

SNS ONLINE LICENCE RENEWAL USER GUIDE

Introduction

Tasracing in conjunction with Racing Australia offers an online licence renewal process via the Single National System (SNS).

The SNS is now delivering to the Thoroughbred industry nationally the capacity to provide participants with a significantly enhanced experience when interacting with core industry functions and processes.

The SNS provides a set of unified tools, which empower industry participants to transact online rather than completing paper-based forms.

If you are eligible for licence or registration renewal for the 2025/2026 season, you will have already received an email to your private email address recorded with us, which provides you with a link to enter the online User Registration portal.

If you do not wish to renew your license online, you will be required to renew by either downloading a PDF renewal form from the Tasracing Integrity website – www.tasracingintegrity.com.au or by phoning (03) 6777 1900 or emailing operations@tasracingintegrity.com.au to have a paper renewal form sent to you. **Participants should be aware that paper-based renewal applications will attract an additional \$25.00 fee.**

Tasracing together with Racing Australia have developed a safe, fast and convenient online licence renewal portal that enables you to manage your personal details and licenses wherever you are.

The online process is very simple, and it eliminates the requirement to submit your renewal form via post, email or fax.

To access the online portal, you will need one of the following Internet browsers:

- **Internet Explorer 9 or 10**
- **Firefox**
- **Google Chrome**
- **Microsoft Edge**

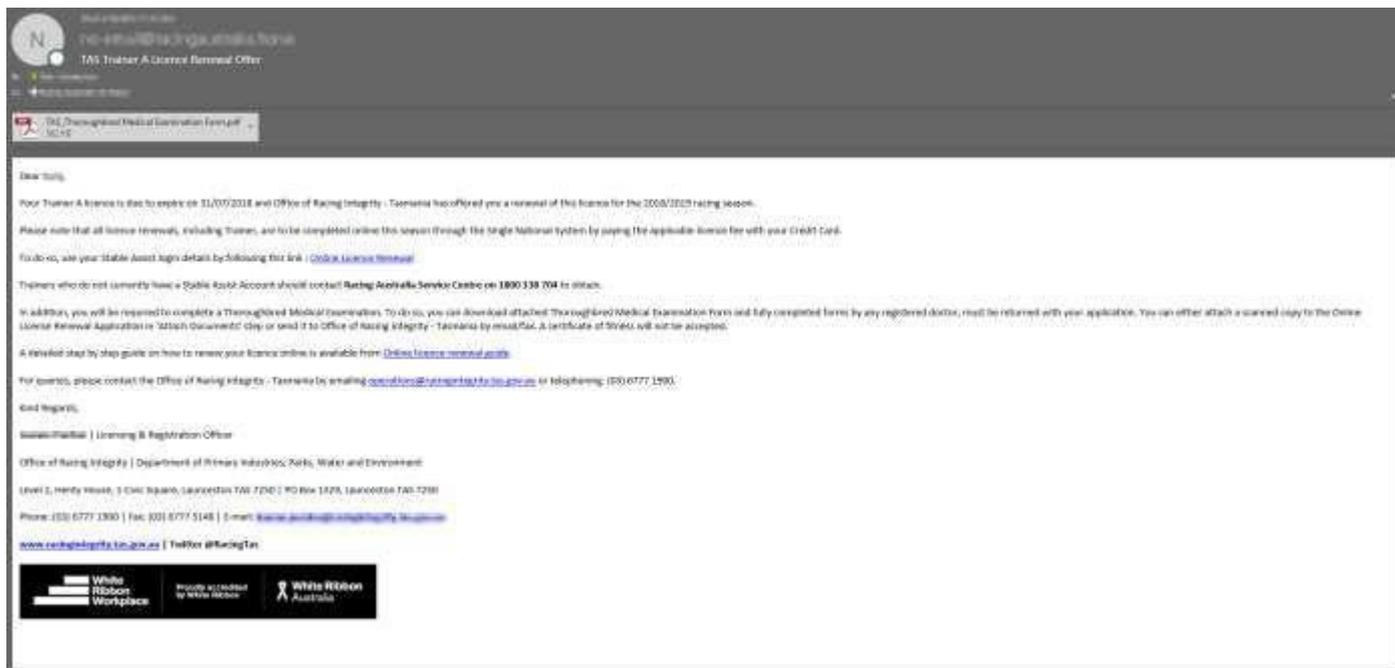
Getting Started

Trainers are required to renew license using their Stable Assist Account. Trainers who do not currently have a Stable Assist Account should contact **Racing Australia Service Centre** on **1800 138 704** to obtain.

