

## PRIZEMONEY SPLIT - INSTRUCTIONS

28 FEBRUARY 2022

This new feature can only be initiated by the managing owner of a partnership group. Any other members of the partnership or group can either accept or decline the request.

This feature can only be turned on for all members in a group or it cannot be activated at all. (Syndicates are excluded from this new feature).

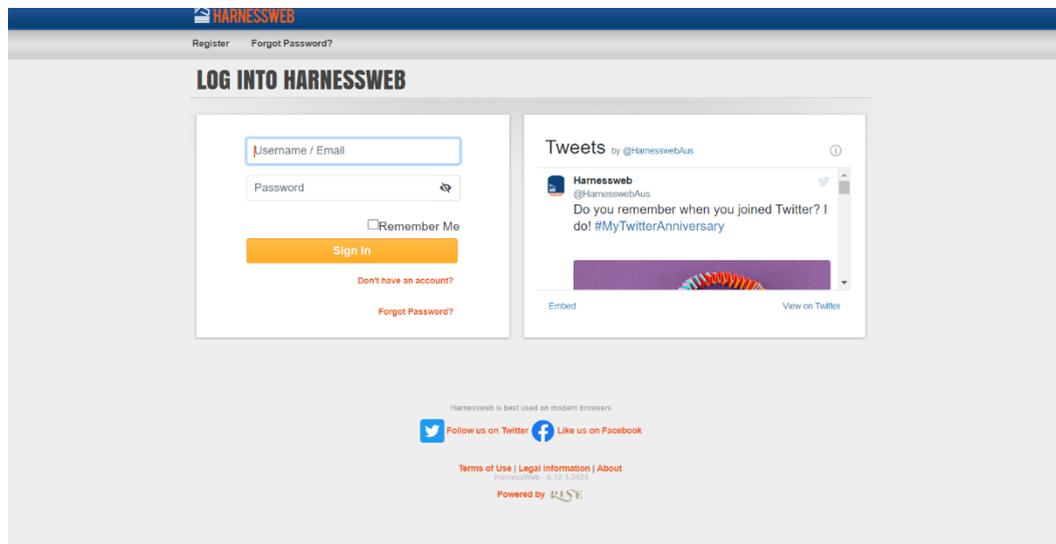
In order for this feature to work all members must have a Harnessweb account, bank details and a valid email account.

Harnessweb accounts are free and can be setup by clicking the link below, typing it in your web browser or by calling the racing department to help set you up.

<https://harnessweb.harness.org.au/harnessweb/secure/login.do>

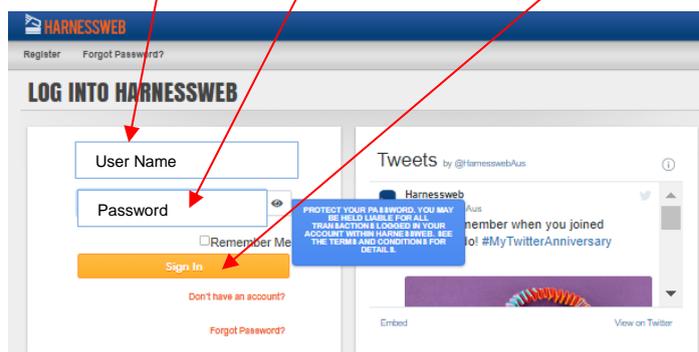
If you require any assistance or further information contact HRNSW Customer Service on 02 9722 6600. Please be mindful and patient due to the increased load on this department.

