



HORSERACING  
INTEGRITY  
AND SAFETY  
AUTHORITY

# How to Add a Steward to Your Track

# Screen 1

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

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

- HISA #:** P-099-098-809
- Pin Code:** 7843
- Previous Race:** [Empty field]
- Next Race:** [Empty field]
- Can Race:** YES
- First Name \*:** Chloe
- Middle Name:** [Empty field]
- Last Name \*:** Claimer
- Location Name:** Gulfstream Park
- Country \*:** USA
- Unit/Apartment/Box Number:** [Empty field]
- 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.

HRISA HORSE RACING INTEGRITY AND SAFETY AUTHORITY STAGING

Use Original Portal English

This option goes away on September 24

Search

Type ↑	Race Track or Training Center or Farm Name	Accreditation Status	Address	
<a href="#">VIEW</a>	Racetrack	Belmont Park	N/A	2150 Hempstead Tpke, Elmont, NY, USA, 11003

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

HP-39, V.2023-05-28v1.1-STAGING  
Call 1-877-513-2819 for assistance

# Screen 3

**Scroll down to “Stewards” and click on the three dots.**

The screenshot shows a web application interface for the Horse Racing Integrity and Safety Authority (HISA) in a staging environment. The top navigation bar includes the HISA logo, the text 'HORSERACING 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'. A dark green sidebar on the left contains various navigation icons. The main content area displays three sections: 'Association Vets', 'Stewards', and 'Claiming Clerks'. Each section has a 'No Records' message and a three-dot menu icon in the top right corner. A red arrow points to the three-dot menu icon in the 'Stewards' section. The 'Claiming Clerks' section contains 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)	⋮

# Screen 4

Select "Add Steward."

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

The main content area is divided into three sections:

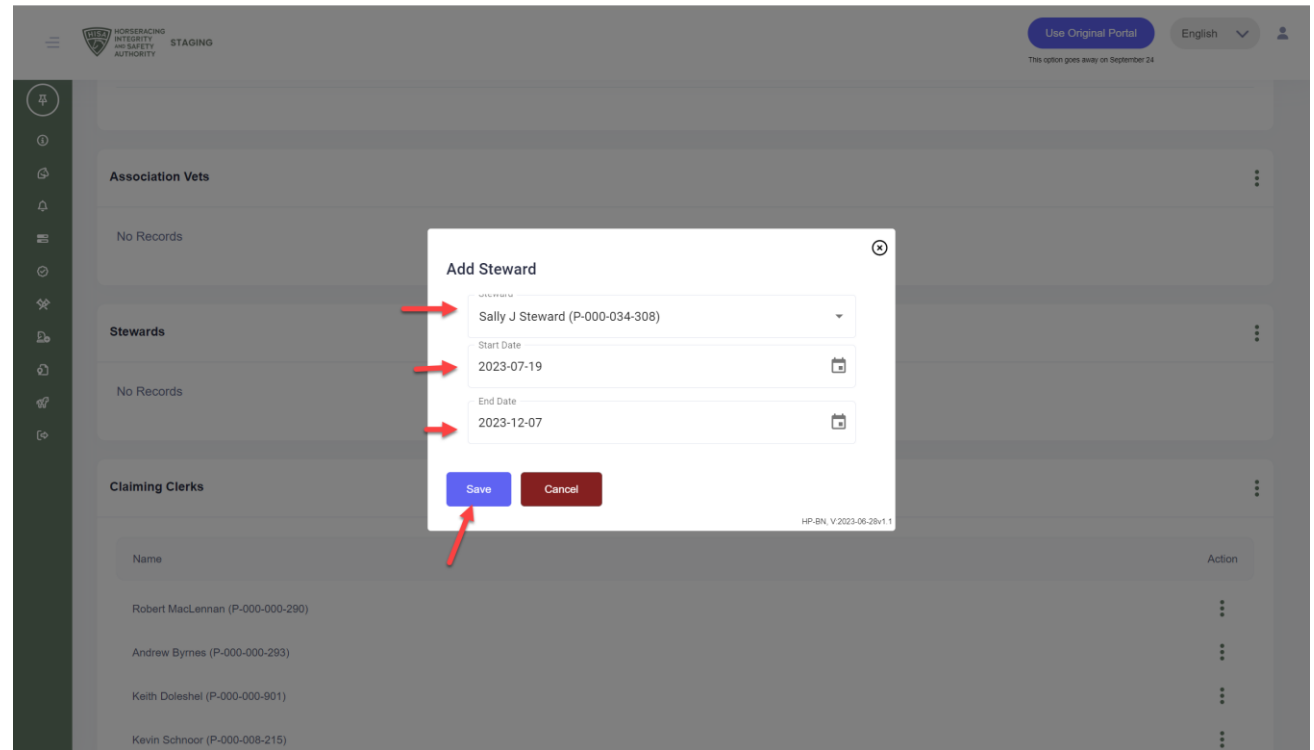
- Association Vets:** Shows "No Records".
- Stewards:** Shows "No Records". A red arrow points to a button labeled "Add Steward" in the top right corner of this section.
- Claiming Clerks:** Contains a table with the following data:

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)	⋮

# Screen 5

**Start typing the person's name and select the correct one from the drop-down. Put in their start and end dates.**

**Click "Save."**



# Screen 6

**You have successfully added a Steward to your track.**

The screenshot displays the 'Track Details' page in the NYS Thoroughbred Racing Authority Staging portal. The page header includes the logo and 'STAGING' text, along with a 'Use Original Portal' button and a language dropdown set to 'English'. A sidebar on the left contains navigation icons. The main content area is divided into three sections: 'Track Details', 'Regulatory Vets', and 'Association Vets'. 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 this 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 success message box at the bottom right of the page reads 'Successfully added steward' with a checkmark icon and a close button (X). A red arrow points to this message box.