For all other licence types, the below applies;

Existing User Registration Users

If you are an existing User Registration user, below is a sample Licence Renewal Offer Email.



By clicking on the link in the Email, it will take you to the Welcome to User Registration Page.



Welcome to User Registration

EXISTING USER

Login ID

Password

[Forgot your password?](#) [Forgot your login ID?](#)

***Your Login ID is the email address you registered with Racing Australia. If you could not recall your password, simply click on "Forgot your password?" above the Login button. If you could not recall your login ID, simply click on "Forgot your login ID?" above the Login button.**

***Trainers - Please login to your Stable Assist Account, or contact Racing Australia Service Centre to create a new Stable Assist Account: [1800 138 704](tel:1800138704).**

***Bookmakers - Please login to your User Registration Account, or contact Racing Australia Service Centre to create a new User Registration Account: [1800 954 143](tel:1800954143).**

Please enter your email address as the login Id and enter your password. If you have forgotten your password, please click on the 'Forgot your password?' link where you can reset your password.

Note: This section is not applicable for existing Stable Assist users.



Reset Password

Enter your login email address and click submit. An email will be sent to you with a verification link. Click on that link to reset your password. You will have one day before this verification window expires.

Login ID (Email)

I'm not a robot 

* Should you not be able to submit successfully, please contact Racing Australia Service Centre on [1800 954 143](tel:1800954143).

To reset your password, firstly enter your Email address, and then click 'I'm not a robot'. Once you see the green check mark, you could click 'Submit' button.



Reset Password

Enter your login email address and click submit. An email will be sent to you with a verification link. Click on that link to reset your password. You will have one day before this verification window expires.

Login ID (Email)

I'm not a robot 

* Should you not be able to submit successfully, please contact Racing Australia Service Centre on [1800 954 143](tel:1800954143).

Upon successful submission, an Email will be sent to you and a link to reset password.



Set Password

Please enter and confirm your new password and click "Reset and Login" to log in to your account.