### Part 1 – Managing Owner



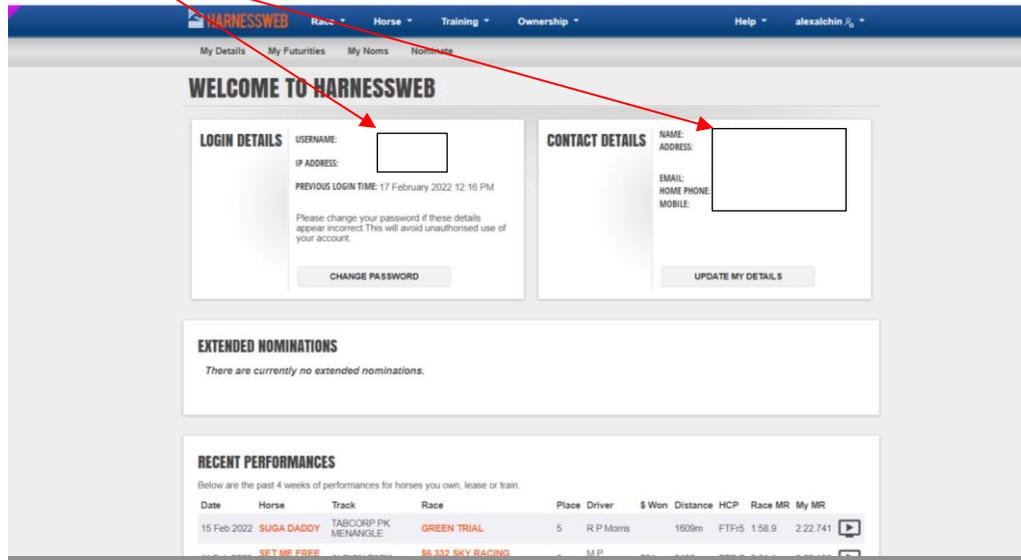
The screenshot shows the Harnessweb login interface. At the top, there are links for 'Register' and 'Forgot Password?'. The main heading is 'LOG INTO HARNESSWEB'. Below this, there is a form with two input fields: 'Username / Email' and 'Password'. There is a 'Remember Me' checkbox and a 'Sign In' button. Below the button, there are links for 'Don't have an account?' and 'Forgot Password?'. To the right of the login form is a tweet from @HarnesswebAus that says 'Do you remember when you joined Twitter? I do! #MyTwitterAnniversary'. At the bottom of the page, there are social media links for Twitter and Facebook, and a footer with 'Terms of Use | Legal Information | About' and 'Powered by'.

Enter your user ID and Password then click on "Sign in"

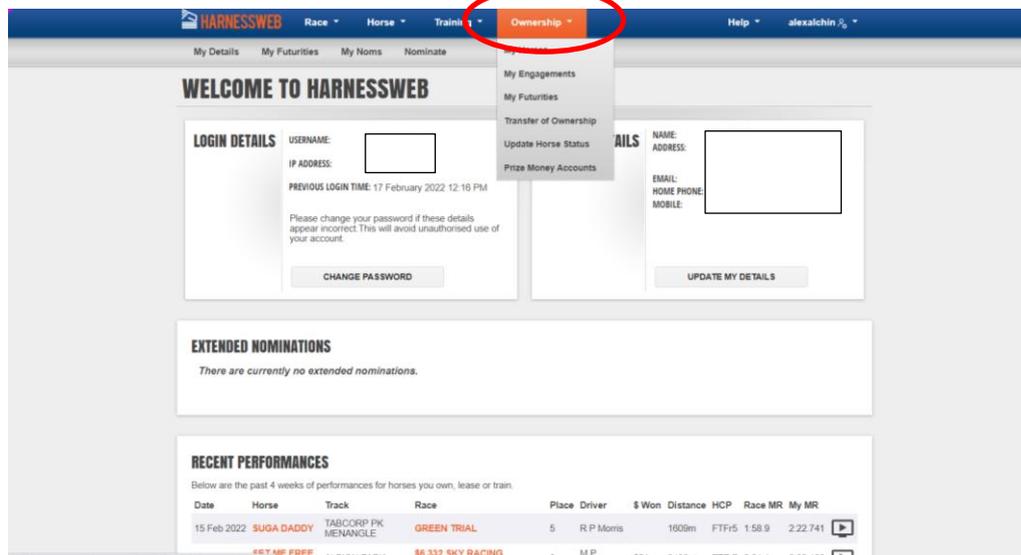


This screenshot is identical to the one above, but with three red arrows pointing to the 'User Name' input field, the 'Password' input field, and the 'Sign In' button, respectively, to highlight the login steps.

