TRAINERS INFORMATION AND MANUAL

Entries must be submitted online via the website <u>www.bgalopf.be</u> 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 $30 \in$ 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 approac homepage of <u>w</u> Belgian Gallop Federation	h of an entry-d ww.bgalopf.be	ate of a race,). dische Federati ération Belge d	sign in using e voor Paarden les Courses Hip	the " Pros " bu rennen-Galop piques-Galop	tton (far right,	, up on the
BFP-Galop-FBCH	Meetings	Dokutheek	Racing Info	Contact	Links	Pros
• Enter your Use	ername and Pa	assword and	Login.			
		,	Login			
			Login			
		Username:		Login		
		Password:		Cancel		
• To check if the	horses vou inte	end to enter a	are duly regist	tered on your t	raining list, cli	ick on

• 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)

Belgian Galop Federa	ation	DC	Prof S	ervice	011
Horses	Races) 1	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 09:0
27/09/2017 - 17017BB		20/09/2017 10:00	21/09/2017 10:00	22/09/2017 09:00	22/09/2017 15:0
\$/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 09:0
				E	
	30/10/	2017	Name race	E	
	4 30/10/ 4 17019B	2017 BB010 PRIX DES	Name race ROSES	E	
	4 30/10/ 4 17019B 17019B	2017 88010 PRIX DES 88030 PRIX DES	Name race ROSES HORTENSIAS	E	
	4 <u> </u>	2017 PRIX DES 88030 PRIX DES 88040 PRIX DES	Name race ROSES HORTENSIAS BEGONIAS	E	
	4 30/10/ 17019B 17019B 17019B 17019B	2017 BB010 PRIX DES BB030 PRIX DES BB040 PRIX DES BB050	Name race ROSES HORTENSIAS BEGONIAS CHRYSANTHEMES	E	
	4 30/10/ 17019B 17019B 17019B 17019B 17019B	2017 BB010 PRIX DES BB030 PRIX DES BB040 PRIX DES BB050 PRIX DES BB060 PRIX DES	Name race ROSES HORTENSIAS BEGONIAS CHRYSANTHEMES LYS	E	
	4 30/10/ 17019B 17019B 17019B 17019B 17019B 17019B	2017 PRIX DES 88010 PRIX DES 88030 PRIX DES 88040 PRIX DES 88050 PRIX DES 88060 PRIX DES 88070 PRIX DES	Name race ROSES HORTENSIAS BEGONIAS CHRYSANTHEMES LYS MAGNOLIAS	E	

	<u></u>						
				Engager	ments - Inschrijvingen		
				17019BB010 30	0/10/2017 PRIX DES R	ROSES	
	PRIX DES ROSES 8000 (5000, 13 Handicap de ca Première éprec Pour tous chev Seront qualifi	2100 m 00, 750, 500, 250,) tégorie divisé - Mandicap v ve/ Eerste reeks. aux de 3 ans et au-dessus. és dans cette épreuve, les	van categorie in reeksen. chevaux auxquels le hand	dicapeur aura attribué une	valeur égale ou inférieu	re à 31	
	<- BACK		+ SUBMIT	1			
		Horse		Owner		Entry 5	
	PAARD 10		JOCKEY-CL	UB 25			
	PAARD 2		JOCKEY-CL	UB 25			
	PAARD 20		BFP Galop				
	PAARD 9		JOCKEY-CL	UB 25			
	<- BACK		+ SUBMIT				
		7		U			
• In mixed For NON-d For horses	d handicap races claimable horses s that can be cla	, there is the , "HG" must b imed, the amo	possibility to e entered in ount of the cl	put horses to column A . laim must be	o claim. indicated in c	column A .	
	REF + 400 Pour tous chevaux de Les chevaux mis à ré-	4 ans et au-dessus clamer pour 6.000 € reçoir n 4 isar on ouder	vent 2 kg; pour 4.000 @	: :3 kg et pour 2.000 €:	4 kg.	A ·	
	<- BACK		+ SUBMIT			\frown	
		Horse		Owner	Entry	Claiming	
	PAARD 10		JOCKEY-CLUB 25				
	PAARD 2		JOCKEY-CLUB 25			<u> </u>	
	PAARD 20		BFP Galop			~	
	PAADD 2		JOCKET CLUB 25			~	
	<- BACK	-	+ SUBMIT	~			
				6		\smile	
Then click	on the button «	Submit » (6) + « Back »	» (7).			
 Next w "Forfai (declar) 	/hen needed, you ts", "Supp" (add ration of jockeys	i can, <u>but only</u> itional registra) (also via "Ra	y within the s ations), "Part aces" in the	strictly allowe ants" (startei menu bar).	<u>ed time limit</u> o rs or withdrav	to your declar wn) and "Mon	ration of ites"
	7 10		Be	lgian Galo Prof S	p Federati ervice	ion	
	Homes	Pass		Lophook		Logant	
	norses	. Maco		Logoook		Log out	
	Meeting	Eng	Forfaits	Supp	Partants	Montes	
	18/09/2017 - 17016BB			1209/2017 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
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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.

