FASTTRACK

CLIENT PORTAL USER **GUIDE**

grv.org.au

GREYHOUND RACING VICTORIA

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FASTTRACK

1

Introduction - *FastTrack Full Release*

Introduction & How to use this guide

1 Introduction

Greyhound Racing Victoria's new information management system, FastTrack, has been developed to replace an ageing legacy system that has been in place for over 25 years.

FastTrack delivers all greyhound racing needs by providing online access to all the existing services for you as an industry participant.

FastTrack allows you to access your account 24 hours a day, 7 days a week online or during operating hours at your local club's internet Kiosk.

About this guide

This guide provides instructions for using the FastTrack 'Client Portal'.

The Client Portal is the term we use for the FastTrack functions available to a logged in member.

Using this guide

Each section of this guide provides a description, screen shots, and step-by-step instructions to viewing or working with functions in the FastTrack Client Portal.

The Access Path

The Access Path gives you the direct route from the GRV home page to the section of the website. For example, where you see Access Path: *FastTrack>Log in>My Account>My Finances* you need to log in to your FastTrack account, click **My Account**, and then click **My Finances**.

Getting help

If you require further assistance with FastTrack or with using this guide please contact GRV Member Services on **(03) 8329 1100**.

All of our help and feedback contacts are listed at the end of this guide.

FASTTRACK

Getting started

Accessing FastTrack & Activating your account

2 Getting started

2.1 Accessing FastTrack

2.1.1 Accessing FastTrack on your PC

Log in to your FastTrack account from any page of the public GRV website – **http://www.grv.org.au**

The GRV website works best on internet browsers no more than two years old. We recommend the following browser applications, to ensure that you get the full use of the website functions:

- Internet Explorer (http://www.microsoft.com.au)
- Firefox (http://www.mozilla.org)
- Safari (http://www.apple.com/safari)
- Chrome (http://www.google.com/chrome)

2.1.2 Accessing FastTrack at an Internet Kiosk (on-course)

GRV has installed Internet Kiosks at all Victorian greyhound racing clubs, and at the GRV headquarters in West Melbourne. The purpose of these Kiosks is to provide access to the FastTrack system for participants who have limited internet access.

The Kiosk gives you full access to FastTrack, public GRV websites and participating club websites.

2.2 Tips for using the Kiosks

The Kiosks have an interactive touch screen, two keyboard options and also a touchpad mouse. You can use any combination of these tools on the Kiosk.

> You can *only* use the on-course internet Kiosks to access FastTrack and the GRV website. Kiosks do *not* provide general access to the internet.

2.2.1 The touch screen

The screen on the Kiosk is a 'touch screen.' You can use your finger to act as a mouse pointer on any part of the screen. Anything on the screen that is a link or a button can be activated by tapping.

2.2.2 Keyboard options

FastTrack Kiosks have two keyboard options: the on-screen keyboard and the vandal-proof keyboard.

On-screen keyboard

The on-screen keyboard is located on the touch screen and is accessed by pressing the symbol at the bottom left side of the screen.

Tap the keys just as you would a physical keyboard.
To remove the keyboard screen, tap the button again.

Vandal-proof keyboard

The Kiosks also have a physical keyboard. The keyboard has a slightly different layout, compared to a normal keyboard:

- The 'shift' key appears as a ⇧ and is located below the 'caps lock' button.
- The 'enter' key appears as ↵.
- Other useful items on this keyboard are the @ and the .com buttons, to help speed up the entering of email addresses. These buttons are located on the bottom row of the keyboard.

2.2.3 The touchpad and mouse buttons

The Kiosks have a touchpad on the right hand side of the keyboard. A touchpad acts like a mouse, moving the pointer around the screen.

Move your finger across the pad to move the mouse pointer across the screen.

The left and right mouse buttons are located above the touchpad. Click the left mouse button to select an item or link on the screen.

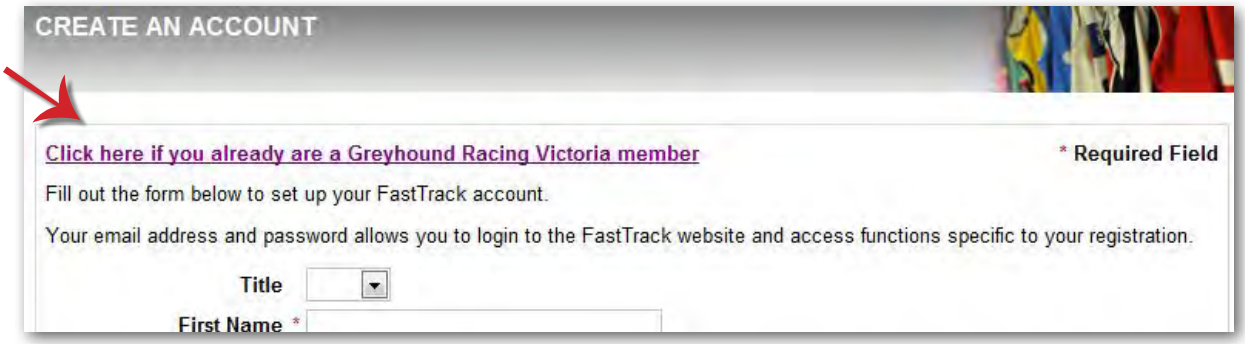
2.3 Activating your account

2.3.1 For Victorian participants

Victorian GRV members do not need to create a new account in FastTrack, but activate your account by setting a new password. To do this:

1. On the right hand side of any GRV website page, click on the **Create an account** link.

2. On the next screen, click on the link **"Click here if you already are a Greyhound Racing Victoria member".**



3. You will be taken to the **Forgotten password** page.

4. Enter your GRV member number or email address in the field, then enter the two words in the "Captcha" window, and click **Submit.**

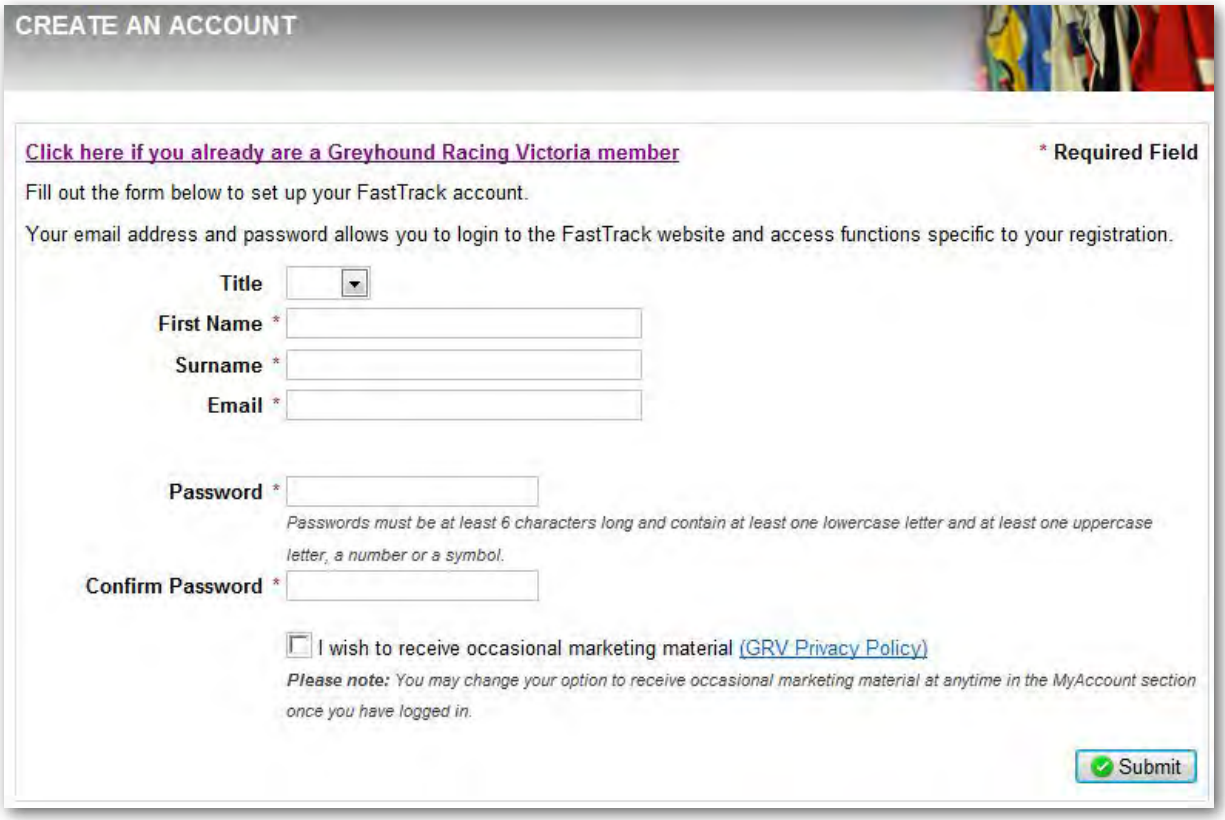
5. FastTrack will send an email to your GRV-registered email address, containing a link. Click on the link in this email, which will open a window in FastTrack where you need to choose and confirm a password.
6. Once you have done that, you will be able to log in to FastTrack using your member number or email address, and your new password.

> You must have an email address registered with GRV to activate and use your FastTrack account. If you do not have an email, see section 2.3.3 Don't have an email account? on page 18 for help with setting one up, or call GRV Member Services on (03) 8329 1100 for assistance.

2.3.2 For Interstate participants

If you are not registered with Greyhound Racing Victoria, you will need to create an account.

1. Click the **Create an account** link in the right hand pane of any GRV web page.



2. Enter your name and email address in the fields provided.
3. Enter a **Password** in the **Password** field and in n the **Confirm password** field, enter the same password again.
4. Tick the checkbox if you want to receive GRV marketing materials.
5. Click **Submit** to create the account.
6. FastTrack will display a message with your new member number. FastTrack will also send an email to your nominated email address.

> Tip: Passwords must contain at least 6 characters, including:
> - At least one upper case character .
> - At least one lowercase character.
> - At least one number.

2.3.3 Don’t have an email account?

You will need an email address in order to interact with the FastTrack system. If you don’t have email, setting up a free email address is quick and easy.

Follow these steps to set up a new free email address:

1. Go to **http://www.google.com.au** to open a new Gmail account.
2. Select **Gmail**.
3. Select **Create an account**.
4. On the Create an Account page, start by filling in the following information:
    - Your first name.
    - Your last name.
    - Your desired login name (be sure to click on the **check availability** box to ensure you get the login name you want).
5. Select an 8 character minimum password. There is a password strength indicator that can let you know how strong your password is. This is an optional step that you can take, but it will ensure that your password would not be easy to “crack”.
6. Complete the verification step by typing the two pieces of text.
7. Tick **Agree to the Google Terms of Service and Privacy Policy.**
8. Select **Next Step**.

If you know of someone who does not have an email address and you can help them set one up, please take the time to help them out.

If you require assistance in setting up an email account, please contact Member Services on **(03) 8329 1100**.

> Please note: Gmail is just one of many free email account options. There are other options such as Yahoo.

FASTTRACK

Using *your Client Portal*

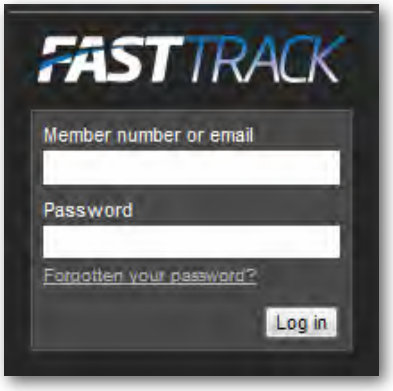
Your FastTrack Log in, Home Page, Dogs & Accounts

3 Using your Client Portal

3.1 Logging in and out of your account

3.1.1 Logging in to FastTrack

You can always see the FastTrack log in form in the right hand pane on all GRV web pages.



To log in:

1. Enter your member number or email address.
2. Enter your FastTrack password.
3. Click **Log in**.

3.1.2 Forgotten your password?

If you forget your password, don't worry. In just a few minutes, you can set a new password and log in with your new password. Just follow these steps:

1. Click the **Forgotten your password?** link underneath the password field.
2. FastTrack asks you to enter your member number or the email address that you have registered with GRV.
3. Click **Submit**.
4. FastTrack sends you an email with a link to reset your password. Check your email account for this email, and click the link in the message.
5. The link takes you to a web page where you need to choose and confirm your new password.

> Tip: The email should only take a few moments to arrive. If you don't see the email check your email's "Junk" or "Spam" folders. Sometimes, email filters accidentally assign automated messages as spam. If you do not receive the Reset Password email, please call GRV member services for assistance.

6. After you have done that, you can log in to FastTrack immediately by using your member number or email and your new password.

3.1.3 Forgotten your member number?

You may also log in to FastTrack using the email address you have registered with GRV.

To find your member number, log in using your email address and password, and then click the **My Account** tab.

Your member number is displayed at the top of your **Details** page.

3.1.4 Logging out of FastTrack

When you are logged into FastTrack, you will see a **Welcome** message in the right hand pane.

To log out at any time:

1. Roll your mouse over the arrow beside your name. Now you will see the **Log out** option appear.

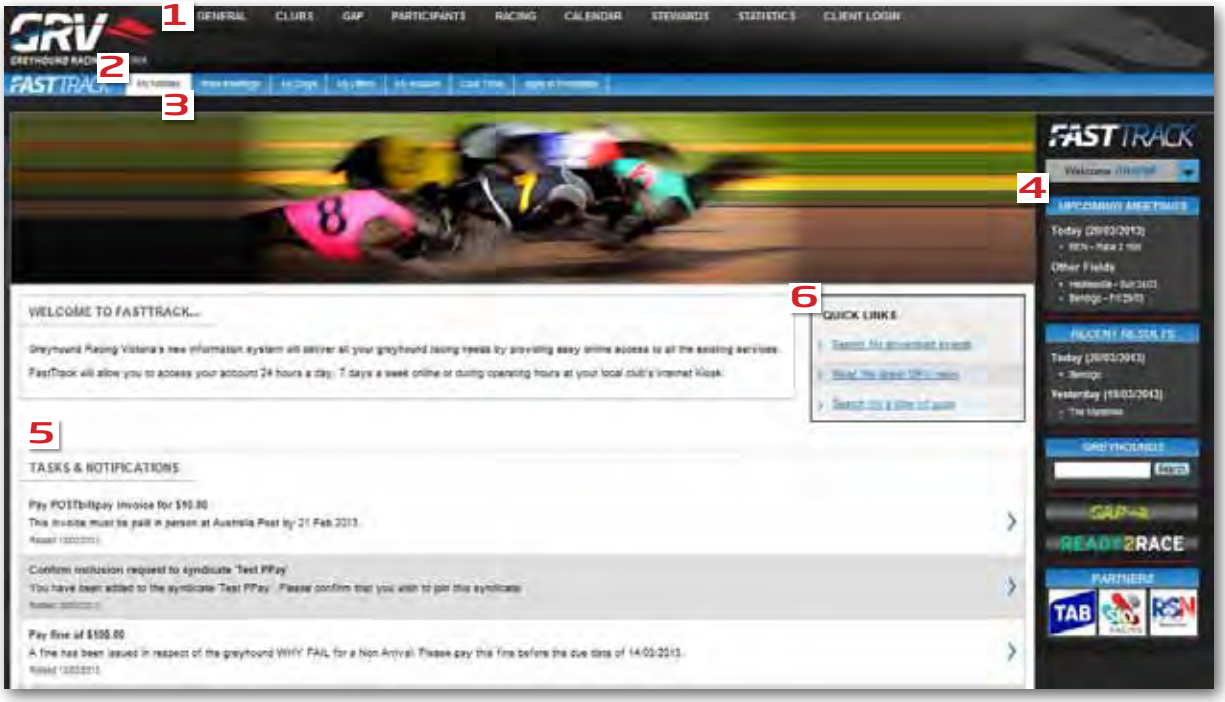
2. Click **Log out.**

You are now logged out of all secure FastTrack functions and returned to the public GRV website.

> Tip: For your security, you will be automatically logged out of your FastTrack account if there has been no activity for 60 minutes.

3.2 Your FastTrack home page

When you log in to FastTrack, you will see your personalised home page.



1 Use the grey menu at the top of the page to navigate around the public GRV website. Hover your mouse pointer over the menu for drop-down links. Click the GRV logo to go to the public GRV Home Page. (If you go to these pages, you are not logged out of FastTrack.)

2 To navigate to the different sections of your FastTrack account, use the blue menu across the top of the page. In this user guide, we will refer to this menu as “tabs.”

3 To return to your Home Page at any time, click the **My Notices** tab.

4 In the right hand pane of all GRV and FastTrack pages you can see your log in **Welcome** message and the Greyhound **Search** field, as well as **Upcoming Meetings**, **Recent Results**, and links to **GAP**, **eGrey** and other partner websites.

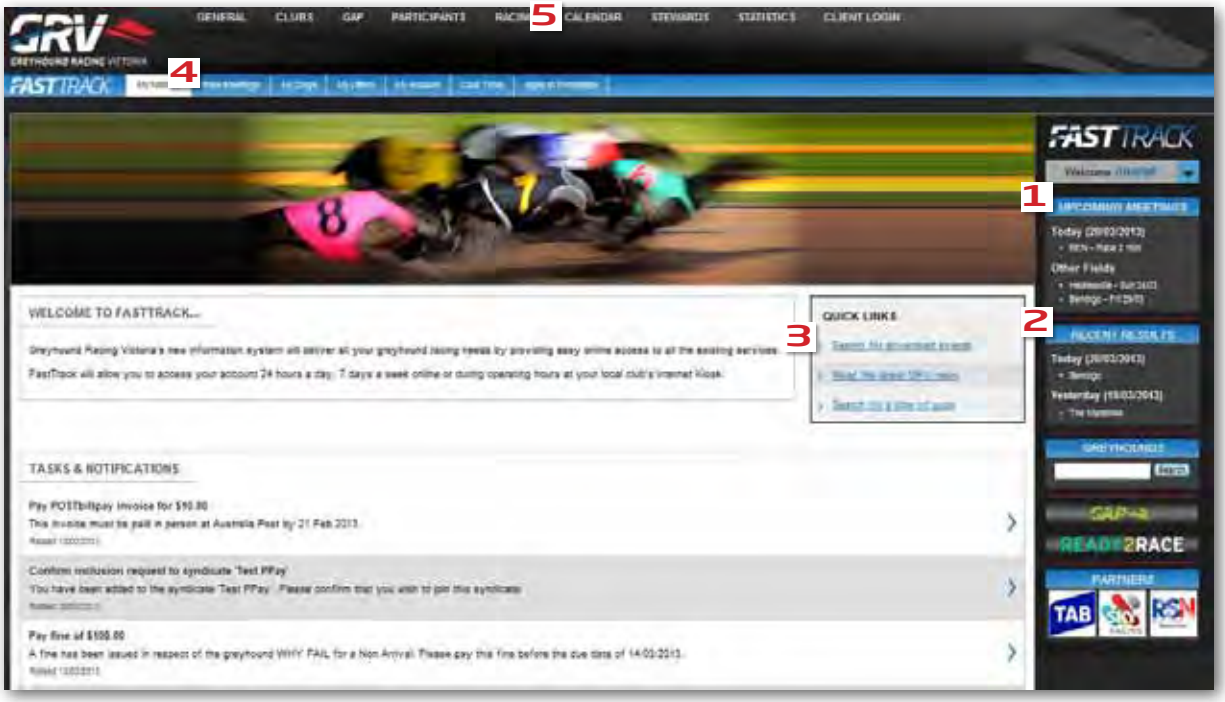
5 In the **Tasks & Notifications** section, you will see messages from GRV about events that affect you and reminders of tasks you must complete.

6 In the **Quick Links** section, you can see links to common GRV website pages and FastTrack functions.

3.3 Race meetings and advertised events

3.3.1 Finding upcoming race meetings from your home page

FastTrack provides a number of ways of accessing race meetings and advertised events straight from your home page.



1 The FastTrack links in the right hand pane include an **Upcoming Meetings** section. Here, confirmed upcoming meetings will be listed. You can click on a meeting name in this list to go straight to that meeting's pages.

2 **Recent Results** are also shown in the right hand side menu. Clicking on a meeting name will take you directly to the **Races** page for that meeting.

3 In the **Quick Links** you will see a link to **Search for advertised events**. Clicking here will take you straight to the search function (see section **3.3.10** of this user guide, **Searching for races and events**, for help with searching).

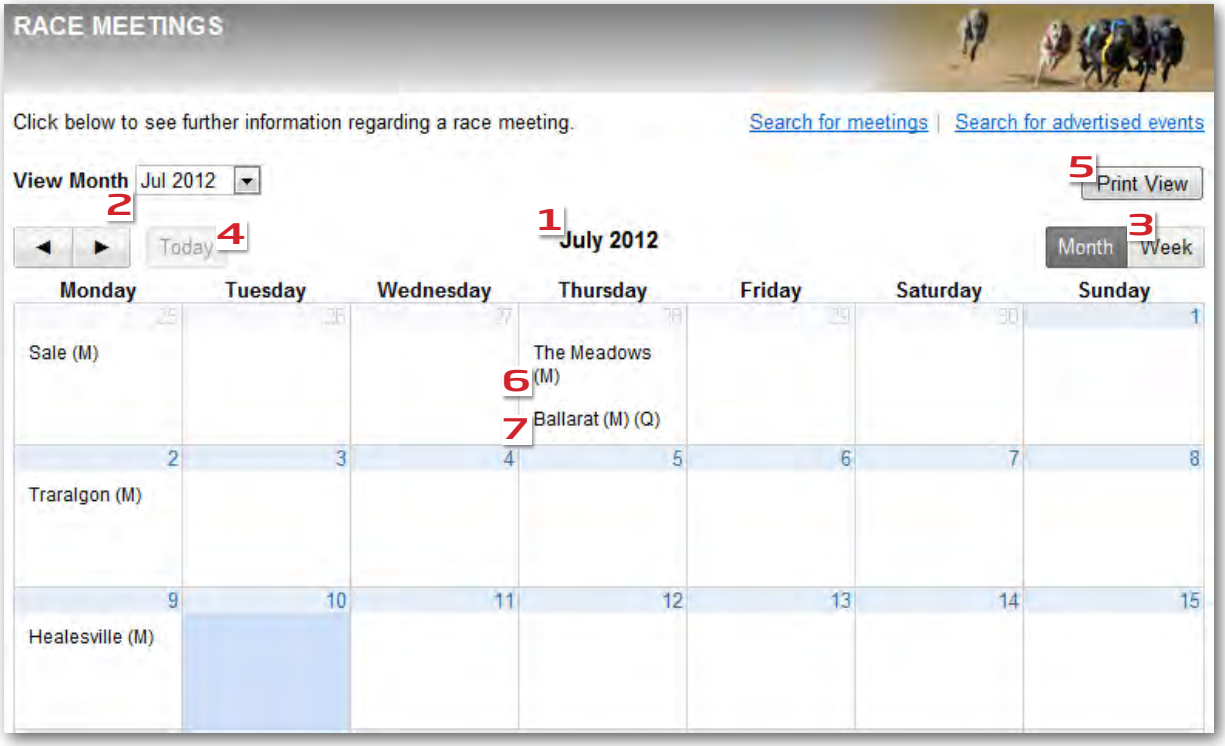
4 Click on the **Race Meetings** tab to call up the full racing calendar.

5 You can also access the full racing calendar by clicking on the **Calendar** item in the GRV main menu at the top of the page.

3.3.2 Using the race meetings and events calendar

Access Path: FastTrack > Calendar or Race Meetings tab

To bring up the **Race Meetings** calendar page, click the **Race Meetings** tab, or the **Calendar** link in the grey top menu.



1 The **Race Meetings** calendar defaults to the current month.

2 To change the month you are viewing, select a month in the drop-down menu beside **View Month**. You can also move back and forth through months by clicking the ◄► arrows.

3 To view a weekly calendar, select **Week** on the right hand side above the calendar. In Week view, the ◄ ► arrows take you forward or back one week.

4 Clicking the **Today** button at any time returns you to the current month or week, with today's date highlighted.

5 Click the **Print View** link to open a printable calendar in a new window. The printable calendar shows your current calendar view.

6 In the calendar view, you can see the type of meeting in brackets after the track name. For example:

(Q) = Qualifying Meeting

(M) = Morning

(T) = Twilight

(N) = Night

(D) = Day

7 Clicking on a meeting in the calendar takes you to the **Meeting Details** page.

3.3.3 Viewing a meeting details page

Access Path: FastTrack > Calendar > Meeting Details

To display the **Meeting Details** page, click a race meeting in the calendar.

The **Meeting Details** page shows you:

1 The track and date.

2 The day of the week.

3 The time slot.

4 The meeting type.

5 The nominations and scratchings deadlines.

6 Whether this is a TAB event, and if trainer practical assessments are allowed.

7 At the bottom of the page any advertised events being held at the meeting are listed.

8 A link for downloading race results in CSV format.

9 A link for downloading the field in CSV format.

Downloading the field

From the **Meeting Details** view, you can download a document that shows the field for a meeting. This document is in CSV format, which can be opened in and printed from Microsoft Excel, Open Office, or any other spreadsheet program.

1. On the **Meeting Details** page, click the **Download basic fields CSV** link.
2. Enter the words shown in the “Captcha” security window and click **Submit**. If you cannot understand the words, click the symbol to see new words that may be easier to read.

3. You can now save the file, and open it from your desktop.
4. For each greyhound, the Basic Field file contains the following details:

1	2		3	4	5	6	7	8	9	10	11	12
REGAL RIDE	NBT		SUSAN EUSTACE	ATHLONE	NARELLE PITTARD	REGAL THYME	HOT RIDE	White and Blue	Dog	16-Mar-10	VIC	Maiden
SIMI	23.25		CHRIS JOHANNSEN	DEVON MEADOWS	CHRIS JOHANNSEN	COSMIC RUMBLE	KEEP IT SIMPLE	Black	Dog	16-Aug-10	VIC	5
VINTAGE ARCHER	NBT				SHANE DRUMMOND	ANDY PALMER	SCAMPER PARK	Fawn	Dog	14-Apr-10	VIC	Maiden

1 Dog Name.

2 Personal Best (for this track and distance.)

3 Trainer.

4 Suburb.

5 Owner.

6 Sire.

7 Dam.

8 Colour.

9 Sex.

10 Whelped.

11 Owning Authority.

12 Last grade.

> Tip: If you open the file in Microsoft Excel you will need to adjust the column widths so that you can see all of the text. You can also wrap the text so the columns are not too wide.

Downloading the race results

From the **Meeting Details** view, you can download a document showing the race results in CSV format. This document can be opened in and printed from Microsoft Excel, Open Office, or any other spreadsheet program.

1. On the **Meeting Details** page, click the **Download race results CSV** link.
2. Enter the words shown in the “Captcha” security window and click **Submit**. If you cannot understand the words, click the symbol to see new words that may be easier to read.

3. You can now save the file, and open it from your desktop.
4. For each race, the Race Results file contains the following details:

Warragul 2-Aug-12 Official (GMT+10:00) Canberra, Melbourne, Sydney

1 LION QUALITY PRODUCTS 1:00 PM 400m Maiden

1	2	3	4	5	6	7	8	9	10	11	12
1st	SIMI	CHRIS JOHANNSEN	2	2	31.4	$2.60	5		M/21	8.58	23.25
2nd	SLATER LASS	MICHAEL CHILCOTT	8	8	29.7	$5.90	5	5.5	M/12	8.56	23.57
3rd	MILLIONAIRE	KEVIN CHIVELL	7	7	30.6	$5.90	7	1.75	M/55	8.74	23.68
4th	DOVETON	RICHARD BOEHM	4	4	30.6	$33.90	7.5	1	M/43	8.73	23.72
5th	IRREX O'MAC	MARGARET CAMPBELL	5	5	37.4	$15.50	9.5	2.25	M/88	9	23.85
6th	CHARMING KNOCKA	MARTIN TAYLOR	6	6	28.8	$3.60	10	0.03	S/66	8.86	23.85
7th	REGAL RIDE	SUSAN EUSTACE	1	1	30.3	$21.30	11	1	M/34	8.84	23.91

1 Place.

2 Dog name.

3 Trainer.

4 Rug.

5 Box.

6 Starting weight.

7 Starting price.

8 Cumulative margin.

9 Margin between each greyhound.

10 Starting speed (Medium, Slow or Quick) / position in running.

11 First split time.

12 Finish time.

3.3.4 Viewing the race field

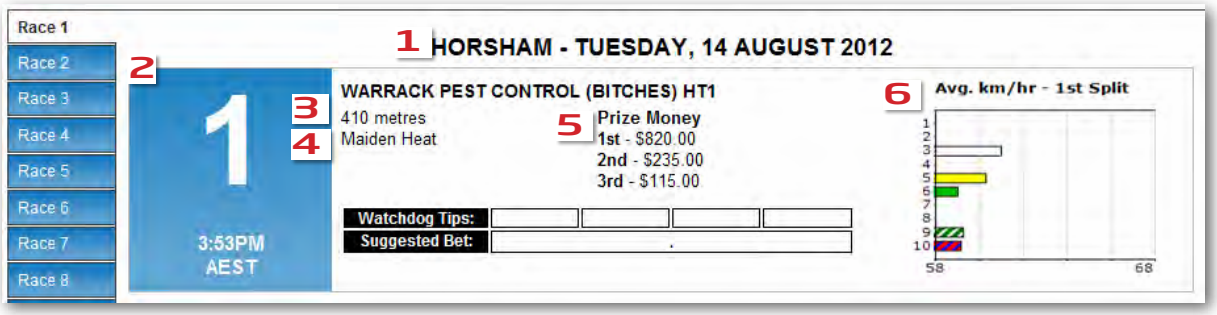
Access Path: FastTrack > Calendar > Meeting Details > Races

1. To view the race field, click the **Races** tab.

The **Races** page will show different information before and after a race has been run.

