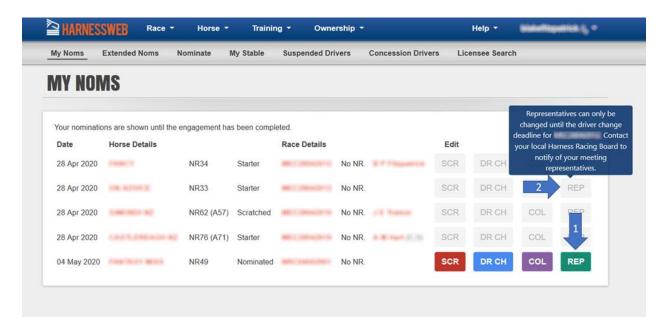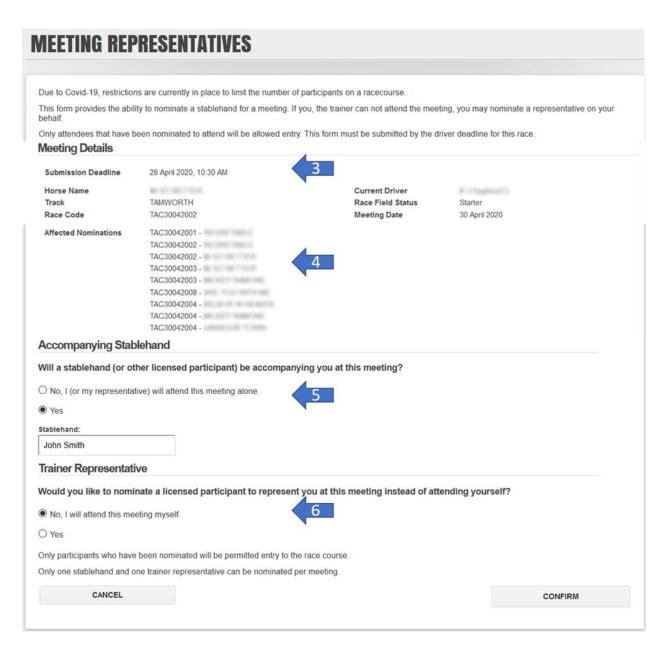# 1. Accessing the feature:

For states with the feature active, trainer's will see the new 'REP' button on the *My Noms* screen **[1]**. If a nomination is outside the allowable change window, the user will see a message when tapping or mousing over the disabled button **[2]**.

2. Setting a representative:

MEETING REPRESENTATIVES

Due to Covid-19, restrictions are currently in place to limit the number of participants on a racecourse.

This form provides the ability to nominate a stablehand for a meeting. If you, the trainer can not attend the meeting, you may nominate a representative on your behalf.

Only attendees that have been nominated to attend will be allowed entry. This form must be submitted by the driver deadline for this race.

Meeting Details

Submission Deadline	28 April 2020, 10:30 AM		
Horse Name		Current Driver	
Track	TAMWORTH	Race Field Status	Starter
Race Code	TAC30042002	Meeting Date	30 April 2020

Affected Nominations
TAC30042001 -
TAC30042002 -
TAC30042002 -
TAC30042003 -
TAC30042003 -
TAC30042008 -
TAC30042004 -
TAC30042004 -
TAC30042004 -

Accompanying Stablehand

Will a stablehand (or other licensed participant) be accompanying you at this meeting?

○ No, I (or my representative) will attend this meeting alone.

◉ Yes

Stablehand:

John Smith

Trainer Representative

Would you like to nominate a licensed participant to represent you at this meeting instead of attending yourself?

◉ No, I will attend this meeting myself.

○ Yes

Only participants who have been nominated will be permitted entry to the race course.

Only one stablehand and one trainer representative can be nominated per meeting.

CANCEL   CONFIRM

The meeting representative screen shows:
- information about the deadline for meeting representative submissions**[3]**,
- nomination information,
- a list of other nominations that are in the same meeting **[4]**,
- the stablehand selection **[5]** and the trainer representative selection **[6]** - the text fields to enter a stablehand or trainer representative are only displayed if a user selects 'yes' to the respective question.

To make the process easier, trainers will see a drop down list of available licensees when they begin typing a name (i.e. autocomplete). Also, after selecting a stablehand/trainer rep in one nom and then clicking the 'REP' button on a different nom within the same meeting, the trainer will clearly see that they've already selected a stablehand/trainer rep and that changes affect the whole meeting.