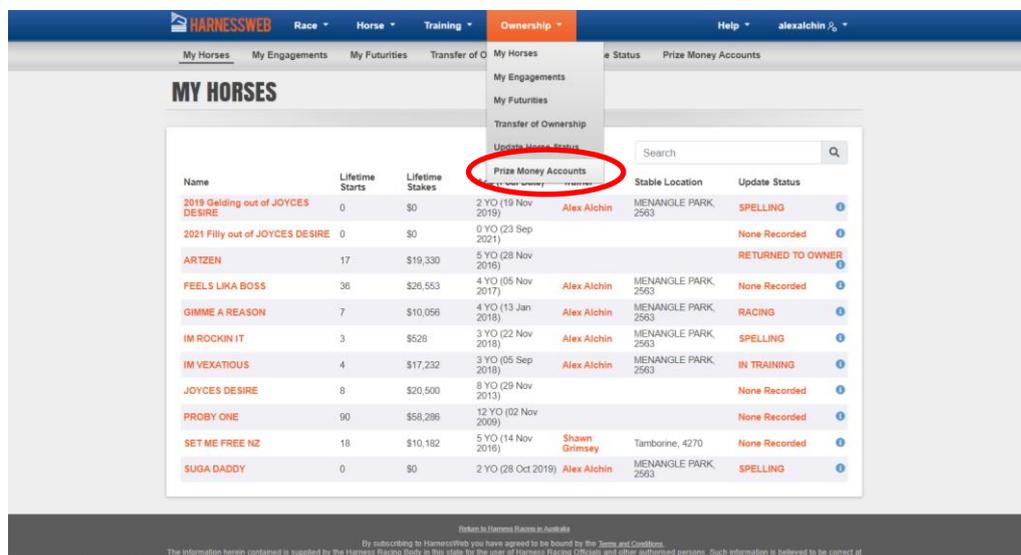
Once you have logged in you will see the screen below. Due to Privacy reasons some sections have been blocked out throughout these instructions. In a normal screen you will see your own information.



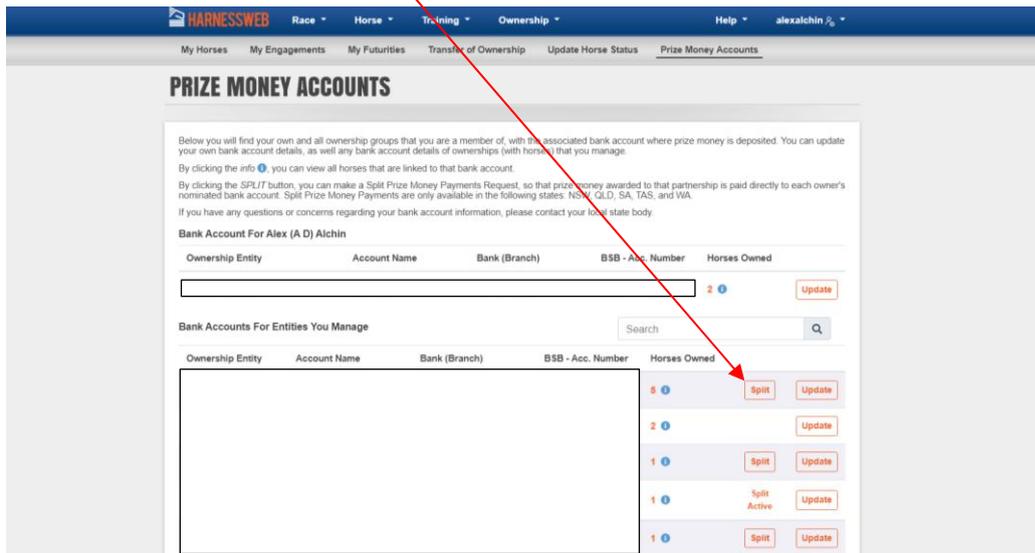
Prizemoney split activation is processed via the Ownership menu



