



HORSERACING
INTEGRITY
AND SAFETY
AUTHORITY

How to Add a Claiming Clerk to Your Track

Screen 1

After logging in, navigate over to “Track Management” from the sidebar.

The screenshot shows the 'My Details' page of the HORSE RACING INTEGRITY AND SAFETY AUTHORITY STAGING portal. The page is titled 'My Details' and features a sidebar on the left with various navigation icons. A red arrow points to the 'Track Management' icon in the sidebar. The main content area contains a form with the following fields:

- HISA #: P-099-098-809
- Pin Code: 7843
- Previous Race: [Empty]
- Next Race: [Empty]
- Can Race: YES
- First Name *: Chloe
- Middle Name: [Empty]
- Last Name *: Claimer
- Location Name: Gulfstream Park
- Country *: USA
- Unit/Apartment/Box Number: [Empty]
- Street Name *: 901 S Federal Hwy
- City *: Hallandale Beach
- State *: FLORIDA
- Zip or Postal Code *: 33009
- Email Address *: allweb@gmail.com

Screen 2

Click “VIEW” next to the track you want to add staff to.

The screenshot displays the HRISA STAGING portal interface. At the top, there is a navigation bar with the HRISA logo and the text 'STAGING'. On the right side of the navigation bar, there are buttons for 'Use Original Portal' and 'English', along with a user profile icon. Below the navigation bar, there is a search bar and a table with the following columns: Type, Race Track or Training Center or Farm Name, Accreditation Status, and Address. The table contains one row of data for Belmont Park. A red arrow points to the 'VIEW' link next to the 'Type' column. Below the table, there is a pagination control showing 'Rows per page: 20' and '1-1 of 1'.

Type ↑	Race Track or Training Center or Farm Name	Accreditation Status	Address
VIEW	Belmont Park	N/A	2150 Hempstead Tpke, Elmont, NY, USA, 11003

Rows per page: 20 | 1-1 of 1 | < | >

HP-39, V.2023-05-26v1.1-STAGING
Call 1-877-513-2819 for assistance

Screen 3

Scroll down to “Claiming Clerks” and click on the three dots.

The screenshot shows a web application interface for the Horse Racing Integrity and Safety Authority (HISA) Staging environment. The top navigation bar includes the HISA logo, the text "HORSE RACING INTEGRITY AND SAFETY AUTHORITY STAGING", a "Use Original Portal" button, and a language dropdown set to "English". A notification states "This option goes away on September 24".

The main content area is divided into sections. The first section contains a table with two rows of data:

Name	Start Date	End Date	Action
Sally J Steward (P-000-034-308)	2023-07-19	2023-12-07	⋮
Samuel Steward (P-999-998-803)	2023-07-19	2023-11-10	⋮

The second section is titled "Claiming Clerks" and features a table with the following data:

Name	Action
Robert MacLennan (P-000-000-290)	⋮
Andrew Byrnes (P-000-000-293)	⋮
Keith Doleshel (P-000-000-901)	⋮
Kevin Schnoor (P-000-008-215)	⋮
Chloe Claimer (P-999-998-809)	⋮

A red arrow points to the three-dot menu icon in the top right corner of the "Claiming Clerks" section. Below this section is a "Management Staff" section, which is partially visible and also has a three-dot menu icon.

Screen 4

Select “Add Claiming Clerk.”

The screenshot displays the 'Horse Racing Integrity and Safety Authority' STAGING portal. At the top right, there is a 'Use Original Portal' button and a language dropdown set to 'English'. A notice states 'This option goes away on September 24'. The main content area is divided into sections: 'Claiming Clerks' and 'Management Staff'. The 'Claiming Clerks' section contains a table with the following data:

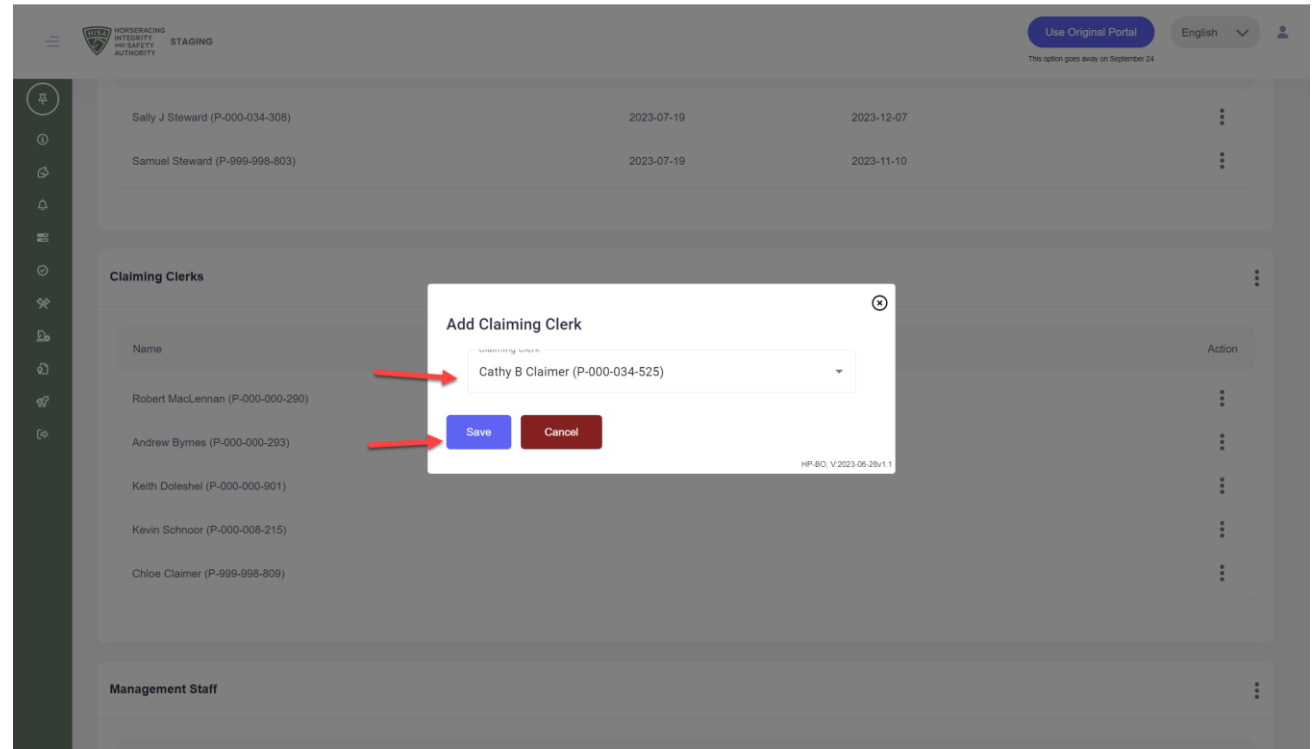
Name	Start Date	End Date	Action
Sally J Steward (P-000-034-308)	2023-07-19	2023-12-07	⋮
Samuel Steward (P-999-998-803)	2023-07-19	2023-11-10	⋮

Below this table, a red arrow points to the 'Add Claiming Clerk' button in the 'Claiming Clerks' section header. The 'Management Staff' section is currently empty.

Screen 5

Start typing the person's name and select the correct one from the drop-down.

Click "Save."



Screen 6

You have successfully added a Claiming Clerk to your track.

The screenshot displays the 'Track Details' section of the NYS Thoroughbred Racing Authority Staging portal. The header includes the logo and 'STAGING' text, along with a 'Use Original Portal' button and a language dropdown set to 'English'. A notification at the top right states 'This option goes away on September 24'. The 'Track Details' section contains a table with the following data:

Race Track Or Training Center Or Farm Name	Location	Track HISA Accreditation Status	Track HISA Accreditation Expires
Belmont Park (L-000-000-035)	2150 Hempstead Tpke, Elmont, NY, USA, 11003	Full	2025-07-01

Below the table, the 'SRC' (State Racing Commission) number is listed as L000016466. The 'Regulatory Vets' section contains a table with the following data:

Vet Name	Start Date	End Date	Action
Veronica Vet (P-999-998-801)	2023-07-17	2023-12-07	⋮
Doctor Ouch (P-999-998-933)	2023-07-17	2023-11-09	⋮

A green notification box at the bottom right of the screen displays a checkmark and the text 'Successfully added claiming clerk'. A red arrow points from this notification box to the 'Action' column of the 'Regulatory Vets' table, indicating the location where the clerk was added.