2. Click the tabs down the left hand side of the page to display the details for each race.

When a race box draw has been finalised, this page will show you the following:



1 The race track and date.

2 The race number and time.

3 The distance.

4 The grade.

5 The stakemoney for 1st, 2nd and 3rd.

6 A chart showing the average speed at the first split for each greyhound in the field.

The race field appears below the race details:

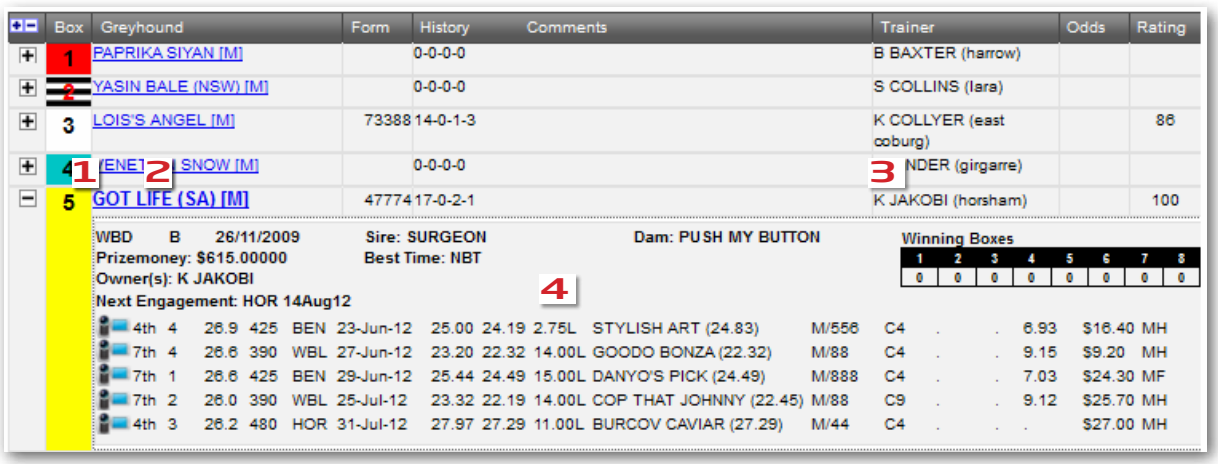
1 **Form** shows the greyhound's place in 5 previous races, with the most recent shown first.

2 **History** shows the greyhound's Starts - Wins - Seconds - Thirds.

3 Click ⊞ to show the form. After showing the form, you can click ⊟ to hide it again.

Showing a greyhound's form

You can see the form for any greyhound by clicking the ⊞ symbol before its name.



The form for each greyhound includes:

1 Colour

2 Gender

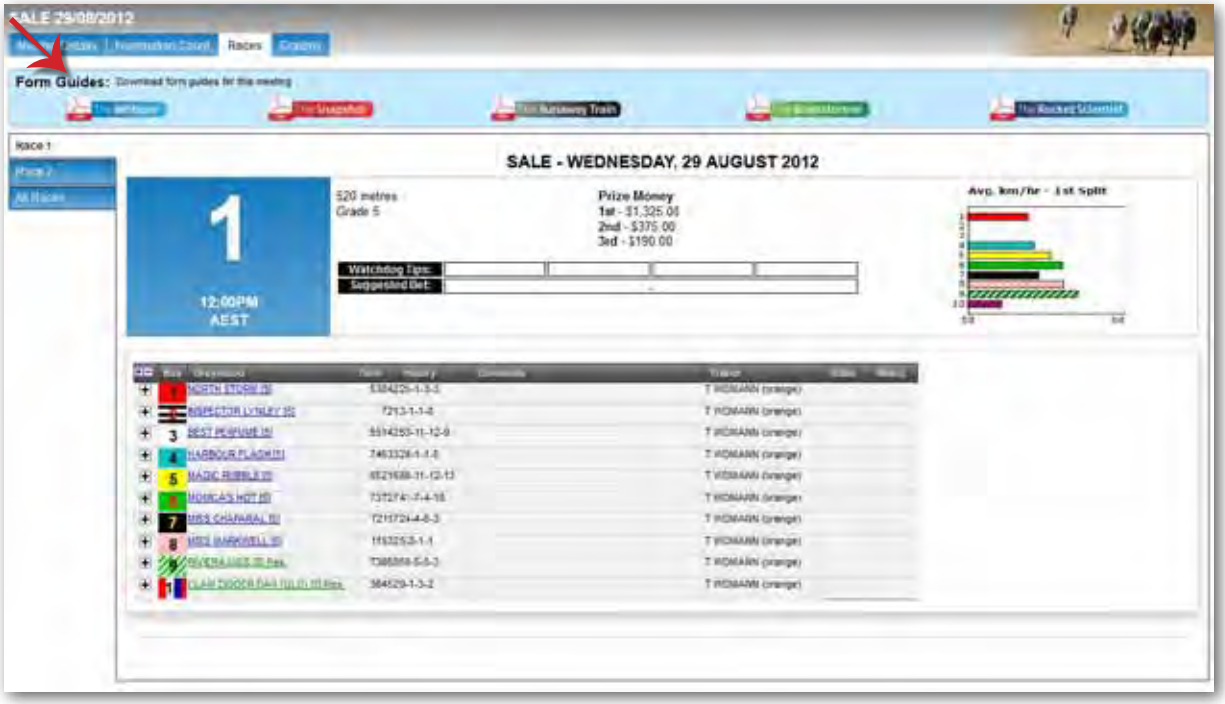
3 Winning boxes

4 The table for each greyhound shows its form in previous races. It includes the following information:

- Race video - click on this icon to watch.
- Place.
- Box number.
- Starting weight.
- Distance.
- Meeting (track and date).
- Time of greyhound.
- Best time on night (for any greyhound over that distance).
- Margin (lengths behind the winner).
- Winner and winner's time (or, if this greyhound won, the name and time of the greyhound that came second).
- Starting speed(**M**oderate, **S**low or **Q**uick) and position in running for each section.
- Checks.
- If applicable shows **V**etted, **R**ails or **W**ide.
- Last split time.
- Starting price.

Downloading Form Guides

Above the race field you will see icons for the **Form Guides** for the meeting. To view these form guides, in PDF format, you will need software such as Adobe Reader installed on your computer.



The following form guides can be downloaded:

Form Guide	Description
The Whisper	A single-page form-guide showing race fields with basic information.
The Snapshot	A single-page form guide with speed maps and suggested bets.
The Runaway Train	A 3-page form-guide with basic field information and individual greyhound commentary.
The Brainstormer	GRV's standard form-guide showing 1 race per page with the last 4 starts for each runner.
The Rocket Scientist	GRV's advanced form-guide showing the last 10 starts for each runner - 30 + pages.

To view or download a form guide, click its icon.

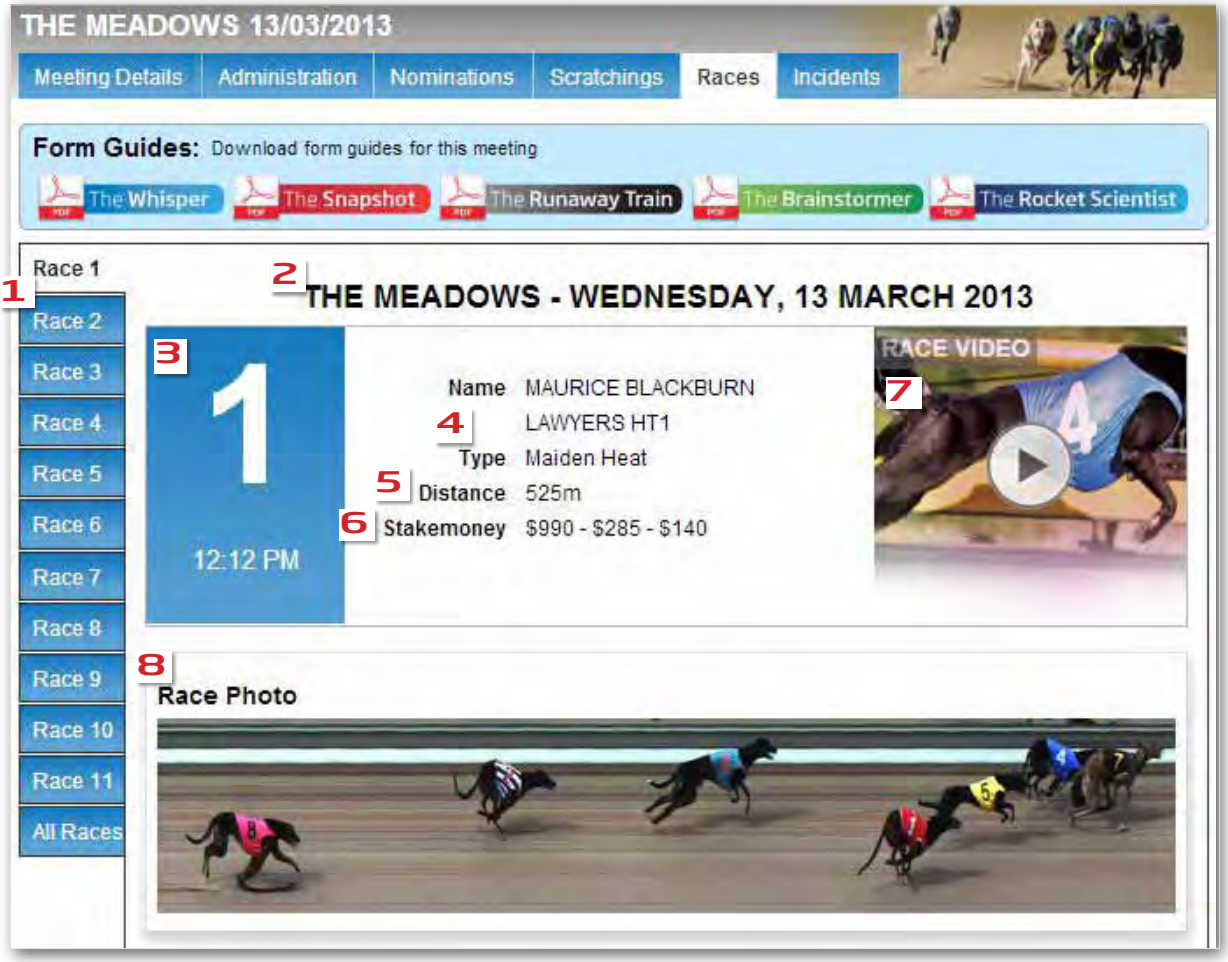
3.3.5 Viewing the race results

Access Path: FastTrack > Calendar > Meeting Details > Races

Once a race has run, the **Races** page will show the race details, links to the **Race Video** and **Race Photo**, **Race Results**, **Race Dividends**, **Split Times** and **Steward's Report**.

1. To view the race results click the **Races** tab, or click on the meeting name in the **Race Results** section in the right hand side links on any GRV/FastTrack webpage.

Race details



For each race, at the top of the page you can see:

1 Tabs down the left hand side of the page display the details for each race at a meeting.

2 The race track and date.

3 The race number and time.

4 The race name and type.

5 The distance.

6 The stakemoney for 1st, 2nd and 3rd.

7 The race video.

8 The race photo.

Watching the Race Video

To see the race video, click the **Race Video** button .

The video will begin downloading in a pop-up window. When the video has finished downloading it will play automatically.

You can control the video using:

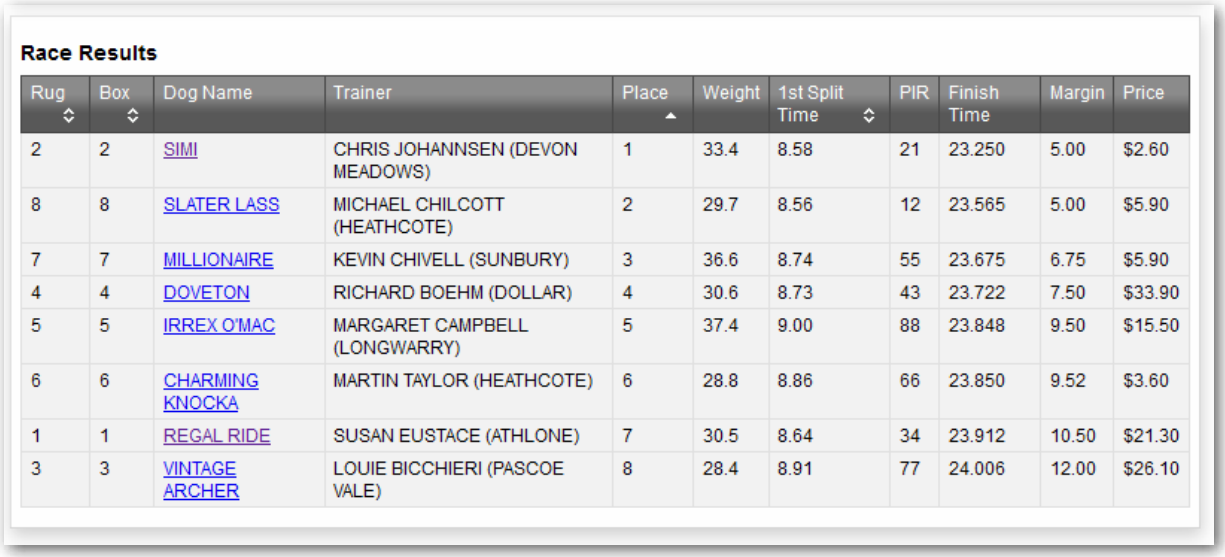
1. The **Pause** button.
2. The **Stop** button.
3. The **Full Screen** button.
4. The **Volume** button.
5. Use the slider control to skip backwards and forwards through the video.

Race Photo

If there is a photo finish, you can see the photo beneath the race details.

Race Results

Scrolling down the screen below the **Race Photo**, you will see the **Race Results** table.



Race Results

Rug	Box	Dog Name	Trainer	Place	Weight	1st Split Time	PIR	Finish Time	Margin	Price
2	2	SIMI	CHRIS JOHANNSEN (DEVON MEADOWS)	1	33.4	8.58	21	23.250	5.00	$2.60
8	8	SLATER LASS	MICHAEL CHILCOTT (HEATHCOTE)	2	29.7	8.56	12	23.565	5.00	$5.90
7	7	MILLIONAIRE	KEVIN CHIVELL (SUNBURY)	3	36.6	8.74	55	23.675	6.75	$5.90
4	4	DOVETON	RICHARD BOEHM (DOLLAR)	4	30.6	8.73	43	23.722	7.50	$33.90
5	5	IRREX O'MAC	MARGARET CAMPBELL (LONGWARRY)	5	37.4	9.00	88	23.848	9.50	$15.50
6	6	CHARMING KNOCKA	MARTIN TAYLOR (HEATHCOTE)	6	28.8	8.86	66	23.850	9.52	$3.60
1	1	REGAL RIDE	SUSAN EUSTACE (ATHLONE)	7	30.5	8.64	34	23.912	10.50	$21.30
3	3	VINTAGE ARCHER	LOUIE BICCHIERI (PASCOE VALE)	8	28.4	8.91	77	24.006	12.00	$26.10

The **Race Results** table lists each greyhound in the race, in order of place.

Columns detail each greyhound's **Name, Trainer, Box, Rug, Weight, 1st Split Time, Finish Time, Margin** and **Starting Price.**

Clicking on the dog's name will take you to that greyhound's details pages.

> Tip: To sort a column, click the ⇕ symbol in the column heading.
> To change the sort order, click the symbol again.

Race Dividends

Next down the page is the **Race Dividends** table.

Race Dividends

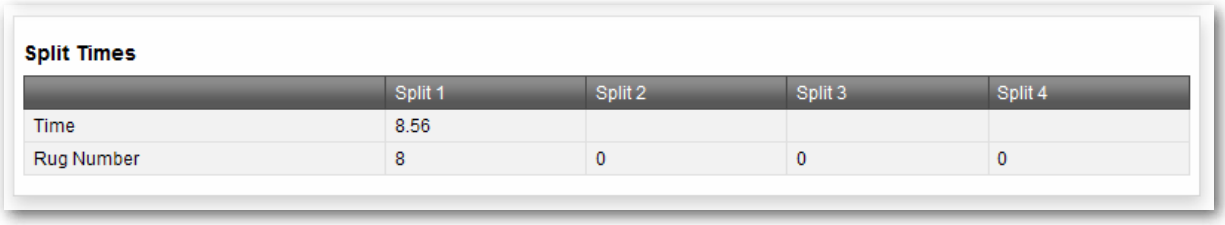
Result	Win	Place	Exotic Combs	Exotic Odds
2-SIMI	2.60	1.50	Quinella	12.60
8-SLATER LASS		1.20	Exacta	6.80
7-MILLIONAIRE		2.50	Trifecta	53.60
			First 4	984.70

The **Race Dividends** table shows the dividends for greyhounds that placed first, second and third.

It also shows the odds for exotic combinations.

Split Times

The **Split Times** are below the **Race Dividends.**



Split Times

	Split 1	Split 2	Split 3	Split 4
Time	8.56			
Rug Number	8	0	0	0

The **Split Times** table shows the rug number and the time of the fastest greyhound for each split.

Steward's Report

You can find the **Steward's Report** below the **Split Times**.

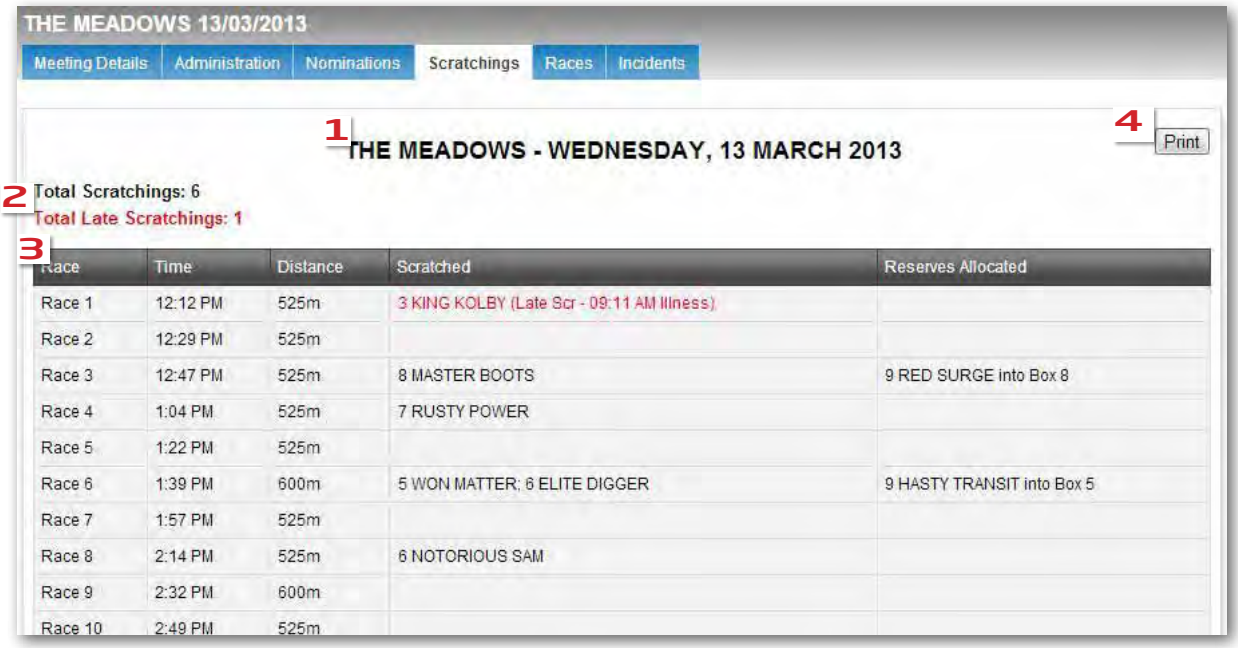
1 This is the Steward's Report for the selected race only.

2 Click this link to download the Full Report for all races at this meeting, in PDF format (you will need a program such as Adobe Acrobat to view this document).

3.3.6 Viewing the scratchings for a meeting

Access Path: FastTrack > Calendar > Meeting Details > Scratchings

1. From the **Meeting Details** page, click the **Scratchings** tab.



The **Scratchings** page shows:

1 The track and date.

2 A summary of the scratchings.

3 The scratchings table.

- The scratchings table lists each race, showing:
  - The rug number and names for any scratched greyhounds.
  - The allocated reserves' rug numbers, names and box numbers.

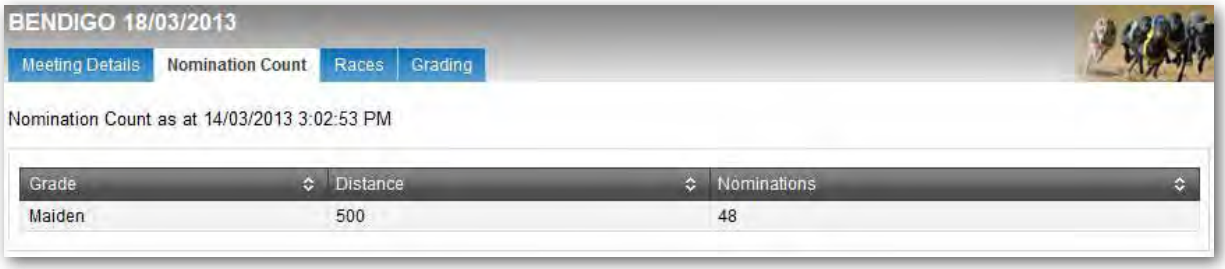
4 A button for printing the scratchings. This will generate a new page which you can either save as a PDF, or print to your desktop printer.

3.3.7 Viewing nomination count

Access Path: FastTrack > Calendar > Meeting > Nomination Count

1. Select the Meeting that you want to view the nominations for from the Race Calendar.
2. When a meeting is ready for grading you will see the **Nomination Count** tab.

3. Click on this to view the nomination count for this meeting.

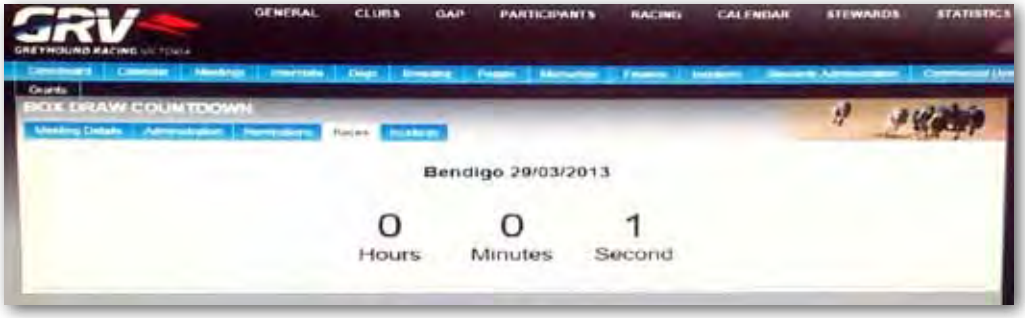


3.3.8 Viewing a box draw

Access Path: FastTrack > Calendar > Meeting > Races

Note: You do not need to be logged in to FastTrack to view a box draw.

1. Click on **Calendar**.
2. Select the Meeting to be box drawn.
3. On the blue menu, click on the **Races** tab. A countdown box will appear displaying when the meeting will be box drawn.



The box draw will commence at a scheduled time and will take place in real-time on the screen.

Once the meeting has been box drawn, the **Races** tab will display the dogs in each race. The trainer of each dog will also receive an SMS text message.

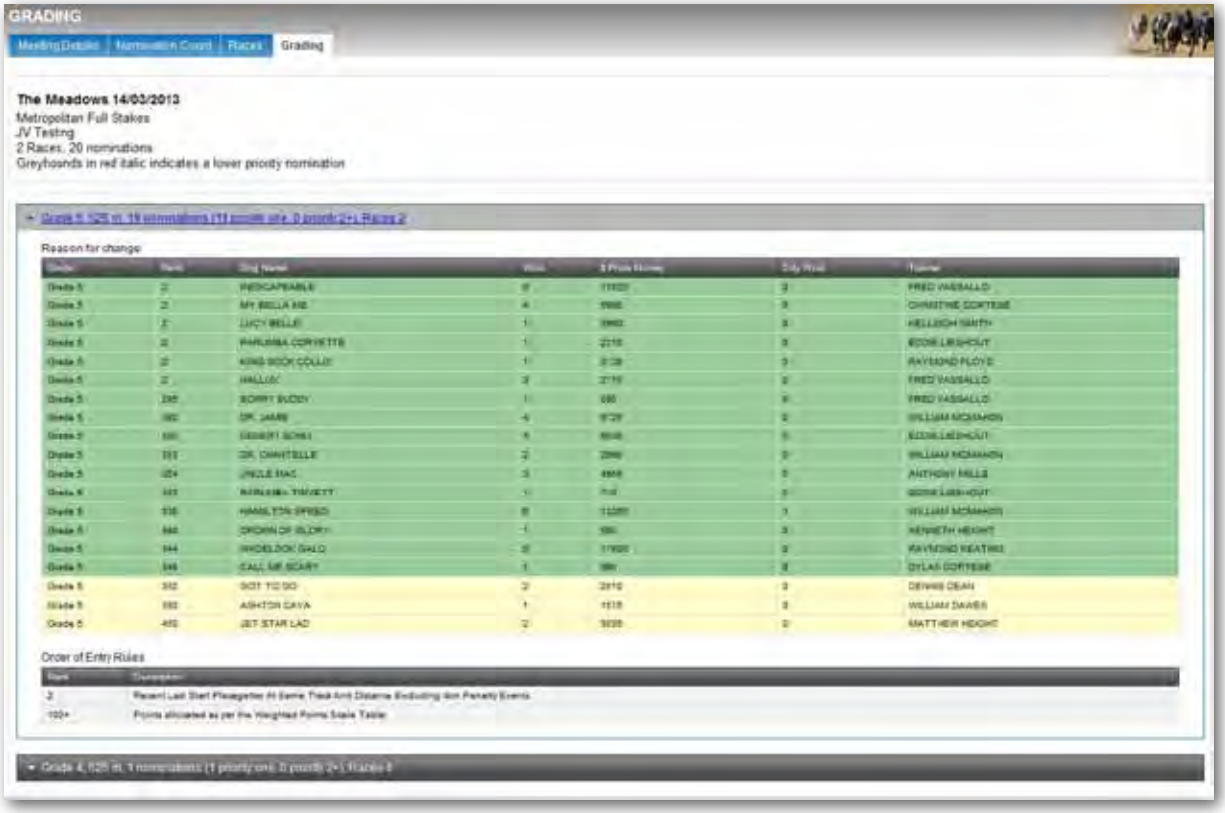
3.3.9 Order of entry

Access Path: FastTrack > Calendar > Meeting > Grading

Once a meeting has been graded, the order of entry can be viewed.

1. Select the relevant Meeting.
2. Click on the **Grading** tab. *Note: This tab will only be available once a meeting has been graded.*

3. Click on the shaded area to view a list of dogs for each grade and distance. The order of entry will be displayed here.



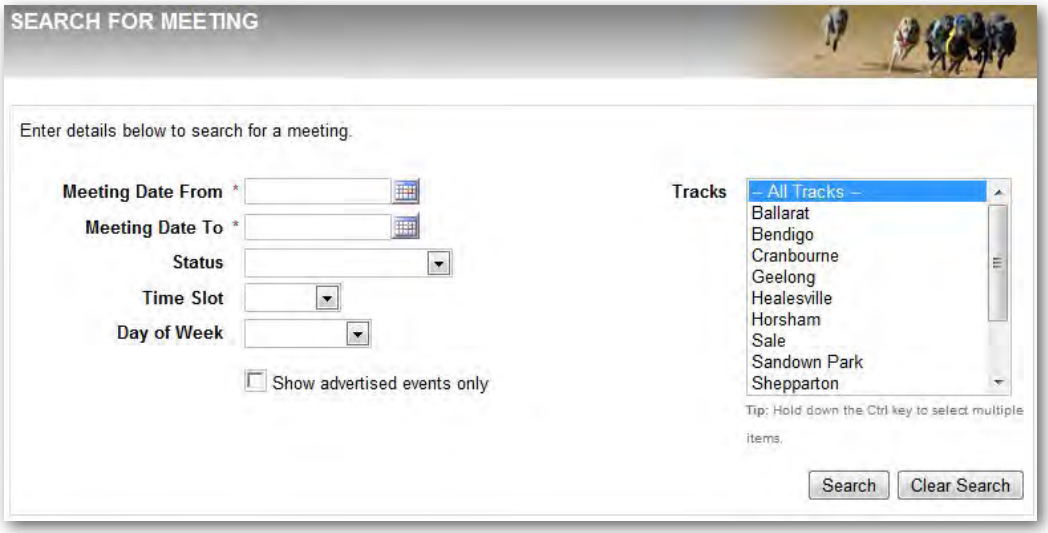
3.3.10 Searching for races and events

Searching for race meetings

Access Path: FastTrack > Log in > Race Meetings > Search for meetings

1. Click the **Search for meetings** link above the **Race Meetings** calendar.

2. FastTrack displays the available search filters.



3. Enter your filters and click **Search**. You can see the search results below the filters. Click the sort symbol to sort results (for example, by Day, Track or Date).

You can refine your search using the following filters:

Meeting Date From	You *must* enter a date **From** which to begin your search. Enter a date in the form dd/mm/yyyy or click the **Calendar** icon to select a date.
Meeting Date To	You *must* also enter a date **To** end your search. Enter a date in the form dd/mm/yyyy or click the **Calendar** icon to select a date.
Status	Select **Confirmed, Open For Nominations, Ready For Grading, Awaiting Box Draw, Box Drawing, Graded, Fields Finalised, Meeting Concluded** or **Results Finalised**. Leave blank to search for all.
Time Slot	Select **Morning, Day, Twilight** or **Night** races. Leave blank to search for all.
Day of Week	Select any day from Monday to Sunday. Leave blank to search for all.
Show advertised events only	Check this box if you only want to see advertised events that meet the other criteria.
Tracks	If you are searching for meetings at a specific track, select the track from the drop-down menu. Hold down the Ctrl key to select multiple tracks, or select **All Tracks** to search all Victorian tracks.

