

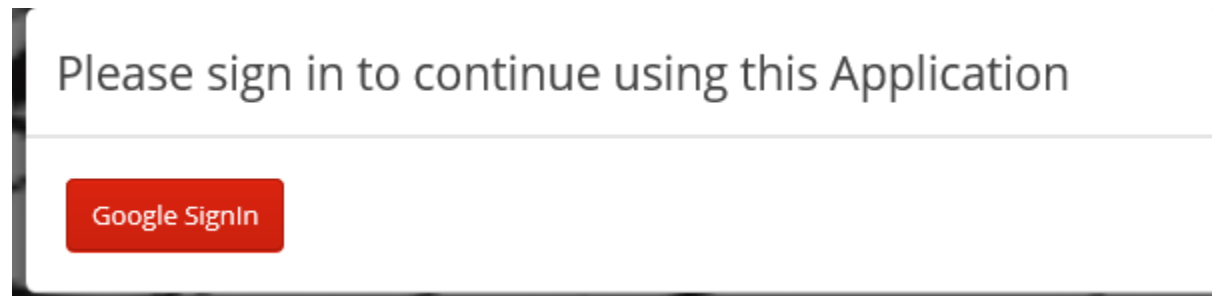


SELF-SERVE ENTRY – USER’S GUIDE

Signing Up for Self-Serve

[Click Here](#) to sign up for your Self Serve account and when you are authorized to use the Self Serve application

You will be redirected to the Self-Serve application.



Please sign in with your Gmail. (If you don't have one you will need to create one)

If you are not yet authorized or the system is under maintenance

A pop-up window (Send Access Request to Admin) will come up that looks like this:

A screenshot of a pop-up window titled "Send Access Request to Admin." The window has a red header with a globe icon and the text "EN". Below the header, there is a text input field with the placeholder "Write a note about the access required (optional)". Underneath that is a larger text area for writing a note. Below the text area is a smaller text input field with the placeholder "Member number (optional)". At the bottom of the window, there are two red buttons: "Send Request" and "Close".

Your authorization to use Self-Serve may take up to 2 business days.

You will receive an email with your account verification code. (if you don't receive it after 2 business days, check your spam) The Heading will be Gaitway – Pin Code

Once you receive your authorization code:

Login with your Gmail [Click Here](#)

Enter your account verification code (enter Pin-Code) and **click continue.**

NOTE: The Pin Code is NOT Temporary – you do not need to change the code.

Account Verification

Enter Pin-Code

Continue

Cancel

Click on the **Self-Serve** button (top left)

Click on **Race Cards**. A list of tracks with Race Dates, Post Times, Performance and Box Close Date and time will appear.

Under Race Date, click on the date beside the racetrack you wish to review condition sheets for. (anything in red and underlined is clickable when you mouse over it)

A list of conditions will come up.

Once you select the condition, go to the Actions column and click **Add Horse**


Now you are on the **Race Entry Page**

Complete the information and click **save.**

Horse – start typing the name of the horse you wish to enter. A dropdown list of horses with those first few letters will appear. Choose your horse. **(Click on the name)**

Driver / Trainer

The most recent driver and trainer listed in our database for a past performance will appear.

If you need to change either, click on the magnifying glass  for those items.

You can also use the magnifying glass to search for drivers.

Type in the correct information with last name first, then first name.

E.g. Jamieson, Jody

A list of drivers, trainers will come up for their respective categories. You can choose a driver / trainer from the respective lists.

Listing a second and third driver is optional.

To enter a 2nd or 3rd driver choice just put your mouse on the box and enter the driver name. Always fill the 2nd choice in BEFORE the 3rd choice

Last Coggins Date – will be listed

Base Claim Amount – if this is required for your entry, please complete. (Actual Claim Amount will be automatically calculated)

On Lasix – if the horse last raced on Lasix, this will be checked. If the horse is no longer on Lasix, **uncheck the box**.

If the horse was not on Lasix and you are putting it on Lasix for the race you are entering, please ensure you have the proper documentation, and **check the box.**

Free-Legged (P) or Hopped (T)- If you are entering a pacer and it raced free-legged in its last race, or if you are entering a trotter and it last raced wearing hobbles, this box will be checked. If you are changing this, **uncheck the box.**

2nd Condition Preference. – If you think that you may want a 2nd choice of condition then click this box and the list of conditions will be shown – just click the condition that you think is your 2nd choice. Always fill in the 2nd choice condition before the 3rd

3rd Condition preference – If you think that you may want a 3rd choice of condition then click this box and the list of conditions will be shown – just click the condition that you think is your 3rd choice.

Comments – any extra comments (100 characters) that you think would be useful to the race secretary can be added in this field. For example – “call me on my cell at 999-999-9999 for any problems”

Once you have this completed the entry, **click save.**

You will get a screen with a blue box that says Horse Entry has been saved and you will see your entry.

You will also see any other horses you have entered.



The screenshot shows a 'Self-Serve' interface with a 'Race Cards' tab selected. Below the tab is a table with the following columns: Horse Name, Track Name, Race Date, Performance, Cond, Cond 2, Cond 3, Driver, 2nd Driver, 3rd Driver, Trainer, Gait, Base Claim, Free Legged, Lastix, and Actions. The table contains three rows of data:

Horse Name	Track Name	Race Date	Performance	Cond	Cond 2	Cond 3	Driver	2nd Driver	3rd Driver	Trainer	Gait	Base Claim	Free Legged	Lastix	Actions
LOYEDBTHEMASSES	WOODBINE MOHAWK PARK	Tuesday, September 10, 2019	N - Pan-Mutuel Race	2			SAFTIC,MICHAEL J			PECCOLE,EDWARD P	T	0	Y	N	Edit Horse
MREARCH	WOODBINE MOHAWK PARK	Tuesday, September 10, 2019	N - Pan-Mutuel Race	2			MCCOLLURE,BOB				T	0	Y	N	Edit Horse
LAVAL TITAN	WOODBINE MOHAWK PARK	Tuesday, September 10, 2019	N - Pan-Mutuel Race	2	3		CHRISTOPOROU,CHRIS				T	0	Y	N	Edit Horse

To enter your next horse, click on **Race Cards** at the top left.

If you need to change the driver or trainer or conditions on the horses, click **Edit Horse.**

Continue as above.

IMPORTANT

- You will receive a confirmation email for each entry. (if you don't see it in your inbox within an hour, check your spam.)
- You may not remove your horse once entered via the Self Serve program. You must contact the race secretary at the specific racetrack where you have entered your horse.
- Your race entries will be removed the morning following the draw date.

Once you have completed your entries, you can **log out of the account** at the top right of the screen.