



HORSERACING
INTEGRITY
AND SAFETY
AUTHORITY

How to Change the Trainer of a Horse

Screen 1

Click on the icon that says, “My Horses.”

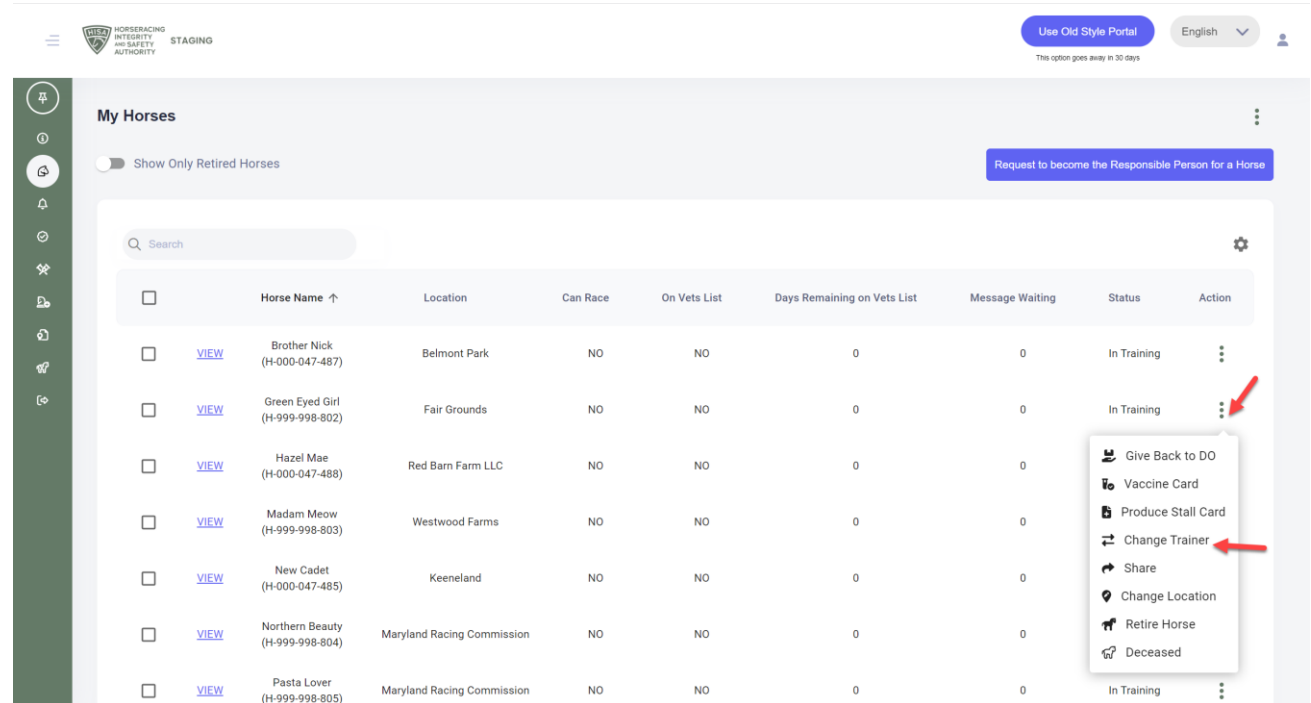
The screenshot shows a web application interface for a user profile. At the top, there is a header with the logo for 'HORSE RACING INTEGRITY AND SAFETY AUTHORITY STAGING', a 'Use Old Style Portal' button, and a language dropdown set to 'English'. Below the header is a navigation bar with three tabs: 'My Details' (selected), 'Rulings', and 'Test Services'. On the left is a dark green sidebar with several icons. A red arrow points to the icon representing 'My Horses'. The main content area is titled 'My Details' and contains the following information:

- HISA #**: P-999-998-805
- Pin Code**: 2997
- Previous Race**: 10/22/2020
- Next Race**: [Empty field]
- Can Race**: YES (with a blue button 'Jockey Points: 0')
- First Name ***: Heidi
- Middle Name**: [Empty field]
- Last Name ***: Horsegirl
- Location Name**: Colorado Racing Commission
- Country ***: USA
- Unit/Apartment/Box Number**: [Empty field]
- Street Name ***: 1707 Cole Blvd
- City ***: Golden
- State ***: COLORADO
- Zip or Postal Code ***: 80401
- Email Address ***: [Empty field]

Screen 2

Find the horse in the list and click on the three dots under “Action.”

A drop-down menu will populate, and you should select “Change Trainer.”



