainer) you will have access to all greyhounds associated to your training entities under the one log-in.

Access to the Members Area of the website is available for all Licenced Person's registered with GRNZ. Club personnel and GRNZ Officials will have access to certain areas of the Members Area to complete raceday functionality.

2.2 Login process

Enter the Greyhound Racing New Zealand web site (this can be done from any computer) www.thedogs.co.nz or www.nzgra.org.nz. The top right hand corner clearly defines the Members Area log in. Please enter your login and password.

Once logged in the home page will look like this:



You are logged in as username and this then shows who is currently logged onto the Members Area from the computer being used.

The login is important as it gives a clear "paper trail" as to who has been logged on and any changes that may have been made. Please ensure you keep your login and password confidential.

2.3 Change password

It is recommended that you change your password on a regular basis and do not use easily recognisable passwords such as birthdays.

To change your password, click the Change Password button.



This will take you to the following screen.



Re-enter your current password, new password and confirmation of your new password. A pop-up box will appear to advise that the change has been successful.

2.4 Logging Out

To logout of the system, click the logout button which will take you back to the home page.



3 Online Nominations

3.1 Access - Logging in

To access the on-line nominations visit the GRNZ website on www.nzgra.org.nz or www.thedogs.co.nz. This can be done on any computer.

The top right hand corner clearly defines the Members Area log in. Please enter your login and password.



3.2 Selecting Greyhounds

Click on the dropdown box to select your greyhounds. If there is a greyhound that you are training that is NOT on the list then most likely a change of trainer has not been advised to the Association.



3.3 Selecting Race Meeting

Click on the dropdown box to select the meeting. Only meetings that have opened for nomination will be displayed.



3.4 **Selecting Preference**

Click on the dropdown box to select preference(s). Only races that the greyhound is eligible for will be displayed. You can select up to five preferences.



3.5 **Current Nominations**

When you save the nominations, the nominations are confirmed in the OnTrack System. All nominations will appear in the Current Nominations box. They will disappear when the meeting has been run.



3.6 **Confirmation**

The system will not automatically send an email to you to confirm your nominations. If you wish to receive an email of your nominations please ensure you click the 'Send Email' box at the bottom of the nominations screen.



Send Email button

3.7 Deleting Nominations

To delete a nomination, click on the delete button in the Current Nominations box. You will get a message asking if you are sure you wish to delete this nomination. This will delete **ALL** preferences. Once confirmed the nomination will disappear from the Current Nominations. If you needed to change preferences you will need to **re-enter ALL** preferences again.



4 Trouble Shooting

a. Invalid User ID or Password.

- Please ensure you have entered the correct log-in and password. If the message remains please contact GRNZ on 04 589 4900.

b. I've forgotten my Password.

- Click the 'Forgot Password' button on the Home Page top right.



- Enter your username and click 'Reset Password'. A new password will be sent via email to your registered email address.



c. I've forgotten my username.

- Contact GRNZ on 04 589 4900 to obtain.

d. Why can I see all of my retired and/or deceased greyhounds?

- You must notify GRNZ of any retired or deceased greyhounds. By updating the greyhounds status to retired or deceased will remove them from your list.

e. Why can I not see one (or more) of my greyhounds?

- You must be the trainer of the greyhound for it to show in your greyhound list. If you have not advised the Association of a change of trainer please contact the office.

f. I've entered a Greyhound preference incorrectly.

- Please delete the entire nomination and enter again.

g. I did not receive an email confirmation.

- An email confirmation will not automatically be sent. If you did not press the send email button no email will be sent. To check your nominations please log-in and look at your 'Current Nominations'.

5 Appendix 1: Terms & Conditions

If you continue to browse and use the GRNZ website you are agreeing to be bound and comply with the following terms and conditions of use.

The term 'Greyhound Racing New Zealand ("GRNZ")' or 'us' or 'we' refers to the owner of the website whose registered office is [address]. The term 'you' refers to the user or viewer of our website.

Your use of this website is subject to the following terms of use:

- The content of the pages of the website is for your general information and use only. It is subject to change without notice.
- Neither GRNZ nor any third parties provide any warranty or guarantee as to the accuracy, timeliness, performance, completeness or suitability of the information and materials found or offered on this website for any particular purpose. You acknowledge that such information and materials may contain inaccuracies or errors and we expressly exclude liability for any such inaccuracies or errors to the fullest extent permitted by law.
- Your use of any information or materials on the website is entirely at your own risk, for which we shall not be liable. It shall be your own responsibility to ensure that any products, services or information available through this website meet your specific requirements.
- The website contains material which may be owned by or licensed to us.
- This material includes, but is not limited to, the design, photos, layout, look, appearance and graphics. Reproduction is prohibited other than in accordance with the copyright notice, which forms part of these terms and conditions.
- All trade marks reproduced in the website which are not the property of, or licensed to, the operator are acknowledged on the website.
- Unauthorised use of the website may give rise to a claim for damages and/or be a criminal offence.
- From time to time the website may also include links to other websites. These links are provided for your convenience to provide further information. They do not signify that GRNZ endorses the website(s). GRNZ have no responsibility for the content of the linked website(s).
- You may not create a link to the website from another website or document without GRNZ's prior written consent.
- Your use of the website and any dispute arising out of such use of the website is governed by the laws of New Zealand.