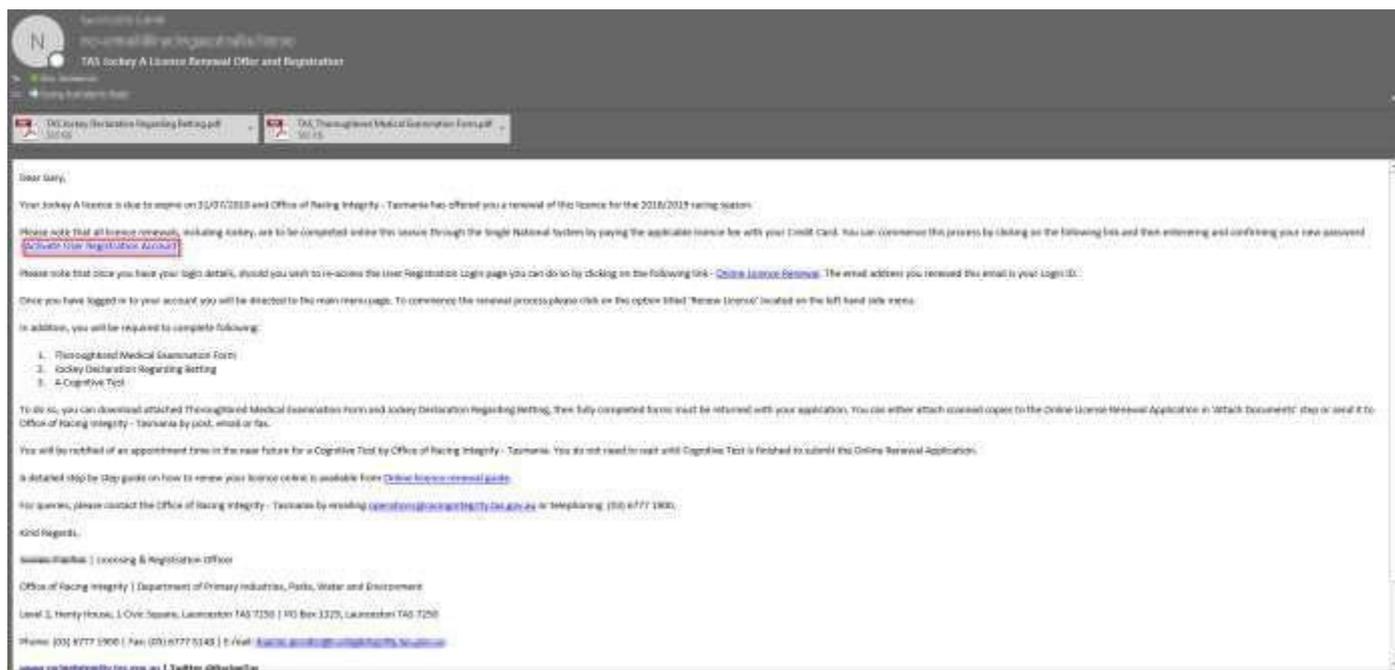
New Password

Confirm New Password

* Should you not be able to set your new password, please contact Racing Australia Service Centre on [1800 954 143](tel:1800954143).

New User Registration Users

If you have never been given a User Registration Account, below is a sample Licence Renewal Offer Email.



By clicking on the link in the Email, it will take you to User Registration set password page, where you can set your new password. After submit successfully, click 'login'.



Set Password

Please enter and confirm your new password and click "Reset and Login" to log in to your account.

New Password

Confirm New Password

* Should you not be able to set your new password, please contact Racing Australia Service Centre on [1030 964 143](tel:1030 964 143).

Renewing Your Licence

Once you have logged in successfully you can renew your licence.

Click on the 'Renew Licence' menu item to see your Licence Renewal offers. Then click the 'Renew' button to start filling the application.



Upon clicking on the 'Renew' button on rightmost side, it takes you to the licence renewal wizard, which contains several steps that you are required to complete.

Personal Details

This step displays your current personal details. If you wish to change any information, please click on the 'Edit' button and enter the details.

License Renewal

Type: Jockey

Category: Jockey A

Application Reference Number: 28825

General License Information > **Personal Details** > Emergency Medical Details > Additional Requirements Declaration > Questionnaire > Attach Documents > Summary > Acknowledgements and Declaration > Payment

Personal Details

Name: [REDACTED]
 Date of Birth: [REDACTED]
 Address: [REDACTED]
 Phone: [REDACTED]
 Mobile: [REDACTED]
 Fax: [REDACTED]
 Email: [REDACTED]



Edit

Publishing Options

Office of Racing Integrity (Tasmania) will use your preferences below for publishing purposes:

Publish Residential Address:	<input type="checkbox"/> No	Publish Home Phone:	<input type="checkbox"/> No
Publish Work Phone:	<input type="checkbox"/> No	Publish Mobile:	<input type="checkbox"/> No
Publish Fax:	<input type="checkbox"/> No	Publish Email:	<input type="checkbox"/> No

Postal Address: [REDACTED]

Publish Postal Address: No

Edit

Next of Kin Details

Next of Kin Name	Relation	Phone 1	Phone 2
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Edit

Save & Exit Cancel

Back Next

Update Personal Details

Full Name: [REDACTED]
 Preferred Name: [REDACTED]
 Initials: [REDACTED]
 Sex: [REDACTED]
 Date of Birth: [REDACTED]
 Street Address*: [REDACTED]
 Suburb*: [REDACTED] Postcode*: [REDACTED]
 State: [REDACTED] Country: [Australia]
 Email: [REDACTED]
 Phone: [REDACTED]
 Mobile: [REDACTED]
 Fax: [REDACTED]
 Work Phone: [REDACTED]