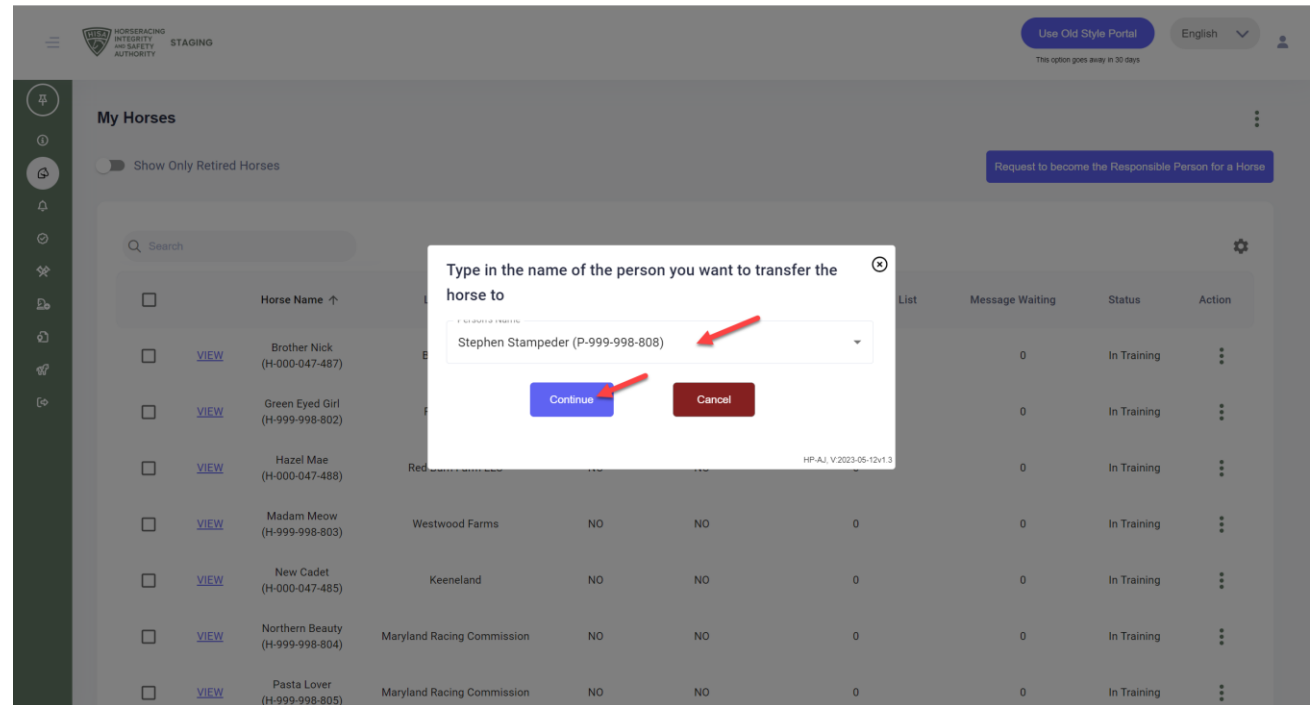
The screenshot displays the 'My Horses' management page. At the top, there is a navigation bar with the logo for the Horse Racing Integrity and Safety Authority, a 'Use Old Style Portal' button, and a language dropdown set to 'English'. Below the navigation bar, the page title 'My Horses' is followed by a toggle for 'Show Only Retired Horses' and a button for 'Request to become the Responsible Person for a Horse'. A search bar is located above the table. The table lists several horses with columns for checkboxes, horse names (with 'VIEW' links), locations, race status, vet status, days remaining on vet list, message waiting, status, and action. The 'Action' column for the horse 'Green Eyed Girl' is open, showing a dropdown menu with options: 'Give Back to DO', 'Vaccine Card', 'Produce Stall Card', 'Change Trainer', 'Share', 'Change Location', 'Retire Horse', and 'Deceased'. Red arrows point to the three dots in the action column and the 'Change Trainer' option in the dropdown menu.

<input type="checkbox"/>	Horse Name ↑	Location	Can Race	On Vets List	Days Remaining on Vets List	Message Waiting	Status	Action
<input type="checkbox"/>	VIEW Brother Nick (H-000-047-487)	Belmont Park	NO	NO	0	0	In Training	⋮
<input type="checkbox"/>	VIEW Green Eyed Girl (H-999-998-802)	Fair Grounds	NO	NO	0	0	In Training	⋮
<input type="checkbox"/>	VIEW Hazel Mae (H-000-047-488)	Red Barn Farm LLC	NO	NO	0	0	In Training	⋮
<input type="checkbox"/>	VIEW Madam Meow (H-999-998-803)	Westwood Farms	NO	NO	0	0	In Training	⋮
<input type="checkbox"/>	VIEW New Cadet (H-000-047-485)	Keeneland	NO	NO	0	0	In Training	⋮
<input type="checkbox"/>	VIEW Northern Beauty (H-999-998-804)	Maryland Racing Commission	NO	NO	0	0	In Training	⋮
<input type="checkbox"/>	VIEW Pasta Lover (H-999-998-805)	Maryland Racing Commission	NO	NO	0	0	In Training	⋮

Screen 3

A box will pop up. Start typing the name of the new trainer and select the correct person. Click “Continue.”

You have successfully requested a new trainer in the portal. The new trainer will have to accept the transfer in an email for the change to be permanent.



The screenshot shows the 'My Horses' page in the Maryland Horse Racing Authority Staging portal. A modal dialog is open, prompting the user to 'Type in the name of the person you want to transfer the horse to'. The dropdown menu shows 'Stephen Stampeder (P-999-998-808)' selected. Red arrows point to the 'Continue' and 'Cancel' buttons. The background shows a table of horses with columns for Horse Name, Status, and Action.

Horse Name	Status	Action
Brother Nick (H-000-047-487)	In Training	...
Green Eyed Girl (H-999-998-802)	In Training	...
Hazel Mae (H-000-047-488)	In Training	...
Madam Meow (H-999-998-803)	In Training	...
New Cadet (H-000-047-485)	In Training	...
Northern Beauty (H-999-998-804)	In Training	...
Pasta Lover (H-999-998-805)	In Training	...