

## LOGGING AN APPLICATION FOR NAMING VIA *HARNESSEWEB*

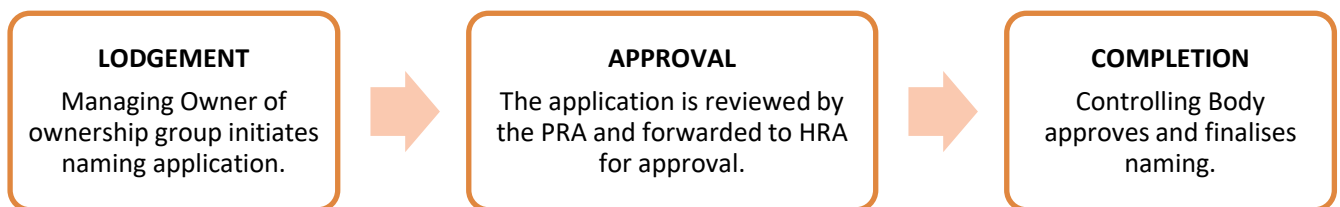
Harness racing industry participants may now lodge an Application for Naming directly through [Harnessweb](#).

Benefits include:

- less paperwork (and risk of loss or delay) and,
- a faster processing when completed correctly.

There are three main stages to the process:

1. **Lodgement** - Managing owner initiates the naming online via Harnessweb portal.
2. **Approval** – The naming application is reviewed by the PRA and assigned to HRA for approval.
3. **Completion** - Once all components are completed and approved by relevant parties, the Controlling Authority in the State in which the managing owner is domiciled, approves, and finalises the transaction.



### Important Information

**Before you start, please ensure that the following information is available:**

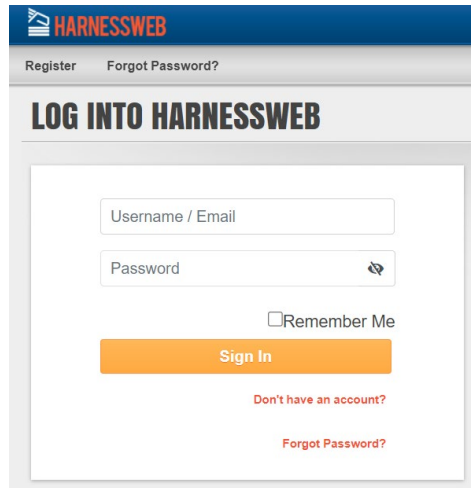
- The full name and share percentage of each owner.
- Multiple name choices for foal.

Don't have a Harnessweb account? Sign up [here](#).

## How to Initiate a Naming Application

Commencing the Naming – only the Managing Owner may initiate the naming process.

1. Log into Harnessweb

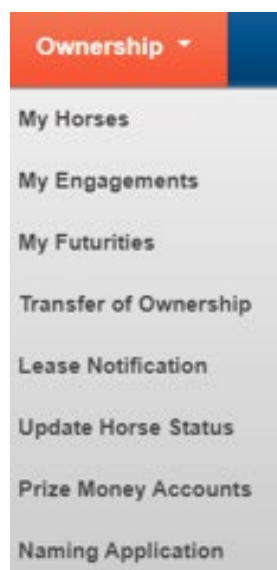


The screenshot shows the Harnessweb login interface. At the top, there is a blue header with the Harnessweb logo and the text 'HARNESSWEB'. Below the header, there are links for 'Register' and 'Forgot Password?'. The main heading is 'LOG INTO HARNESSWEB'. The login form contains two input fields: 'Username / Email' and 'Password'. Below the password field is a checkbox labeled 'Remember Me'. A prominent orange 'Sign In' button is centered below the form. At the bottom of the form, there are two links: 'Don't have an account?' and 'Forgot Password?'.

2. Go to the 'Ownership' tab on the main menu.



3. From the dropdown menu select 'Naming Application'.



4. This will open the naming dashboard – please read the instructions and select 'Start New Application'.

## NAMING APPLICATION

### DASHBOARD



#### 1. Submit a Naming Application

The **managing owner** submits a Naming Application by reviewing and updating the Horse Markings for the Horse they own and by supplying at least three proposed names for the Horse. We'll notify every one of the Naming Application by email (if we have it).