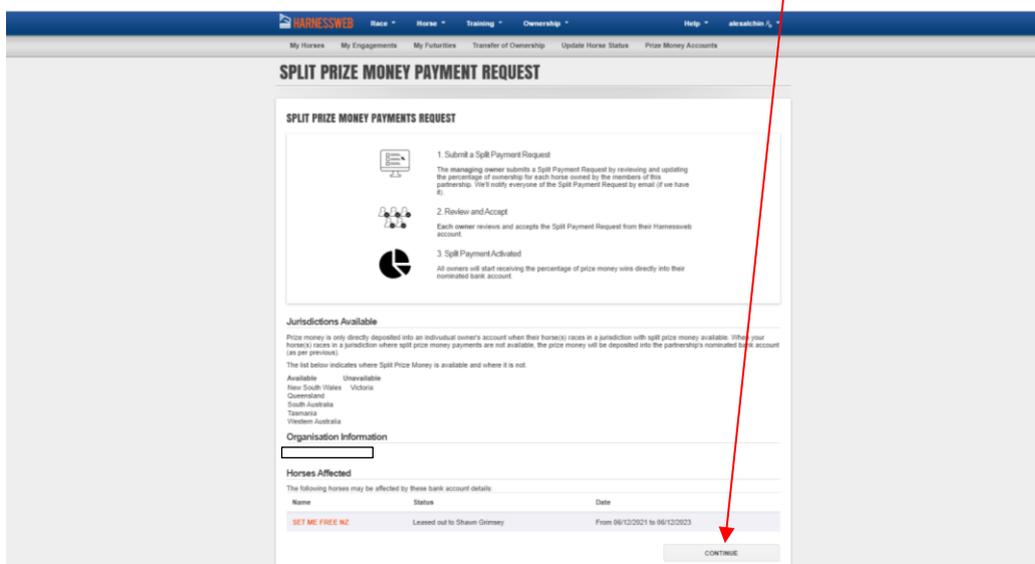
Click on Prizemoney Accounts



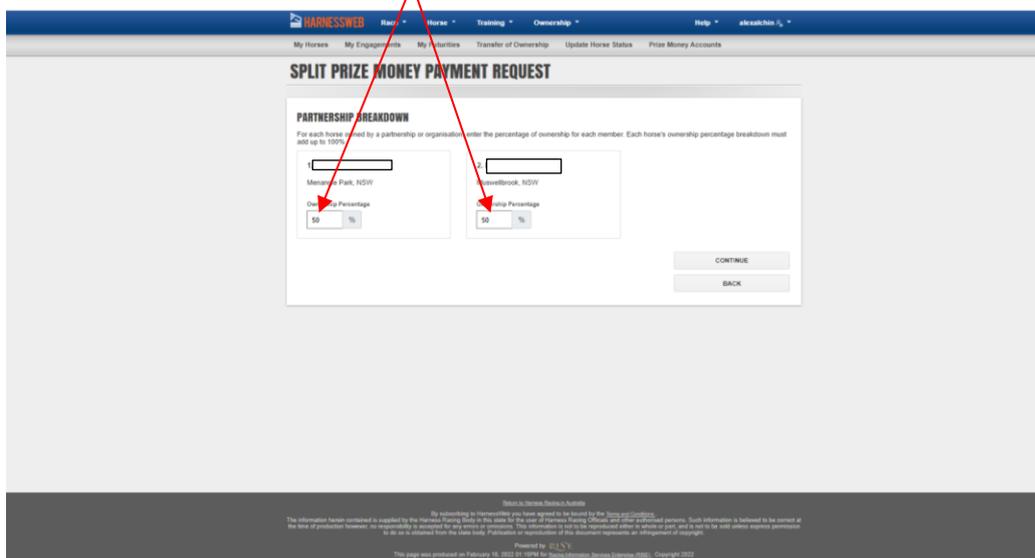
A group account will show a Split tab. You can activate one account at a time by clicking the Split tab



The next screen will display which will give you some information about this feature and the horse/s listed that will have the prize money split activated. Click on "Continue"



You will need to enter the correct percentage for each owner for each horse in the partnership



Once you have entered the correct value click on “Continue”

**HARNESWEB** Home Home Training Ownership Help @alexjohn

My Horses My Engagements My Futurities Transfer of Ownership Update Horse Status Prize Money Accounts

### SPLIT PRIZE MONEY PAYMENT REQUEST

#### PARTNERSHIP BREAKDOWN

For each horse owned by a partnership or organisation, enter the percentage of ownership for each member. Each horse's ownership percentage breakdown must add up to 100%.

