

Jockey Club Racecourses Accred: x +
https://jcraccreditation.thejockeyclub.co.uk

THE JOCKEY CLUB
Since 1750

Jockey Club Racecourses Accreditation 2019

Welcome to the new accreditation application platform for Jockey Club Racecourses. This system demonstrates the Jockey Club's commitment to the safety and security of all staff, visitors and racegoers across all our 15 racecourses. On behalf of The Jockey Club, I would like to thank you in advance for your co-operation in completing this process and your continued dedication to securing the future of British horseracing. **Amy Starkey - Regional Director and Chair of Group Health, Security, Safety & Environmental Committee**

This platform is for applications for media, contractors, exhibitors, entertainers, catering, Jockey Club employees and all casual staff providing a service on race days. Both attendee and vehicle applications for all JCR race days and set up/break down periods for major racing festivals are processed via this system.

There are a number of mandatory fields and document uploads required. Incomplete or incorrectly submitted forms may be declined and result in a delay to your accreditation process.

Application does not guarantee approved accreditation. Notifications will be emailed directly to you as to the status of an application.

Applications to a race day close one week in advance of the fixture. No applications for a race day will be accepted within a week of a fixture.

Photographs must be uploaded of a head/shoulder passport style headshot. The photo must meet the following requirements:

- Full Colour
- Portrait Orientation
- Feature the face prominently and central to the photograph
- No sunglasses or head wear to be worn

Uploading photographs not meeting the above criteria will result in the application been rejected.

For guidance documentation on the accreditation process, including application guidance please:

- Click [here](#) for media accreditation for all Jockey Club Racecourses race days excluding the Cheltenham Festival, The Grand National Meeting and the Epsom Derby Meeting.
- Click [here](#) for all other types of accreditation

Any accredited individuals found abusing their accreditation will be ejected from the relevant racecourse and have their JCR accreditation removed and voided. Event Accreditation is strictly non-transferable.

Each application will be considered on its merits. If it is felt excessive applications are been applied for, then the application may be declined or an explanation as to the reasons for the application requested. This will delay your application process. To ensure the application is dealt with in an efficient manner please ensure that application are only made to relevant race days.

Data Privacy Statement

For more information on our compliance with GDPR, please click [here](#).

If you have any queries on the accreditation process please do get in touch with your main Jockey Club Racecourse contact.

I confirm I have thoroughly read the explanatory notes for the necessary accreditation I am applying for and I understand the rules and regulations inferred from been granted this accreditation.

[Start Application](#)

[Login](#)

1. Start your application by reading the media guidance documentation. Click the box to confirm you have read all the information and agree with the rules and regulations associated with the application.
2. Select Start Application.

New Application

Application Details

Please provide details for the company applying for accreditation.

Company/Department *

Test Company - Camera's R Us

Applicant Type *

Press/Media/Photographers

Name of Contact at Racecourse/Group *

Margo Walsh

ADMIN USER

Please provide details for the person who is responsible for this application. This person does not need to be an attendee.

First Name *

Last Name *

Application Details

1. Company/ Department: Please enter your Company name.
2. Applicant Type: Please select the applicant type, Press/Media/Photographers
3. Name of Contact at Racecourse/Group: Please enter your main point of contact at Cheltenham Racecourse/Jockey Club Racecourse employee. Please note this not your own company contact on site.

ADMIN USER

Please provide details for the person who is responsible for this application. This person does not need to be an attendee.

First Name *

Email *

Password *

Business Tel *

Job Title *

Address Line 1 *

Address Line 2

Address Line 3

Address Line 4

Postcode *

Last Name *

Email (cc)

Confirm Password *

Show/Hide

Mobile Tel *

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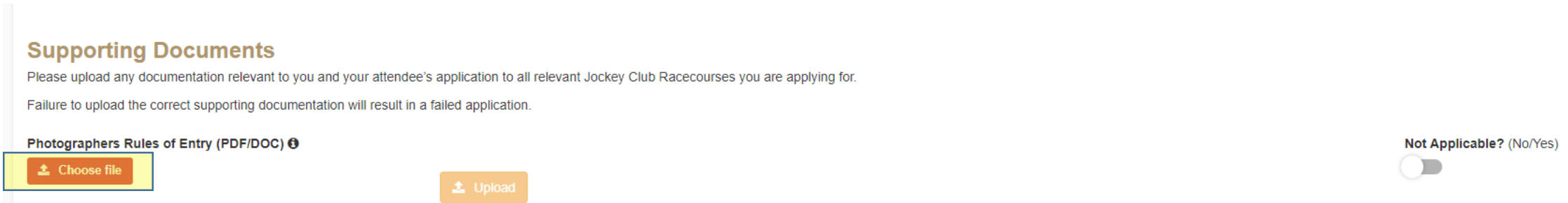
→ Continue

Admin User

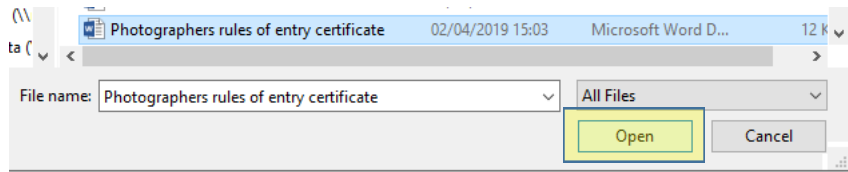
1. Please enter your details as requested. Please note that email (cc) only needs to be filled in if you wish another email address to be sent your application details. Please also note that the address should be your company's registered address.
2. Please make a note of your password, you will need this to log back in and change details and add access to other courses required.
3. Select Continue.