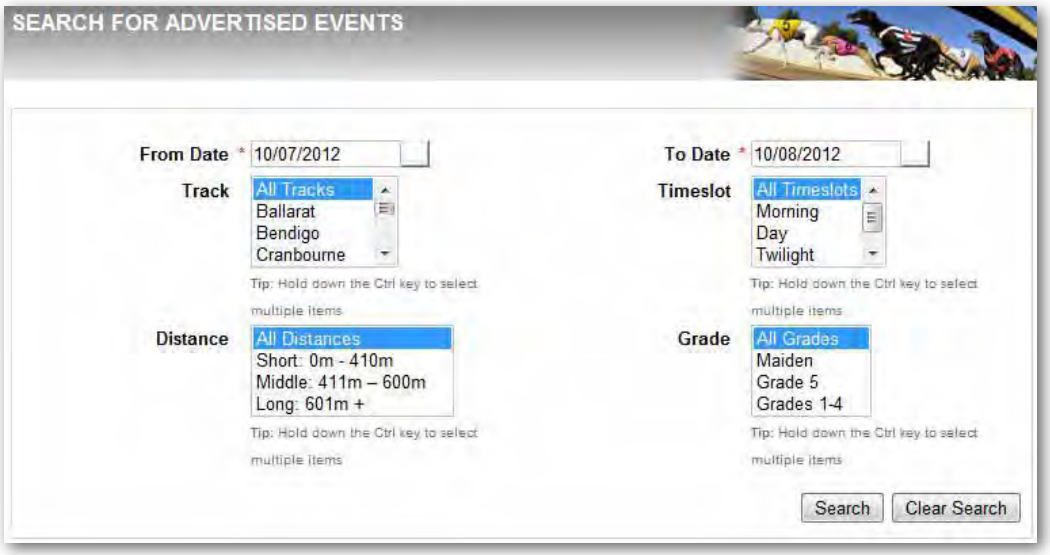
- To open the **Meeting Details** page for a meeting, click a Track name in the results.
- To clear your filters and start again, click **Clear Search** in the search pane.

Searching for advertised events

Access Path: FastTrack > Login > Race Meetings > Search for advertised events

1. To search for advertised events, click the **Search for advertised events** link above the calendar.

2. FastTrack displays the available search filters.



3. Enter your filters and click **Search**. You can see the search results below the filters. You can sort this list by columns – click the sort symbol to sort (for example, by Day, Track or Date.)

You can refine your search using the following filters:

From Date	You *must* enter a date from which to begin your search. Enter a date in the form dd/mm/yyyy or click the **Calendar** icon to select a date.
To Date	You *must* also enter a date end your search. Enter a date in the form dd/mm/yyyy or click the **Calendar** icon to select a date.
Track	If you are searching for meetings at a specific track, select the track from the drop-down menu. Hold down the Ctrl key to select multiple tracks, or select All Tracks to search all Victorian tracks.
Distance	Select Short, Middle or Long distance. Hold down the Ctrl key to select more than one distance, or select All Distances.
Timeslot	Select Morning, Day, Twilight or Night races. Hold down the Ctrl key to select more than one timeslot, or select All Timeslots.
Grade	Select Maiden, Grade 5 or Grades 1-4. Hold down the Ctrl key to select more than one grade, or select All Grades.

- To open the **Advertised Event Details** page, click an event name.
- To clear your filters and start again, click **Clear Search** in the search pane.
- To return to the calendar, click the **Race Meetings** tab.

3.4 Dogs

In FastTrack, you can search for and view the details of any greyhound, even if you are not logged in.

For each greyhound you can see:

- Details
- Form
- Grades
- Trainer
- Pedigree
- History
- Statistics
- Racing Offences
- Trials

If you log in and you are an owner, breeder or trainer, you can see extra information.

See:

- For owners: **4.1 My Dogs, page 72.**
- For trainers: **5.1 My Dogs**, **page 90**.
- For breeders and studmasters: **6.1 My Dogs**, **page 108**.

3.4.1 Search for a greyhound

Access Path: FastTrack > Greyhounds search

To search for a greyhound:

1. Go to the GRV website and locate the **Greyhounds** panel on the right.

2. Enter a greyhound name and click **Search**.

You will see a search pane with a list of greyhounds. The greyhound you want should be near the top.

3. Scroll through the list until you find the greyhound you want. Click its name to see its details.

To sort the list of dogs:

- Click the Sort **icon** in the column header.

To see more greyhounds:

- Scroll to the bottom of the page and click the page links.

Refine your search

You can use the search pane to refine your search. To use the search pane:

1. If you want an exact match to a dog:
   a. Enter the dog's full name in the **Dog** field.
   b. Click **Exact Match**.
2. If you want all dogs trained by a person, enter all or part of the trainer's name in the **By Trainer** field.
3. Click **Submit**.

> Tip:
> - If only one greyhound matches your search, FastTrack takes you straight to that greyhound.
> - If you cannot find a greyhound, try entering part of the name or use a different spelling.
> - When searching for names, FastTrack searches for each word in the name. For example, if you search for "Light," FastTrack finds "Universal Light" and "Light Down," but not "Lightning Impact."

3.4.2 Dog Details

Access Path: FastTrack > Dog Details

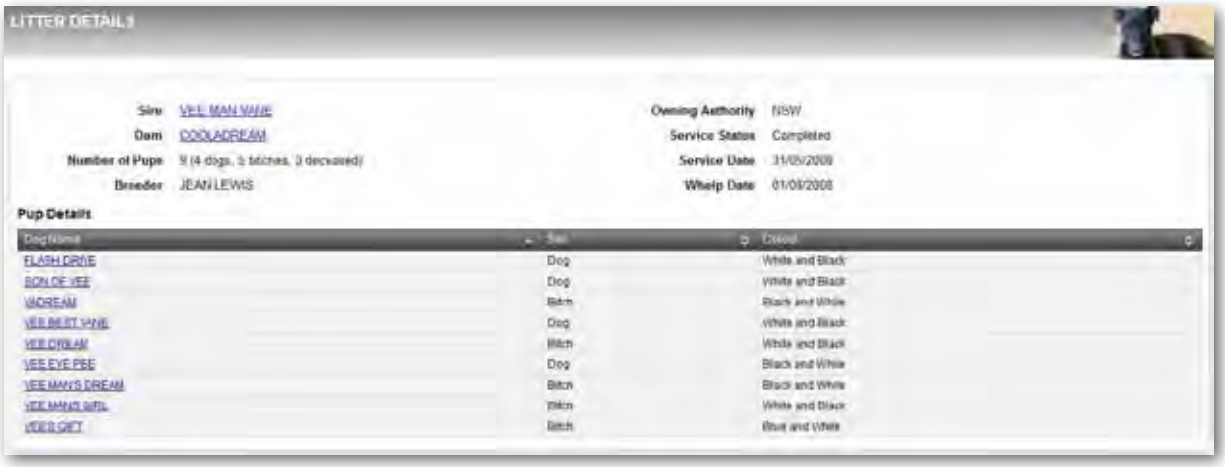
If you click on a greyhound's name you will see its **Details** page. You can access greyhound details from many places in FastTrack by clicking on the greyhound's name.

The Dog Details page

The **Details** page shows the greyhound's status, owner, trainer, and breeding information.

- To see details of the greyhound's **Sire** or **Dam**, click on their names.
- To see details of other greyhounds in the same litter, click **View Details**.

Litter details



The **Litter Details** page shows the other pups in the same litter.

To see the details of the sire, the dam, or a pup, click on its name.

3.4.3 eDog Tracker

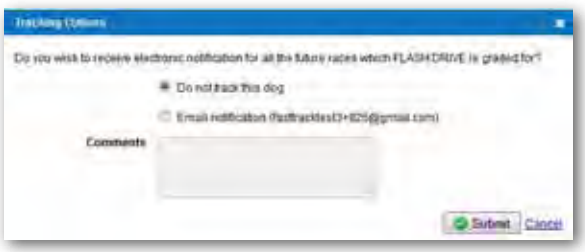
Access Path: FastTrack > Log in > My Dogs > Dog Details > Tracking options

FastTrack > Log in > My Dogs > Tracking

The eDog Tracking service allows you to track a greyhound once a meeting has been box-drawn. You can start tracking a dog from your **My Dogs** tab or by searching for the greyhound.

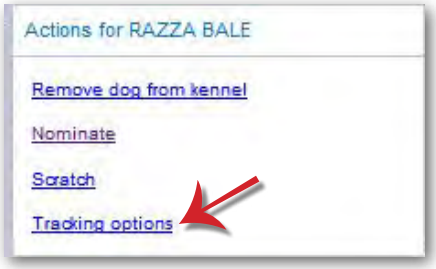
Track a greyhound from your My Dogs page:

1. Click the **Tracking options** link from the **Dog Details** page.



2. Click **Email notification**.
3. Enter a **Comment**, then click **Submit** to begin tracking the dog.

4. Alternatively, you can find the **Tracking options** link in the **Actions** menu for a dog, from the list on your **My Dogs** page:



Search for a greyhound, then track it:

1. Log in to FastTrack and locate the **Greyhounds** panel on the right.

2. Enter a greyhound name and click **Search**. You will see a list of greyhounds with the one you want near the top.

3. Click the **Tracking options** link beside the dog you want to track.
4. Click **Email notification**.
5. Enter a **Comment**, then click **Submit** to begin tracking the dog.

View a list of the dogs you are currently tracking:

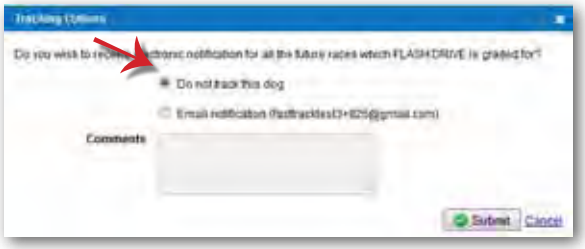
1. On the blue menu, click your **My Dogs** tab.
2. Click the **Tracking** tab.

For each dog, you can see:

- The next race.
- The last race.
- Your comment.
- A link to change your tracking options.

Stop tracking a dog

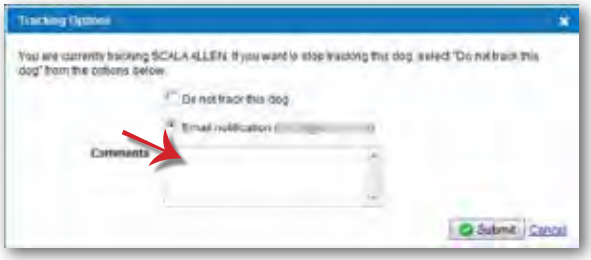
1. Click your **My Dogs** tab, then click the **Tracking** tab.
2. Click the **Tracking Options** link.



3. Click **Do not track this dog**.
4. Click **Submit**.

Change your comment

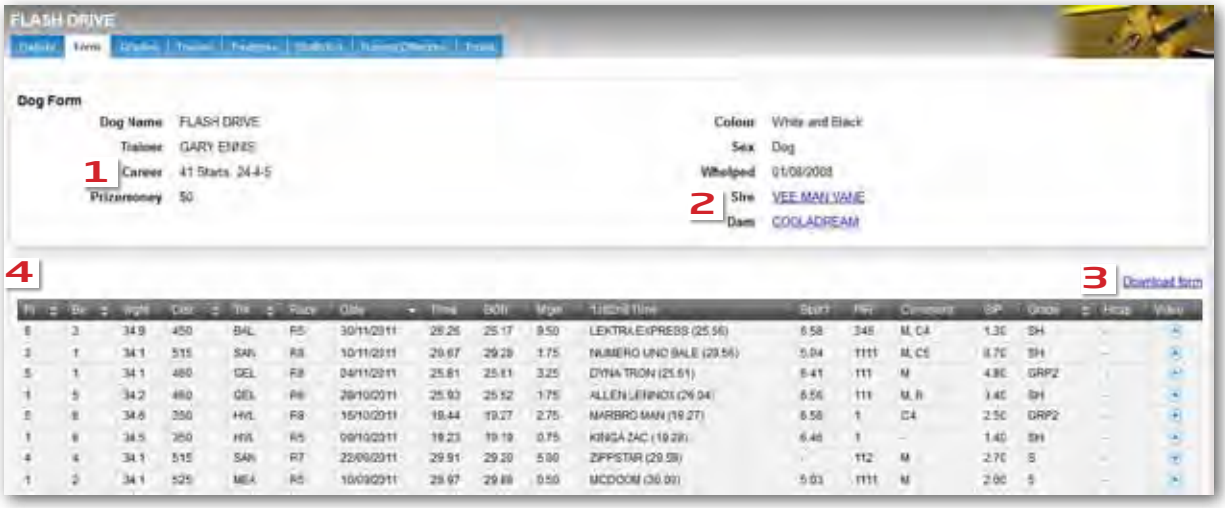
1. Click your **My Dogs** tab, then click the **Tracking** tab.
2. Click the **Tracking Options** link.



3. Click **Email notification**.
4. Enter the new **Comment.**
5. Click **Submit**.

3.4.4 Form

Access Path: FastTrack > Dog Details > Form



The **Form** tab shows:

1. The number of Starts, and First, Second and Third placings.
2. Links to the Sire's and Dam's forms.
3. A link to download the form.
4. The form table:
   - Place and box number.
   - Starting weight and distance.
   - Meeting (track, race and date).
   - Time of greyhound.
   - BON - Best time on night (for any greyhound over that distance).
   - Margin (lengths behind the winner).
   - Winner and winner's time (or, if this greyhound won, the name and time of the greyhound that came second).
   - The time at the first split.
   - Position in Race (at each position marker).
   - Comments, including the starting speed (Moderate, Slow or Quick).
   - The starting price.
   - The handicap, if applicable.
   - A link to the video of the race.

You can sort by a column by clicking the sort icon in the column header.

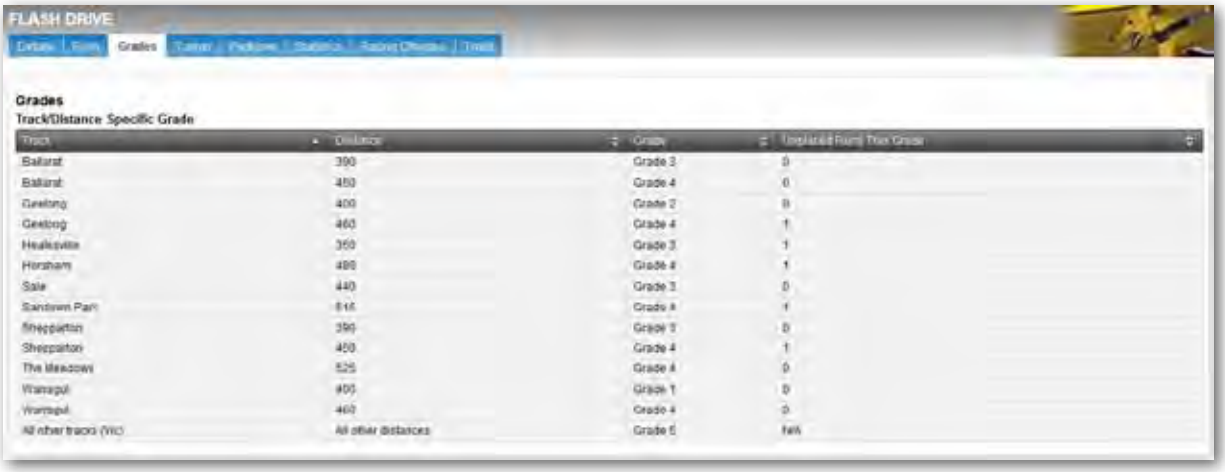
You can download a document showing the field. This document (in CSV format) can be opened in and printed from Microsoft Excel. To do this:

1. On the **Form** tab, click the **Download form** link.
2. Enter the words shown in the "Captcha" security window. If you cannot understand the words, click the symbol to see new words that may be easier to read..
3. You can now save the file to your desktop.

3.4.5 Grades

Access Path: FastTrack > Dog Details > Grades

On the **Grades** tab you can see the grade for the greyhound for each distance at each track. You can also see the number of unplaced runs.



Sort by a column by clicking the ⇕ icon in the column header.

3.4.6 Trainer

Access Path: FastTrack > Dog Details > Trainer

1 The greyhound's current trainer's name and town/suburb are listed here.

2 All other greyhounds trained by this trainer are listed here. You can click those greyhound's names to follow the link to their details pages.

3 All trainers associated with this greyhound are listed here, including the dates they trained the greyhound from and (if no longer training) to. There will be an asterisk (*) beside the name of the current trainer.

3.4.7 Pedigree

Access Path: FastTrack > Dog Details > Pedigree

The **Pedigree** tab displays an interactive 'family tree' for a greyhound, going back three generations.

1 You can click greyhound names in the tree to go to that greyhound's own pedigree.

2 Click the **Print** button to print the current **Pedigree** page.

3 If you hover your mouse pointer over the ? button under each dog's entry, any further information about this dog will display in a pop-up.

3.4.8 History

Access Path: FastTrack > Dog Details > History

The **History** page shows the previous and current owners and trainers of the greyhound.

1 You can see the dates the greyhound changed owners and changed trainers.

2 There will be asterisks (*) beside the current owner and trainer.

3 You can also see the history of vet endorsements.

3.4.9 Statistics

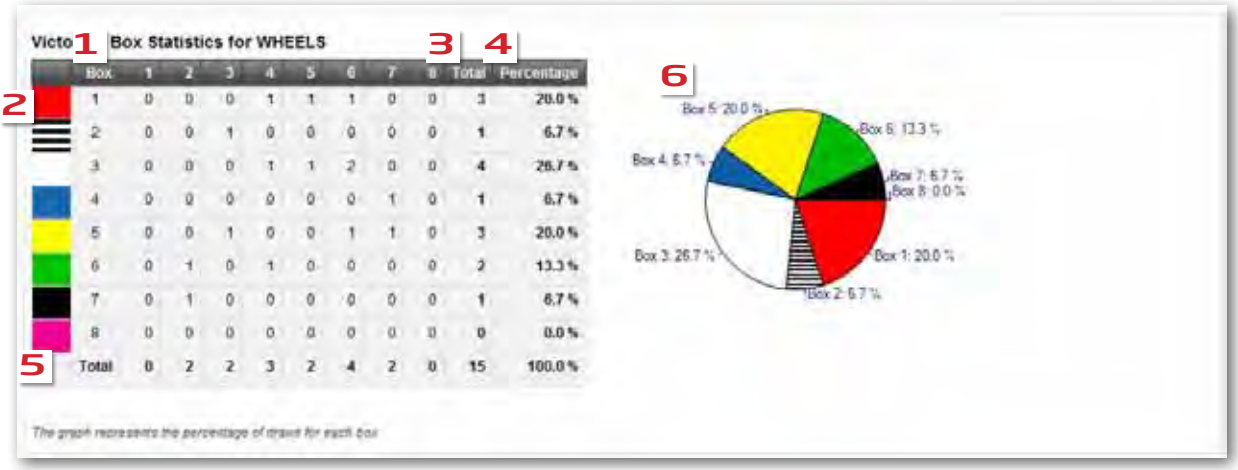
Access Path: FastTrack > Dog Details > Statistics

By default, the **Statistics** page shows the greyhound's statistics for all distances and tracks over the last year.

1. You can search for statistics between a pair of dates:
   - You can type a date in the format dd/mm/yyyy (e.g. 31/07/2012)

   or
   - You can click the **Calendar** icon. A calendar will pop up and you can select a date.
2. Select a **Track.**
3. Select a **Distance.**
4. To show the statistics with the new filter, click **Display**. To clear the filter, click **Reset**.

FastTrack will show the statistics below the search fields:



Each row in the **Victorian Box Statistics** table shows:

1 A box number.

2 All the positions the greyhound achieved when it started from this box.

3 The total draws for this box.

4 The percentage of draws for this box.

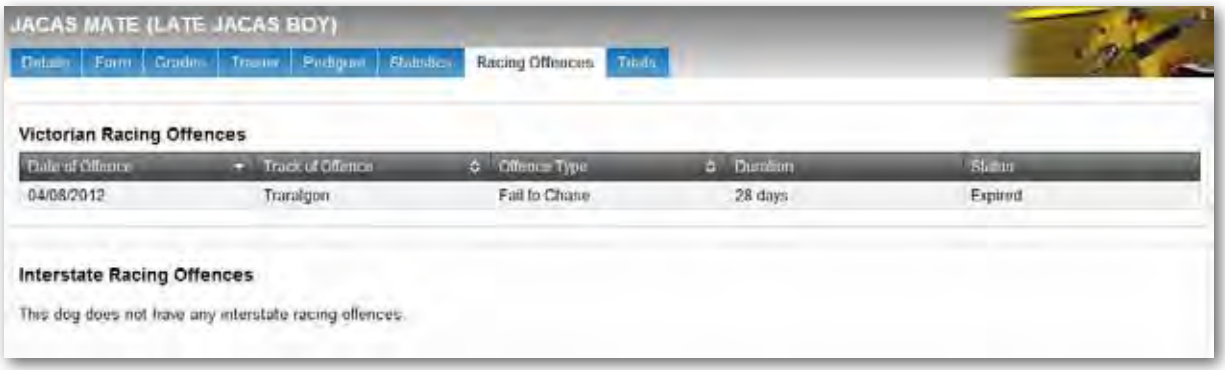
5 The bottom row shows the total number of times the greyhound achieved each place.

6 The pie chart shows the percentage of draws for each box.

3.4.10 Racing offences

Access Path: FastTrack > Dog Details > Racing Offences

The **Racing Offences** tab lists, for each offence, the date, track,type, penalty and status.



You can sort the offences by clicking the **Sort** icon in the column headers.

3.4.11 Trials

Access Path: FastTrack > Dog Details > Trials

The **Trials** tab lists, for each trial, the track, date, type, outcome and description.

You can sort the trials by clicking the **Sort** icon in the column headers.

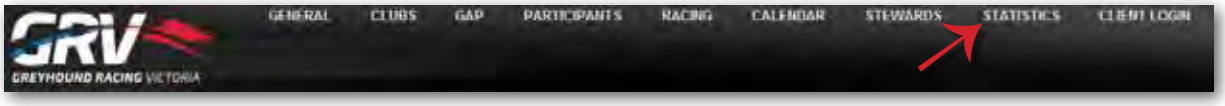
3.5 Viewing statistics

3.5.1 The statistics menu

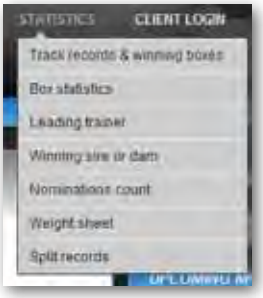
Access Path: GRV website > Statistics

You can access statistics from the GRV website. You do not need to log in to access the statistics.

1. In the top menu of the GRV website, click **Statistics**.



2. In the drop-down menu, click an item to see those statistics.



3.5.2 Track records & winning boxes

Access Path: GRV website > Statistics > Track Records & winning Boxes

For each track, there is a table showing the record-holders over each distance.

1 The record time.

2 The box number from which the record was set.

3 The name of the greyhound that set the record.

4 The trainer, sire and dam of the record-holder.

5 The date the record was set.

6 To see the record-holders at the first split, click **Split Records.**

In the 1st Split table you can see:

1 The record time to the first split.

2 The box number from which the record was set.

3 The record holder.

4 The date on which the record was set.

5 A row for any greyhound that equalled the record.

3.5.3 Leading trainer

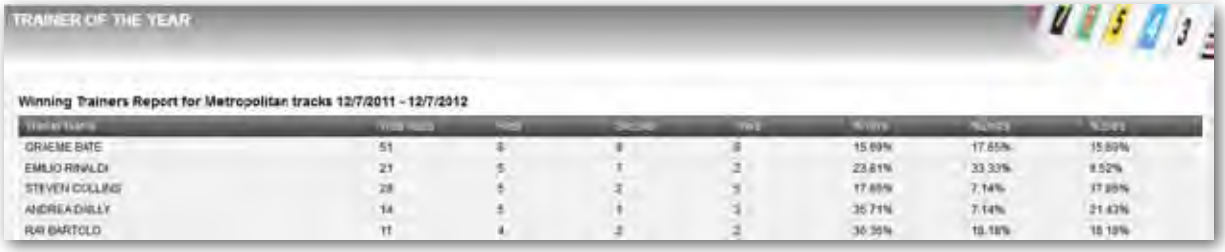
Access path: GRV website > Statistics > Leading trainer

The **Trainer of the Year** page shows **Winning Trainers** reports for the most recent year.

There are reports for each track and for Metropolitan Tracks and Victorian Tracks.

Each report shows, for each trainer, the total and percentage runs, firsts, seconds and thirds.

Each report is sorted in descending order of wins.



3.5.4 Winning sire or dam

Access path: GRV website > Statistics > Winning sire or dam

The **Winning sire or dam** report includes tables for Metropolitan and Victorian tracks for the current year and the previous year.

Each table lists the Sires in descending order of wins, followed by the Brood Bitches in descending order of wins. For each greyhound it shows the sex and the placings.

3.5.5 Club statistics

Access path: GRV website > Statistics > Club statistics

You can view the following statistics for a club:

- Winning Box Statistics.
- Track Average Winning Time.
- Club Greyhound of the Year.
- Club Trainer of the Year.
- Club Track and Split Records.

Statistics search

To search for **Club Statistics**:

1. From the GRV home page, go to the **Statistics** menu.
2. Click **Club Statistics**.

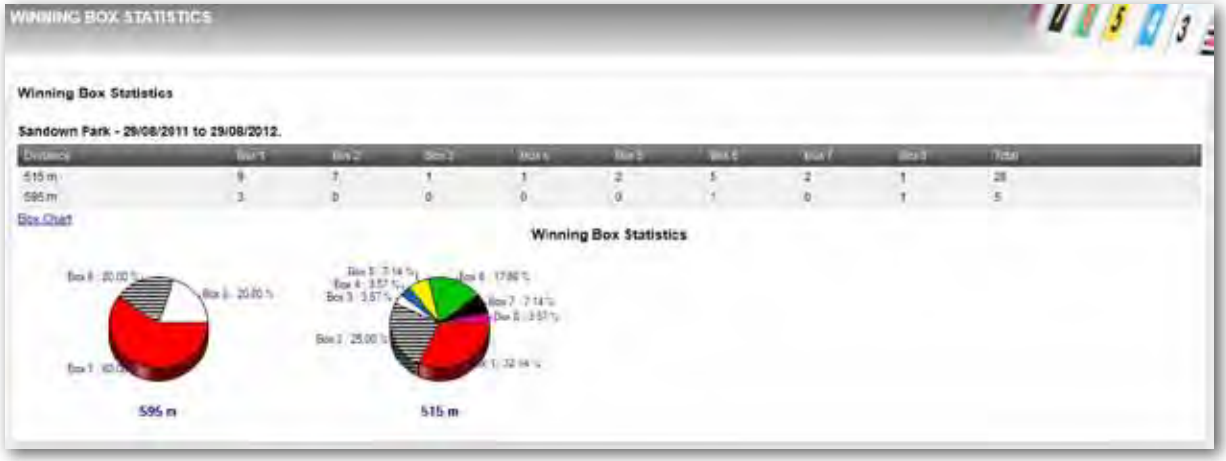
3. Enter your search filters:
    a. To filter by **Track**, select **All Tracks**, or a specific track in the drop-down menu. If you select **All tracks**, you see the statistics for all clubs listed beneath each other.
    b. To filter by **Statistics**, select **All statistics**, or a specific statistic from the drop-down list.
4. After selecting your filters, click **Submit**.

Box Statistics

The **Winning Box Statistics** report shows the number of winners from each box over each distance.

To see the Box Chart, click the **Box Chart** link.

In the **Box Chart** section you can see a pie chart for each distance. The pie chart shows the percentage of winners from each box.



Track Average Winning Time

The **Track Average Winning Time** report shows, for each distance, the average time for winners in each grade.

Club Greyhound of the Year

The **Club Greyhound of the Year** report shows the placings for the leading greyhounds for the current year.

Club Trainer of the Year

The **Club Trainer of the Year** report shows the number of placings for the leading trainers for the current year.

Club Track and Split Records

The **Club Track and Splits Records** shows, for each distance:

- The record time.
- The box number from which the record was set.
- The name of the greyhound that set the record.
- The trainer of the record-holder.
- The sire and dam of the record-holder.
- The date the record was set.

To view the Split Records, click **Split Records.**

In the **Split Records** table you can see

1 The record time to the first split.

2 The box number from which the record was set.

3 The record holder.

4 The date on which the record was set.

5 A row for any greyhound that equalled the record.

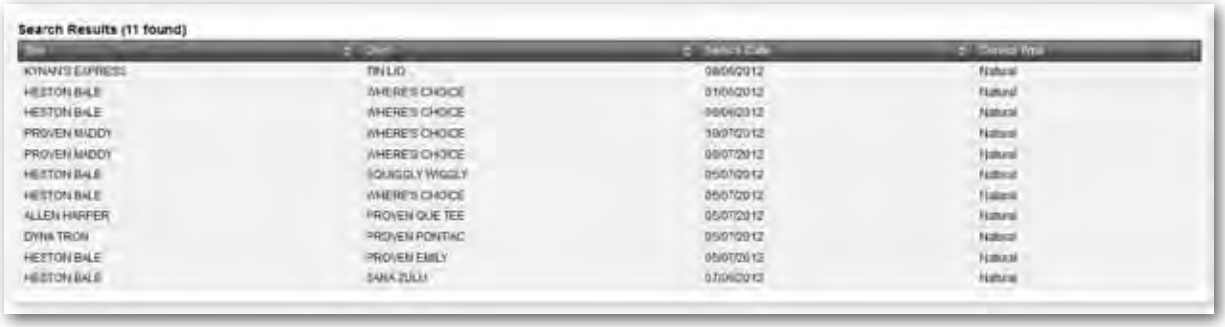
3.5.6 Services

Access path: GRV website > Participants > Breeders > Services

To search for a service performed by a stud dog:

1. From the GRV home page, hover your mouse pointer over **Participants** and select **Breeders.** In the secondary menu, click **View Services**.

2. Enter the **Service Date From** and **Service To Date**. There must be no more than 45 days between the two dates.
3. You can also select **Victorian Dogs Only.**
4. Click **Search**.



The search results lists all the services, showing the **Sire**, **Dam**, **Service Date** and **Service Type**. You can sort on a column by clicking the **Sort** icon in the column header.