#### 2. State Body Approval

The **governing state body** and **Harness Racing Australia** approves the naming application and invoices the new owner if a fee is payable.



#### 3. Receive Registration Assessment Certificate (RAC)

The **Registration Assessment Certificate** will be emailed to the managing owner and the members (if applicable). The RAC will also be available for download from the Horse Details page in Harnessweb.

[START NEW APPLICATION](#)

### In Progress

*You do not have any naming applications in progress.*

### Completed

Only Naming Applications submitted online are displayed here

*You do not have any completed naming applications.*

5. In the next window please select the relevant foal and PRA.

### SELECT HORSE

This form must be completed by the **owner** of the horse. If the owner is a partnership or organisation, this form must be completed by the racing manager of that partnership or organisation.

Once this form is completed, HarnessWeb will notify all owners by email where appropriate.

By completing this form, you undertake that all information is true and that all interested parties are aware of the naming application.

#### Horse

Select Horse:

### SELECT HORSE

This form must be completed by the **owner** of the horse. If the owner is a partnership or organisation, this form must be completed by the racing manager of that partnership or organisation.

Once this form is completed, HarnessWeb will notify all owners by email where appropriate.

By completing this form, you undertake that all information is true and that all interested parties are aware of the naming application.

#### Horse

Select Horse:

6. The next page will display the horse details you are about to name. Please review to ensure all details are correct. Contact your State Controlling Body if any changes are required. Select the gait and review the brands and markings. If the markings are correct click “yes”, or if the marking are not correct click “no” and type in any relevant details. Tick the declaration box and click continue. If you have made an error, you can use the back button to return to the previous page.

### HORSE DETAILS

Foal Date	Owner(s)
Sex	Breeder(s)
Colour	Trainer
Sire	
Dam	Certificate No
Broodmare Sire	Freeze Brand
	Microchip

---

**Gait**

Select Gait  
 PACER

**Markings and Brands**

**S A I I L I I I J L**

ONE WHORL ON FACE  
 WHITE HAIRS TOP AND MIDDLE ON FACE  
 NO WHITE HAIRS EVIDENT ON OFF FORE LEG  
 NO WHITE HAIRS EVIDENT ON OFF HIND LEG  
 NO WHITE HAIRS EVIDENT ON NEAR FORE LEG  
 WHITE NOT EXTENDING ABOVE FETLOCK ON NEAR HIND LEG

Are the above markings and brands accurate and up to date?

Yes  
 No

Comments  
 Add any relevant details

I/We declare that I/we have inspected, or have had my/our legal agent inspect the horse described hereon and that the freeze brand and markings shown above are those that appear on said horse.

7. You can now enter your name choices. The full list of naming regulations can be found here: [Australian Trotting Stud Book Regulations \(harness.org.au\)](http://harness.org.au). **To avoid disappointment, please submit as many names as possible.**

### ENTER NAMES

**Names Requested**

- You can enter up to 6 names, with a minimum of 3.
- Enter the Names that you want to request into the text boxes in order of preference.
- Submission does not guarantee approval. [click here](#) for a full list of naming regulations
- A Name can have a maximum of 18 characters (including spaces). If the Horse is NZ bred, the Name can have a maximum of 23 characters (including spaces)
- Symbols, initials, trade names and names of persons (living or dead) will not be accepted
- The central registrar of names (HRA) and the HRV Naming Clerk reserve the right to reject any name in accordance with the [Australian Trotting Stud Book Regulations](#)

Name 1 TEST HORSE	Name 4 (Optional) TESTING
Name 2 TEST HORSEY	Name 5 (Optional) TESTING THE HORSE
Name 3 TEST HORSES	Name 6 (Optional) TEST TEST TEST

8. To finalise the application you will need to verify the details, read and tick the declaration and select ‘Submit

Application'.

