# How to Add a Track Safety Director
# & How to Report a Horse Death as a Track Safety Director

# Screen 1

Go to "Track Management" from the sidebar to begin.

If you want to skip ahead to how you report a death as a Safety Director, go to Page 6.

# Screen 2

**Click "VIEW" next to the track.**

# Screen 3

**To add a Safety Director, you need to scroll down to the RSWC Members section.**

**Click on the three dots in the corner.**

# Screen 4

**Type the name of the person and select the correct name from the drop-down menu.**

**Click on "Safety Director" and "Save."**

**You have now added a Safety Director to the track.**
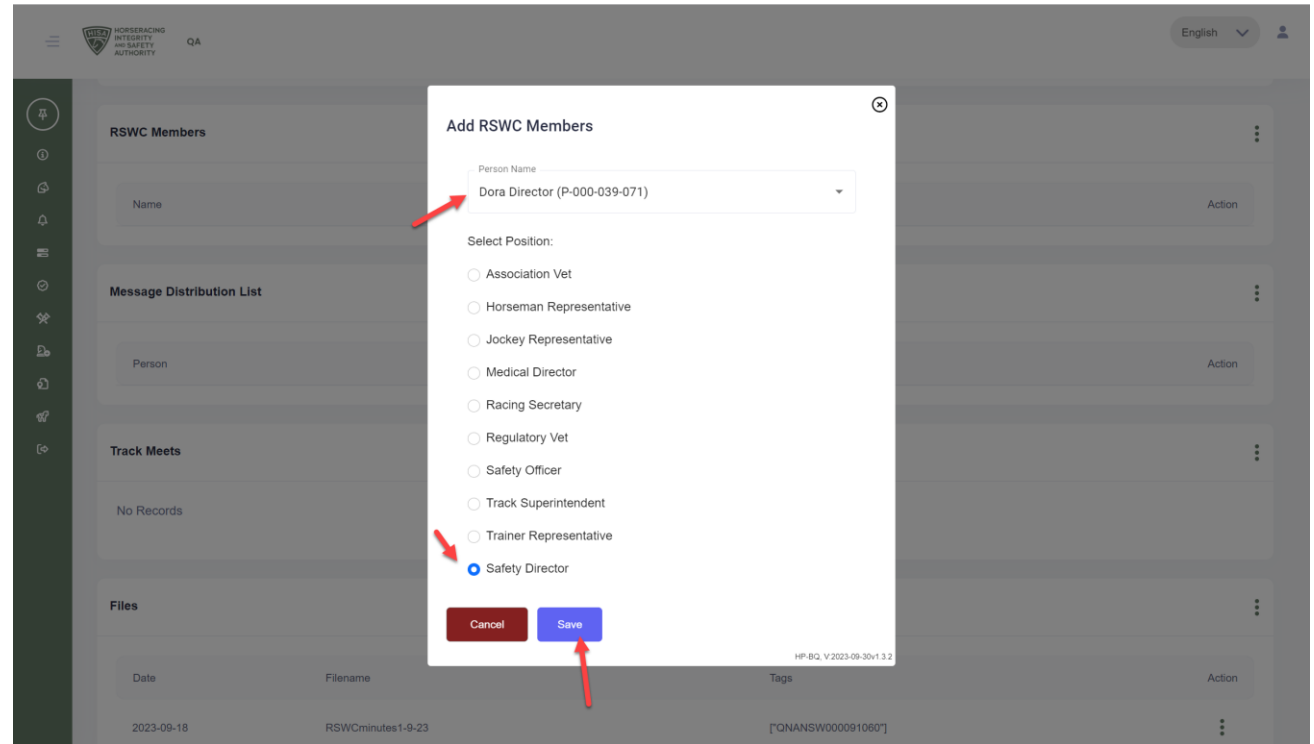
# Screen 5

**To report a horse death as a Safety Director, go to Track Management from the sidebar and click "VIEW" next to the track.**