3.5.7 Litters

Access path: GRV website > Participants > Breeders > Whelpings

To search for a litter:

1. From the GRV home page, hover your mouse pointer over **Participants** and select **Breeders.** In the secondary menu, click **Whelpings.**

2. Enter the **Date From** and **Date To**. There must be no more than 45 days between the two dates. You can type a date in the format dd/mm/yyyy (e.g. 31/07/2012) or you can click the calendar icon and select a date.
3. Click **Mating Result** and select **Whelped**, **No Live Pups** or **Missed**.
4. To select **Victorian Litters Only**, click the check box.
5. Click **Search.**

The **Search Results** lists, for each litter, the **Sire**, **Dam**, **Whelped Date**, **Breeder Name**, **Suburb** and **Phone Number**. You can sort on a column by clicking the **Sort** icon in the column header.

3.6 My Account

Your FastTrack account brings all of your GRV member account details into the one place.

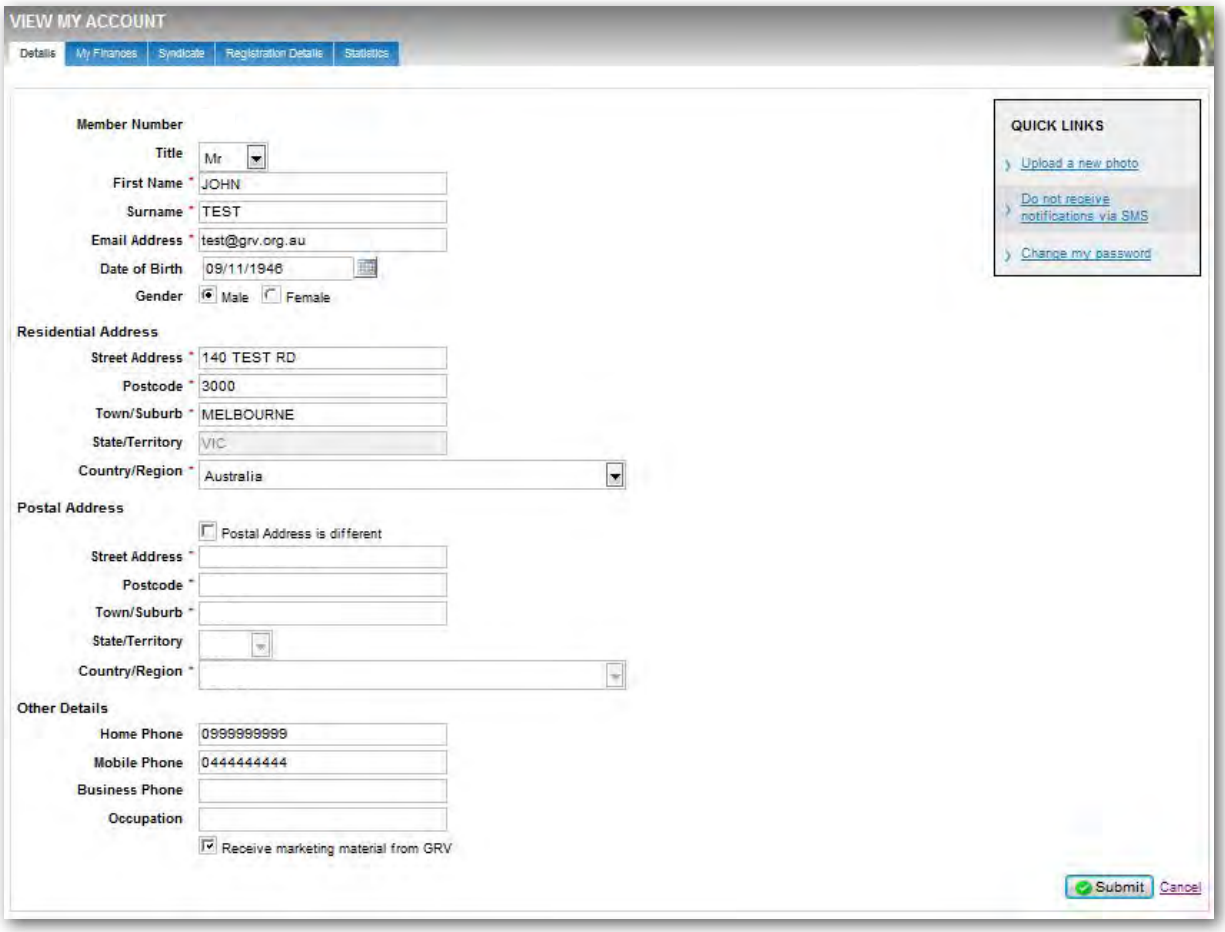
You can view and update your contact details and your banking details in the **My Account** section.

3.6.1 Viewing and changing your account details and password

Access Path: FastTrack > Log in > My Account > Details

1. Log in to FastTrack and select the **My Account** tab.

On the **View My Account** page you can see your member number, residential and postal address, and contact details.



You can change most of the details on this page.

To change your details:

1. Enter the new details in the fields provided.
2. Click **Submit**.

Changing your email address

Access Path: FastTrack > Log in > My Account > Details

To change your email address:

1. Select the **My Account** tab.

2. In the **View my account** page, enter your new email address in the **Email** field.

> This will now be the email address GRV uses for correspondence with you. If you use your email address to log in to your FastTrack account, you must now use this new address.

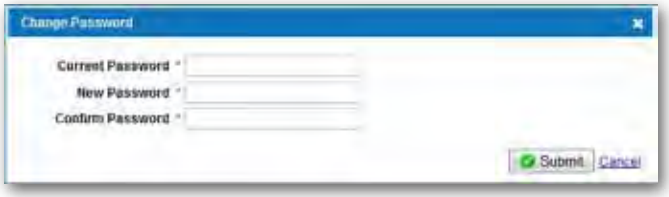
3. Click **Submit** at the bottom of the page to confirm your new email address.

Changing your FastTrack password

Access Path: FastTrack > Log in > My Account > Change my password

1. Select the **My Account** tab.
2. Click the **Change my password** link, located on the top right of the page.

3. In the pop-up window, enter your current password in the **Current Password** field.

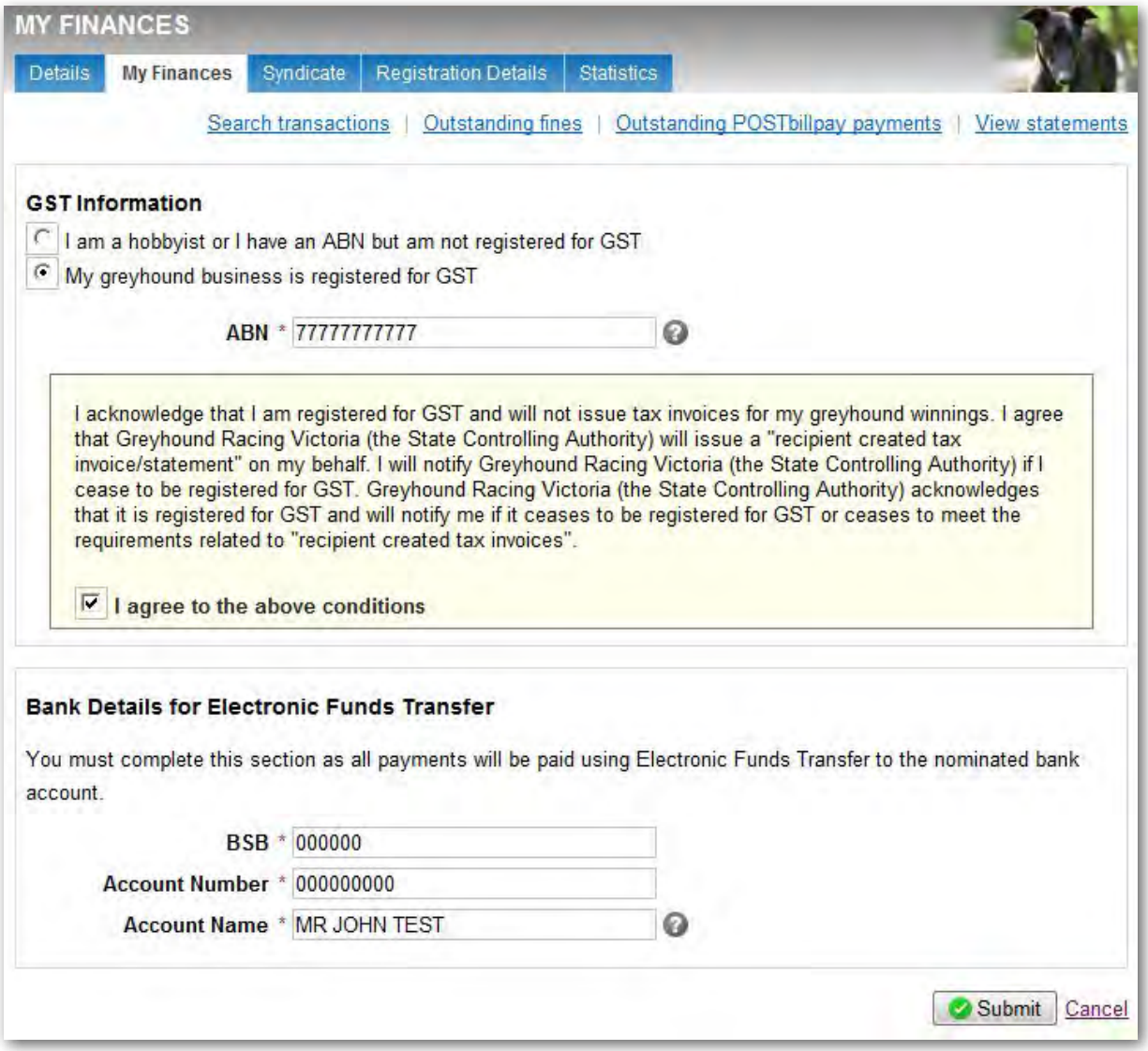


4. You then need to enter your new password twice, in the **New Password** and **Confirm Password** fields. (You cannot use the same password more than once for the same account.)
5. Click **Submit** to confirm your new password. FastTrack displays the message: **"Your password has been updated.**"

3.6.2 My Finances

Access Path: FastTrack > Log in > My Account > My Finances

Select the **My Finances** tab. FastTrack displays your financial status, including GST information and your bank account details for electronic funds transfer.



Update your GST status and ABN

By default, if you do not have an ABN recorded with GRV, the button for **"I am a hobbyist or I have an ABN but am not registered for GST"** is selected. This means that you will not be charged or remitted for GST by GRV.

If your business is registered for GST, follow the steps below to record your ABN.

1. Select the **My Finances** tab.
2. To change your status to a GST registered business, tick the checkbox "My greyhound business is registered for GST."
3. Enter your **ABN** into the field provided then read the terms and conditions and tick the checkbox.
4. Click the **Submit** button to effect the changes.
5. FastTrack displays the message **"Financial details were successfully updated."**

> Tip: You are required to agree to the conditions by ticking the checkbox even if you have not made any changes to your ABN or you have previously agreed to the conditions.

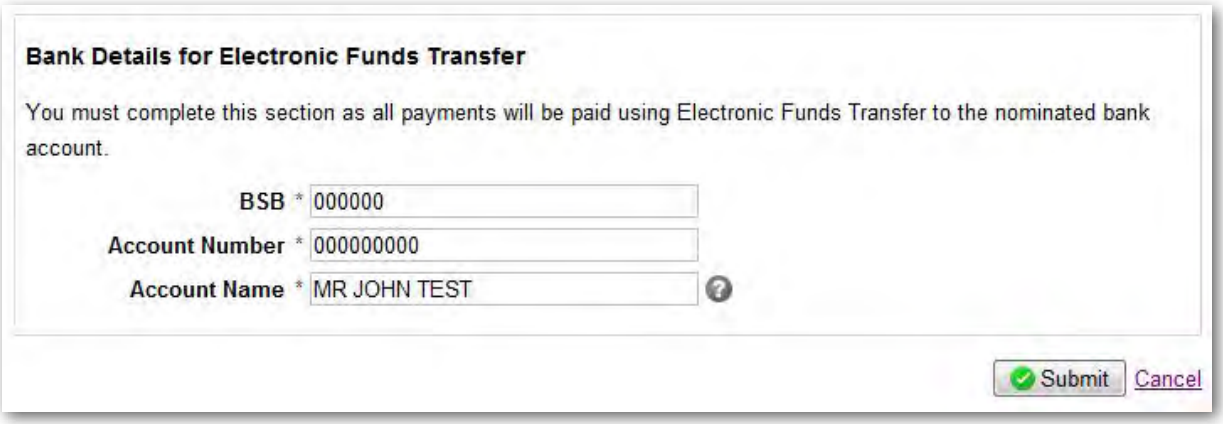
Updating your bank details

If you intend to book Club Trials in FastTrack using your credit card, you *must* ensure that you have notified GRV of a bank account into which any due refund can be paid by EFT, as GRV does not refund booking fees into credit card accounts.

To update your bank details:

6. Cick the **My Account** tab.
7. Click the **My Finances** tab.

Bank details are displayed below your GST / ABN information.



8. Enter your **BSB**, **Account Number** and **Account Name** in the fields provided.
9. Click **Submit**.

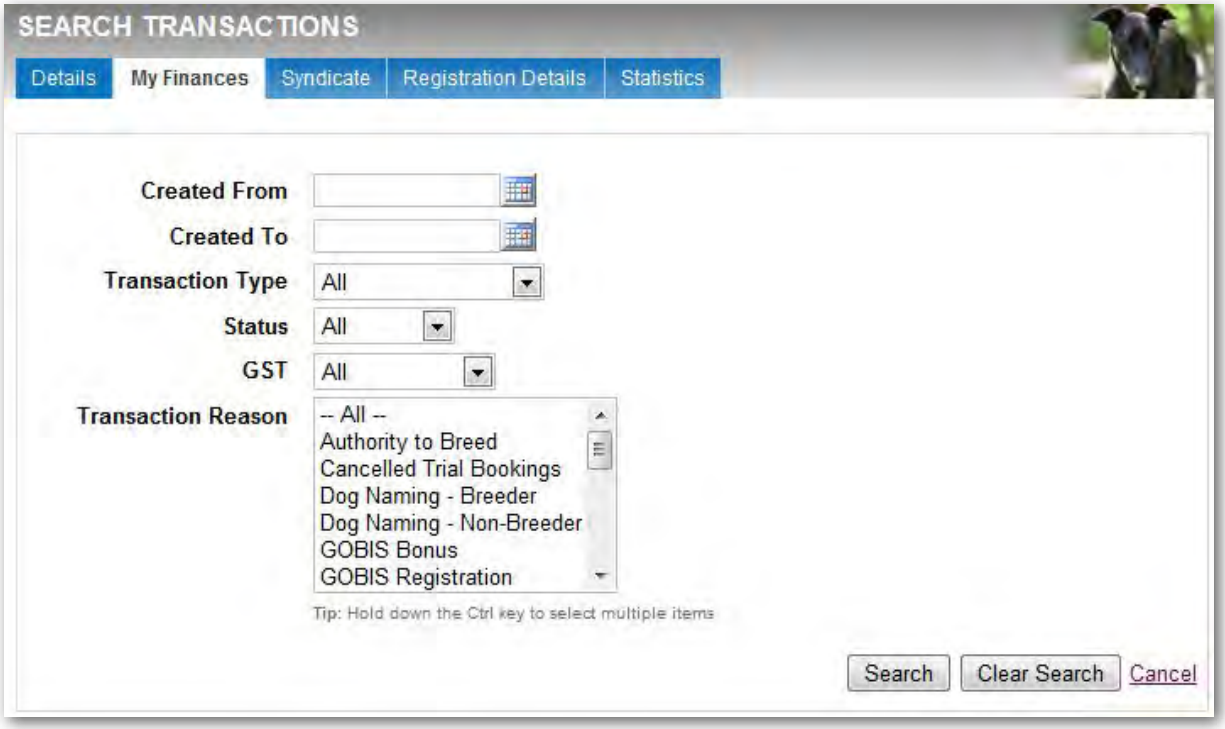
Viewing your FastTrack transactions

Access Path: FastTrack > Log in > My Account > My Finances > Search transactions

FastTrack records and stores all your transactions in the database so that you may view them at any time. To view your transactions, follow these steps:

1. Select the **My Finances** tab.

2. Click the **Search Transactions** link from the links across the top of the page.

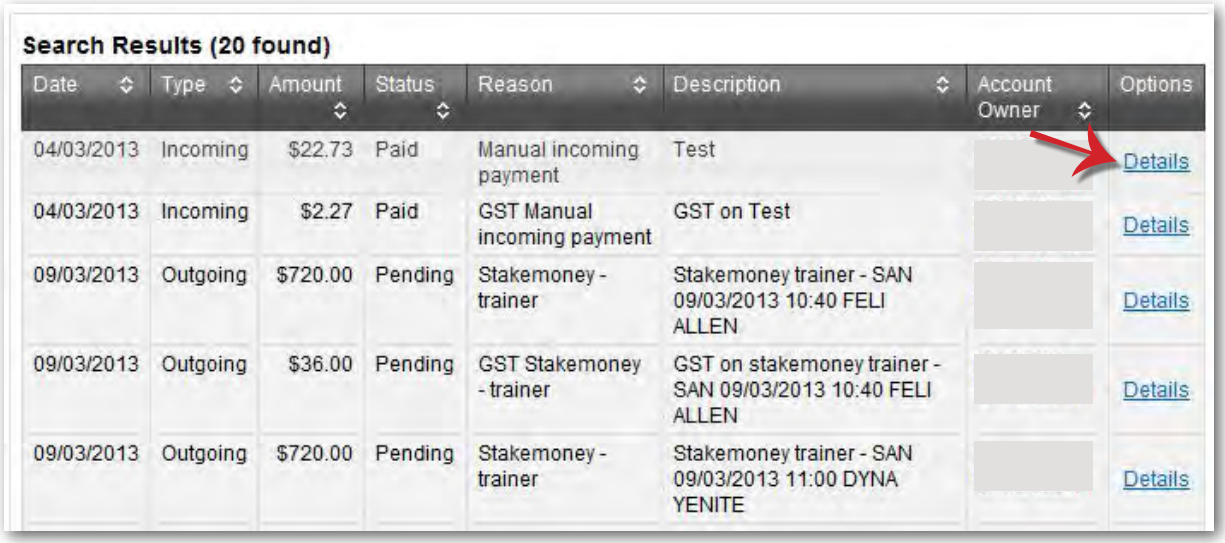


3. You can search for transactions using a number of filters:

Created From	Enter a date to search from. Use the format dd/mm/yyyy, or click the **Calendar** icon.
Created To	Enter a date to search to. Use the format dd/mm/yyyy, or click the **Calendar** icon.
Transaction Type	Leave the field on **All** to see all available transaction types.
Status	The **Status** of transactions is **Pending**, **Paid**, **Waiting**, or **Cancelled**. Leave the field on **All** to see all your transactions regardless of status.
GST	You can search for transactions that are **GST only** or **Non-GST only**, or **ALL**.
Transaction Reason	Leave this field on **All** to see all your GRV transactions or select from the drop down list (hold down the Ctrl key to select more than one reason).

4. Click the **Search** button to start your search or **Clear Search** to return all the filters to their default settings.

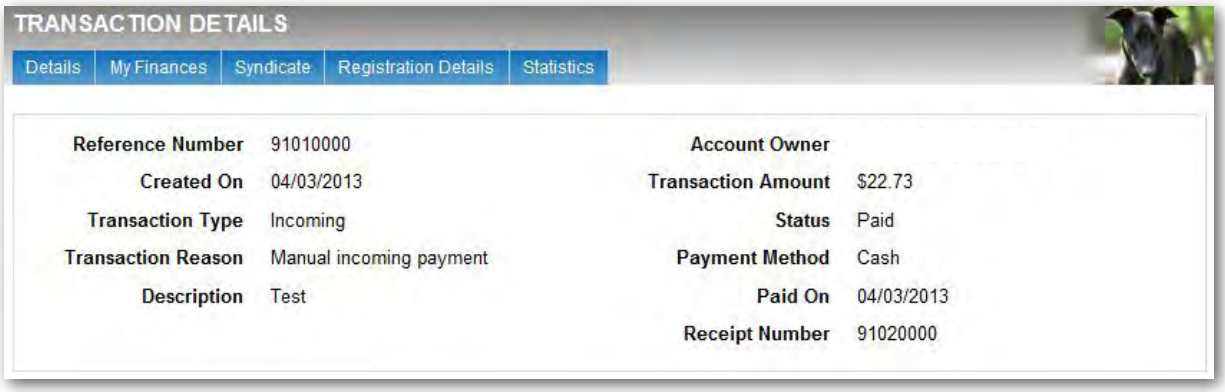
FastTrack displays your search results below the filters.



Search Results (20 found)

Date	Type	Amount	Status	Reason	Description	Account Owner	Options
04/03/2013	Incoming	$22.73	Paid	Manual incoming payment	Test		Details
04/03/2013	Incoming	$2.27	Paid	GST Manual incoming payment	GST on Test		Details
09/03/2013	Outgoing	$720.00	Pending	Stakemoney - trainer	Stakemoney trainer - SAN 09/03/2013 10:40 FELI ALLEN		Details
09/03/2013	Outgoing	$36.00	Pending	GST Stakemoney - trainer	GST on stakemoney trainer - SAN 09/03/2013 10:40 FELI ALLEN		Details
09/03/2013	Outgoing	$720.00	Pending	Stakemoney - trainer	Stakemoney trainer - SAN 09/03/2013 11:00 DYNA YENITE		Details

5. Click the **Details** link against a line in the table to see the details of that transaction.



TRANSACTION DETAILS

Details | My Finances | Syndicate | Registration Details | Statistics

Reference Number	91010000	**Account Owner**	
Created On	04/03/2013	**Transaction Amount**	$22.73
Transaction Type	Incoming	**Status**	Paid
Transaction Reason	Manual incoming payment	**Payment Method**	Cash
Description	Test	**Paid On**	04/03/2013
		Receipt Number	91020000

Here you will see more detail including the transaction **Reference Number** and **Receipt Number** which you should quote if you need to contact GRV regarding the transaction.

Pay a fine

Access Path: FastTrack > Log in > My Account > My Finances > Outstanding fines

To pay a fine:

1. Click the **My Account** tab then click the **My Finances** tab.
2. Click the **Outstanding fines** link.

3. For the fine you want to pay, click **Pay**.

4. Enter the payment details.
5. Click **Submit**.

6. If you want to see the invoice, click **View Invoice**.
7. Click **Continue**.

3.6.3 Request new membership card

Access path: FastTrack > Log in > My Account > Registration details

You can request a new membership card in FastTrack, and pay online by credit card. Your new membership card will be mailed to you within 14 days.

To request a new membership card:

1. Click the **My Account** tab.
2. Click the **Registration Details** tab.

3. Click the **Request a new membership card** link.
4. In the pop-up window, click **Proceed**.

5. Enter your credit card details.
6. Click **Submit** payment.

FastTrack displays the message **"Thank you, your membership card request has been completed."**

7. Click **Continue** to return to the **Registration page**.

3.7 Participation

You can apply for roles and take competency tests through FastTrack. Member Services can help you with the application process.

3.7.1 View registration details

Access path: FastTrack > Log in > My Account > Registration Details

1. Click the **My Account** tab.
2. Select the **Registration Details** tab.

Here you can see your current registration status as well as your registration history.
You can also take competency tests from this page.

3.7.2 Apply to participate

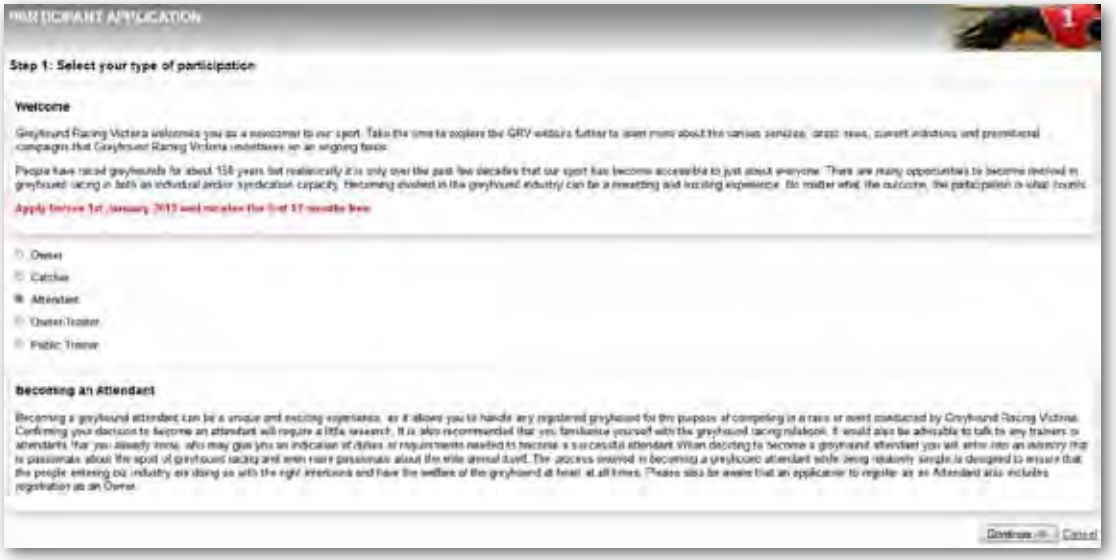
Access path: FastTrack > Log in > My Account > Apply to Participate

All participant applications and competency tests are now conducted online in FastTrack.

To apply, you must complete 4 steps. To begin, log in to FastTrack and select the Apply to **Participate** tab.

To complete **Step 1:**

1. Select the type of application.
2. Click **Continue**.



To complete **Step 2**:

1. You must read and acknowledge the responsibilities.
2. Tick both the checkboxes and click **Continue**.

To complete **Step 3**:

1. Fill in your personal details. Fields with the * symbols are compulsory.
2. Click **Continue**.

Step 4 is a dynamic page - details vary depending on the type of participation. To complete **Step 4**:

1. Read the three declarations of history. Tick any applicable checkboxes.
2. Enter the **Kennel Address**. (Only available for Owner, Owner-Trainer and Public-Trainer)
3. Enter ABN and GST information (ensure that you tick the checkbox **"I agree to the above conditions."**)
4. Enter the **Bank Details for Electronic Funds Transfer**.
5. Click **Continue** to proceed.

Step 5 involves the duration of registration and payment.

Select the preferred duration of registration, click **Submit,** then enter your payment details.

3.7.3 Competency assessment

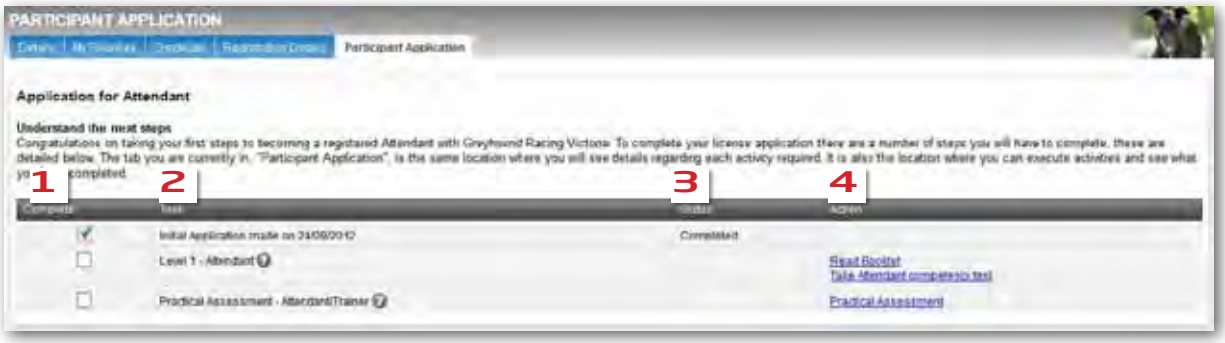
Access path: FastTrack > Log in > My Account > Participant Application

If the type of participation requires competency assessment, you will see an additional tab, **Participant Application**, in your **My Account** section.

The **Participant Application** page displays the tasks you must complete to be registered in your selected role.

This page is dynamic and may vary depending on the type of participation.

1 The **Complete** column contains a tick for tasks that have been completed.



2 The **Task** column contains a brief description of each task to be completed. Place your mouse over the icon to view additional information on the task.

3 Once you have completed a task, the **Status** is “Completed” and the date of completion is shown.

4 The **Action** column provides direct links to areas where you can complete the task, including resource materials on the type of participation and competency assessments.

3.7.4 Practical assessments

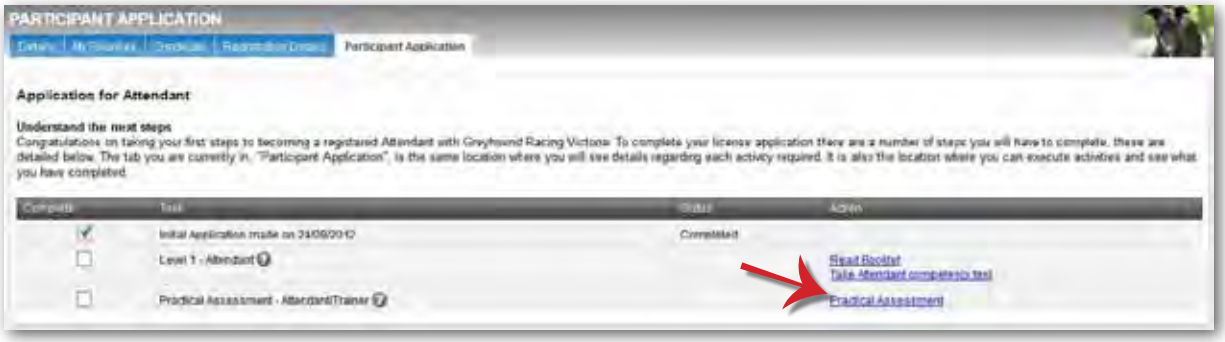
Access Path: FastTrack > Log in > My Account > Participant Application > Practical Assessment

Practical assessments are carried out by stewards after a meeting (unless otherwise indicated in the calendar.)

When attending a practical assessment, you must take a copy of the Practical Assessment form.

To download a practical assessment form from FastTrack:

1. Click **My Account**.
2. Click the **Participant Application** tab.
3. Next to the practical assessment, click the **Practical Assessment** link.



FastTrack will load the Practical Assessment form as a PDF document which you can print to take with you to your assessment.

Once you have completed the required tasks, your registration details need to be updated with the new competency, and you can then request a new membership card (see section **“3.6.3 Request new membership card” on page 65**.)

