Riders

Allows you to accept in the races that you have nominated

Step	Action
1	Click on **Stable Assist** from the main navigation panel then click **Lodge Acceptances**
2	Click on the appropriate meeting. Alternatively, if the meeting is more than seven days ahead enter the meeting date and click on **Display**
3	Enter the Jockey's name. Jockey's First Name in the first box and Surname in the next box. When entering the jockey's name ensure the spelling is correct. ***If you are unsure use the * wildcard function to search for jockey names.*** This involves entering the first letter of the first name followed by an asterisk (*), then the first letter of the surname followed by an asterisk. For example: **L* C*** - StableAssist will provide a list of Jockeys whose first name begins with L and surname begins with C. Select the correct Jockey then click **Save** to lodge the Jockey to ride.
4	You will be taken to the confirmation of StableAssist Transactions screen. Carefully check the confirmation report to ensure all the transactions have been processed correctly. The confirmation Report should be kept until the meeting has passed if verification is required. An automatic email of the confirmation will be sent to your nominated email address; alternatively you can print out the confirmation report by clicking on **Print Confirmation.**

HELP   All riders to be declared after the advertised deadline will need to be phoned through to the Racing Australia Service Centre on 1800 138 704