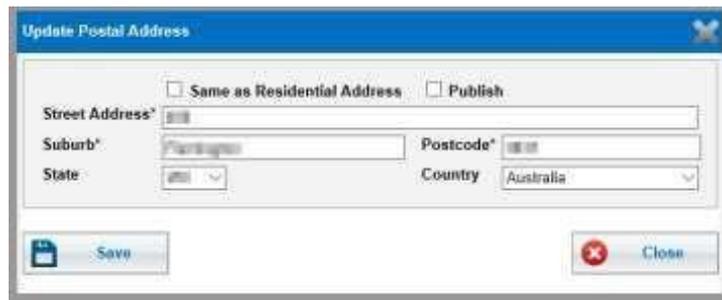
Publishing Options

Office of Racing Integrity (Tasmania) will use your preferences below for publishing purposes:

Publish Residential Address:	<input type="checkbox"/>	Publish Home Phone:	<input type="checkbox"/>
Publish Work Phone:	<input type="checkbox"/>	Publish Mobile:	<input type="checkbox"/>
Publish Fax:	<input type="checkbox"/>	Publish Email:	<input type="checkbox"/>

Save Close

A separate 'Edit' option is available for updating the Postal Address.



You can update your publishing preferences in the edit pop-up windows by selecting or unselecting current preferences. These preferences are used for publishing your details in magazine, racing materials, etc.

If you do not have anything to change, click on 'Next' button.

Update Primary Employer (Stablehands Only)

In this step, your current employing Trainer recorded with the Tasracing Integrity Unit is displayed and you can update the employer to a different Trainer, if required.