FASTTRACK 4

For owners

Ownership, Breeding Authorities, Retirement & Syndicates

4 For owners

4.1 My Dogs

Access Path: FastTrack > Log in > My Dogs

When you are logged in to your FastTrack account, the **My Dogs** tab displays all the greyhounds that you have an active relationship with.

1 You can sort the list by clicking on the symbol in the column headers.

2 Click a greyhound's name in the list to go to the details pages for the greyhound. To find out more about the Dog Details page, see section **3.4.2 Dog Details** on **page 41** of this user guide.

3 If there is an active breeding authority for a greyhound, you will see **(AUT)** beside its name. If you are transferring the ownership of a dog, it will have **(TFR)** beside its name.

4 The **Relationship** column shows the relationship you have with each greyhound. This can be Owner, Trainer, Studmaster, Breeder or Owner - Syndicate Manager, Owner - Syndicate Delegate, or Owner - Syndicate Member.

5 The table also shows you your dog's next race, current nominations, and last race.

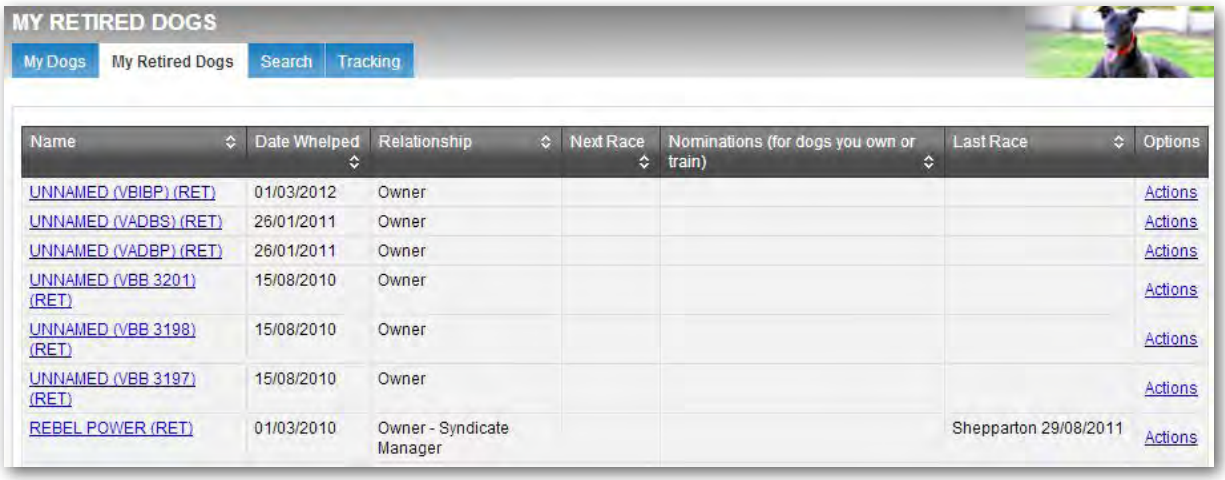
6 In the **Options** column, clicking on the **Actions** menu will show you what actions are currently available for a dog. This is a dynamic menu, meaning it will change according to the status of each dog.

7 Across the top of the page, common functions are linked.

4.1.1 My retired dogs

Access Path: FastTrack > Log in > My Dogs > My Retired Dogs

Retired greyhounds are displayed on a separate tab. This tab displays the same information as your **My Dogs** tab, for all retired greyhounds with whom you have a relationship. All retired dogs will have (RET) beside their name.



4.1.2 Search

Access Path: FastTrack > Log in > My Dogs > Search

You can use the **Search** tab to find any greyhound, not just the ones you own.

1. Click the **My Dogs** tab, then the **Search** tab.

2. Enter your filters, then click **Search**. Use the following filters to search:

Dog	You can search for a greyhound by entering all or part of a name into the Dog search field.
Trainer	You can also search for all greyhounds trained by one person by entering all or part of a trainer's name in the By Trainer field.
Exact Match	If this box is ticked, the greyhound name or trainer name entered must be found, otherwise a 'No Records Found' message is displayed.

For more about searching, see section **"3.4.1 Search for a greyhound" on page 40** of this guide.

4.1.3 Tracking

The **Tracking** tab lists all the dogs you are currently tracking. When you are tracking a dog you are notified by email of any races for which that dog is graded. For more about tracking, see section **"3.4.3 eDog Tracker" on page 42** of this guide.

4.2 Ownership

This procedure previously involved **Application Form H – Authority to Transfer.**

You can transfer ownership of a greyhound if you are the owner of the greyhound or the manager of the syndicate that owns the greyhound.

4.2.1 Register Transfer of Ownership

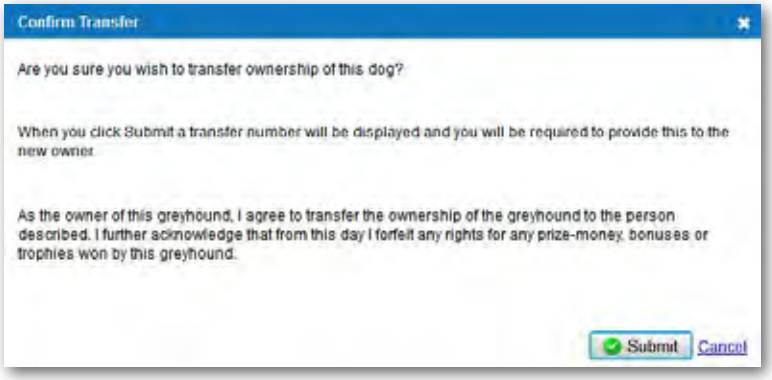
Access path: FastTrack > Log in > My Dogs > Actions > Transfer Ownership

1. Log in to FastTrack.
2. Click the **My Dogs** tab.
3. Click **Actions** for the greyhound whose ownership you are transferring.
4. In the pop-up menu, click **Transfer Ownership**.

5. Read the condition of the transfer and note down the greyhound's ear brand.

6. Tick the checkbox "**I agree.**" You will now see more fields.
7. Enter the **First Name** and **Surname** of the new owner. These are compulsory fields.

8. If the new owner lives in another state/territory, tick the checkbox "**Interstate Transfer**" and enter the new owner's address.
9. Click **Submit**.



10. On the **Confirm Transfer** pop-up, click **Submit** to initiate the transfer.

11. Note down the **Transfer Key/Number.** You must give this number to the new owner.
12. To print the Transfer Key, click **Print**.
13. Click **Close**.

You will now see that the greyhound you had registered has (TFR) next to its name. (This process may take five to ten minutes to complete).

To accept the transfer, the new owner must have received the Transfer Key and the greyhound's ear brand from you.

You may retrieve the Transfer Key by placing your mouse cursor over the greyhound's name in your **My Dogs** list.

4.2.2 Accept Transfer of Ownership

Access path: FastTrack > Log in > My Dogs > Accept Transfer of Ownership

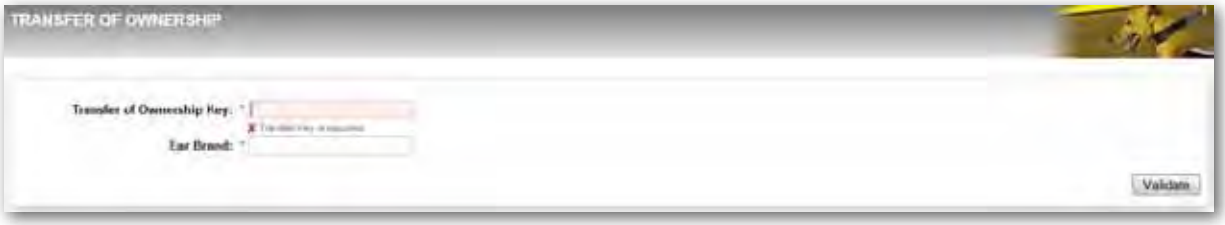
To accept the transfer of ownership, you need both the Transfer Key and the greyhound's ear brand.

he Transfer of Ownership Key is only valid for the new owner for 14 days from the date of issue. If the transfer is not completed within 14 days, the original owner is registered as the owner and the Transfer of Ownership Key is void.

To accept the **Transfer of Ownership (New Owner):**

1. Log in to FastTrack.
2. Click the **My Dogs** tab.
3. At the top of the page, click the **Accept transfer of ownership** link.

4. Enter the **Transfer of Ownership Key** and the **Ear Brand** of the greyhound.
5. Click **Validate**.



FastTrack validates the **Transfer of Ownership Key** and the greyhound's **Ear Brand**. If validation fails, check that the correct information was entered. (You may need to verify the details with the seller of the greyhound.) Once the validation is complete, you will be presented with the **Transfer of Ownership Key**, the greyhound's **Ear brand** and **Microchip Number**.

6. Select **Self Ownership** or, if you are a syndicate manager, click **Syndicate Ownership** then choose the syndicate.
7. FastTrack will display the payment fee for the transfer at the bottom of the page.
8. Click **Submit** to complete the transfer.

9. On the next screen, enter the payment details and click **Submit**.

10. Click **Continue** or **View Invoice** to see the invoice.

The transfer is now complete. After a few moments you should see the greyhound's details in your **My Dogs** list.

4.3 Breeding Authority

For breeding, owners can lease their dogs to studmasters or their bitches to registered breeders. The resulting pups are the property of the breeder.

The owner issues a Breeding Authority which is then accepted by the breeder or stud master. The authority may be ended by the owner or breeder. A Breeding Authority cannot be issued for a retired greyhound unless the greyhound was retired as a breeding animal.

4.3.1 Issue a Breeding Authority

Access path: FastTrack > Log in > My Dogs

This procedure previously involved **Application Form B – Authority to Breed.**

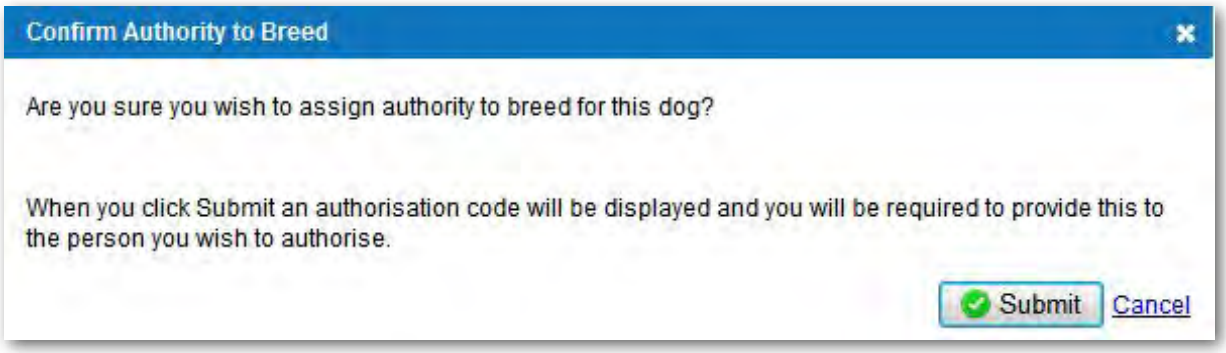
> Please note: You cannot issue a new Authority to Breed for a greyhound unless any previous authorities have been ended.

To issue a Breeding Authority:

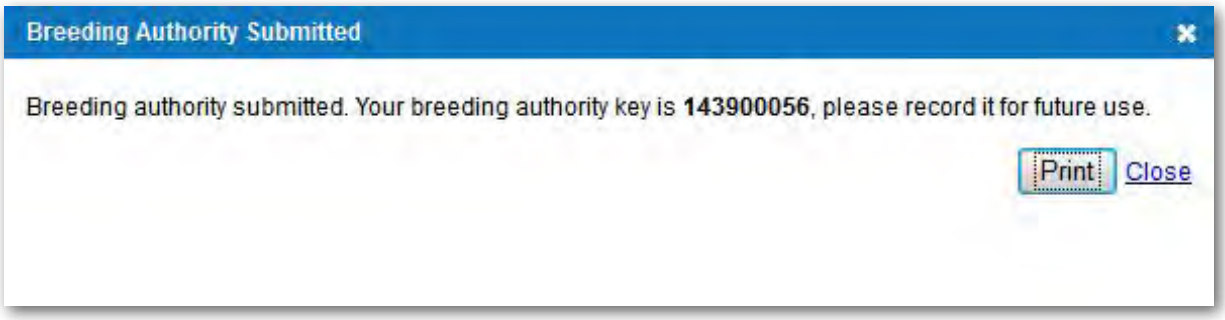
1. Log in to FastTrack.
2. Click the **My Dogs** tab.
3. For the relevant greyhound, click **Actions**.

4. Click **Issue Breeding Authority**

5. Read the authorisation notice and tick the **“I agree”** checkbox.
6. Enter the **First Name** and **Surname** of the person to whom the Breeding Authority is to be issued.
7. If the person is in another state/territory, tick the checkbox **“Interstate Transfer”** and enter the address.
8. Click **Submit** to initiate the process.



9. On the confirmation pop-up click **Submit**.



10. You will see a pop-up with the breeding authority key. Make a note of this authority key, or click **Print** to print it out.
11. Click **Close** to close the pop-up window and return to your dogs list.

You will now see that the greyhound has **(AUT)** next to its name.

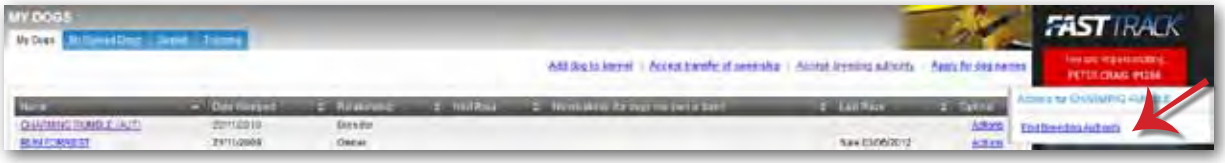
For the breeder to accept the authority, you *must* provide them with the Authority Key and the greyhound's Ear Brand.

> Tip: To retrieve the Authority Key, roll your mouse cursor over the greyhound's name in your **My Dogs** list. The key will show up in a call-out box.

4.3.2 End a breeding authority

Access path: FastTrack > Log in > My Dogs > Actions > End Breeding Authority

1. Log in to FastTrack.
2. Click the **My Dogs** tab.
3. For the relevant greyhound, click **Actions**.



4. Click the **End Breeding Authority** link.

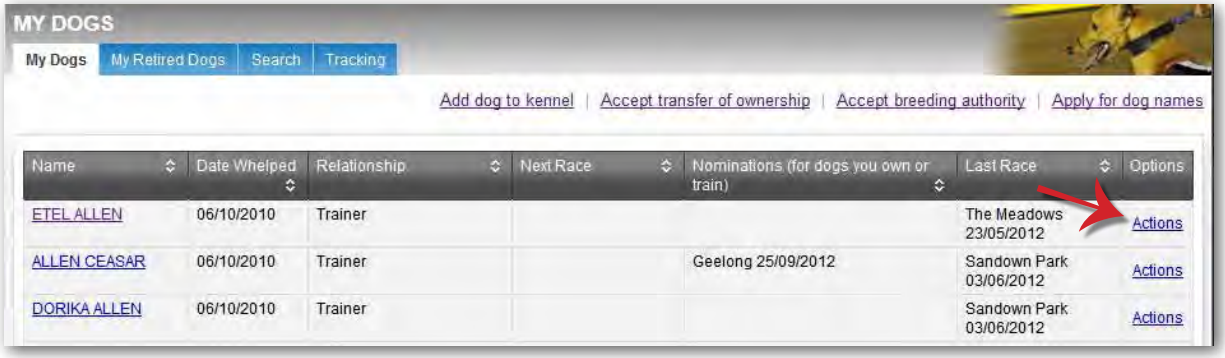
5. In the pop-up window, click **Submit**.
6. FastTrack will display a confirmation message that the breeding authority has been cancelled. You and the breeder to whom the authority was assigned will receive notification.

4.4 Retirement

4.4.1 Retire a greyhound

Access path: FastTrack > Log in > My Dogs > Actions > Retire

1. Log in to FastTrack and click the **My Dogs** tab.
2. Click the **Actions** link for the greyhound you want to retire.



3. In the pop-up menu, click **Retire**.

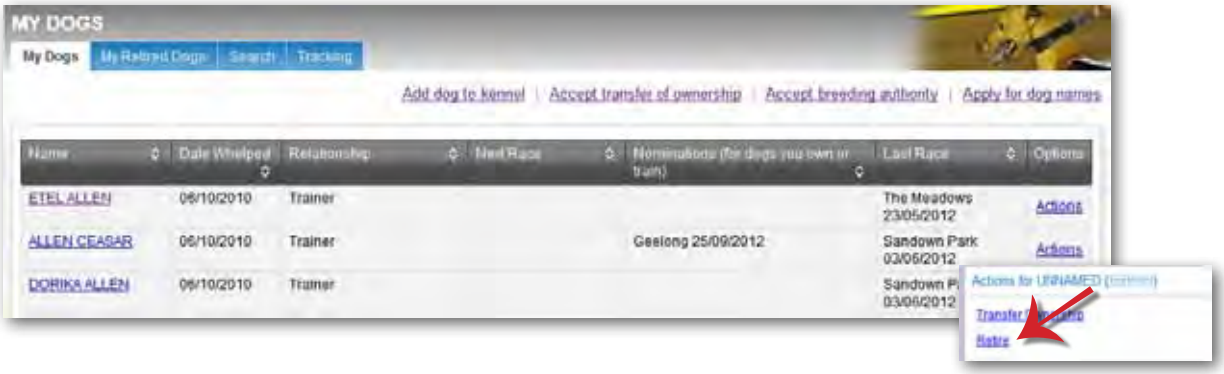
4. FastTrack will display the retirement page:
5. If you are retiring your greyhound as a pet:
   a. For the **Retirement Status**, select **Pet.**
   b. Click **Submit**.
   c. From the **Dog will be retired to** list, select **Owner** or **A Third Party**.
   d. If the greyhound is being retired to a third party, enter the new owner's details.

6. If you are retiring your greyhound as a breeding animal:
    a. For the **Retirement Status**, select **Breeding Animal**.
    b. Click **Submit**.
    c. Select **Who will be breeding with this dog**.
7. If your greyhound is being exported:
    a. For the **Retirement Status**, select **Exported**.
    b. Click **Submit**.
    c. Enter the country to which the greyhound will be exported.
8. If you are retiring a greyhound for another reason
    a. For the **Retirement Status**, select **Other**.
    b. Click **Submit**.
    c. Fill in the field explaining the reason for the greyhound's retirement.
    d. Click **Submit**.
9. Click **Submit**.
10. Read the **Confirmation Retirement** pop-up, then click **Submit**.

4.4.2 Retire a greyhound into GAP

Access path: FastTrack > Log in > My Dogs > Actions > Retire

1. Log in to FastTrack and click the **My Dogs** tab.
2. Click the **Actions** link for the greyhound you want to retire.
3. In the pop-up menu, click **Retire**.



4. On the **Retire Dog** page, click the **Enter my dog in GAP** link, which redirects you to the GAP web page to fill in the GAP online entry form.

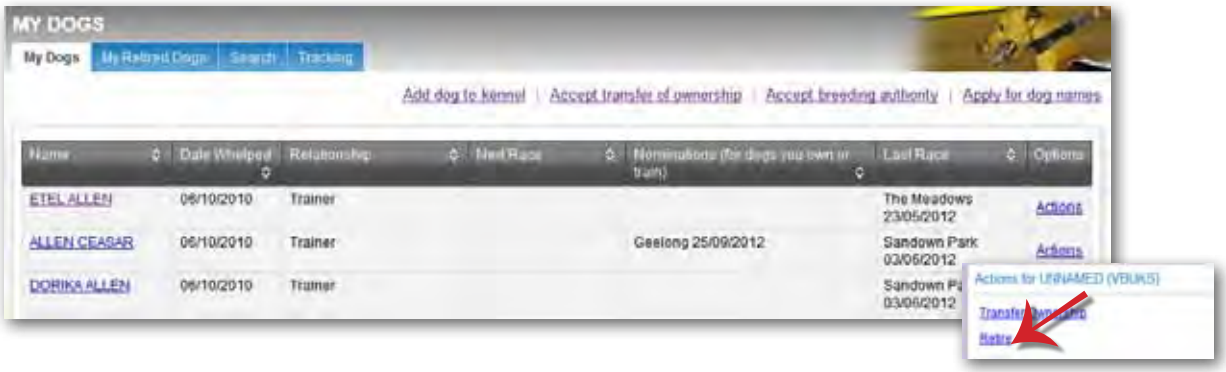
5. Fill in the GAP form.
6. Click **“I agree.”**
7. Click **Submit**.
8. Read the **Thank you** page and click **Continue.**

4.4.3 Retire a greyhound - euthanised

Access path: FastTrack > Log in > My Dogs > Actions > Retire

> If a greyhound has been euthanised, you need to send a GRV a Vet Certificate before retirement can be finalised. The certificate must show the greyhound's name, ear-brand or microchip number.

1. Log in to FastTrack and click the **My Dogs** tab.
2. Click the **Actions** link for the greyhound you want to retire.
3. In the pop-up menu, click **Retire**.



4. For the **Retirement Status**, select **Euthanised.**
5. **C**lick **Continue.**
6. In the next window, select the reason the greyhound is being euthanised from the drop-down list.
7. Click **Submit**.
8. Read the information displayed and click **Submit** to complete the first part of the process.
9. To complete the process, you must send the Vet Certificate to:

   Animal Welfare Manager
   Greyhound Racing Victoria
   46 - 50 Chetwynd St
   West Melbourne 3003 Victoria

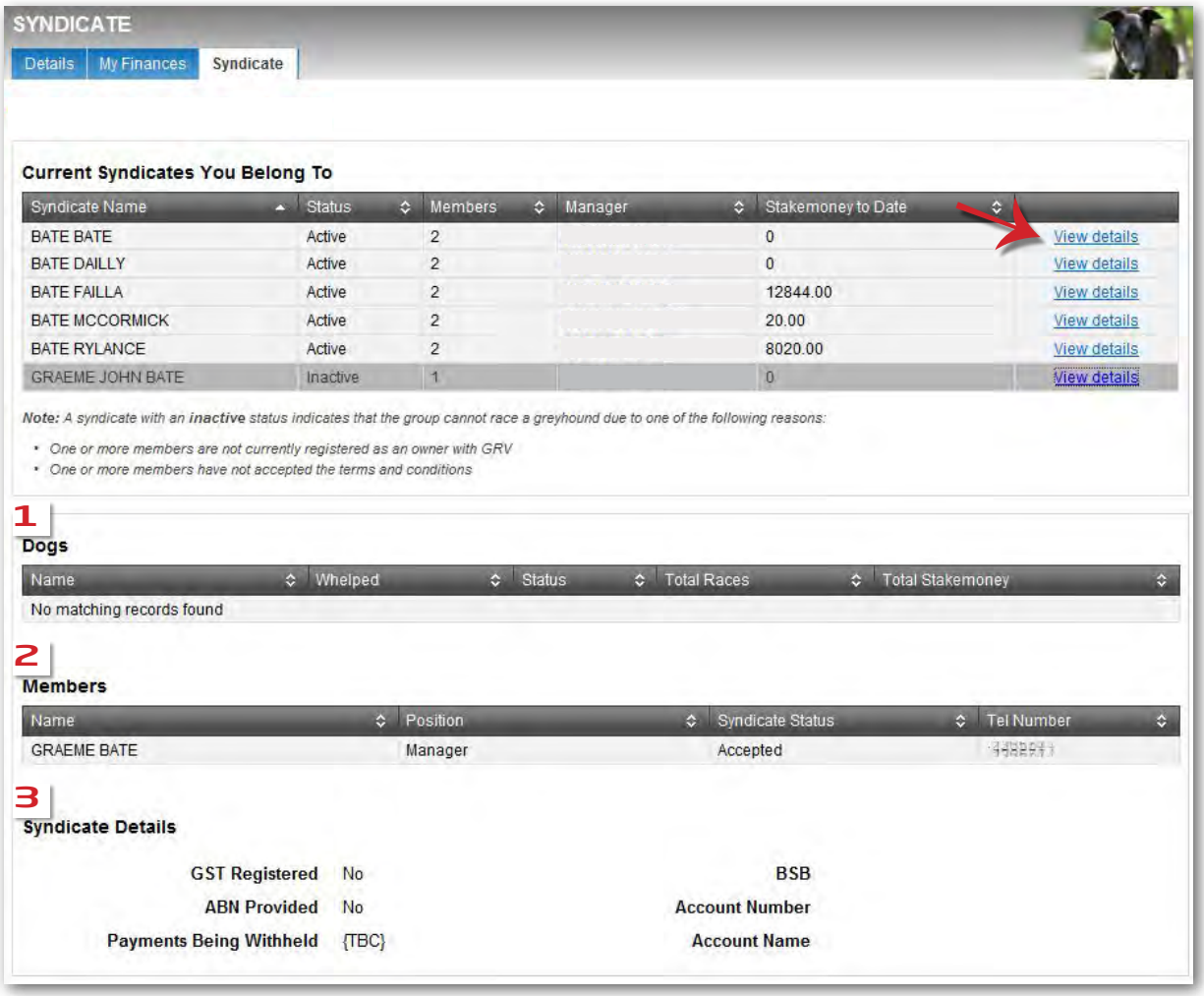
4.5 Syndicates

4.5.1 View syndicates

Access Path: FastTrack > Log in > My Account > Syndicate

If you are a member of any syndicates, you will see a **Syndicate** tab in your **My Account** section.

1. Select the **Syndicate** tab to see a list of the syndicates you belong to.
2. Click **View details** in the table to view the details of a syndicate. FastTrack will display the syndicate details below the table.



1 In the **Dogs** section, greyhounds related to the selected syndicate are displayed. Each greyhound name is a link to the **Dog Details** page for the respective greyhound.

2 The **Members** area displays all syndicate members and their relationship with the syndicate, including basic contact details.

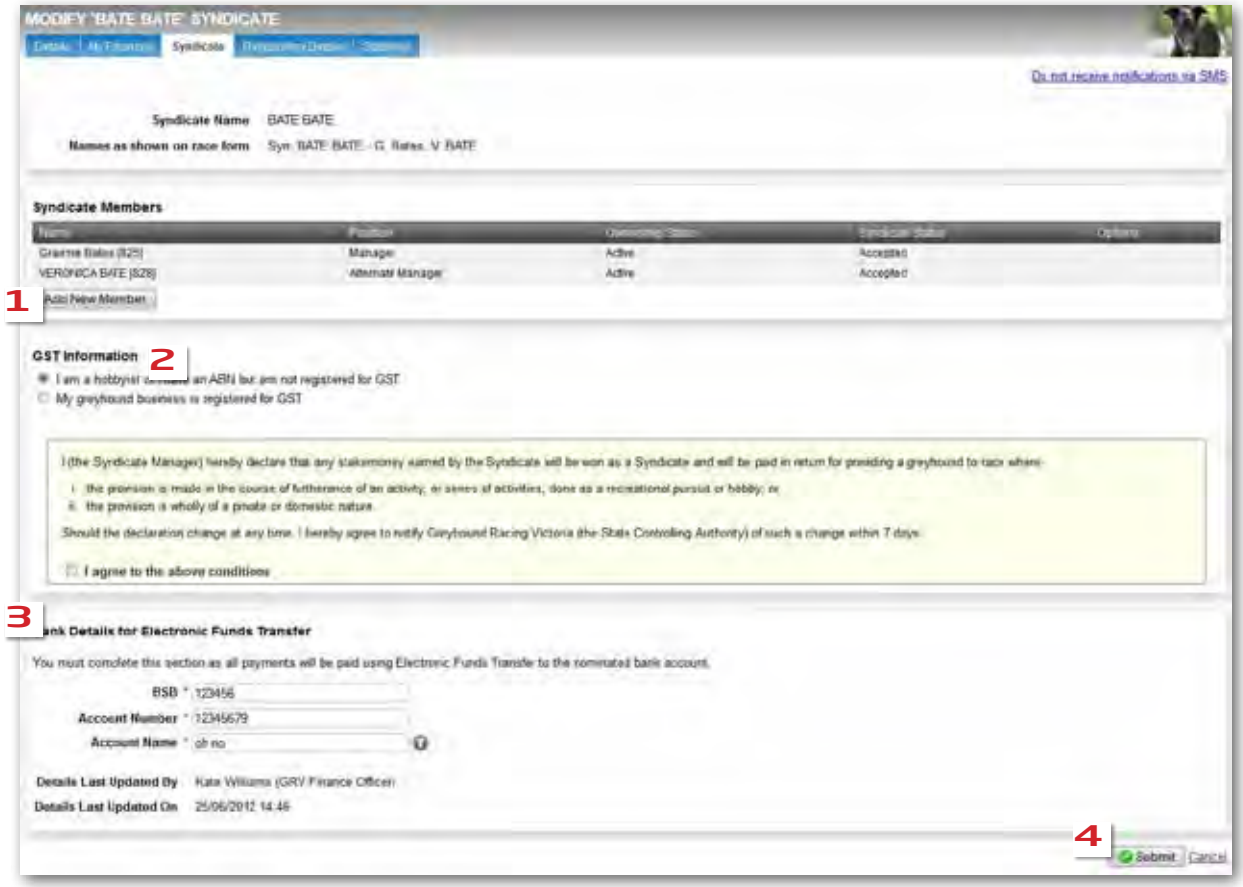
3 In the **Syndicate Details** section, where applicable, the syndicate manager can see the syndicate's bank account and GST details.

4.5.2 Edit syndicate

Access path: FastTrack > Log in > My Account > Syndicate > View Details > Edit Syndicate

If you are a syndicate manager, you can edit syndicate details.

1. Log in to FastTrack and click the **My Account** tab.
2. Click the **Syndicate** tab.
3. Click **View Details** beside the syndicate you wish to edit.
4. Click the **Edit Syndicate** link below the details.



On the **Modify Syndicate** page syndicate managers may perform a number of functions:

1 To add a new member:

1. Click **Add New Member**.
2. In the **Email/Member Number** field, enter the new member's email address or member number.

2 To enter GST Information:

1. Click **My greyhound business is registered for GST**.
2. In the **ABN** field, enter the ABN.
3. Click the "**I agree to the above conditions"** check box.