# Screen 6

**On the Track Details page, click on the three dots in the top right-hand corner.**

# Screen 7

**Select "Report Horse Death" from the drop-down menu.**

# Screen 8

**Search for the horse either by typing the name or by searching the Race Card.**

**For this example, we are going to use the Race Card.**
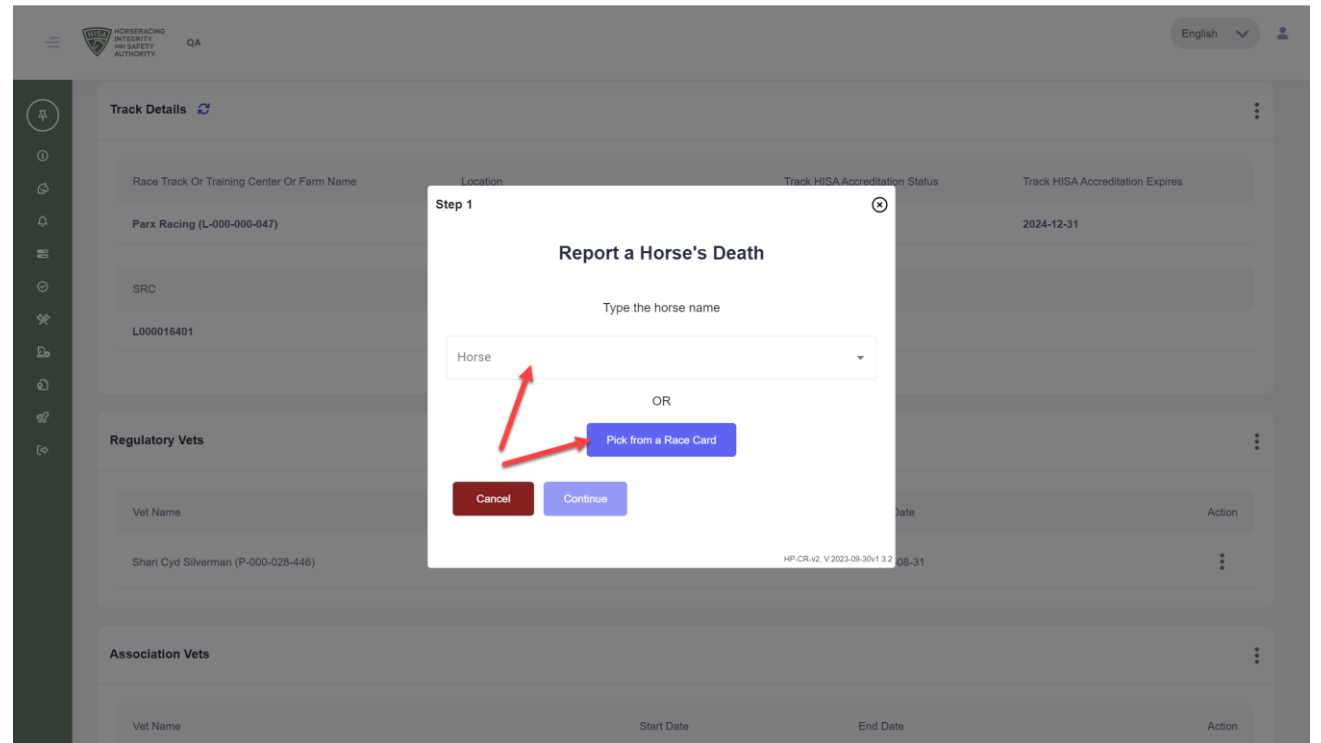