<b>1. Alex (A C) Aitch</b> Marengo Park, NSW Ownership Percentage: <input type="text" value="75"/> %	<b>2. David (D C) Wallace</b> Marengo Park, NSW Ownership Percentage: <input type="text" value="25"/> %
------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------

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The information herein contained is supplied by the Harness Racing Club in the state for the use of Harness Racing Officers and other authorised persons. Such information is believed to be correct at the time of production hereof. It is not to be used for any other purpose. Publication or reproduction of this document represents an infringement of copyright.  
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You will be prompted to update or enter bank details – If there is no change to your bank details Select “Yes” then click on “Continue”

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### SPLIT PRIZE MONEY PAYMENT REQUEST

#### PRIZE MONEY BANKING DETAILS

A valid bank account is required for depositing prize money. By completing this form, you indicate acceptance of your share of prize money being deposited electronically into the stated bank account.

##### Current Bank Account Details

Name of Account:

Bank: CBA Branch: Temora  
BSB:  Account Number:

Are the details for this organisation up to date and correct?  
Please note: this will affect all horses that are owned by this ownership organisation.  
 Yes, money should be sent to this bank account.  
 No, update the bank details.

##### Horses Affected

The following horses may be affected by these bank account details:

Name	Status	Date
SET ME FREE NZ	Leased out to Shaun Gimney	From 06/12/2021 to 06/12/2031

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Or to update bank details click “No” and then “Continue”

**HARNESWEB** Home Home Training Ownership Help @alexjohn

My Horses My Engagements My Futurities Transfer of Ownership Update Horse Status Prize Money Accounts

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Enter the new bank details for prizemoney payments then click “Continue”  
 Account Name I.E John Black, Bank, Branch, BSB & Account Number.

**SPLIT PRIZE MONEY PAYMENT REQUEST**

**PRIZE MONEY BANKING DETAILS**

Valid bank account is required for depositing prize monies. By completing this form, you indicate acceptance of your share of prize monies being deposited electronically into the below bank account.

**Current Bank Account Details**

Name of Account: [ ]  
 Branch: [ ]  
 Bank: [ ]  
 BSB: [ ]  
 Account Number: [ ]

Are the details for this organisation up to date and correct?  
 Please note, this will affect all horses that are owned by this ownership organisation.

Yes, prize monies should be sent to this account.  
 No, update the details.

**Update Bank Details**

Name of Account: [ ]  
 Bank: [ ]  
 Branch: [ ]  
 BSB: [ ]  
 Account Number: [ ]

**Horses Affected**

The following horses may be affected by these bank account details:

Name	Status	Date
SET ME FREE NZ	Leased out to Shawn Gimney	From 06/12/2021 to 06/12/2023

[ CONTINUE ]  
[ BACK ]

You will then be prompted to review all details. Once you are happy with what has been updated put a tick in the box and click on “Submit Request”. This will then execute and email to the other owners advising them that they need to login to Harnessweb and accept this change.

**SPLIT PRIZE MONEY PAYMENT REQUEST**

**REVIEW DETAILS**

Submitted by: [ ]  
 Contact: [ ]  
 Date Submitted: 18/02/22  
 Status: Not submitted

**Tax Status**

Individual GST Number: [ ]  
 Managing Director: [ ]  
 Declared as: [ ]

**Prize Money Account**

All prize monies for your share will be deposited electronically into the account below:

Bank Name: CBA  
 Branch: Temara  
 Account Name: [ ]  
 Account Number: [ ]

**Participants of Split Payment Request**

SET ME FREE NZ

Participant	Share
1. [ ]	75%
2. [ ]	25%

Each owner is required to agree to this Split Prize Money Request by logging into their Harnessweb account and reviewing the request.

**Split Payment Request Agreement**

I certify that I live in the managing owner of this partnership and I live hereby agree to abide by the Rules and Regulations of Harness Racing. I live hereby declare that I live and over the age of 15 years and I live further declare that all particulars contained on this form are true and correct.

I acknowledge that I have read and understood the terms of this agreement and accept them.

[ SUBMIT REQUEST ]  
[ BACK ]

A notice will appear advising that you have submitted a request, click on “Okay”

**SPLIT PRIZE MONEY PAYMENT REQUEST SUBMITTED**

**What happens now?**

Your request to split prize money payments has been submitted. This request is available to view by all current and new owners by logging on to their own relationship account. Each member will be required to accept this request before it is considered final. Each owner has been notified by email where an email address is available. However, it is your responsibility to progress this request by encouraging each owner to accept promptly.

