TRAINERS INFORMATION AND MANUAL

Entries must be submitted online via the website www.bgalopf.be of the Belgian Federation of Horseracing-Galop (also known as BGF). For trainers not using the internet access, an administrative cost of €10 per entry will be charged.

Before being able to lodge your entries via the website, a trainer must be recorded as such and obtain his Username and Password. An annual subscription fee of 30€ will be charged to the trainers for the use of this service.

Once logged in as a trainer, you will need to register those horses you intend to race in Belgium and who are not yet registered in the BGF, (especially those horses that have not yet run in Belgium), on your training-list by mail to BGF. This notification must be registered 48 hours before the first registration of a race by mail to BGF.

- At the approach of an entry-date of a race, sign in using the "**Pros**" button (far right, up on the homepage of www.bgalopf.be).

- Enter your **Username and Password** and **Login.**

- To check if the horses you intend to enter are duly registered on your training list, click on "**Horses**". Here you will find the complete list of your already registered horses (only visible with your own Username and Password).

- If you click on "**Races**" (**1**), you will find the date of races for which you can do declarations (eg. 30/10/2017) (**2**). When you choose for "**Eng**" (**3**) and for race number 17019BB010 (**4**) you will find a list of your horses, but limited to those horses qualified for this specific race. Note that the following deadline is highlighted with red and the next one with orange.

  You can now lodge entries, by clicking on the chosen horse in the column "**Entry**" (**5**) followed by "**Submit**"(**6**) + "**Back**" (**7**).
  (In this example, the horses "Paard10" and "Paard20" are registered for race n° 17019BB010 PRIX DES ROSES)

Engagements - Inschrijvingen

17019BB010 30/10/2017 PRIX DES ROSES

```
PRIX DES ROSES        2100 m
8000 (5000, 1500, 750, 500, 250, )
Handicap de catégorie divisé – Handicap van categorie in reeksen.
Première épreuve/ Eerste reeks.
Pour tous chevaux de 3 ans et au-dessus.
Seront qualifiés dans cette épreuve, les chevaux auxquels le handicapeur aura attribué une valeur égale ou inférieure à 31
```

Horse	Owner	Entry
PAARD 10	JOCKEY-CLUB 25	☑
PAARD 2	JOCKEY-CLUB 25	☐
PAARD 20	BFP Galop	☑
PAARD 9	JOCKEY-CLUB 25	☐

• In mixed handicap races, there is the possibility to put horses to claim.
For NON-claimable horses, "HG" must be entered in column **A**.
For horses that can be claimed, the amount of the claim must be indicated in column **A**.


```
PRIX CROCUS        2300 m
3200 (2000, 600, 300, 200, 100, )
Mixte Handicap – Réclamer
REF + 400
Pour tous chevaux de 4 ans et au-dessus
Les chevaux mis à réclamer pour 6.000 € reçoivent 2 kg; pour 4.000 € :3 kg et pour 2.000 €: 4  kg.
Voor alle paarden van 4 jaar en onder
```

Horse	Owner	Entry	Claiming
PAARD 10	JOCKEY-CLUB 25	☐	
PAARD 2	JOCKEY-CLUB 25	☐	
PAARD 20	BFP Galop	☐	
PAARD 9	JOCKEY-CLUB 25	☐	

Then click on the button « **Submit** » (**6**) + « **Back** » (**7**).

• Next when needed, you can, <u>but only within the strictly allowed time limit</u> do your declaration of "Forfaits", "Supp" (additional registrations), "Partants" (starters or withdrawn) and "Montes" (declaration of jockeys) (also via **"Races"** in the menu bar).

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Horses	Races		. . Logbook		. . Log out

Meeting	Eng	Forfaits	Supp	Partants	Montes
18/09/2017 - 17016BB			12/09/2017 15:00	13/09/2017 15:00	14/09/2017 09:00
27/09/2017 - 17017BB		20/09/2017 10:00	21/09/2017 10:00	22/09/2017 09:00	22/09/2017 15:00
8/10/2017 - 17018BB	26/09/2017 10:00	3/10/2017 10:00	3/10/2017 15:00	4/10/2017 15:00	5/10/2017 09:00
30/10/2017 - 17019BB	17/10/2017 10:00	24/10/2017 10:00	24/10/2017 15:00	25/10/2017 15:00	26/10/2017 09:00

- Forfait

  In this example Paard 9 has been declared forfait in race n° 17019BB. Notice that this declaration can be undone until the authorized time limit for "Forfaits" by deselecting (**1**) followed by (**2**) and (**3**).

Meeting	Eng	Forfaits	Supp	Partants	Montes
18/09/2017 - 17016BB				13/09/2017 15:00	14/09/2017 09:00
27/09/2017 - 17017BB		20/09/2017 10:00	21/09/2017 10:00	22/09/2017 09:00	22/09/2017 15:00
8/10/2017 - 17018BB	26/09/2017 10:00	3/10/2017 10:00	3/10/2017 15:00	4/10/2017 15:00	5/10/2017 09:00
30/10/2017 - 17019BB	17/10/2017 10:00	24/10/2017 10:00	24/10/2017 15:00	25/10/2017 15:00	26/10/2017 09:00

17019BB 30/10/2017

1

Course-Ren code	Name race	Dist.	Horse	Poids	Forfaits
17019BB010	PRIX DES ROSES	2100 m	PAARD 10		☐
17019BB010	PRIX DES ROSES	2100 m	PAARD 20		☐
17019BB010	PRIX DES ROSES	2100 m	PAARD 9		☑
<- BACK	+ SUBMIT				

3   **2**

- Supp/Additional registrations

  In this example Paard 2 is" supplemented" in race n°17019BB010.