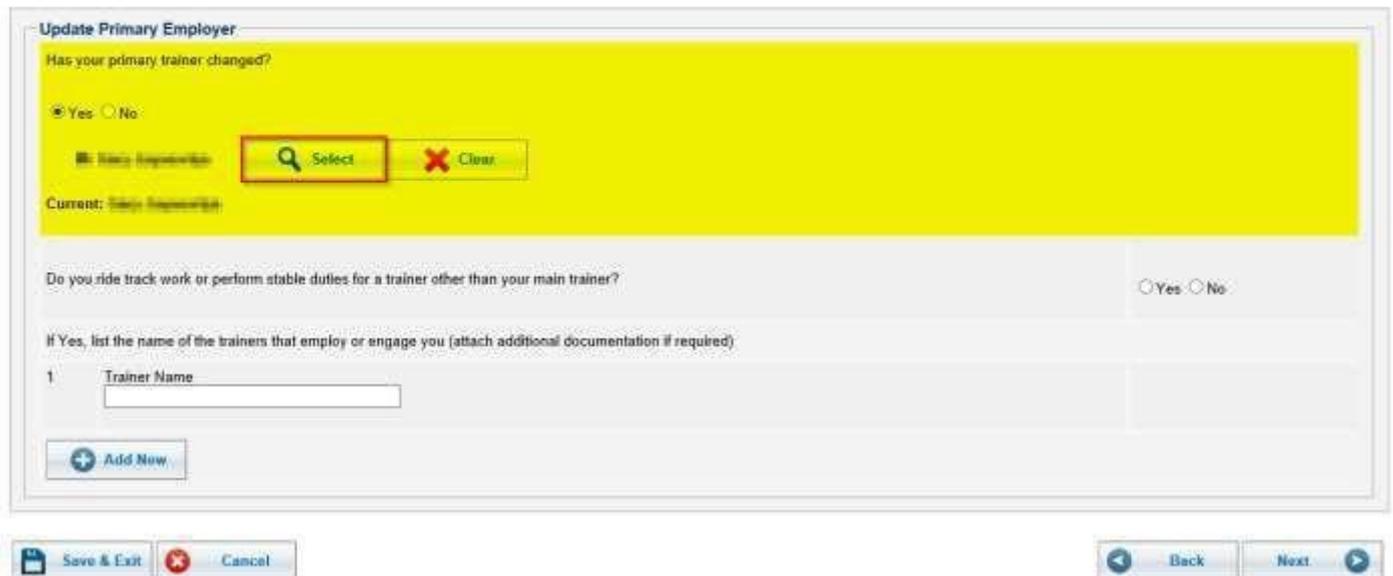
License Renewal

Type: Stable Hand

Category: Stablehand/Trackwork Rider

Application Reference Number: 28714

General License Information > Personal Details > Update Primary Employer > Additional Requirements Declaration > Questionnaire > Attach Documents > Summary > Acknowledgments and Declaration > Payment



Clicking 'Select' opens a pop-up where you can search your employer by name and add to application.



Clicking on the 'Name' of search results, selects the new employer and displays on the license renewal questionnaire.

Once you complete the questionnaire and submit the application, a sign-off request is forwarded to the employer you nominated by email. Only upon your nominated employer accepting your sign-off request, the license renewal application proceeds to the next step, i.e. reviewed by the Tasracing Integrity Unit Operations Department.

In case your sign-off request is declined by the nominated employer, the Tasracing Integrity Unit Operations Department will be in contact with you and your nominated employer to resolve the problem.

Emergency Medical Details

In this step, you should provide your medical details, which will be useful in an emergency. You can answer 'Yes' or 'No' to most of the questions and upon answering 'Yes', you must provide further details.

License Renewal

Type: Jockey

Category: Jockey A

Application Reference Number: 28825

General License Information > Personal Details > **Emergency Medical Details** > Additional Requirements Declaration > Questionnaire > Attach Documents > Summary >
Acknowledgements and Declaration > Payment

Emergency Medical Details	
Are you currently under any medication?	<input type="radio"/> Yes <input type="radio"/> No
If 'Yes', please provide details: <input type="text"/>	
Do you have any allergies?	<input type="radio"/> Yes <input type="radio"/> No
If 'Yes', please provide details: <input type="text"/>	
Are you a Smoker?	<input type="radio"/> Yes <input type="radio"/> No
If Yes, how many per day? <input type="text"/>	
Date of last Tetanus injection:	<input type="text"/>
Have you had any previous significant illness or injury?	<input type="radio"/> Yes <input type="radio"/> No
If 'Yes', please provide details: <input type="text"/>	

 Save & Exit  Cancel

 Back  Next

Declarations & Questionnaires

As per the requirement of the License Type and License Category, next steps include declarations and/or a set of questions regarding yourself and/or your licence type. Please make sure you read the declarations/questions carefully and answer appropriately. You will not be able to progress through these pages unless you answer all questions.

Declarations

License Renewal

Type: Jockey

Category: Jockey A

Application Reference Number: 28825

General License Information > Personal Details > Emergency Medical Details > Additional Requirements Declaration > Questionnaire > Attach Documents > Summary >
Acknowledgements and Declaration > Payment

Additional Requirements Declaration

By selecting 'Yes' to the below statements, I understand/declare that prior to my renewal being complete, I must action each of the following requirements:

I must submit a satisfactory Medical Assessment

I acknowledge

The Medical Examination Form is sent to you as an attachment in your Renewal Offer Email. As an alternative, you can also download it here - [Click to download](#)

Should you wish to attach a scanned copy of your Medical to this renewal application, there is an avenue to save what you have completed in the renewal thus far by clicking on the 'Save & Edit' button below. Later, when you have completed the medical you can resume this process by logging back into your account and attach the scanned copy in the 'Attach Documents' step of this process. Alternatively, you can complete and pay for the renewal now and send the Medical Examination form to Office of Racing Integrity - Tasmania by post, fax or email (operations@racingintegrity.tas.gov.au).

I must submit a Jockey Declaration Regarding Betting

I acknowledge

The Jockey Declaration Regarding Betting Form is sent to you as an attachment in your Renewal Offer Email. As an alternative, you can also download it here - [Click to download](#)

I must complete a Cognitive Assessment Test to obtain a Baseline reading prior to being licensed for the 2018/19 season.