3 To enter or change the Bank Account Details:

1. Enter the details into the fields provided.
2. Click the "**I agree to the above conditions"** check box.

4 Click **Submit** to effect any changes made.

4.5.3 Create a new syndicate

Access path: FastTrack > Log in > My Account > Syndicate > Create a

To create a new syndicate:

1. Log in to FastTrack and click the **My Account** tab.
2. Click the **Syndicate** tab.
3. Click the **Create a New Syndicate** link.

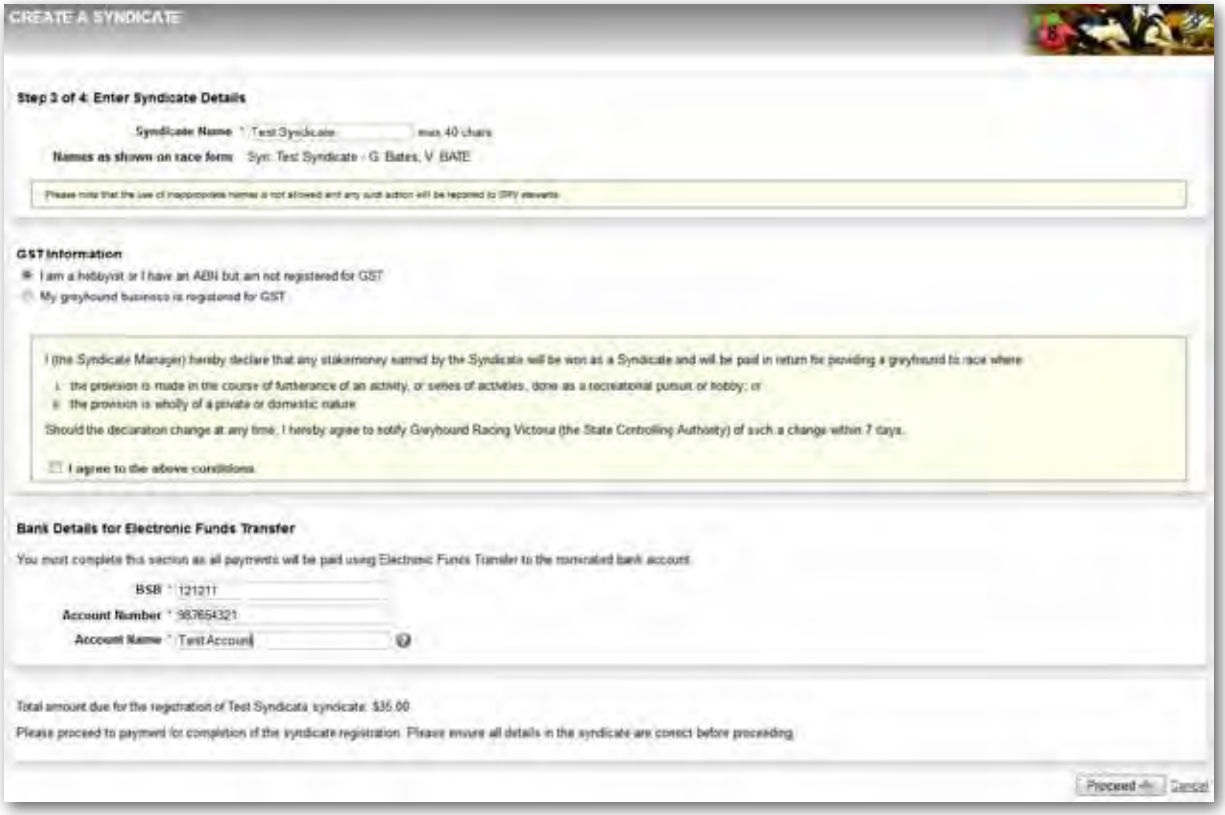
Step 1: Select Syndicate Members

4. For each participant, enter a Participant Number or Email Address, then click **Continue**.
5. You are provided with four member fields - click **Add another member** to show more fields.

Step 2: Terms and Conditions

6. Read the terms and conditions, click **I ACCEPT the terms and conditions stated above**, then click **Continue**.

Step 3: Enter Syndicate Details



7. In the syndicate Name field, enter a name of up to 40 characters in length
8. Enter GST Information, and if the ABN field appears, enter the ABN.
9. Click the **I agree to the above conditions** check box.
10. Enter the Bank Account Details.
11. Click **Proceed**.

Step 4: Pay Syndicate Registration Fee

12. Enter any required payment, then click **Submit**.

13. Read the Confirmation page, then click **Complete Registration**.

FASTTRACK 5

For trainers

Nominations, Scratchings, Kennel Transfers & Club Trials

5 For trainers

5.1 My Dogs

Access Path: FastTrack > Log in > My Dogs

Your **My Dogs** tab shows all the greyhounds you own. For trainers, the **My Dogs** tab also lists all the greyhounds you train.

To see a list of your greyhounds:

1. Log in to FastTrack.
2. Click the **My Dogs** tab.

1 You can sort the list by clicking on the symbol in the column headers.

2 Click a greyhound's name in the list to go to the details pages for the greyhound. To find out more about the Dog Details page, see section **3.4.2 Dog Details** on **page 41** of this user guide.

3 If there is an active Breeding Authority for a greyhound, you will see **(AUT)** beside its name. If you are transferring the ownership of a dog, it will have **(TFR)** beside its name.

4 The **Relationship** column shows the relationship you have with each greyhound. This can be Owner, Trainer, Studmaster, Breeder or Owner - Syndicate Manager, Owner - Syndicate Delegate, or Owner - Syndicate Member.

5 The table also shows you your dog's next race, current nominations, and last race.

6 In the **Options** column, clicking on the **Actions** menu will show you what actions are currently available for a dog. This is a dynamic menu, meaning it will change according to the status of each dog.

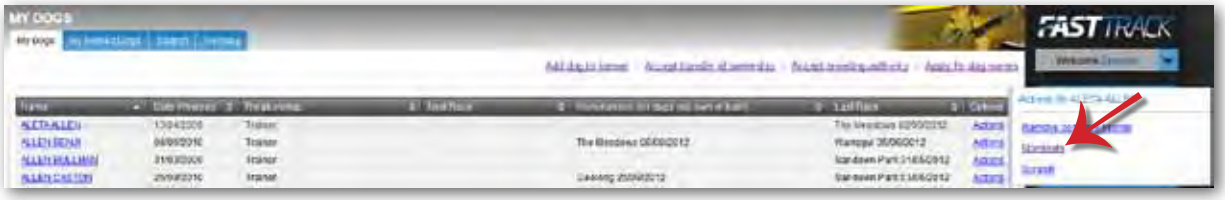
5.2 Nominating and scratching

You may nominate a greyhound for a race, or withdraw it without penalty, any time up to the Close of Nominations. After the Close of Nominations, you may scratch a greyhound any time up to the Close of Scratchings. However, scratchings attract a penalty. If you scratch a greyhound after the Close of Scratchings, you must provide a Vet Certificate before the greyhound can be nominated for any further meetings. To find the Close of Nominations and Close of Scratchings for a meeting, go to the GRV website, click the Calendar link at the top of the page, then click on the meeting.

5.2.1 Nominating

Access path: FastTrack > Log in > My Dogs > Actions > Nominate

1. Log in to FastTrack, then click the **My Dogs** tab.
2. Next to the greyhound you want to nominate, click the **Actions** link.



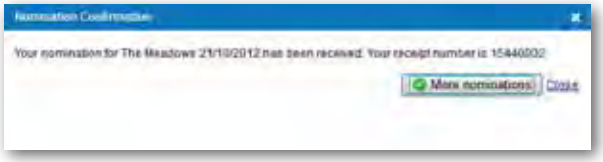
3. Click **Nominate**.

4. Select the **Meeting**. FastTrack displays the meeting details.

5. Under **Nomination Options**, select one or more combinations of distance and grade.
6. Under **Conditions**, you can select **No Reserve.**
7. Click **Continue.**

8. To rearrange the nominations in order of preference, click the **Move Up** or **Move Down** icons.
9. To remove a nomination, click the **Remove** button next to it.
10. Click **Confirm**.

11. On the **Nominations Submission** pop-up, click **Submit**.

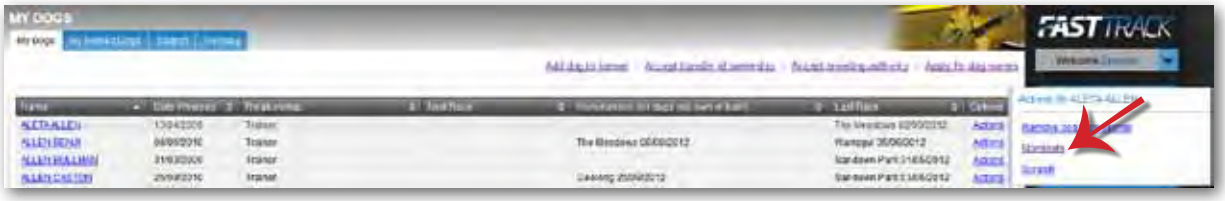


12. Note your receipt number, then click **Close**.

5.2.2 Nominate multiple greyhounds

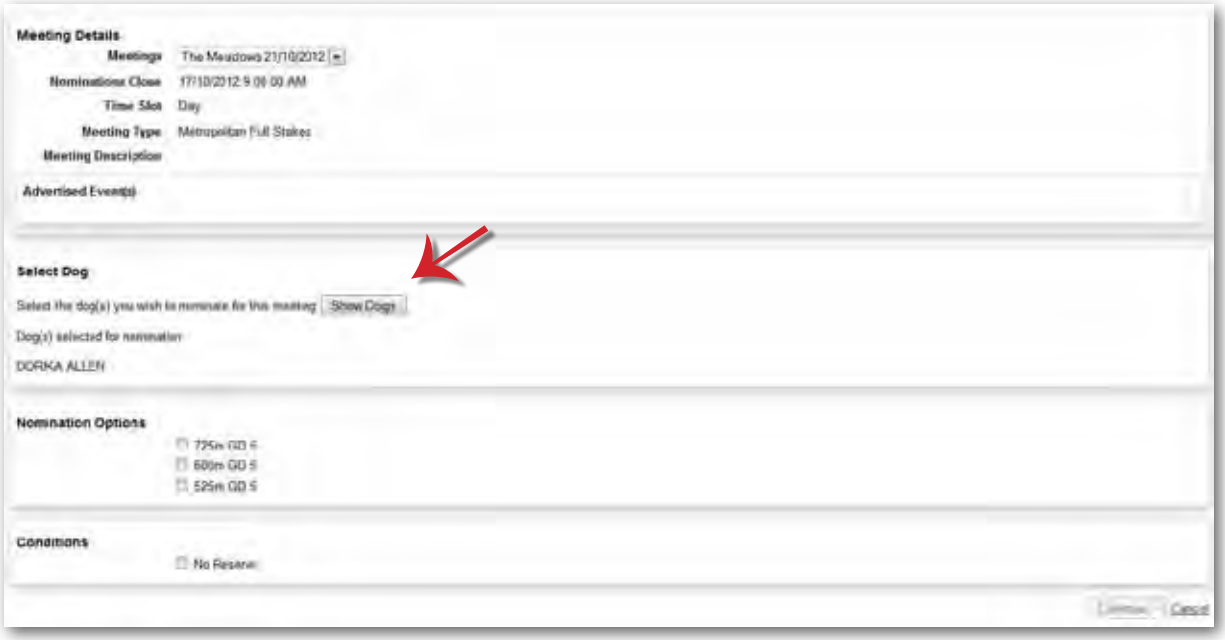
Access path: FastTrack > Log in > My Dogs > Actions > Nominate

1. Log in to FastTrack, then click the **My Dogs** tab.
2. Next to the greyhound you want to nominate, click the **Actions** link.



3. Click **Nominate**.

4. Select the **Meeting**. FastTrack displays the meeting details.

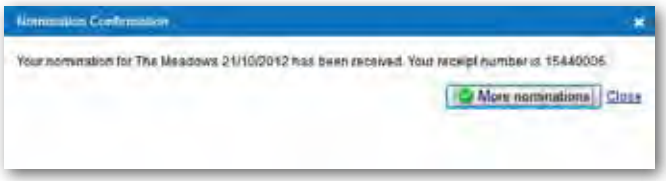


5. Click **Show Dogs**.

6. Select the greyhounds you want to nominate.
7. Scroll to the bottom and click **Confirm**.

8. Click **Confirm** again.

9. In the **Nominations Submission** pop-up, click **Submit**.



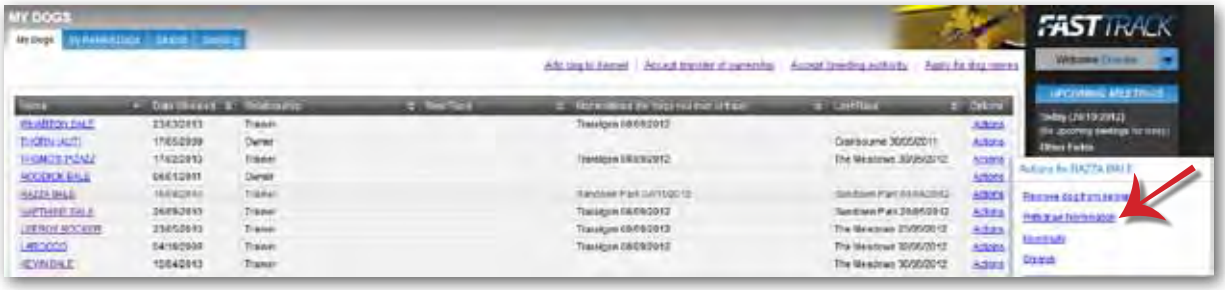
10. Note your receipt number, then click **Close**.

5.2.3 Withdraw nomination

Access path: FastTrack > Log in > My Dogs > Actions > Withdraw Nomination

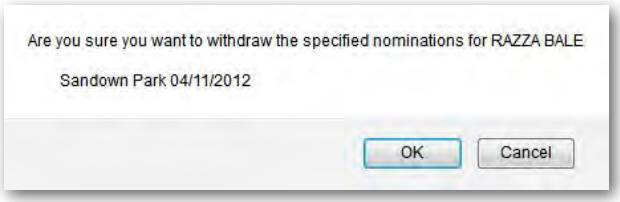
To withdraw a nomination:

1. Log in to FastTrack.
2. Click the **My Dogs** tab.
3. For the greyhound you want to scratch, click the **Actions** menu.



4. Click **Withdraw Nomination**.

5. Tick the meeting for which you want to withdraw the nomination.
6. Click **Submit**.



7. Click **OK**.

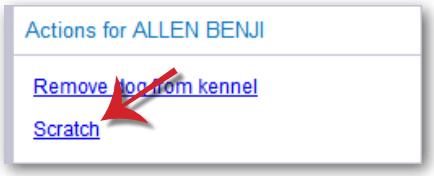
5.2.4 Scratch a greyhound

Access path: FastTrack > Log in > My Dogs > Actions > Scratch

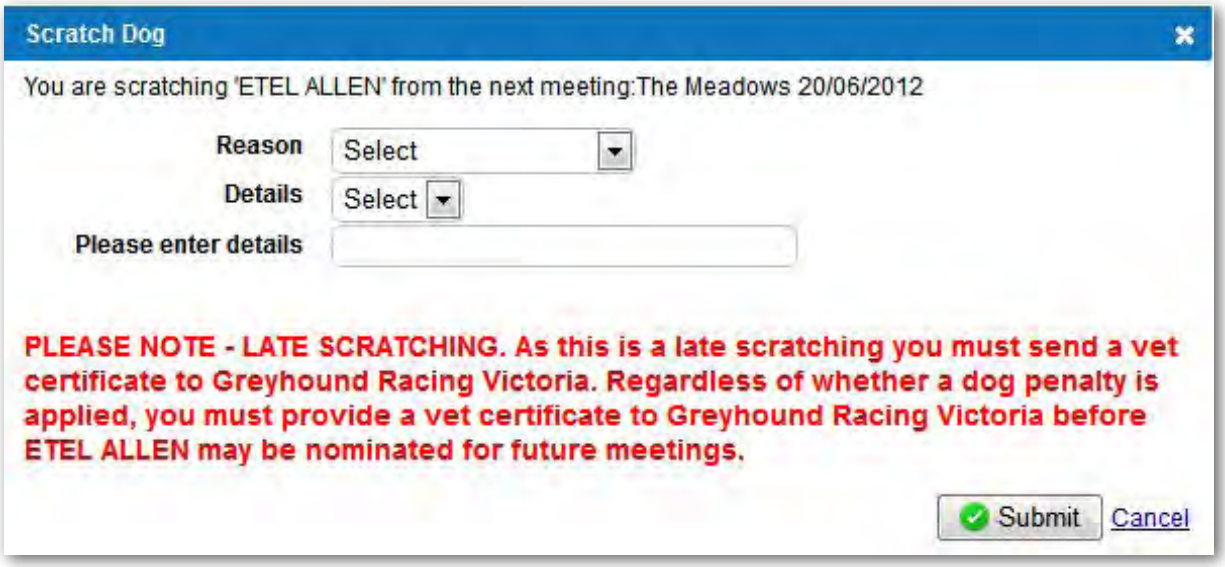
To scratch a greyhound:

1. Log in to FastTrack.
2. Click the **My Dogs** tab.

3. For the greyhound you want to scratch, click the **Actions** menu.



4. Click **Scratch**.



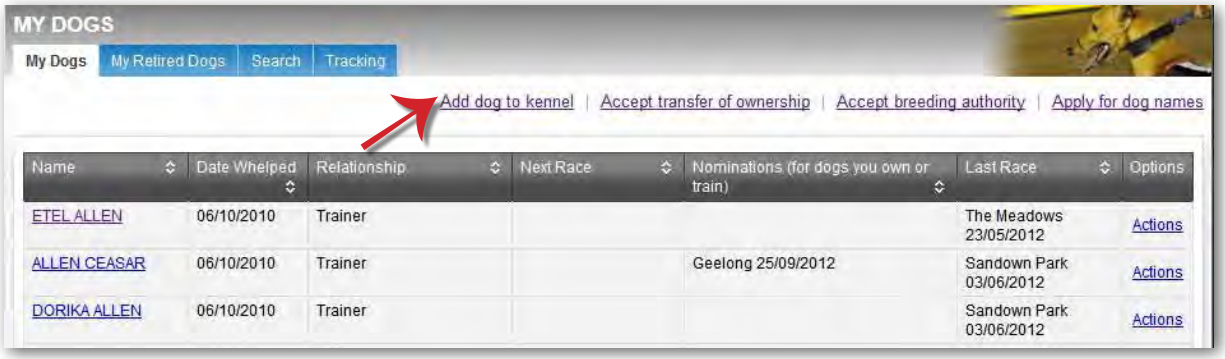
5. Select a **Reason**.
6. Select **Details**.
7. Enter more details in the field provided.
8. Click **Submit**.

In the **My Dogs** list you will now see the entry in the **Next Race** column with **(SCR)** to indicate that the dog has been scratched.

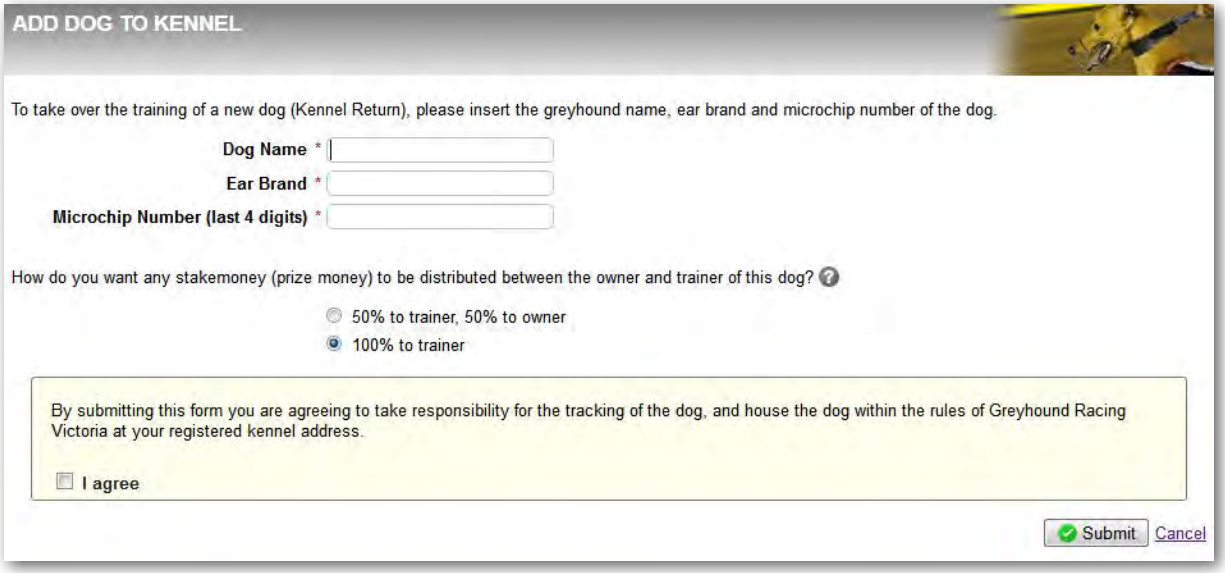
5.3 Add dog to kennel

Access path: FastTrack > Log in > My Dogs > Add dog to kennel

1. Log in to FastTrack
2. On the blue menu, click the **My Dogs** tab.



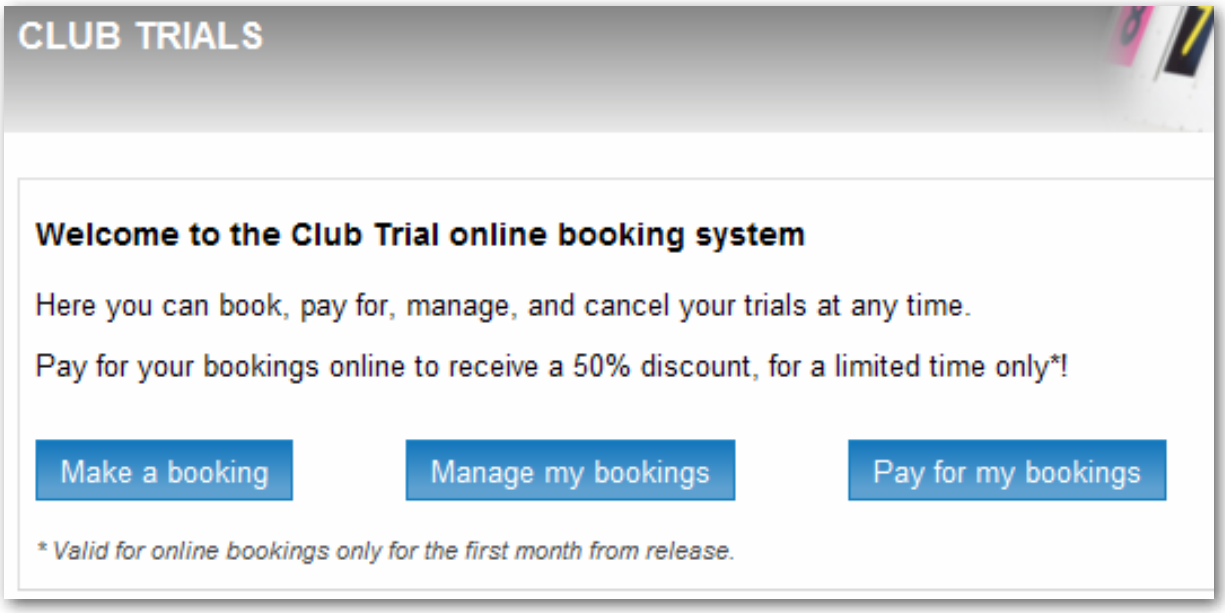
3. At the top of the page, click the **Add dog to kennel** link.



4. Enter the greyhound's name, ear-brand number, and the last four digits of the greyhound's microchip number in the fields provided.
5. Select the stake money split for this greyhound by selecting the radio button for either:
   - 50% to trainer, 50% to owner, or
   - 100% to trainer
6. Click the "**I agree**" checkbox.
7. Click **Submit**.

5.4 Club Trials

Access Path: FastTrack > Log in > Club Trials



5.4.1 Guidelines for booking Club Trials online

Registered owners and trainers can now reserve and pay for bookings for both Field and Arm/Pen trials through FastTrack.

You can pay for Reserved bookings with your credit card online via FastTrack, or with cash at the track on the day. If you pre-pay for your trial bookings through FastTrack using your credit card, you receive a discount on the fee for the first month of the August Release.

If you need to cancel a trial booking after making a payment with your credit card, you should either log in to FastTrack and cancel your booking (see section **“5.4.5 Cancelling Club Trials bookings” on page 103**) or call a GRV Member Services Officer for assistance.

You must cancel a paid booking at least 10 minutes before the Club Trial start time to be eligible for a refund of your booking fee. Your booking fee is refunded to the bank account you have nominated in your FastTrack Account. GRV does not refund fees direct to credit card accounts. Refunds of trial bookings are made weekly.

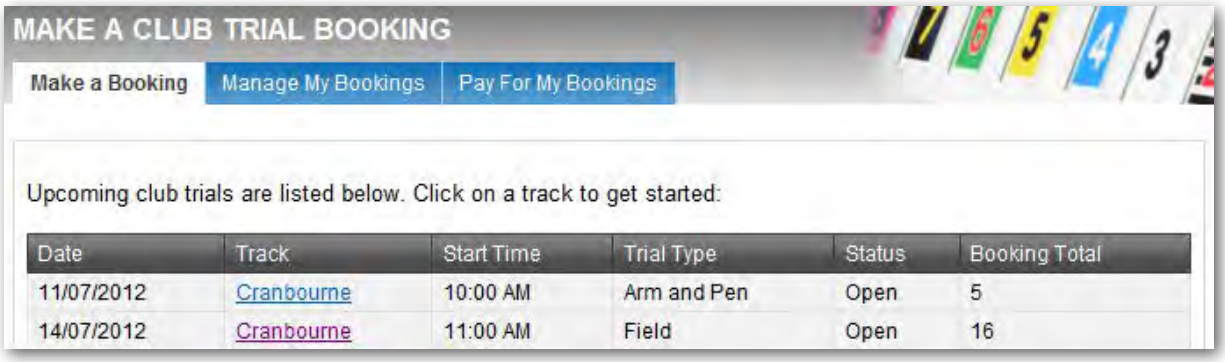
You can see all transactions related to Club Trial bookings paid for or refunded through FastTrack, in your **My Finances** section (see section **3.6.2 “Viewing your FastTrack transactions” on page 62** for instructions.)

5.4.2 Making Club Trial bookings

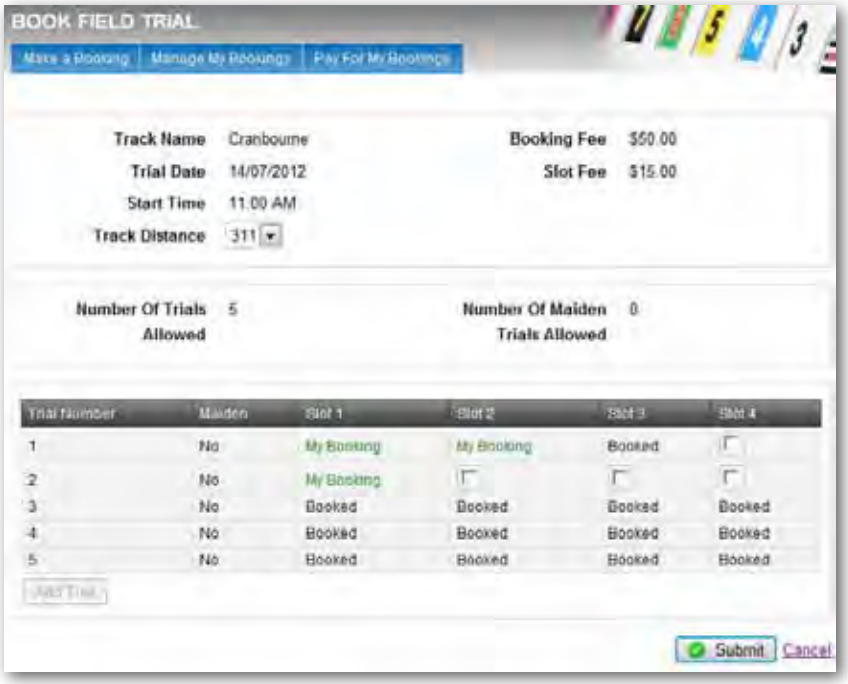
Access Path: FastTrack > Log in > Club Trials > Make a booking

Booking for a Field Trial

1. Select the **Club Trials** tab.
2. Click the **Make a booking** button. FastTrack displays upcoming Club Trials, showing the date, track, start time, trial type, status, and the number of bookings already reserved.



3. To book for a Field Trial, select a track with **Field** in its **Trial Type** column.
4. In the **Book Field Trial** window FastTrack displays the details, fees, number of trials and maiden trials allowed. FastTrack also displays the trials and available slots to book.



> **Tip:** If you have previously booked for this trial you can see **My Booking** listed in green in the table.

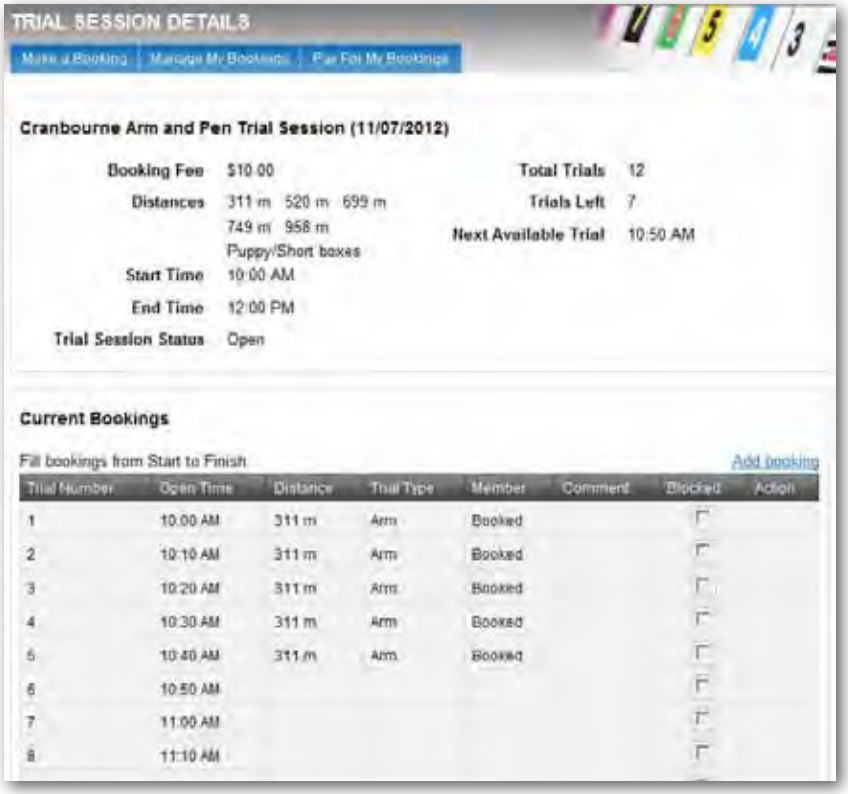
5. Click the **Track Distance** drop-down menu to select your preferred distance.
6. Tick the checkboxes for each slot you wish to book. Click **Submit** to reserve the booking. FastTrack automatically books you in the next available slot.