**What happens then?**

Once all owners have agreed to this request to split prize money payments, prize money will automatically be paid into each owner's bank account according to their ownership percentage when their horse races in a jurisdiction with Split Prize Money Payments available.

[ Okay ]

**SPLIT PRIZE MONEY PAYMENT REQUEST**

**Split Prize Money Payment Request**

You, Alex (A D) Ashin have accepted this request.

Ownership Name: A D Ashin, O D W

Submitted by: Alex (A D) Ashin  
 Contact: 0438 688 640

**Tax Status**

Your individual tax status will be used.

Status for: Alex (A D) Ashin  
 Status: Declared as: None

**Prize Money Account**

Prize money awarded in jurisdictions with Split Prize Money Payments available will be deposited electronically into your nominated account below, according to the ownership percentage of the horse.

Bank Name: CBA  
 Branch: Temara  
 Account Name: A D Ashin  
 Account Number: 02604 10024127

**Ownership Breakdown**

SET ME FREE NZ

Participant	Share
1. Alex (A D) Ashin	75%
2. David (D D) Wallace	25%

**Acceptance Status**

Owners:

- Alex (A D) Ashin  
 Accepted by Alex (A D) Ashin on 18/02/22
- David (D D) Wallace  
 Pending acceptance

[ PRINT ]

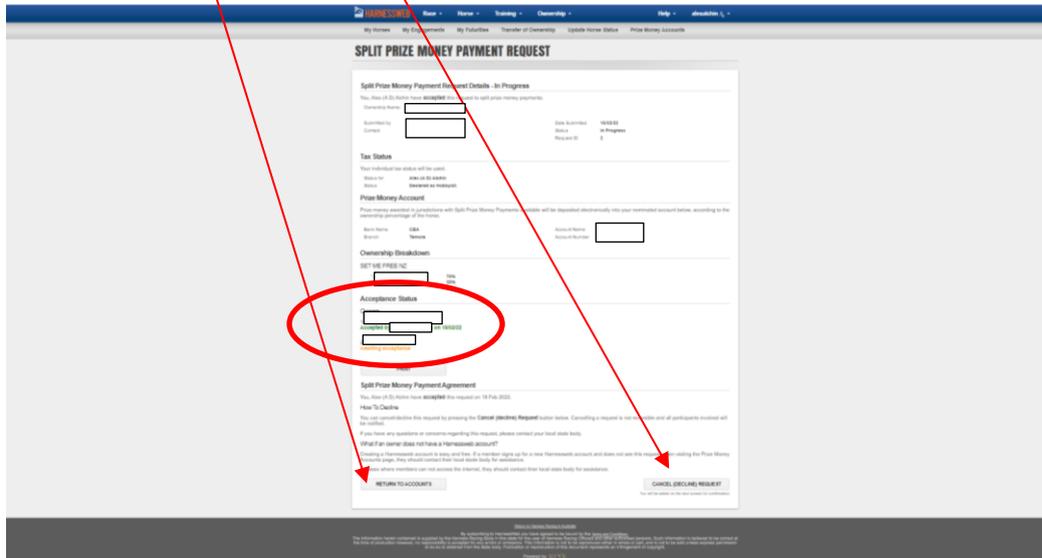
**Split Prize Money Payment Agreement**

You, Alex (A D) Ashin have accepted this request on 18 Feb 2022.