I acknowledge

(You will be notified of an appointment time in the near future)

 Save & Exit  Cancel

 Back  Next

You should acknowledge all declarations required by the License Type and License Category. Where needed, this section will also provide further information on how to provide scanned copies of signed declarations required for the renewal of your license.

Questionnaires

License Renewal

Type: Jockey

Category: Jockey A

Application Reference Number: 28825

General License Information > Personal Details > Emergency Medical Details > Additional Requirements Declaration > Questionnaire > Attach Documents > Summary >
Acknowledgements and Declaration > Payment

Questionnaire

Has your minimum riding weight changed?

Yes No

If Yes, please provide details

Are you the owner of or do you hold any interest in any Racehorse?

Yes No

Do you use the services of a rider's agent?

Yes No

Most of the questions in Questionnaires can be answered 'Yes' or 'No'. If you select 'Yes' as an answer, you must provide an explanation in the given text field for some questions. Otherwise, you will not be able to continue to the next step.

Once these questions have been answered, please click 'Next' to continue

Attach Documents

This step is to attach any required documents. For example, if you are going to attach your Medical Assessment, please firstly select a document of the given file extensions and select the correct Document Type and then click on the 'Attach' button to attach the document. Optionally, you can enter a comment against every attachment.

License Renewal

Type: Jockey

Category: Jockey A

Application Reference Number: 28825

General License Information > Personal Details > Emergency Medical Details > Additional Requirements Declaration > Questionnaire > Attach Documents > Summary >
Acknowledgements and Declaration > Payment

Attach Documents

Step 1:

Browse

Valid files include .tif .tiff .gif .bmp .jpg .jpeg .png .doc .docx or .pdf

Step 2:

Select Document Type

Medical Assessment

Step 3:

Enter Comments (Optional)

Step 4:

Attach File

Attach

No Documents Found

Save & Exit Cancel

Back Next

Summary

This step summarises all the details and answers you have provided in the license renewal application so far. Please review thoroughly to make sure the renewal application has been filled out correctly. If you see any incorrect information, you may click 'Back' button to go the relevant step and correct your answer.

Acknowledgements and Declaration

This step is to acknowledge your terms and conditions. Once you read through, tick on the 'I have read and understood acknowledgements and declarations.' to continue.

Payment

This step is to view relevant renewal fees for your license and process the payment online using a credit card.

License Renewal

Type: Jockey

Category: Jockey A

Application Reference Number: 28825

General License Information > Personal Details > Emergency Medical Details > Additional Requirements Declaration > Questionnaire > Attach Documents > Summary >
Acknowledgements and Declaration > Payment

Payment

- If you do not want to subscribe for the Calendar and SMS, you must opt-out the Calendar and SMS Service fee by removing the tick against it.

Fee Description	Fee Amount
License Fee	\$134.00
Calendar and SMS Service	<input checked="" type="checkbox"/> \$50.00
Total Payable	\$184.00

Save & Exit Cancel

Back Pay and Submit

There may be optional fees listed in the fees schedule, which you can opt out by removing the tick in the 'Fee Amount' column. Ticking/unticking recalculates the 'Total Payable' amount and displays, which is the total amount you should pay.

Defer Payment to Employer (Forepersons and Stablehands Only)

If you are a Stablehand or a Foreperson, you have the option of either paying the license renewal fees yourself or deferring the payment to your employing Trainer in this step.

To defer the payment to your employer, tick the box in 'Pay by Employer' column, which automatically removes the tick in 'Pay Yourself' column.

License Renewal

Type: Stable Hand

Category: Stable Foreman/Trackwork Rider

Application Reference Number: 28714

General License Information > Personal Details > Update Primary Employer > Additional Requirements Declaration > Questionnaire > Attach Documents > Summary > Acknowledgements and Declaration > Payment

Payment

Fee Description	Pay Yourself	Pay By Employer
License Fee	<input checked="" type="checkbox"/> \$76.00	<input type="checkbox"/> \$76.00
Total Payable	\$76.00	\$0.00

Save & Exit Cancel

Back Pay and Submit

Note: Please ensure that you have the permission of your Trainer before deferring any payment.