**Markings and Brands**

**SAIILIIIIJL**

ONE WHORL ON FACE  
 WHITE HAIRS TOP AND MIDDLE ON FACE  
 NO WHITE HAIRS EVIDENT ON OFF FORE LEG  
 NO WHITE HAIRS EVIDENT ON OFF HIND LEG  
 NO WHITE HAIRS EVIDENT ON NEAR FORE LEG  
 WHITE NOT EXTENDING ABOVE FETLOCK ON NEAR HIND LEG

**Comments**  
 Add any relevant details

**Names Requested**

1. TEST HORSE	4. TESTINGG
2. TEST HORSEY	5. TESTING THE HORSE
3. TEST HORSES	6. TEST TEST TEST

**State Body**  
 Harness Racing Victoria

**Amount Payable**

<b>Naming Application</b>	FREE (VicBred)
---------------------------	----------------

Fees will be invoiced via statement from Harness Racing Victoria.

I/We make application to have the above horse named and registered with the Harness Racing jurisdiction on the application and declare that all details are true and correct to the best of my/our knowledge. I/We agree to be bound by and comply with the Rules and Regulations of Harness Racing. I/we hereby declare that I/we are over the age of 18 years and that I/we are the only person(s) who have any interest whatsoever in this horse and I/we further declare that all particulars contained on this form are true and correct.

9. Go to the payment portal to pay for the naming application.

**Names Requested**

- MONTYS LUCK
- JUNIPERS LUCK
- RICHIES LUCK

**State Body**  
 Racing & Wagering Western Australia

**Amount Payable**

<b>Naming Application</b>	\$74.00
---------------------------	---------

How would you like these transactions to be processed?

Pay online with credit card  
 Invoice via statement

I/We make application to have the above horse named and registered with the Harness Racing jurisdiction on the application and declare that all details are true and correct to the best of my/our knowledge. I/We agree to be bound by and comply with the Rules and Regulations of Harness Racing. I/we hereby declare that I/we are over the age of 18 years and that I/we are the only person(s) who have any interest whatsoever in this horse and I/we further declare that all particulars contained on this form are true and correct.

10. When the application has been submitted successfully and paid, you will be taken back to the review page. This page will display the status of the naming, allow you to print, cancel or review another application.

**REVIEW DETAILS**

Naming Application Details - In Progress

**PRINT**

**Naming Application Status**

This naming application is In Progress and is being reviewed by the governing state body. Please contact **Harness Racing Victoria** if you have any concerns regarding this application.

**CANCEL NAMING APPLICATION**

**REVIEW OTHER APPLICATIONS**

11. The naming application dashboard will also include a history of transactions.

#### DASHBOARD



1. Submit a Naming Application

The **managing owner** submits a Naming Application by reviewing and updating the Horse Markings for the Horse they own and by supplying at least three proposed names for the Horse. We'll notify every one of the Naming Application by email (if we have it).



2. State Body Approval

The **governing state body** and **Harness Racing Australia** approves the naming application and invoices the new owner if a fee is payable.



3. Receive Registration Assessment Certificate (RAC)

The **Registration Assessment Certificate** will be emailed to the managing owner and the members (if applicable). The RAC will also be available for download from the Horse Details page in Harnessweb.

**START NEW APPLICATION**

#### In Progress

*You do not have any naming applications in progress.*

#### Completed

Only Naming Applications submitted online are displayed here

## Finalising the Naming

### Controlling Body Approval/HRA

1. Once the application has been submitted it will be reviewed by the PRA.
2. Once the transfer has been reviewed by the Controlling Authority, it will be forwarded to HRA for processing.
3. Once approved by HRA an email will be sent to advise of the successful name.

## FREQUENTLY ASKED QUESTIONS

### **Who starts the process?**

The **Managing Owner** must start the process via Harnessweb.

### **Is there a fee?**

Yes, there is a fee to name your horse. Please view the [Fee Schedule](#) for further information.

There is no additional charge for utilising Harnessweb to complete a Naming Application.

### **How will I be charged?**

The **Managing Owner** will be required to pay for the Naming Application via Credit Card as part of the process.

### **Who needs to approve the naming?**

The PRA and HRA both play a part in the approval of a Naming Application.

### **Do I need an email address?**

Yes, Harnessweb relies on a unique email address to keep you up to date with the progress of your Naming Application.

### **How do I review a naming?**

The Managing Owner can review the status of any Naming Application. This information is accessed via the naming dashboard.

### **How do I submit an urgent naming?**

Please contact our office on (08) 9445 5558 (Option 2) to advise when a naming is urgent, please be aware that additional fees apply.