> At this point, you have only reserved a booking in the Field Trial. To confirm your booking you need to pay the fees. Refer to section "5.4.4 Paying for your Club Trials bookings" on page 101 for instructions.

Booking for an Arm/Pen trial

1. Select the **Club Trials** tab.
2. Click the **Make a booking** button.
3. To book for an Arm/Pen Trial, select a track in the table which has the type **Arm** or **Pen**.

In the **Trial Session Details** window, FastTrack displays details including the fees, distances, times, status of the trials and next available. Also displayed are all current bookings for the trial.



4. Click **Add Booking** on the top right of the table. A pop-up window appears:

5. Enter the **Number of Bookings** you wish to make.
6. Select the distance from the drop-down **Distance** menu.
7. Click **Submit.** FastTrack displays a message **"Booking(s) have been confirmed."**

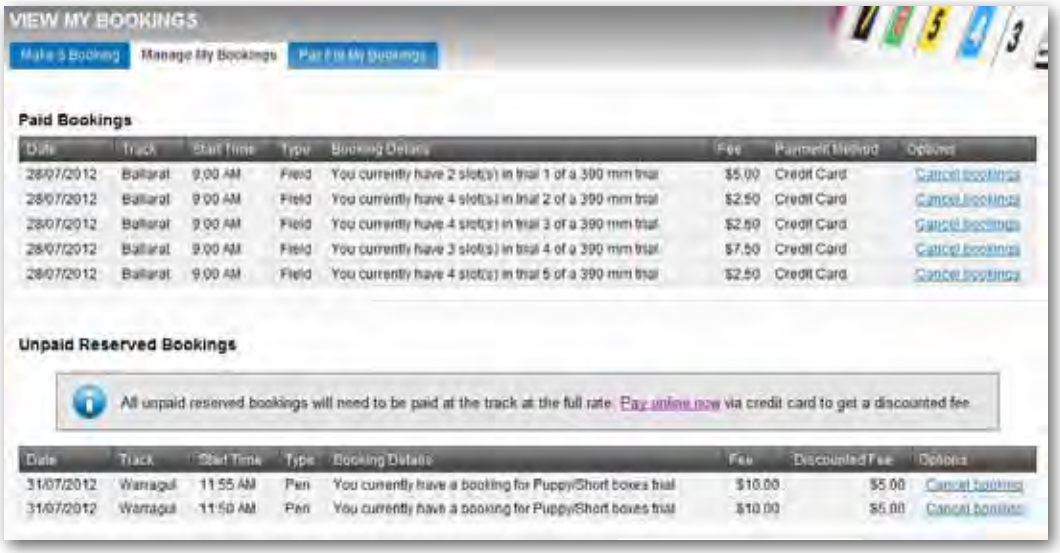
> Trial bookings are reserved sequentially. For example, if you booked 5 trials for distance 400 m, FastTrack reserves 5 available continuous slots rather than 2 trial slots at 8.35 am and the remainder at 10.35 am.

> At this point, you have only reserved a booking in the trial. To confirm your booking you need to pay the fees. Refer to section 5.4.4 Paying for your Club Trials bookings on the following page for instructions.

5.4.3 Viewing your Club Trials bookings

Access Path: FastTrack > Log in > Club Trials > Manage my bookings

Click the **Manage my bookings** button from the **Club Trials** tab. FastTrack displays all your trial bookings, including your reserved (unpaid) bookings and your confirmed (paid) bookings.



5.4.4 Paying for your Club Trials bookings

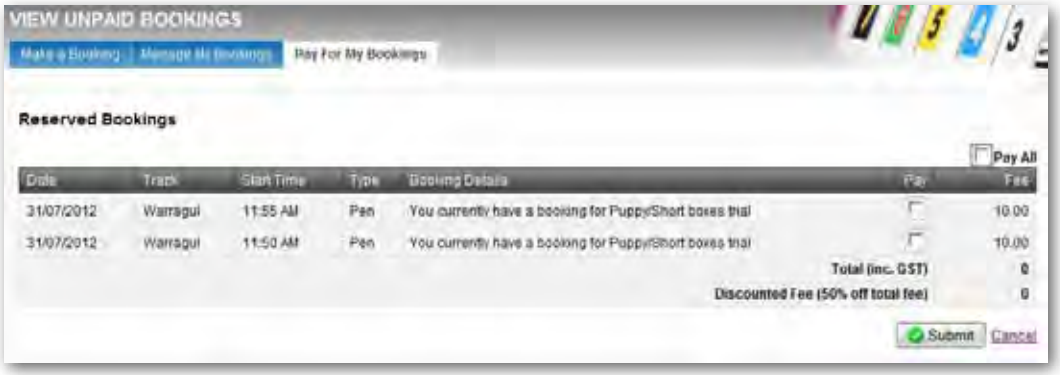
Access Path: FastTrack > Log in > Club Trials > Pay for my bookings
FastTrack > Log in > Club Trials > Manage my bookings > Pay online now

Once you have reserved your bookings in FastTrack, you can pay for multiple bookings or for single bookings with your credit card.

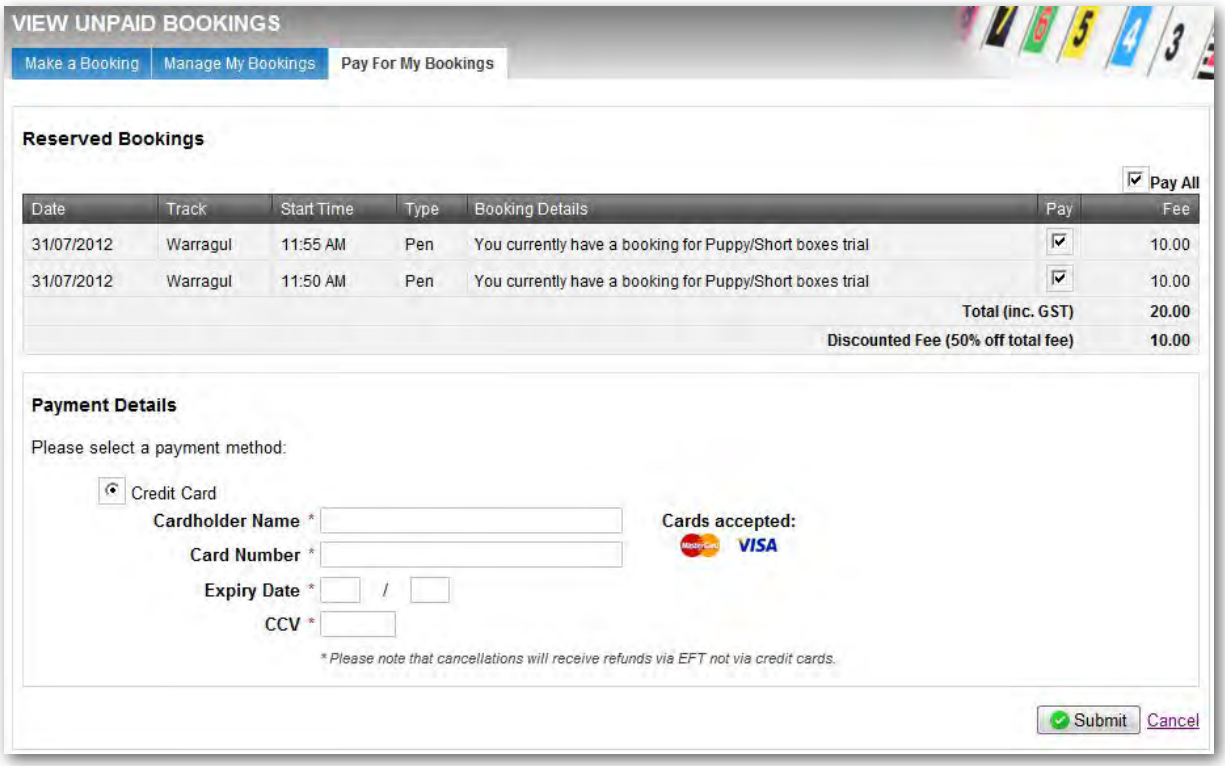
1. To get to the payment functions:
   - Click the **Pay for my bookings** link from the **Club Trials** tab,

   or
   - From the **Club Trials** tab, click **Manage my bookings**, and click the **Pay online now** link under the heading **Unpaid Reserve Bookings.**

Both of these paths display all your current unpaid bookings.



2. If you have multiple bookings reserved for different Club Trials and you want to pay for them all together, tick the **Pay All** checkbox on the top right of the table. FastTrack totals all the unpaid bookings in the table and displays credit card fields.
3. If you want to pay for bookings separately, tick the boxes in the **Pay** column against the bookings you want to pay for. FastTrack updates the **Total** (inc. GST) and the **Discounted Fee** amounts at the bottom of the table according to your selections, and displays credit card fields.



4. Enter your credit card details in the fields provided and click **Submit** to process the transaction.

FastTrack displays a green confirmation message: **'Payment made successfully'.**

If there is a problem with the transaction, FastTrack displays a red error message and asks you to re-enter the details.

5. Once a payment is made successfully the system will take 5 minutes to update your account records. After a few minutes you can view the transaction in your **My Finances** tab (see section **3.6.2 "Viewing your FastTrack transactions" on page 62** of this guide).

> Once you click Submit, FastTrack charges the payment to your credit card, using a secure connection.
>
> It may take a few minutes for the payment to be processed. Do not click the Submit button more than once. Do not refresh the page or navigate away from the page while the payment is being processed.
>
> FastTrack currently only accepts VISA or Mastercard for online payments.
>
> For your security, FastTrack does not store your credit card details. You must enter your credit card every time you make a payment.

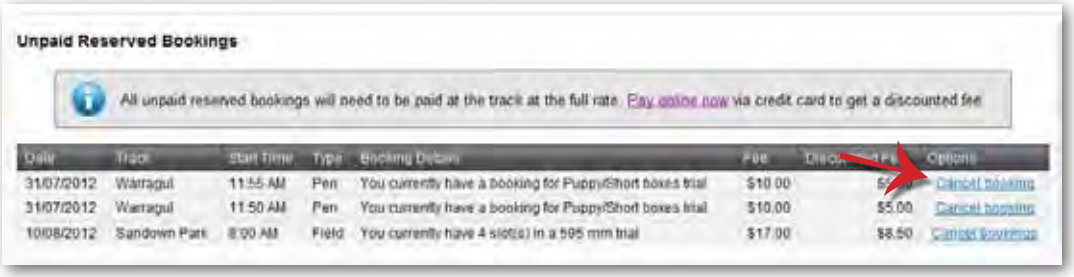
5.4.5 Cancelling Club Trials bookings

Access Path: FastTrack > Log in > Club Trials > My Bookings > Manage My Bookings > Cancel Bookings

Cancelling a Field Trial booking

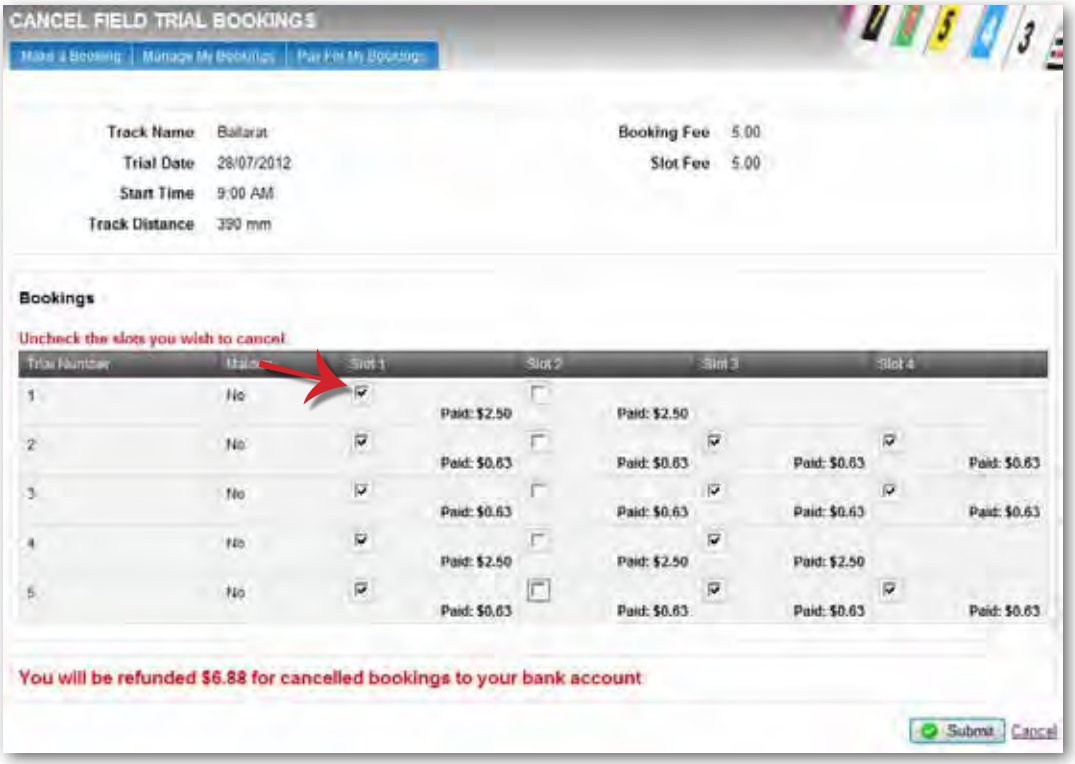
1. On the **Club Trials** tab, click the **Manage My Bookings** link.

FastTrack displays all your current paid and unpaid bookings.



2. Click the **Cancel Bookings** link for the booking you wish to cancel.

For Field Trials, FastTrack displays all of your current **Field Trial Bookings**:



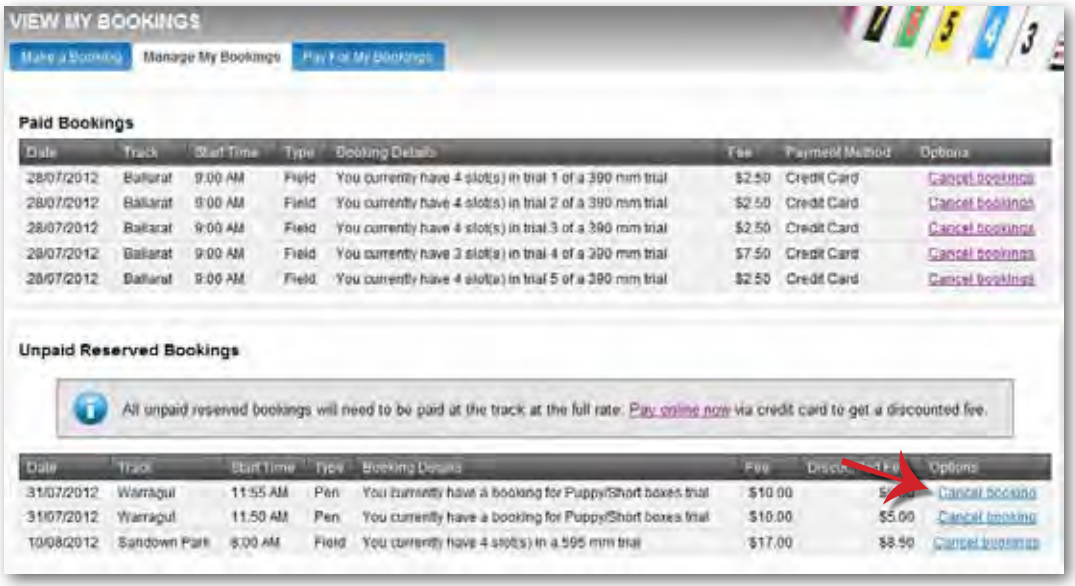
3. In the table, **un-check** the boxes in the slots you wish to cancel. If you have already paid for bookings that you are cancelling, FastTrack calculates your refund amount.

4. Click **Submit**. FastTrack will display a message: **“Bookings cancelled successfully.”**

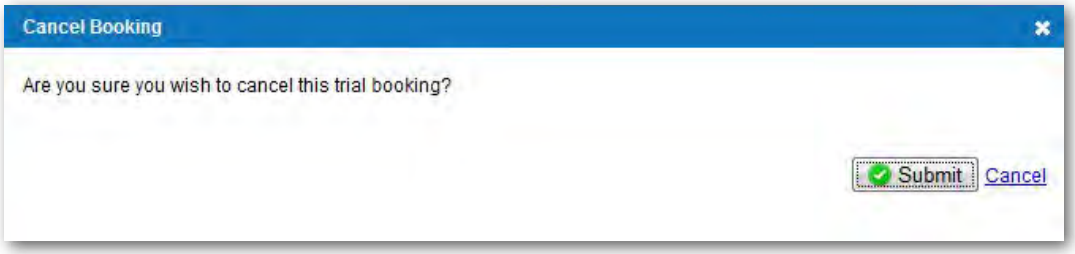
Cancelling a Pen/Arm Trial booking

1. On the **Club Trials** tab, click the **Manage My Bookings** link.

FastTrack displays all your current paid and unpaid bookings.



2. in the **Options** column against the booking you wish to cancel, click the **Cancel Bookings** link.
3. For Pen/Arm Trials, FastTrack displays a pop-up window:



4. Click **Yes** to cancel the booking, or **No** to return to your bookings list without cancelling.

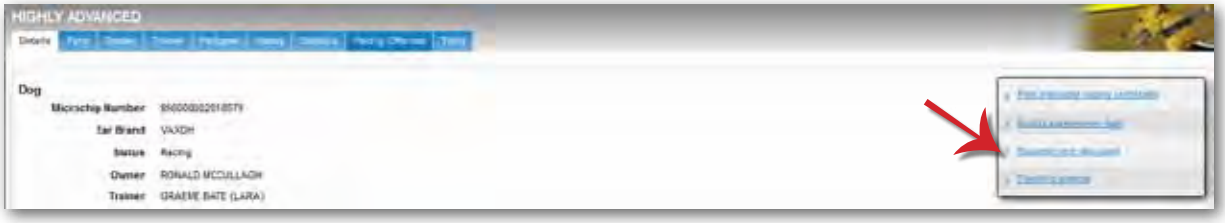
5.5 Request dog card

Access path: My Dogs > Dog name > Request new dog card

Trainers only may request new dog cards. Owners may not do this.

To request a new dog card:

1. Log in to FastTrack.
2. Click the **My Dogs** tab.
3. Click the dog's name to bring up the **Dog Details** page.



4. In the quick links box on the right hand side, click the **Request new dog card** link.

5. Enter the payment details on the next page and click **Submit Request**.

6. Click **Continue** to complete the request. You may also click **View Invoice** to see the invoice for the transaction.

FASTTRACK 6

Breeding

For Registered Breeders & Studmasters

6 For breeders

6.1 My Dogs

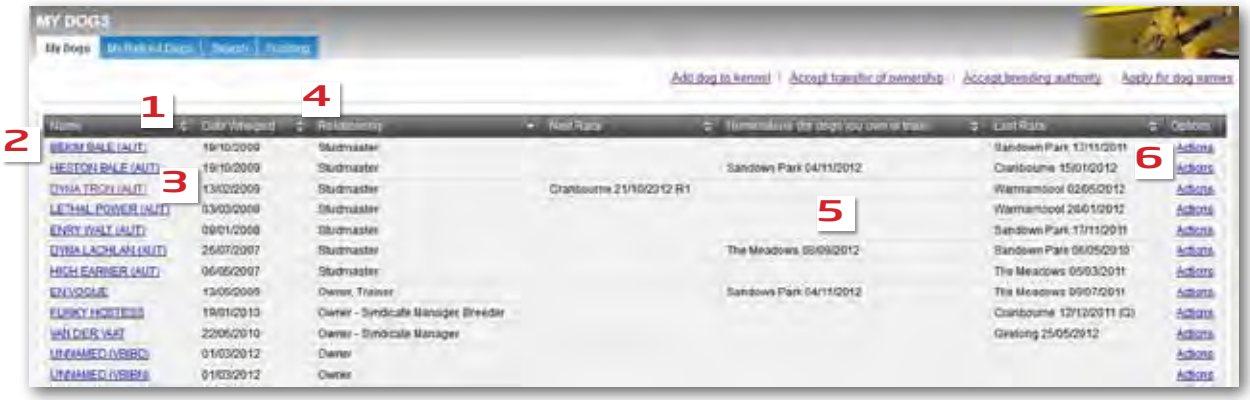
Access Path: FastTrack > Log in > My Dogs

Your **My Dogs** tab shows all the greyhounds you own. For breeders and studmasters, the **My Dogs** tab also lists:

- All the greyhounds for which you have a Breeding Authority.
- Any ear-branded pups, even unnamed ones.

To see a list of your greyhounds:

1. Log in to FastTrack and click the **My Dogs** tab.



1 You can sort the list by clicking on the symbol in the column headers.

2 Click a greyhound's name in the list to go to the details pages for the greyhound. To find out more about the Dog Details page, see section **3.4.2 Dog Details** on **page 41** of this user guide.

3 If there is an active Breeding Authority for a greyhound, you will see **(AUT)** beside its name. If you are transferring the ownership of a dog, it will have **(TFR)** beside its name.

4 The **Relationship** column shows the relationship you have with each greyhound. This can be Owner, Trainer, Studmaster, Breeder or Owner - Syndicate Manager, Owner - Syndicate Delegate, or Owner - Syndicate Member.

5 The table also shows you your dog's next race, current nominations (if you own or train the dog), and last race.

6 In the **Options** column, clicking on the **Actions** menu will show you what actions are currently available for a dog. This is a dynamic menu, meaning it will change according to the status of each dog.

For more information on the **My Dogs** tab, including **Dog Details** and **Search**, see section **"4.1 My Dogs" on page 72** of this guide.

6.2 My Litters

Access Path: FastTrack > Log in > My Litters

In the **My Litters** section you can see a list of all your registered litters.

The list shows the **Service Date, Whelp Date, Sire, Dam,** and **Litter Status**.

- Click the **View details** link in the **Options** column to display the details of that litter.
- To sort the results, click the sort icon in a column header.

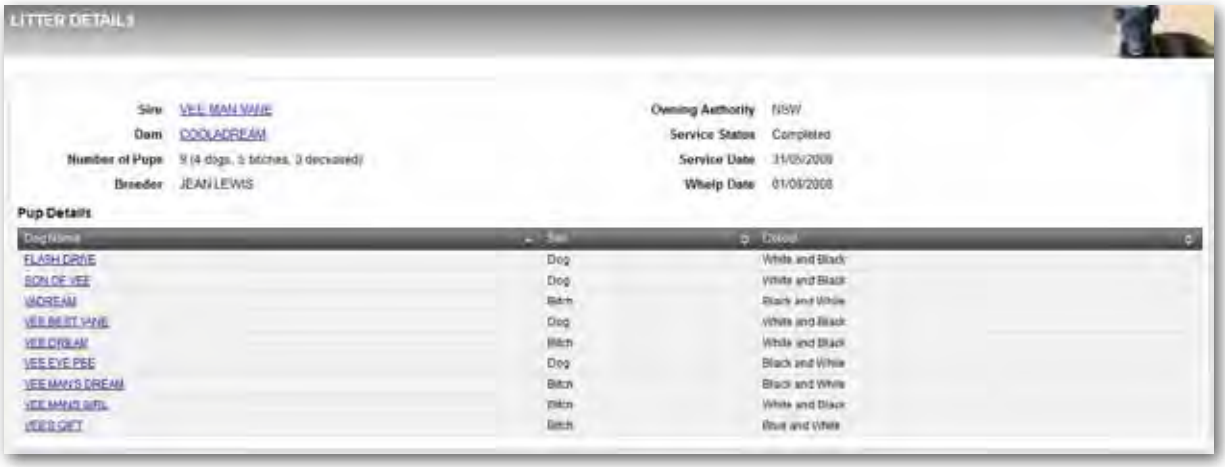
6.2.1 Litter search

The **Litters** page defaults to all your litters. To search for a specific litter:

1. Click **Litters serviced between years**.
2. Select a **From** and **To** year from the drop-down menus.
3. Click **Search**.

6.2.2 The Litter Details page

When you click **View details** from the **My Litters** page or in litter search results, FastTrack displays the **Litter Details** page.



On this page, you can see all details of a litter, including the **Sire**, **Dam**, **Number of Pups**, **Mating Result**, **Service Status**, **Service Date** and **Whelp Date**. The table lists each pup in the litter, with its **Ear Brand ID**, **Microchip ID**, **Name**, **GOBIS status**, **Date Named**, **Sex** and **Colour**. If a pup's name is not registered it appears as "UNNAMED" in the table. Click on a pup's name to bring up its details.

6.3 Breeding

Breeding procedures involve:

- Breeding Authorities.
- The registration of services and litters.
- Microchipping.
- Ear branding.
- GOBIS registration.
- Application for a greyhound name.

Procedures are completed in the following order:

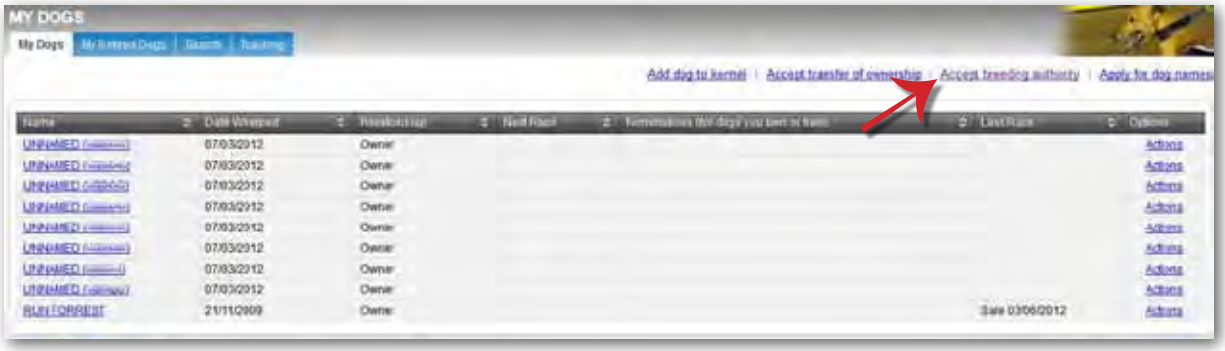
1. Breeding Authority:
   a. The owner issues a Breeding Authority. See section **“4.3.1 Issue a Breeding Authority” on page 78**.
   b. The breeder accepts the Breeding Authority. See section **“6.3.1 Accept a Breeding Authority” on page 111**.
2. Service Registration:
   a. The studmaster registers a service. See section **“6.3.2 Register a service” on page 113**.
3. Result of mating:
   a. The breeder registers the result of mating (the whelping notice.) See section **“6.3.3 Whelping (result of mating)” on page 115.**
4. Microchipping:
   a. The breeder prints the **Application to Register a Litter** form and takes the pups to the vet for vaccination and microchipping. See section **“6.3.4 Litter microchipping” on page 118**.
   b. The vet faxes the **Application to Register a Litter** form to GRV.
5. Ear branding:
   a. The breeder prints the **Ear Branding Notification** form and takes the pups to the ear brander. See section **“6.3.5 Litter ear branding” on page 119.**
   b. The ear brander notifies GRV of the ear branding.
6. The breeder can now print certificates of ownership for the registered pups in the litter. See section **“6.3.6 Litter registration and ownership certificates” on page 120.**
7. The owner or breeder can register a greyhound for GOBIS. See section **“6.3.7 GOBIS registration” on page 121.**
8. Name application:
   a. GRV is notified of the 12-month booster vaccination.
   b. The owner of the pup can apply for a greyhound name. See section **“6.3.8 Apply for dog name” on page 123.**

6.3.1 Accept a Breeding Authority

Access path: FastTrack > Log in > My Dogs > Accept Breeding Authority

To accept a Breeding Authority:

1. Log in to FastTrack.
2. Select the **My Dogs** tab.



3. Select the **Accept Breeding Authority** link at the top of the page.

4. Enter the **Authority Key** and the greyhound's **Ear Brand**.
5. Click **Validate**. FastTrack checks the Authority Key and Ear Brand.
6. If validation is successful, FastTrack will display more fields below. If validation fails, check the details with the owner of the greyhound and try again.

7. If you are the new owner of the greyhound, for the **Authority Options**, click **Self Authority**.
8. If you are a syndicate manager:
   a. For the **Authority Options**, select **Syndicate Authority.**
   b. You will see a list of your syndicates. Choose one.
9. Click **Continue**.

10. Enter details of the payment method, then click **Submit**

11. To see the invoice, click **View invoice.**
12. Click **Continue**.

In your **My Dogs** list you will soon see **(AUT)** next to the greyhound's name.

6.3.2 Register a service

Access path: FastTrack > Log in > My Dogs > Actions > Register A Service

> This procedure previously involved **Application Form C – Service Application**.

Services can only be registered by a studmaster or Member Services Officer, and only for a registered stud dog.

After a natural service, neither the sire nor dam can race for 48 hours.