Click on 'Pay and Submit' button and this will redirect you to an online payment gateway, as shown below. You are required to enter your credit card details to make the payment.

Select one of the credit card options, as per below, then click 'Next'.

SNS

Card Payment

Payment Application Details

Payer Name	City Services
Payment Reference ID	License Renewal 28825
Description	License Renewal
Payment Amount	\$184.00 (GST Included)

Select Card Type

Accepted Types



Cancel Next

The below payment gateway will appear. Enter your name, credit card number, expiry, CVN and then click the 'Pay' button to process the payment.

Clicking 'Change Type' redirects you to the previous screen where you can change your choice of card type and clicking 'Clear' removed details you have entered on the current screen. 'Cancel' terminates the payment and redirects you to the User Registration Homepage.

Payment Application Details

Payer Name	Gregory J. J. J. J.
Application Reference ID	License Renewal 28825
Description	License Renewal
Payment Amount	\$184.00 (GST Included)
Selected Card Type	

Card Details

Payment Charged Immediately

Name on Card	<input type="text"/>
Card Number	<input type="text"/>
Expiration	[Select Month] v [Select Year] v
CVN	<input type="text"/>

Once the payment is successfully processed, you will see the below message.

SNS
Card Payment

Application ID: 28825

A payment of \$184 for License Renewal has been successfully completed at 16/05/2018 09:38:34.

Upon successful payment, your application will automatically be submitted, and the Application Status will be set to 'To Be Reviewed'. When you click 'Continue', you will see the below message stating that your licence renewal application has been successfully submitted and awaiting review by the Tasracing Integrity Unit Operations Department.



License Renewal Application

Application ID: 28825

Jockey license renewal application with reference number 28825 is successfully submitted and awaiting review by Office of Racing Integrity (Tasmania) Licensing Regulation Unit.

You may track your application by clicking on the [Renew Licence](#) menu link under Applications, referencing the application ID noted above.

Click 'Renew License' as instructed in the message and you will be redirected to the Renew License page.

SNS Online | Home | Log Out

RACING AUSTRALIA Single National System

License Renewal Application

Application ID: 28825

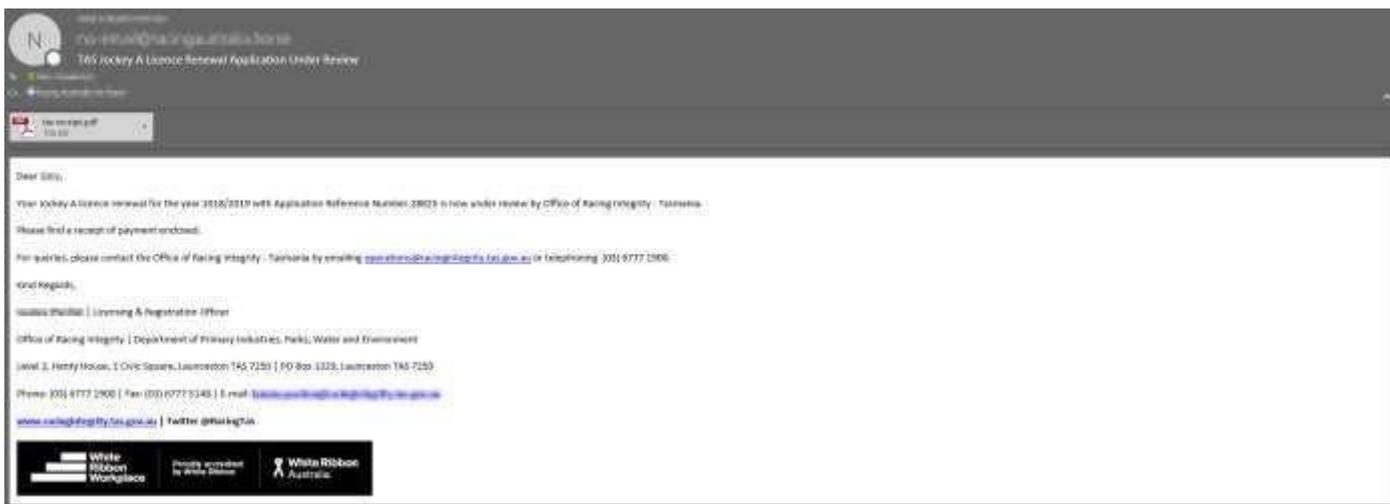
Jockey license renewal application with reference number 28825 is successfully submitted and awaiting review by Office of Racing Integrity (Tasmania) Licensing Regulation Unit.