# Screen 9

**Choose a race date from the drop-down.**

# Screen 10

**Click "Continue."**

# Screen 11

**Choose a race number.**

**Click "Continue."**

# Screen 12

**Select the name of the horse that you are reporting as deceased.**

**Click "Continue."**

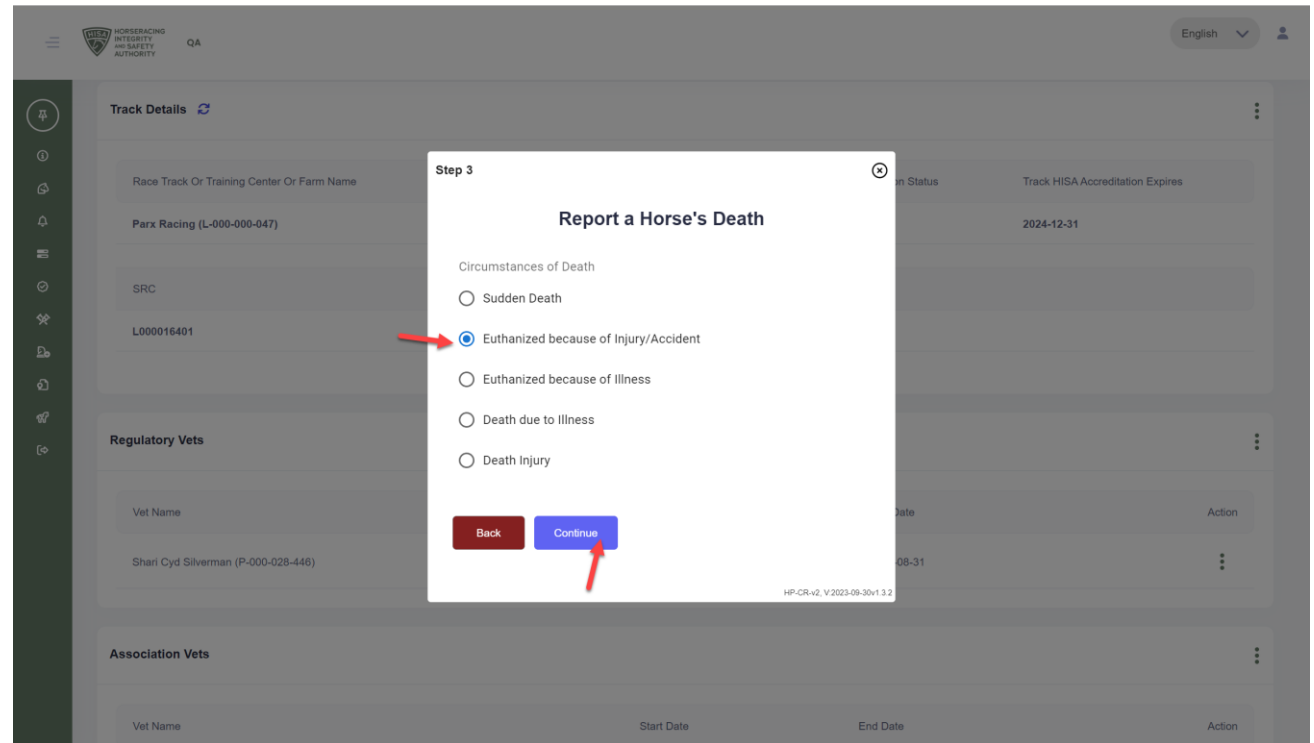*This is just a simulation. None of these horses have been reported as deceased.
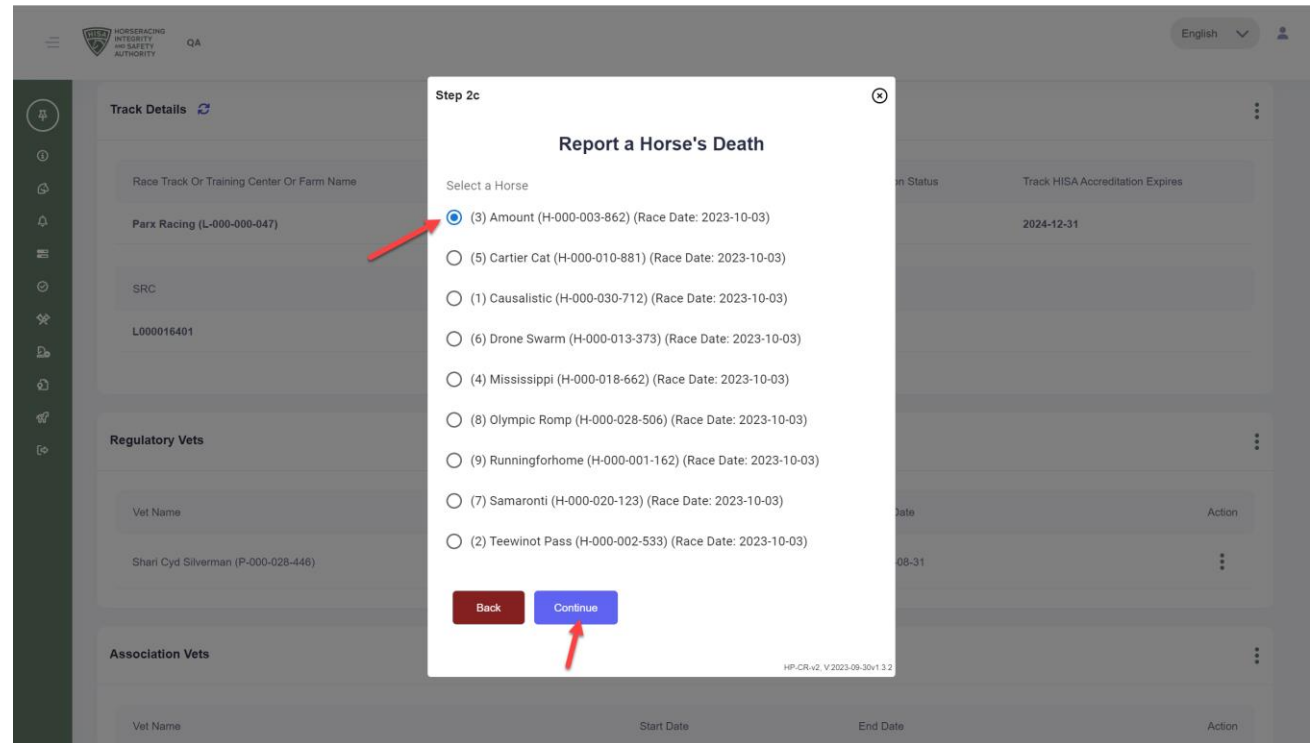
# Screen 13