- Supporting Documents – **NOTE IF YOU ARE NOT A PHOTOGRAPHER PLEASE UPLOAD A BLANK PDF DOCUMENT**

1. To upload the documents relevant to you and your attendees click 'Choose file' under the relevant section(s).



2. Select the document you wish to upload and click 'Open'.



3. Click 'Upload'.



4. Your uploaded document will be clearly visible to the right of the upload, please see the example below.

5. You are able to upload more than one document following the same procedure. Please click the 'i' to show how many documents have been uploaded and the name of the document(s) you have uploaded. Documents can be deleted by selecting 'Delete All'.



6. If the documents are not relevant to yourself or your attendees please select 'Not Applicable' next to each relevant section(s).

7. Select continue.

Review application

Attendees

Attendee Name	Details	Vehicle	Build up/Breakdown Dates	Race Days
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[+ Add Attendee](#) [+ Add Administrator as Attendee](#)

[Start Again](#)

[Submit Application](#)

Please click 'Add Administrator as Attendee' if you, as the administrator will be attending race days. When you select this option your details will automatically appear within the requested boxes. Please add your DOB and pass photo.

Please click 'Add Attendee' if you have multiple staff attending race days. Enter the information requested, selecting 'Add Attendee' for each new staff member. Please review the following page for further information.

Add Attendee

1. Please enter the required details for the attendee you wish to add.
2. Enter the DOB and upload a photo which will be displayed on the pass. This needs to be a passport style photo (a headshot) with no headwear or sunglasses etc.
3. Please select the appropriate media details required (highlighted below).

Add Attendee

First Name *	<input type="text"/>	Last Name *	<input type="text"/>
Email Address *	<input type="text"/>	Job Title *	<input type="text"/>
DOB (dd/mm/yyyy) *	<input type="text"/>	Passport Style Photo (JPEG/PNG) *	<input type="button" value="Choose file"/>

Address

Address Line 1 *	<input type="text"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text"/>
Address Line 4	<input type="text"/>
Postcode *	<input type="text"/>

Media Type Newspaper	Media Frequency Daily
Media Coverage Type Racing	Do you require access to the press room? (No/Yes) <input type="checkbox"/>
Do you require a desk? (No/Yes) <input type="checkbox"/>	Do you require car parking? (No/Yes) <input type="checkbox"/>

- Vehicle

Please note, vehicle passes are only needed if a vehicle requires access to inside the venue. This section does not cover passes that are required for car parks. Onsite parking is strictly limited to essential vehicles.

1. If you require a vehicle pass please click the button highlighted below.
2. Please then enter the required car details and click 'Submit Attendee'.

If you do not require a vehicle pass just click 'Submit Attendee'.

Vehicle (if required)

Vehicle passes are required for vehicle access to the main site i.e. for unloading, maintenance works where a vehicle is required.

A vehicle pass should not be applied for if only standard car parking is required.

Do you need a vehicle pass? (No/Yes)

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You will then be taken to the review page.

1. Scroll down to Assign Attendees and select your venue (i.e. Cheltenham), the attendee (you and other staff members) and the Race days you will be attending.
2. If you are selecting multiple attendees, all attendees selected will be given the same venue/racedays chosen. If attendees require different dates, please select each one/group individually.
3. Build/breakdown dates are not required for this application so therefore can be ignored.
4. Then select **ASSIGN ATTENDEE**.

The screenshot shows a web application interface for assigning attendees. At the top left, there is a green button labeled '+ Add Attendee'. Below this is a yellow-bordered section titled 'Assign Attendees'. Inside this section, there are four dropdown menus: 'Venue' (set to 'Newmarket'), 'Attendees' (set to 'Claire Custance'), 'Build/Breakdown Dates' (set to 'None selected'), and 'Race Days' (set to 'All selected (40)'). To the right of the 'Attendees' and 'Race Days' dropdowns is a green button labeled '+ Assign Attendee'. Below the 'Assign Attendees' section, there is a red button labeled 'Start Again' on the left and a blue button labeled 'Submit Application' on the right.

Review Application

1. Review your application and make sure the details you have entered are correct.
2. Select 'Submit Application'.

The screenshot displays a web application interface for reviewing an application. At the top right, a vertical list of dates is shown, ranging from 29/06/2019 to 02/11/2019. Below this list, there are two green buttons: '+ Add Attendee' and '+ Add Administrator as Attendee'. The main section is titled 'Assign Attendees' and contains a form with the following fields:

- Venue:** A dropdown menu with 'Newmarket' selected.
- Attendees:** A dropdown menu with 'None selected' and a red error message below it: 'At least 1 attendee must be selected to assign to a venue.'
- Build/Breakdown Dates:** A dropdown menu with 'None selected'.
- Race Days:** A dropdown menu with 'None selected'.

At the bottom right of the form is a green button labeled '+ Assign Attendee'. At the bottom left is a red button labeled 'Start Again'. At the bottom right, below the form, is a yellow button labeled 'Submit Application'.



Application Submitted

Thank you - your application has been successfully submitted.

You will shortly receive an email to confirm receipt of your application. Should you not receive an email within 24 hours, please contact your main Jockey Club Racecourses contact.

[Home](#)

Your application has now been submitted, it will be reviewed (approved or rejected) and your pass will be printed in due course.

If you need to amend any details or request access to additional race days or racecourses please select 'Home' and 'Login'. If additional racedays are added, you will receive a rejection or approval notification once reviewed.

Please send any queries to megan.furse@thejockeyclub.co.uk