Meeting	Eng	Forfaits	Supp	Partants	Montes
18/09/2017 - 17016BB				<u>13/09/2017 15:00</u>	<u>14/09/2017 09:00</u>
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	<u>3/10/2017 10:00</u>	3/10/2017 15:00	4/10/2017 15:00	<u>5/10/2017 09:00</u>
30/10/2017 - 17019BB	<u>17/10/2017 10:00</u>	<u>24/10/2017 10:00</u>	24/10/2017 15:00	25/10/2017 15:00	26/10/2017 09:00

			F
			E
	30/10/2017	Name race	-
	3 <u>17019BB010</u>	PRIX DES ROSES	-
	<u>17019BB030</u>	PRIX DES HORTENSIAS	-
	<u>17019BB040</u>	PRIX DES BEGONIAS	_
	<u>17019BB050</u>	PRIX DES CHRYSANTHEMES	_
	<u>17019BB060</u>	PRIX DES LYS	_
	<u>17019BB070</u>	PRIX DES MAGNOLIAS	-
	<- BACK		
		Engagements supplement	ntaires – Bijkomende inschrijvingen
		17019BB010 30/	10/2017 PRIX DES ROSES
PRIX DES ROSES 2100 m 8000 (5000, 1500, 750, 500, 250,) Handicap de catégorie divisé - Hand Première épreuve/ Eerste reeks. Pour tous chevaux de 3 ans et au-de Seront qualifiés dans cette épreuve	icap van categorie i ssus. , les chevaux auxque	n reeksen. Is le handicapeur aura attribué une v	raleur égale ou inférieure à 31
<- BACK		+ SUBMIT	
Horse		Owner	Entry
PAARD 2	J	JOCKEY-CLUB 25	
C- BACK		+ SUBMIT	
L DACK		5	

• 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).

						~ '	1				~	2
	Course-Ren code	Name race	Dist.	Horse	Poids	Partants	Headgear	Jockey	Dec	Surc	Retire	PriorE SuppReq
	21015BB010	PRIX GONDOLETTE	2100 m	PAARD 10			-	v				
	21015BB010	PRIX GONDOLETTE	2100 m	PAARD 20			v	v		-		
	21015BB010	PRIX GONDOLETTE	2100 m	PAARD 9			v	v		-		
\langle	<- BACK	+ SUBMIT				\bigcirc					\bigcup	

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

Headgear (5)