**Choose the circumstances of the death.**

**Click "Continue."**

# Screen 14

**An injury number may populate from the system here. If not, fill one in or leave blank.**

**Confirm the date of the death. Click on the calendar icon to change the date, if needed.**

**Add notes and files, if available.**

# Screen 15

**Click "Continue."**
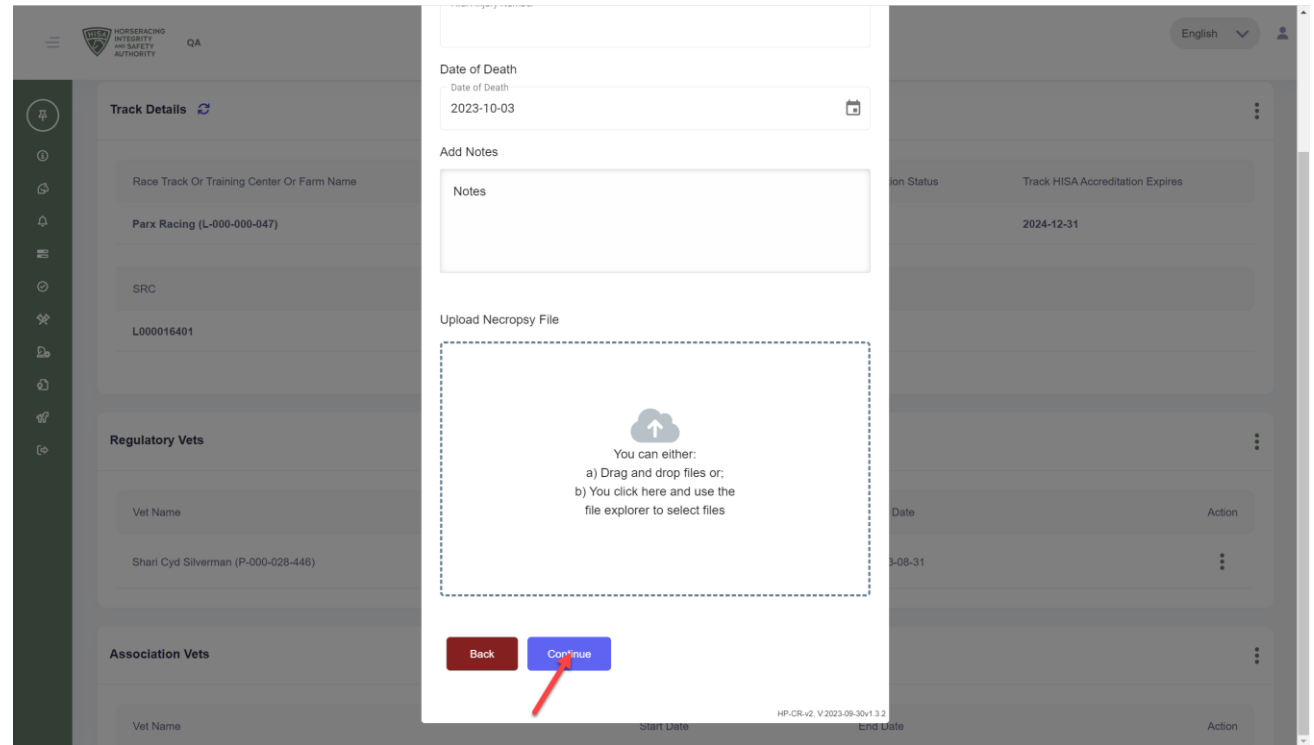
# Screen 16

**Read over this to confirm all information is accurate.**

**If correct, click "Continue."**

# Screen 17

**You have now reported a horse deceased to HISA.**