1

Meeting	Eng	Forfaits	Supp	Partants	Montes
18/09/2017 - 17016BB				13/09/2017 15:00	14/09/2017 09:00
27/09/2017 - 17017BB		20/09/2017 10:00	21/09/2017 10:00	22/09/2017 09:00	22/09/2017 15:00
8/10/2017 - 17018BB	26/09/2017 10:00	3/10/2017 10:00	3/10/2017 15:00	4/10/2017 15:00	5/10/2017 09:00
30/10/2017 - 17019BB	17/10/2017 10:00	24/10/2017 10:00	24/10/2017 15:00	25/10/2017 15:00	26/10/2017 09:00

2

30/10/2017	Name race
17019BB010	PRIX DES ROSES
17019BB030	PRIX DES HORTENSIAS
17019BB040	PRIX DES BEGONIAS
17019BB050	PRIX DES CHRYSANTHEMES
17019BB060	PRIX DES LYS
17019BB070	PRIX DES MAGNOLIAS
<- BACK	

Engagements supplementaires - Bijkomende inschrijvingen

17019BB010 30/10/2017 PRIX DES ROSES

```
PRIX DES ROSES        2100 m
8000 (5000, 1500, 750, 500, 250, )
Handicap de catégorie divisé – Handicap van categorie in reeksen.
Première épreuve/ Eerste reeks.
Pour tous chevaux de 3 ans et au-dessus.
Seront qualifiés dans cette épreuve, les chevaux auxquels le handicapeur aura attribué une valeur égale ou inférieure à 31
```

<- BACK		+ SUBMIT	
Horse		**Owner**	**Entry**
PAARD 2		JOCKEY-CLUB 25	☑
<- BACK		+ SUBMIT	

- Partants & Retiré

In this example, Paard 10 and Paard 2 are declared «Partant» (starter) and Paard 20 «Retiré» (or withdrawn). To note that for each horse in this phase a statement "Partant" or "Retiré" must be entered. Notice that this declaration can be undone until the authorized time limit for "Partants" by deselecting and adjusting (**1**) and/or (**2**) followed by (**3**) and (**4**).

Course-Ren code	Name race	Dist.	Horse	Poids	Partants	Headgear	Jockey	Dec	Surc	Retiré	PriorE	SuppReq
21015BB010	PRIX GONDOLETTE	2100 m	PAARD 10		☑	⌄	⌄		⌄	☐		⌄
21015BB010	PRIX GONDOLETTE	2100 m	PAARD 20		☑	⌄	⌄		⌄	☐		⌄
21015BB010	PRIX GONDOLETTE	2100 m	PAARD 9		☐	⌄	⌄		⌄	☑		⌄
<- BACK	+ SUBMIT											

When indicating the "Partants" (**1**) eventual headgear (**5**) and/or requests for exceptions at the up-canter to the starting boxes (**6**) must also be reported.

Headgear (**5**)
o :   Normal blinkers or Visors
ä :   Australian blinkers
t :   Tongue Strap

h :   Bonnet
o t : Combination of Normal blinkers/Visors and tongue strap
å t : Combination of Australian blinkers and tongue strap
h t : Combination of bonnet and tongue strap

Requests for exceptions at the up-canter to the starting boxes (6)
FTS : By foot to the start
LSB : Last in the starting box
1RP : One tour in the paddock

In case there is an elimination in the race (more than 14 registered horses, or more than 28 in a handicap in series after the "Supp/Additional subscriptions – phase" and ONLY then) the "PriorE" (**5**) column must be filed in for horses belonging to the same owner. The order of preference to run (PriorE) is mandatory to be filled in.

- When declaring the starters, trainers who indicate a horse as starter in multiple races during the same meeting must specify the order of preference (PriorH) to run. This popup screen will only appear AFTER the declaration of "Partants & Retiré" up here.

- If the priority race is not the subject of an elimination procedure or is not abolished the declaration of the other race is considered to be withdrawn (retiré).

- Montes

  - Declaration of the Jockey, gentleman rider or cavalière using the drop-down list (**1**). If his name does not appear in it, it must be notified by mail.
  - The column "Dec" (**2**) must be filled in if the jockey who will ride the horse enjoys an allowance (in half kilos).
  - The column "Surc" (**3**) if the jockey who will ride the horse will carry more weight (in half kilos).

Note that the declaration of the jockey, gentleman rider or cavalière may already happen in the previous phase (Partants & Retiré).

- To be sure of what has been recorded by the system for your horses for that specific race, you can check this by clicking on «**Logbook**» on the tab.

Horses				Races					Logbook		

Logbook

<- BACK											
Date / hour	**Course-Ren code**	**Horse**	**Type**	**Headgear**	**Claiming**	**Jockey**	**Dec**	**Surc**	**PriorE**	**PriorH**	
4/10/2021 15:04:46	21015BB010	PAARD 10	P								
4/10/2021 15:04:46	21015BB010	PAARD 9	R								
4/10/2021 15:04:46	21015BB010	PAARD 20	P								
4/10/2021 14:55:05	21015BB010	PAARD 9	ENG	·							
4/10/2021 14:55:05	21015BB010	PAARD 20	ENG								
4/10/2021 14:54:50	21015BB010	PAARD 10	P								
4/10/2021 14:39:23	21015BB010	PAARD 10	ENG								
<- BACK											