- o: Normal blinkers or Visors
- ä: Australian blinkers
- t: Tongue Strap

h: Bo	nnet															
ot:Co	mbinatio	n of Nor	mal b	linker	s/Vi	sors	and t	ongue stra	р							
åt:Co	mbinatio	n of Aus	traliar	ו blin	kers	and	tong	ue strap								
ht:Co	mbinatio	n of bon	net a	nd tor	ngue	e stra	ар									
						5										
Course-Ren	code Name	e race Dis	t. Hors	e Poids	Parta	nts Heat	dgear	Jockey		Dec	Sure	Retiré	PriorE	SuppR	eq	
21015BB010	PRIX GON	DOLETTE 2100	m PAARD	10		710	~		¥ [•				•	
<- BACK	+ SUBM	ш														
					-	ă t h ot ăt ht						-	-	_		
Requests FTS : By fo LSB : Last 1RP : One	for exce ot to the in the sta tour in th	eptions e start arting bo ne paddo	at the ox ock	e up-	can	ter t	o the	e starting	boxe	s (6)			6		
1	Course-Ren code	Name race	Dist.	Horse	Poids	Partants	Headgear	Jockey		Dec	Sure	Retiré	PriorE	SuppRe	X	
	1015BB010	PRIX GONDOLE	TTE 2100 m	PAARD 10	<u> </u>		-		¥		•			-		
ĺ	<- BACK	+ SUBMIT												ETC	Γ	
										_			1	LSB	Ĩ/	

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.

		Dist.	Horse	Poids	Partants	Headgear	Jockey	Dec	Surc	Retiré	PriorE	SuppReq
21015BB010	PRIX GONDOLETTE	2100 m	PAARD 10			~	· ·					v
21015BB010	PRIX GONDOLETTE	2100 m	PAARD 20			~	· ·		-			v
21015BB010	PRIX GONDOLETTE	2100 m	PAARD 9			•						•
<- BACK	+ SUBMIT										\bigtriangledown	

1RP

• 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.

Belgian Galop Fe	deration		Belg	gian Pi	Galo rof S	op Fe ervic	der e	atio	n	
Horses	Races		L	ogbook				1	og out	
									17019B	B 30/10/2
Course-Ren code	Name race	Dist.	Horse	Poids	Blink.	Jockey	Dec	Surc	PriorE	PriorH
17019BB010	PRIX DES ROSES	2100 m	PAARD 10							1 🗸
17019BB030	PRIX DES HORTENSIAS	1500 m	PAARD 10							2 🗸
<- BACK	+ SUBMIT									

• 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).

Course-Ren code Name race Horse Poids Jockey I 17019BB010 PRIX DES ROSES PAARD 2 Image: Constant of the second	ontes - Jockey
Course-Ren codeName raceHorsePoidsJockeyI17019BB010PRIX DES ROSESPAARD 217019BB010PRIX DES ROSESPAARD 1017019BB030PRIX DES HORTENSIASPAARD 1017019BB030PRIX DES HORTENSIASPAARD 2017019BB030PRIX DES HORTENSIASPAARD 917019BB030PRIX DES HORTENSIASPAARD 20	19BB 30/10/20
17019BB010PRIX DES ROSESPAARD 2Image: Constraint of the second s	ec Surc
17019BB010PRIX DES ROSESPAARD 1017019BB030PRIX DES HORTENSIASPAARD 1017019BB030PRIX DES HORTENSIASPAARD 917019BB030PRIX DES HORTENSIASPAARD 20	
17019BB030PRIX DES HORTENSIASPAARD 10Image: Comparison of the second se	
17019BB030PRIX DES HORTENSIASPAARD 917019BB030PRIX DES HORTENSIASPAARD 20	
17019BB030 PRIX DES HORTENSIAS PAARD 20	
<- BACK + SUBMIT	
	Z 3

• 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.

								Logbool		
<- BACK										
Date / hour	Course-Ren code	Horse	Type	Headgear	Claiming	Jockey	Dec	Surc	PriorE	PriorH
4/10/2021 15:04:46	21015BB010	PAARD 10	Р							
4/10/2021 15:04:46	21015BB010	PAARD 9	R							
4/10/2021 15:04:46	21015BB010	PAARD 20	Р							
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	Р							
4/10/2021 14:39:23	21015BB010	PAARD 10	ENG							