# Online Stallion Return User Guide

This is a guide to completing your Stallion Returns Online.  To start the process, go to www.racingaustralia.horse and select the 'Australian Stud Book' tab:
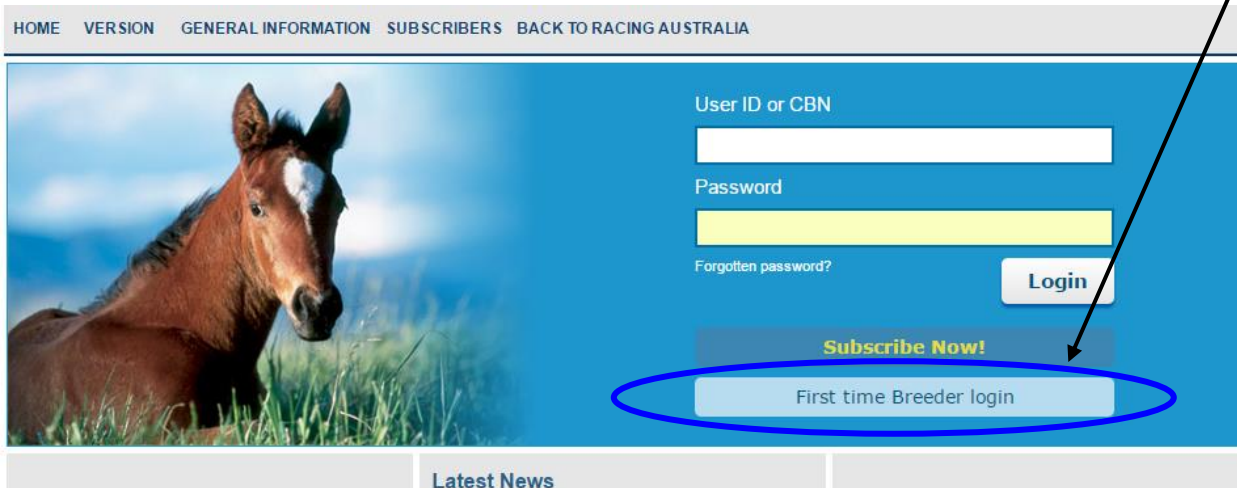


IMPORTANT: As of 1 May 2021, a Breeding Horse Registration must be submitted before a Stallion Return can be lodged.

Click here to view the Breeding Horse Registration user guide.

## Logging In

**New Users – if you are registered with the Australian Stud Book as a Contact Breeder with a current email address recorded, and would like to register for access to the Online Stallion Return program, select**

If you have a User ID (or CBN) and password issued, enter your User ID and password on the Australian Stud Book home page, and select ⬚ Login



When you have successfully logged in, select the 'Online Services' heading followed by the 'Stallion Returns' / 'Lodge Stallion Return' option in the drop down menu:



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# LODGING A STALLION RETURN

## Step One – Adding a stallion

Enter the stallion's name, including suffix for stallions other than (AUS) and select ┃ Continue > >

| 2017 Stallion Return |
|---|
| **Step 1 - add a stallion for JM Stewart** |

Add new stallion: [great hall]  use **Wildcard** search
(Stallion Name, Aust. Id or Microchip Number)

If you have any unpaid returns, please click here.

[Continue >>]

## Step Two – Stallion details

Select the category in which your stallion will be standing, from the list available, (or whether the stallion may have died or retired) and select ┃ Continue > >

| 2017 Stallion Return |
|---|
| **Step 2 - stallion details** |

Stallion: **Great Hall (AUS) 2008**

Please select **one** of the following

○ Stallion is a shuttle stallion that will serve mares in Australia in 2017

○ Stallion is **NOT** a shuttle stallion and **will hand serve mares** in 2017

○ Stallion is **NOT** a shuttle stallion and **will paddock serve mares** in 2017

○ Stallion is no longer standing at **JM Stewart**

○ Stallion **died** on [01 ▼] / [January ▼] / [2017 ▼]

○ Stallion **retired** on [01 ▼] / [January ▼] / [2017 ▼]

[Continue >>]

## Step Three– Studmaster Declaration and stallion season details

Read and agree to the Studmaster Declaration (hyperlink) and tick the check box.  User will not be able to proceed without agreeing to the declaration;

Enter the number of mares the stallion will serve, service fee and postcode stallion will stand and select ┃ Continue > >

| 2017 Stallion Return |
|---|
| **Step 3 - non-shuttle, hand service stallion details** |

Stallion: **Great Hall (AUS) 2008**

☑ I have read and agree with the Studmaster Declaration

Number of mares to be served in Australia in 2017   [5]   *

Service Fee (including GST)   $ [1100]   *

Click if you do NOT want this fee advertised (FOA)   ○

Postcode where stallion will stand   [2000]   *

* compulsory field

[Continue >>]

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**Step Four– Stallion Return Summary**

A summary of the stallion returns you have entered will be displayed. Please check the details are correct.