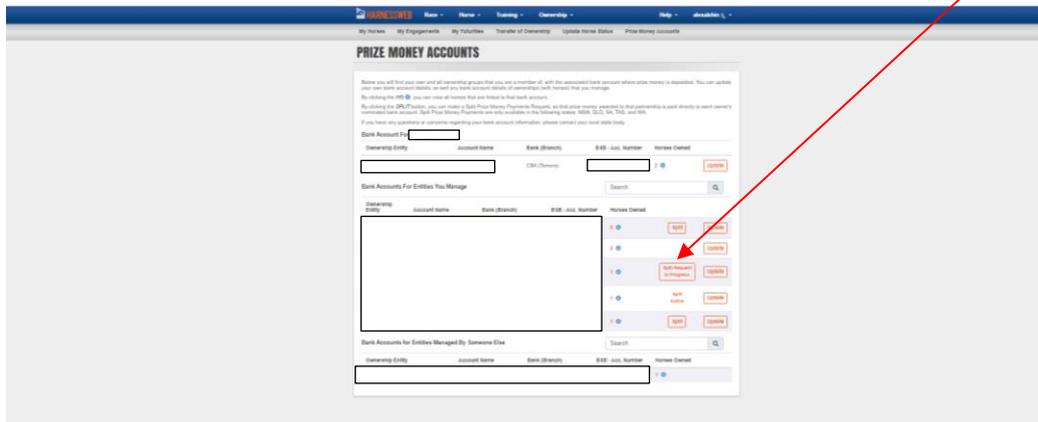
How To Decline

You can reconsider this request by pressing the Cancel (declined) Request button below. Cancelling a request is not reversible and all participants involved will be notified.

You will then return to the request screen. As the managing owner your details will change to green, the other owners will appear in yellow until the feature is fully activated. Click on “return to account”. The managing owner’s part has now been completed. If you made a mistake click “Cancel” and start over from the beginning.



When you return to the Accounts screen there will be a note showing Split Request In Progress



A sample of the email that will be sent to all owners is below:

 HarnessWeb Administrator <registration@hrnsw.com.au>  
 HarnessWeb Split Prize Money Payments (New Request)

Date: 25/01/22

Application ID: 1

A Split Prize Money Payment request has been submitted for the organisation [redacted] via [HarnessWeb](#) so that any prize money awarded to this organisation is paid directly to each owner's nominated bank account. You are receiving this notification as you (or an organisation you are the racing representative of) are listed as a member of this organisation. To review the Split Prize Money Payment request at any time, log in to your [HarnessWeb](#) account and select the Prize Money Accounts under the Ownership menu Option or click on the link below.

[Review Split Payment Details](#)

**What happens now?**

This application is available to view by all the members of the Ownership group by logging on to their own [HarnessWeb](#) account. Each member will be required to accept this request before it is considered final. Each member has been notified by email where an email address is available. However, it is your responsibility to progress this application by encouraging each member to accept promptly.

**What happens then?**

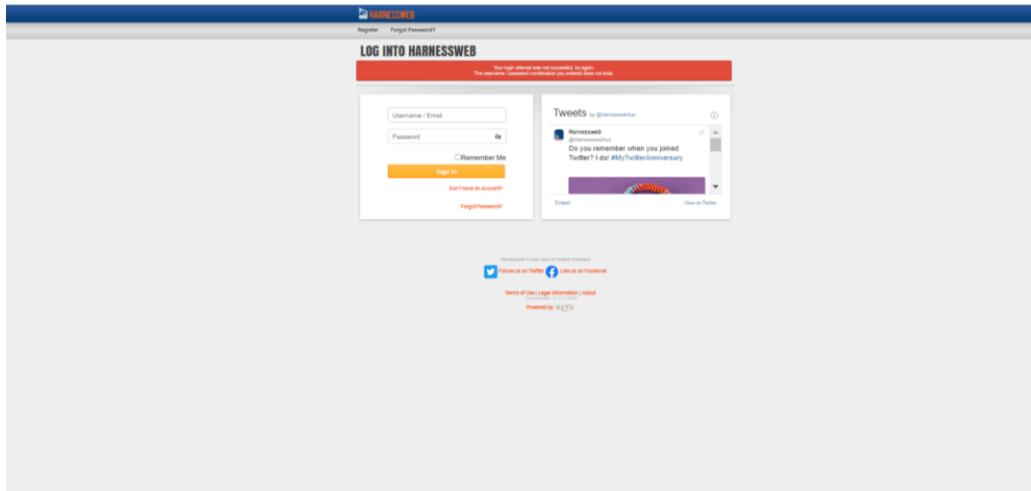
After all the members have accepted the request, you will start receiving the percentage of prize money wins directly into your nominated bank account when your Horse(s) race in a jurisdiction where the Split Prize Money Payments are available. Split Prize Money Payments are only available in the following states: NSW, QLD, SA, TAS, and WA. If you require any further assistance or if you feel this email was sent in error, please contact [registration@hrnsw.com.au](mailto:registration@hrnsw.com.au) immediately.