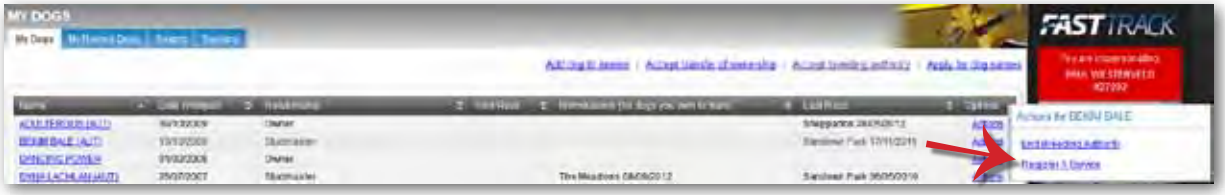
Both the sire and dam must have a DNA fingerprint analysis carried out before the service can be registered.

If the service is registered more than 21 days after it occurred, the fee rises by $100 per week.

Before you register a service, you need the dam's ear brand and name. For a natural service, you also need the dates the dam arrived and departed and the name of the third party who witnessed the service.

To register a service:

1. Log in to FastTrack
2. Click the **My Dogs** tab.
3. For the relevant greyhound, click on the **Actions** link.



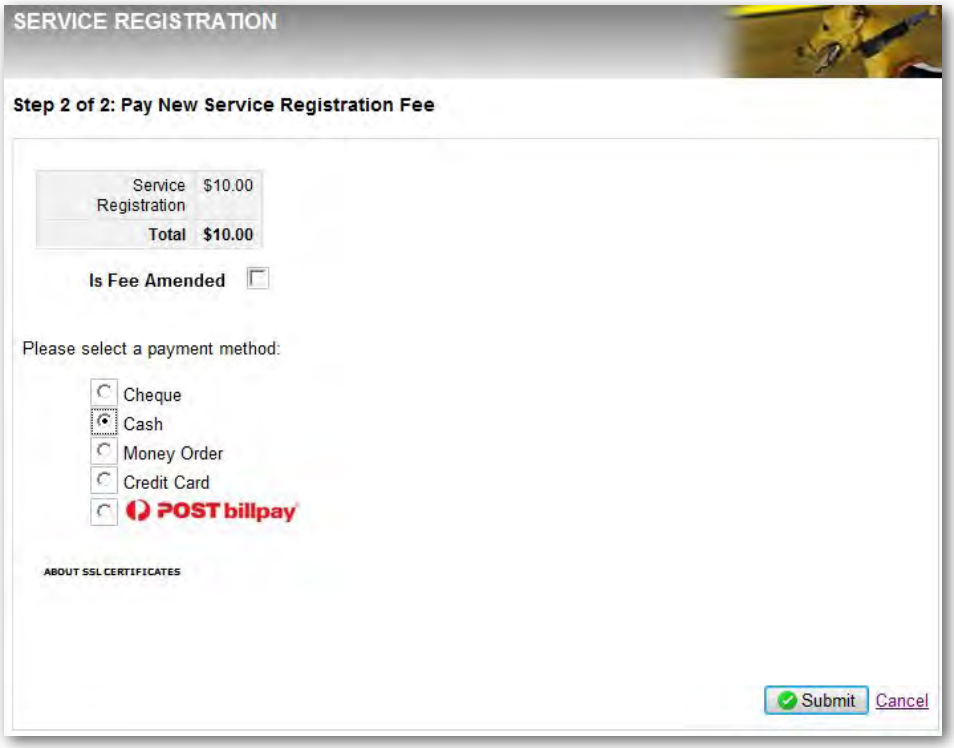
4. Click **Register A Service**.

5. Enter the dam's **Ear Brand** and **Name**.
6. Click **Continue** to validate the information. You will be prompted to re-enter the information if it is incorrect.

7. Once the dam's name is validated, the **Dam Details** and **Service Details** will be displayed.

8. Select a **Service Type** (Natural or Artificial.)
9. Enter the **Date Bitch Arrived**, **Date Bitch Departed**, and **Service Date**.
   You can enter dates in the form dd/mm/yyyy or use the **Calendar** icon and select a date.
10. **Enter the** name of the **Third Party Witness**.
11. Click **Submit**.
12. Click **OK** in the pop-up confirmation window.

13. You now need to pay the New Service Registration Fee.



14. Enter the details as required and click **Submit.**
15. You will see a confirmation window, you can **View Invoice** here, or click **Continue** to go back to your dogs list.

6.3.3 Whelping (result of mating)

Access path: FastTrack > Log in > My Litters > Search result > Result of mating

The breeder must register the result of mating within 14 days of whelping.

The result will be “Missed,” “Whelped” or “No live pups.”

You cannot register the result of mating if the litter is owned by a syndicate and any member of the syndicate is under a ban or not registered.

To register the result of mating:

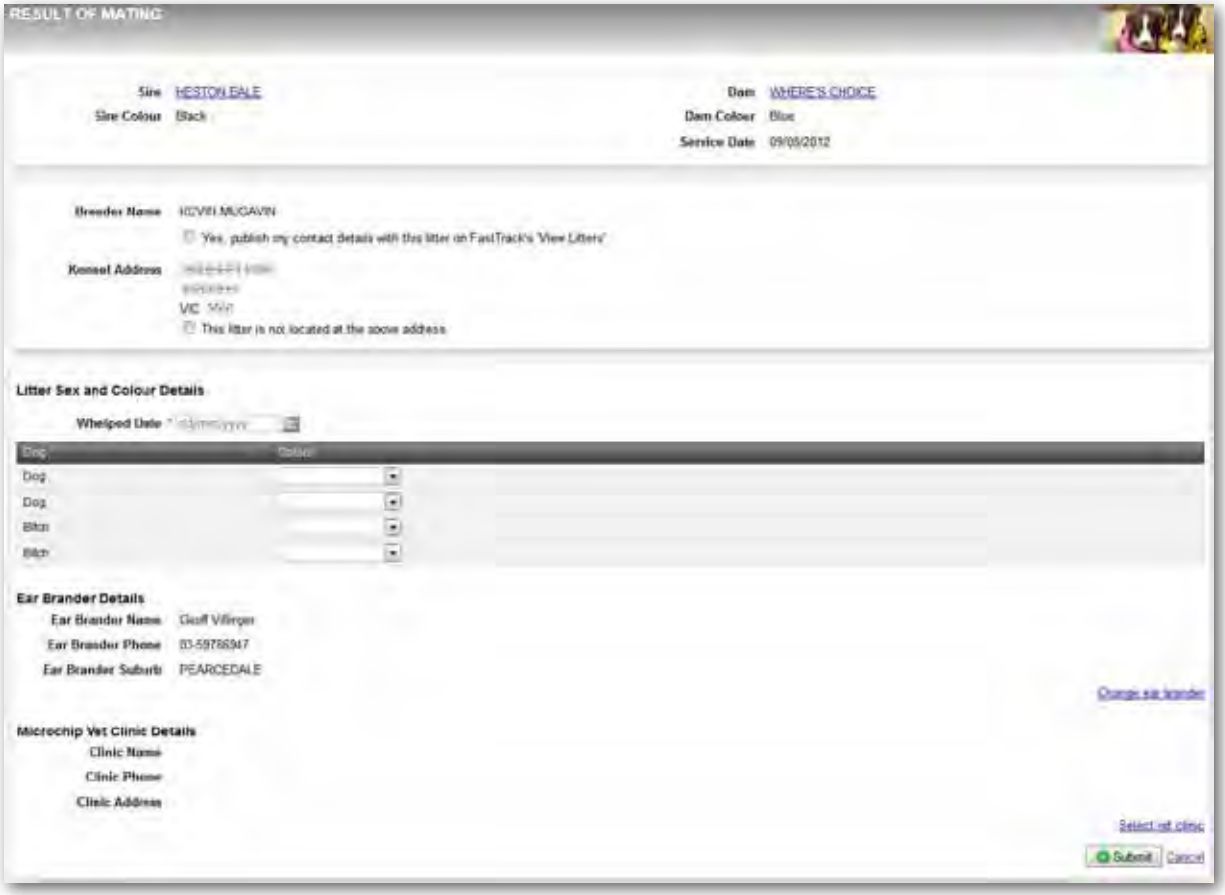
1. Log in to FastTrack.
2. Select the **My Litters** tab.
3. Search for the litter.

The search results are displayed in a list below the search pane.

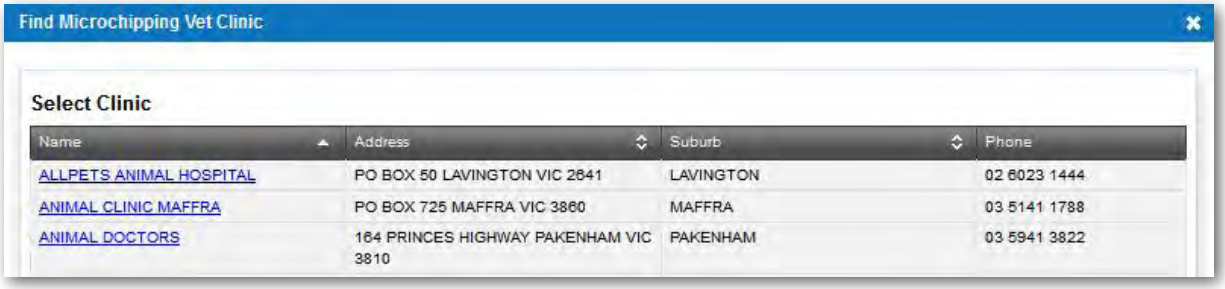
4. Next to the litter, click the **Result of mating** link.

5. Select the **Result of Mating** from the drop-down menu: **Missed**, **Whelped** or **No live pups**.
6. If whelped, enter the **Number of bitches** and the **Number of dogs**.
7. Click **Submit** to continue.

If the **Result of Mating** is "**Whelped**" you must enter more data:

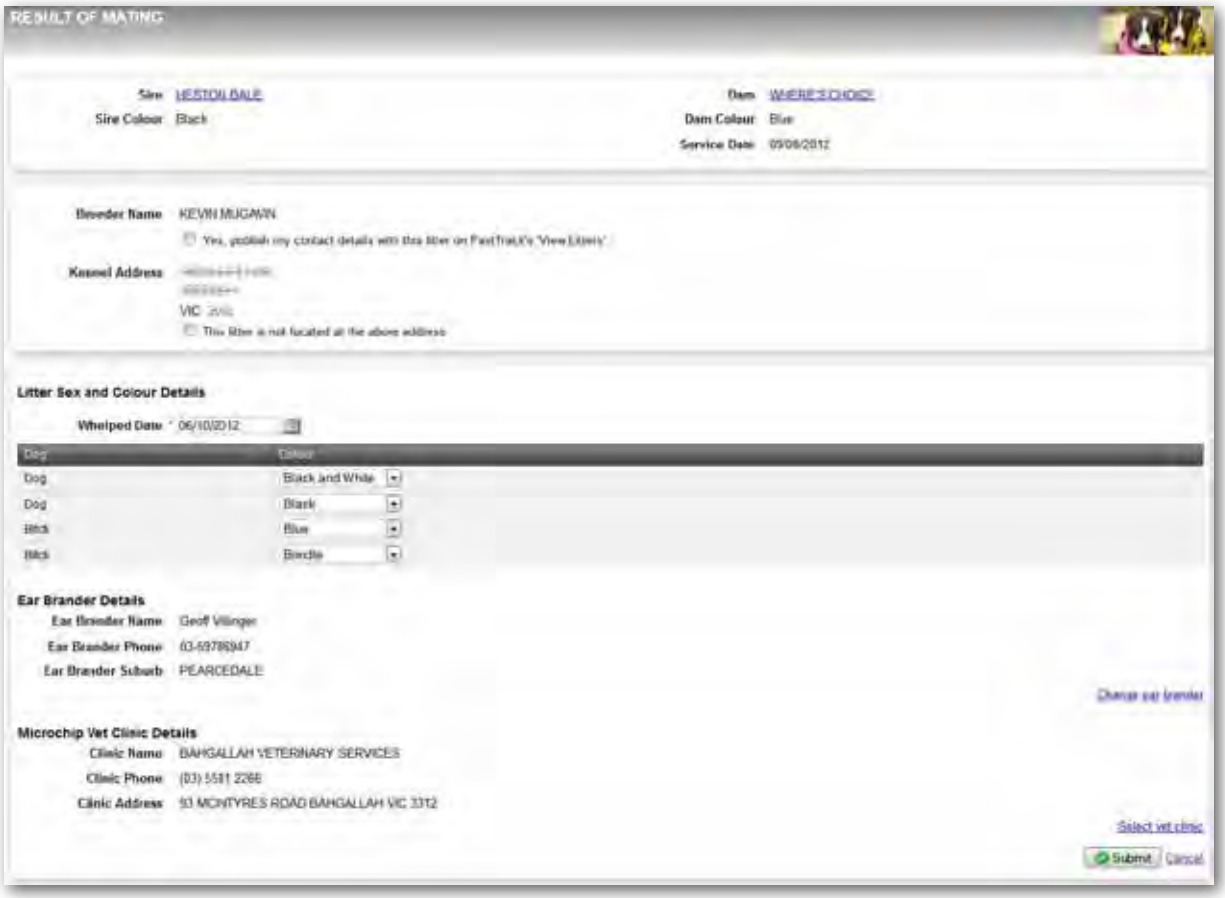


8. If you wish to have the litter details published, tick **"Yes, publish my contact details with the litter on FastTrack's 'View Litters.'"**
9. If the litter is not located at the **Kennel Address** shown, tick the checkbox and enter the kennel address where the litter is located.
10. Enter the **Whelped Date**.
11. To enter the colour of each pup, select a colour from the drop-down list. Available colours depend on the sire's and dam's combined genes.
12. **Ear Brander Details** are automatically selected. You may choose to change the Ear Brander by clicking on the **Change Ear Brander** link in the right hand side of the window.
13. Click the **Select Vet Clinic** link in the right hand side of the window to choose the **Microchip Vet Clinic Details**.



14. Select the name of the clinic in the list.

> If your Vet Clinic is not displayed in the list, please contact GRV on (03) 8329 1100.



15. Check the details and if all correct, click **Submit.**
16. You will receive an email to the account you have registered with FastTrack, with the **"Register a Greyhound Litter"** form attached.

You may also access this form now through your FastTrack Home Page. Proceed to the next section of this guide for instructions.

6.3.4 Litter microchipping

Access path: FastTrack > Log in > My Notices

After the **Result of Mating** has been registered, the pups must be vaccinated and microchipped.

The breeder can print a **Litter Registration Form** which must be taken to the vet.

After microchipping the pups, the vet faxes the form to GRV and keeps the original.

Print the Application to Register a Litter form

1. Log in to FastTrack.
2. On your Home Page, scroll down to the **Tasks & Notifications** section (click the **My Notices** tab to return to your Home Page if you are in another section of the FastTrack website).
3. Click on the task **Print Register a Greyhound Litter Form** in the list.
4. Click the **Print litter registration form** link.

GRV
GREYHOUND RACING VICTORIA

Dear MR STEVEN ARVANITIS,

Please find attached your Litter Registration form for the litter **ARVO'S FLORENCE x QUADRAJET**. You will be required to have all of the pups in this litter microchipped at the time of their 12-16 week vaccination.

You have not yet nominated the place where this will occur. As the microchips for the pups will need to be supplied to the Vet Clinic ahead of time, please notify Greyhound Racing Victoria (03 8329 1100) immediately.

What do you need to do to complete your litter registration?

1. Make an appointment with your nominated vet for the litter's 12-16 vaccination and microchipping. This will need to take place sometime the 10/07/2012 and 07/08/2012
2. Present the entire litter along with the attached litter registration form nominated vet
3. The vet will vaccinate and microchip each pup and place the relevant the form against each pup in the litter
4. When the form is complete you will need to sign the 'Breeder's Declaration' section on the lower right hand side of the form
5. The vet will sign and stamp the lower left hand side of the form and fax the form directly to GRV – the vet will retain the original
6. There is NO FEE payable to GRV for lodging this form

Upon receipt of the registration form from your vet we will again be in contact to explain what is required with ear branding your puppies.

Yours sincerely,

The FastTrack Team

GRV
GREYHOUND RACING VICTORIA

APPLICATION TO REGISTER A GREYHOUND LITTER

SIRE:	ARVO'S FLORENCE	DAM:	QUADRAJET
WHELPED:	17/04/2012		
BREEDER:	MR STEVEN ARVANITIS		
BREEDER'S ADDRESS:	[redacted], MOOLAP, VIC, 3795, Australia		
KNL ADDRESS:	[redacted], MOOLAP, VIC, 3795, Australia		
PHONE:	790957	MOB:	790957
ALT CONTACT:	GRV 03 8329 1100		
EMAIL:	fasttrackbuild+165158@gmail.com		

BITCH (Entire) Brindle	Vaccine Sticker	BITCH (Entire) Brindle	Vaccine Sticker
Microchip Sticker		Microchip Sticker	
BITCH (Entire) Blue Brindle	Vaccine Sticker	BITCH (Entire) Black	Vaccine Sticker
Microchip Sticker		Microchip Sticker	
DOG (Entire) Blue	Vaccine Sticker	DOG (Entire) Brindle	Vaccine Sticker
Microchip Sticker		Microchip Sticker	

IMPLANTER DETAILS:

IMPLANTER ID NUMBER:

DATE:

SIGNATURE:

BREEDER'S DECLARATION:

As the breeder of this litter, I hereby declare that:

- The information on this form is, to my knowledge, true and correct and I authorise GRV to use this information for the purposes of administering Greyhound Racing and to comply with the various Acts of Parliament that apply to greyhounds.
- No other permanent identification devices have been implanted in these pups and none of these pups have been declared 'Dangerous', 'Menacing' or 'Restricted Breeds' by my local council.
- I understand that penalties apply for making a false declaration.

SIGNATURE:

Page 1 of 2

6.3.5 Litter ear branding

Access Path: FastTrack > Log in > My Notices

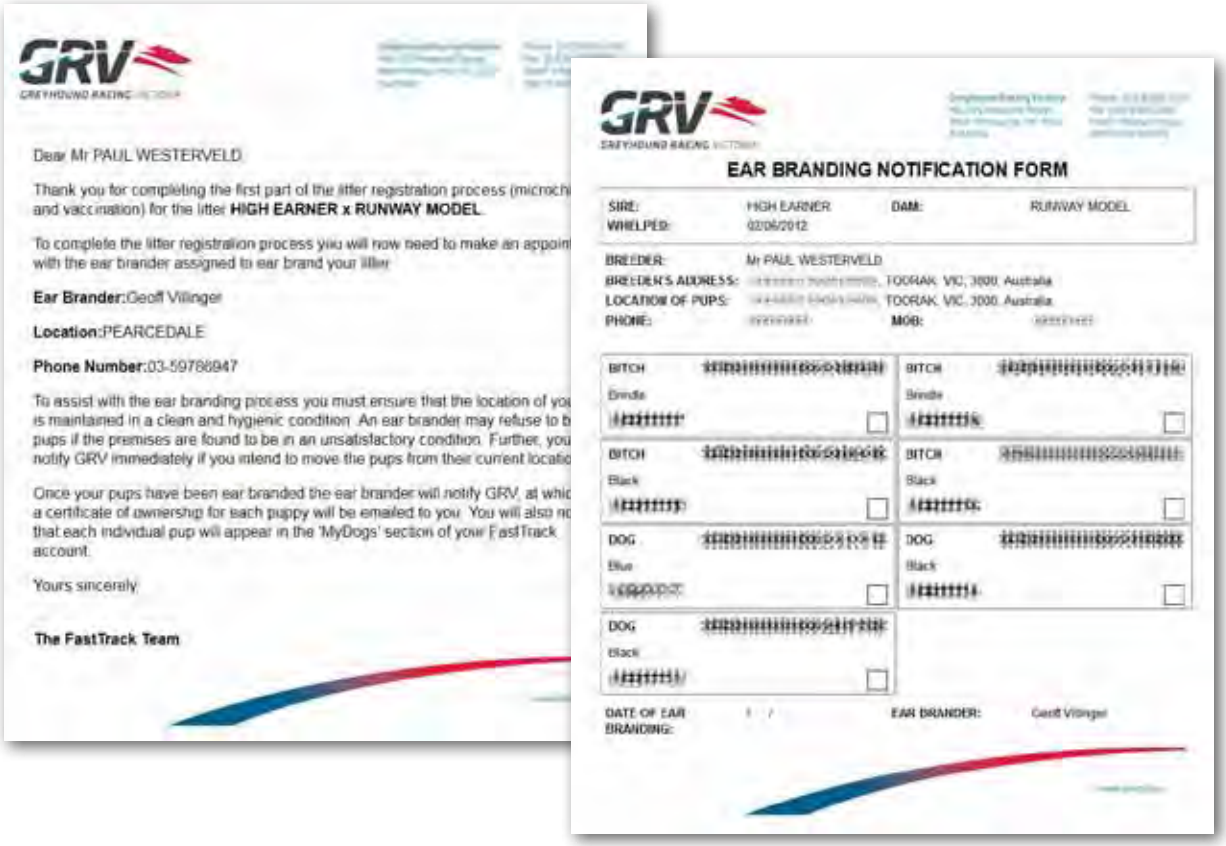
After the litter has been microchipped, it must be ear branded. The procedures involved are:

1. The breeder prints the Ear Branding Notification Form and takes the pups to the ear brander.
2. The ear brander notifies GRV and a Member Services Officer registers the ear branding details.

Print Ear Branding Notification form

1. Log in to FastTrack.
2. On your Home Page, scroll down to the **Tasks & Notifications** section (click the **My Notices** tab to return to your Home Page if you are in another section of the FastTrack website).
3. Click anywhere on the **Microchipping finalised** task.

4. FastTrack will display the **Ear Branding Notification Form** as well as a confirmation cover letter.



6.3.6 Litter registration and ownership certificates

Access path: FastTrack > Log in > My Notices

Once the litter has been microchipped and ear branded, you can print the litter registration and ownership certificates.

To print the litter registration and ownership certificates:

1. Log in to FastTrack.
2. Click **My Notices**.

3. Click the **Litter registration finalised** task.

6.3.7 GOBIS registration

Access path: FastTrack > Log in > My Dogs > GOBIS registration

If you are an owner or breeder, you can choose to register a greyhound for GOBIS from your **Dog Details** tab in FastTrack.

The registration cannot be performed unless both the owner and the breeder have provided bank account details.

1. Log in to FastTrack.
2. Click the **My Dogs** menu item and find the greyhound.

3. Click the **GOBIS registration** link.

4. Select a radio button next to **Payment Method** and enter the payment details.
5. Click **Submit**.

6. From here, you may click **View Invoice** to see and print the invoice for the registration, or click **Continue** to be returned to the dog search page.

GOBIS Rules:

To be eligible for GOBIS the greyhound must be Victorian bred.

The greyhound can be registered for GOBIS if it was whelped within 10 calendar months.

If the registration is made by the owner, the breeder will receive 25% of the GOBIS prize money, the owner will receive the other 75%. If the registration is made by the breeder, the breeder will receive 50% of the GOBIS prize money, the owner will receive the other 50%.

If the greyhound's owner and breeder is the same person, then there will be a 50/50 prize money split. To finish the GOBIS registration the registration fee must be paid.

After registration is successful the greyhound is indicated in FastTrack pages as registered for GOBIS.

An owner or breeder under a ban cannot register a greyhound for GOBIS.

An owner or breeder without an active registration cannot register a greyhound for GOBIS.

6.3.8 Apply for dog name

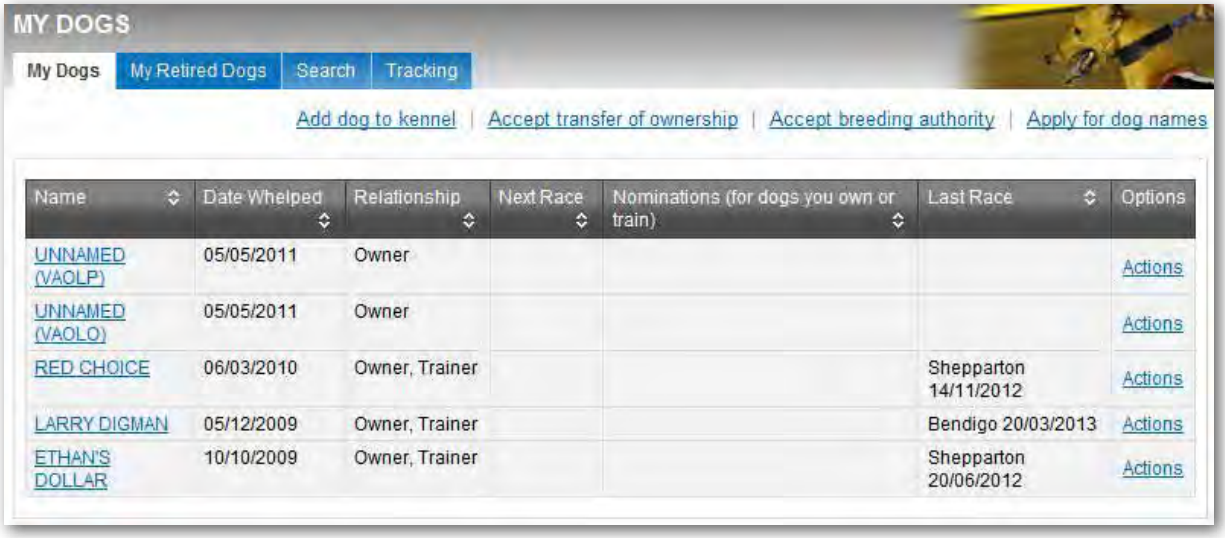
Access path: FastTrack > Log in > My Dogs > Apply for dog names

Before a greyhound can be named, it must be at least 12 months old and you must notify GRV that the greyhound has been vaccinated after 12 months of age.

Forward the vaccine notification by email to **admin@grv.org.au** or by fax to **(03) 8329 1000**.

To apply for a greyhound name:

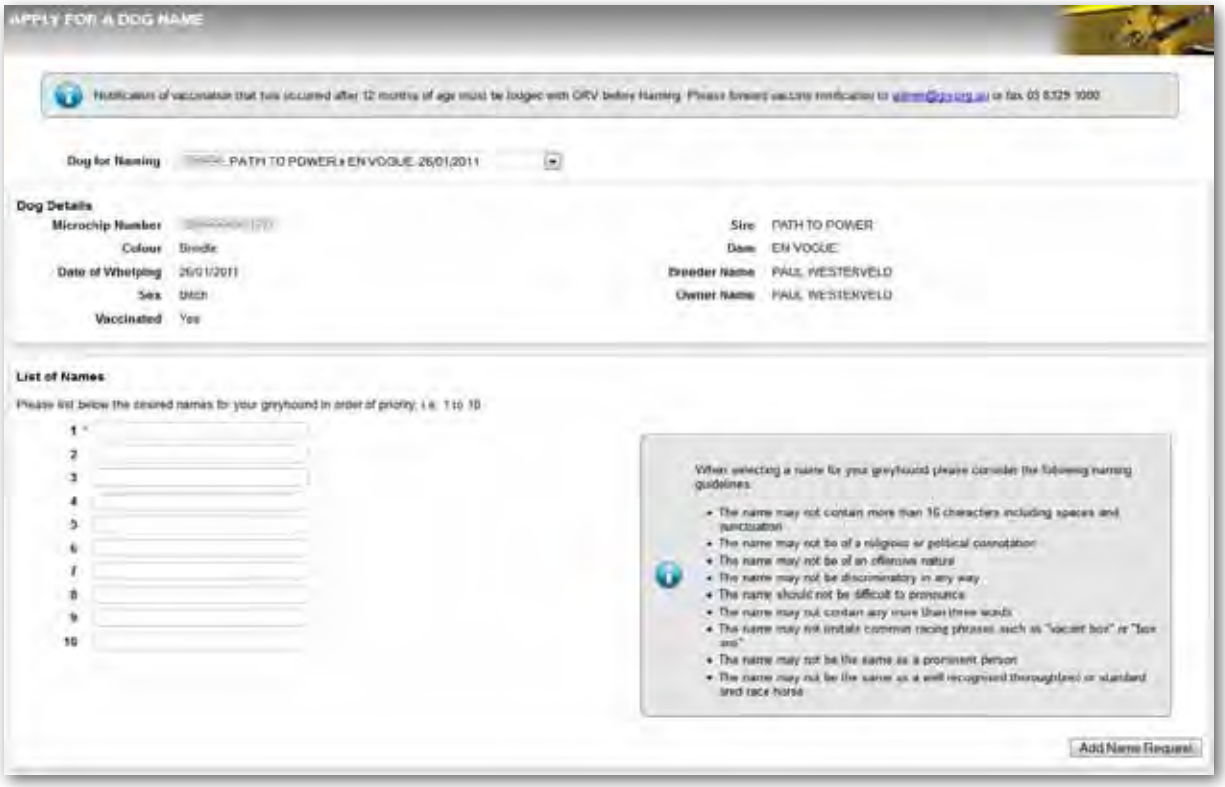
1. Log in to FastTrack.
2. Click the **My Dogs** tab.



3. Select the **Apply for dog names** link at the top of the page.

4. Select the greyhound in the **Dog for Naming** drop-down list of available pups.
   The details of the pup will be shown below.
   If the dog is not eligible to be named, you will see this noted with reasons given.

5. For a pup available to be named, you will see the following detail:



6. You must enter a name in at least the first of the name fields. You can enter up to 9 other names. If the first name is unacceptable, the next name is tried. If none of the names can be used, GRV may name the greyhound.

7. Click **Add Name Request**.
8. Enter payment details and click **Submit.** Click **Submit** again to complete the process. FastTrack will display a message **"Your dog naming application has been successfully submitted."**

FASTTRACK

Getting help

FastTrack help contacts

7 FastTrack help contacts

GRV Member Services

The GRV Member Services department can be contacted for general enquiries or assistance with setting up your FastTrack account.

Phone: (03) 8329 1100

Email: memberservices@grv.org.au

Online help

Click the **FastTrack Help** link on the GRV website (located in the bottom menu) for a summary of the help available to you.

On the FastTrack help page, you can also register your feedback using the form provided, or let us know of any faults that you notice while using FastTrack.

Click the **Frequently Asked Questions (FAQs)** link - also in the bottom menu on all GRV web pages - to read common questions and answers about FastTrack. The answer to your enquiry might be there.

FastTrack Technical Support email

GRV staff are available to answer your questions about FastTrack at the following email address: **fasttracksupport@grv.org.au**

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