If you have made an error or would like to cancel the stallion return details entered, select Cancel

To add any additional stallion returns, select Return Another Stallion

When you have completed entering all stallion returns for stallions standing at your stud and wish to proceed to the payment screen, select Payment > >

| 2017 Stallion Return | | | | | | |
|---|---|---|---|---|---|---|
| **Outstanding Returns Summary** | | | | | | |

To return the stallions below and submit payment click "Payment".
Click "Return Another Stallion" to add a stallion.
Click "Cancel" to remove a return.

| Stallion | Number of Mares | Service Fee | State | Postcode | Amount | Cancel |
|---|---|---|---|---|---|---|
| Great Hall (AUS) 2008 | 5 | $1,100 | NSW | 2000 | $522.50 | Cancel |
| | | | Stallion Returns Total | | $500.00 | |
| | | | less Discount | | $25.00 | |
| | | | Discounted Total | | $475.00 | |
| | | | GST | | $47.50 | |
| | | | Total amount outstanding | | $522.50 | |

Return Another Stallion                           Payment

**Step Five– Payment**

Select a payment option of BPAY, cheque or credit card.

Select Submit to confirm payment details and complete the Online Stallion Return process.

**Payment for Stallion Returns**

**Payment Details for Miss JM Stewart**

Amount:          $522.50

○ I wish to pay by BPAY or cheque (returns will be accepted upon clearance of cheque)

⦿ I wish to pay by credit card (returns will be accepted immediately)

  ○ MasterCard
  ○ Visa
  ○ American Express

Submit

A detailed tax invoice will be sent via email immediately following payment.

*Note – BPAY and cheque payments must be lodged within 7 days of invoice date to be accepted.*

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# LODGING A BREEDING HORSE REGISTRATION

### Step One – Finding a Horse

To lodge a Breeding Horse Registration for Horses previously returned, **select** [ Load ]

To lodge a Breeding Horse Registration for a new Horse, enter the Horse's name, including the suffix for horses other than (AUS), Aus ID or Microchip Number followed by [ Search ] . Then select the correct Horse from the possible matches on the list displayed.

**Outstanding Breeding Horse Registrations**

User Guide

Horses previously returned by ASB     [ Load ]

**OR**

Search Horse     Enter Horse Name, Aus ID or Microchip Number : [ _____ ]     [ Search ]

### Step Two – Select a horse

Once the required Horse has been found, click [ Lodge Breeding Reg. ]

**Horse Name**

Liberty Isle (AUS) 2005        [ Lodge Breeding Reg. ]

### Step Three – Current Horse Location

Enter the Australian street address where the horse is located at the time of the Breeding Horse Registration.

**Breeding Horse Registration**
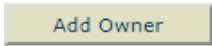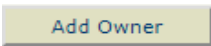
**Horse Name:**    Liberty Isle (AUS) 2005

**Current Horse Location**

Street Address: [ _____ ]

Suburb: [ _____ ]     Postcode: [ _____ ]

State: [ ▼ ]     Country: [ AUSTRALIA ▼ ]

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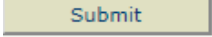JMay 2021

**Step Four – Define Owner Details**

1. Select an owner type: Person, Company/Stud or Syndicate;
2. Select one of the options available to define owners;

    a) Add Myself – Adds a line with details of the logged in CBN as defined in Stud Book.

    b) Add Other – This provides two options:

        i. Enter CBN – If the owner has a Contact Breeder Number, then enter it in the provided space and click [Add Owner] button to add a line with details as defined in Stud Book.

        ii. Enter Manually – If the owner has no Contact Breeder Number or you don't know owner's Contact Breeder Number then manually enter requested details on provided spaces and click [Add Owner] button to add a line.

*NOTE – You can lodge a Breeding Horse Registration for any breeding Horse, regardless of whether you have previously returned the horse. You must be authorised by the owner/s to lodge a Breeding Horse Registration on their behalf.*

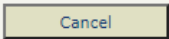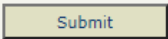**Step Five – Submit Breeding Horse Registration**

After entering Location of Horse, Horse Owners and corresponding Percentage Ownerships, please check all details are correct.
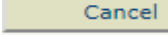
Certify that you are authorised to lodge the Breeding Horse Registration and agree to be bound by the *Terms & Conditions - Breeding Horse Registration* by ticking the corresponding check box.

When you have completed entering all details and wish to proceed, click the [Submit] button.

    ☐ I declare I (the Owner):
        1) am authorised to lodge this Breeding Horse Registration
        2) Have read and agree to the Terms & Conditions - Breeding Horse Registration.
    [Cancel]        [Submit]

Alternatively, if you would like to discard all Breeding Horse Registration details entered, click [Cancel] button.

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*Note – Upon submission, you will receive an email confirming the successful submission and all listed owners with email addresses will be notified regarding the ownership with relevant details. Racing Australia Owners & Breeders Services will be in contact with listed owners with no email address to seek acceptance of ownership.*

*The Breeding Horse Registration will be provisionally lodged subject to all listed owners accepting the ownership by selecting 'Accept' in the email sent to them.*

*Provisionally lodged Breeding Horse Registrations will be finalised once all listed owners have accepted their share percentage.*

*If any of the listed owners reject the ownership by selecting 'Decline' in the email or if there are any disputes in nomination, Racing Australia Owners & Breeders Services will contact you and/or relevant listed owners to resolve the dispute.*

*You will be notified by email once the Breeding Horse Registration is finalised and the Record of Breeding Horse Ownership certificate will be forwarded to the Managing Owner by email.*

**For further information contact the Australian Stud Book on (02) 8072 1900 or email [studbook@racingaustralia.horse](mailto:studbook@racingaustralia.horse)**

## View Stallion Return User Guide

**For further information contact the Australian Stud Book on 02-8072 1900 or email [studbook@racingaustralia.horse](mailto:studbook@racingaustralia.horse)**

**Note – the screen shots in this user guide are strictly for display purposes and are not a reflection of actual information submitted in the Australian Stud Book records.**