You may track your application by clicking on the [Renew Licence](#) menu link under Applications, referencing the application ID noted above.

License Renewal Application

State	Type	Category	Start Date	Expiry Date	Renewal Fee	App. Ref. No.	Application Status	Action
TAS	Jockey	Jockey A	21/05/2018	21/07/2019	\$2.00	28825	To Be Reviewed	No action required

An email will be sent to you with the tax receipt for your payment, as well as the related licence information.

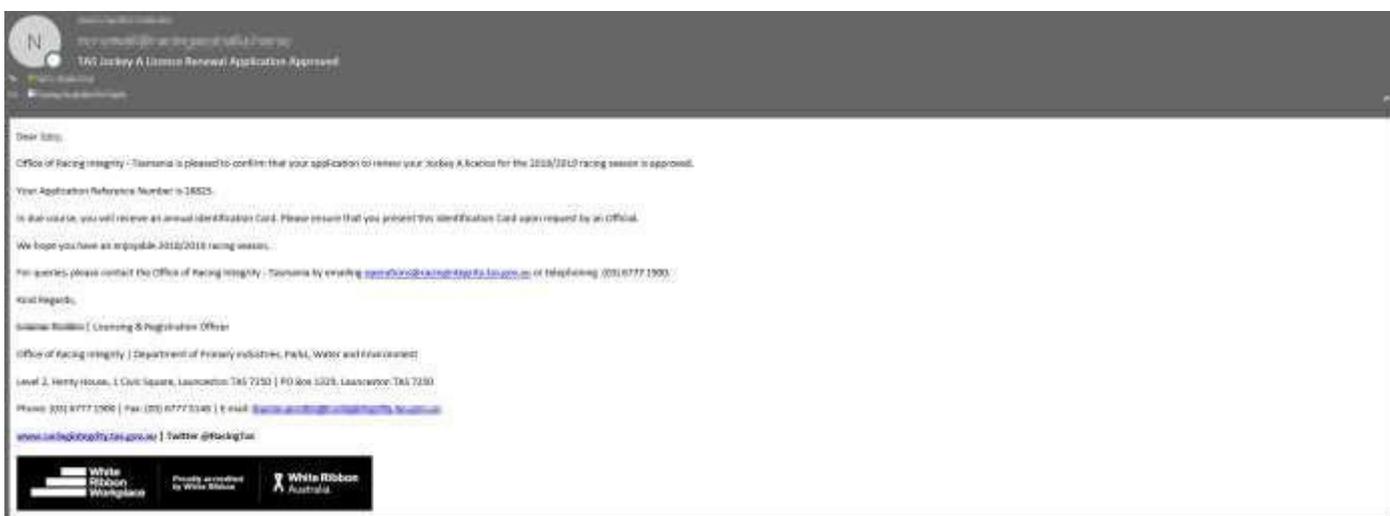


You may always click on 'Renew Licence' menu item to check your application status at any time.

Upon a successful approval from the Tasracing Integrity Unit Operations Department, your application status will be changed to 'Approved'.



Once your application is approved by the Tasracing Integrity Unit Operations Department, you will receive an email confirming this.



If you have not received any emails, please check your junk or spam emails.

If you have any question regarding this process, please contact the Tasracing Integrity Unit Operations Department by emailing operations@tasracingintegrity.com.au or telephoning (03) 6777 1900.