If you require any further assistance or if you feel this email was sent in error, please contact [registration@hrnsw.com.au](mailto:registration@hrnsw.com.au).

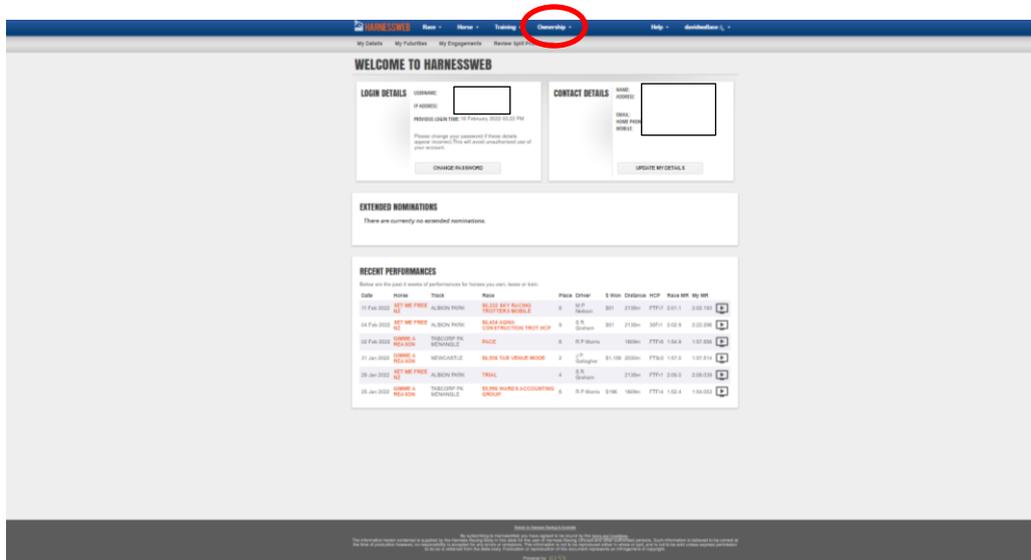
Regards,  
 The HarnessWeb Team on behalf of Harness Racing New South Wales.

## Part 2 – Other Owner/s

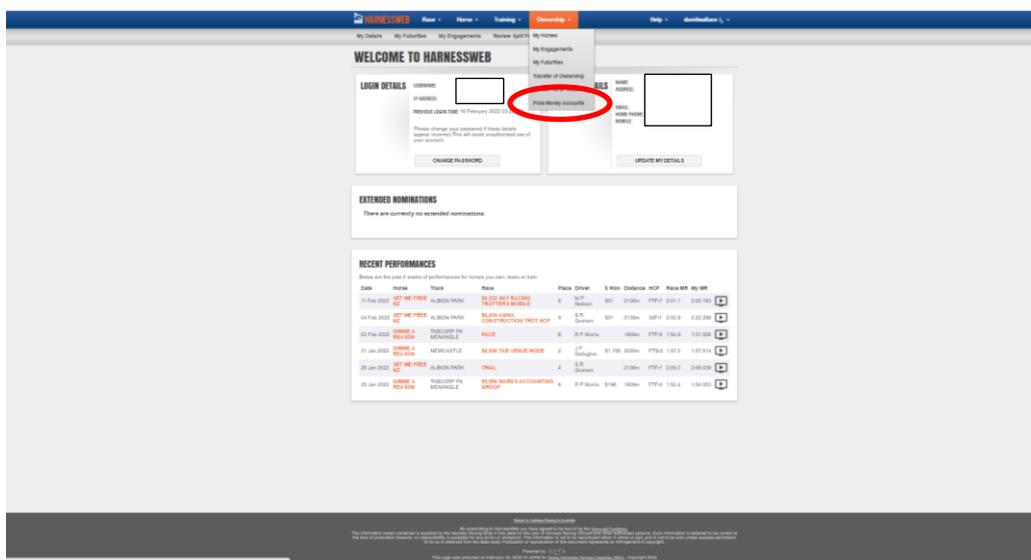
### Login to your Harnessweb account



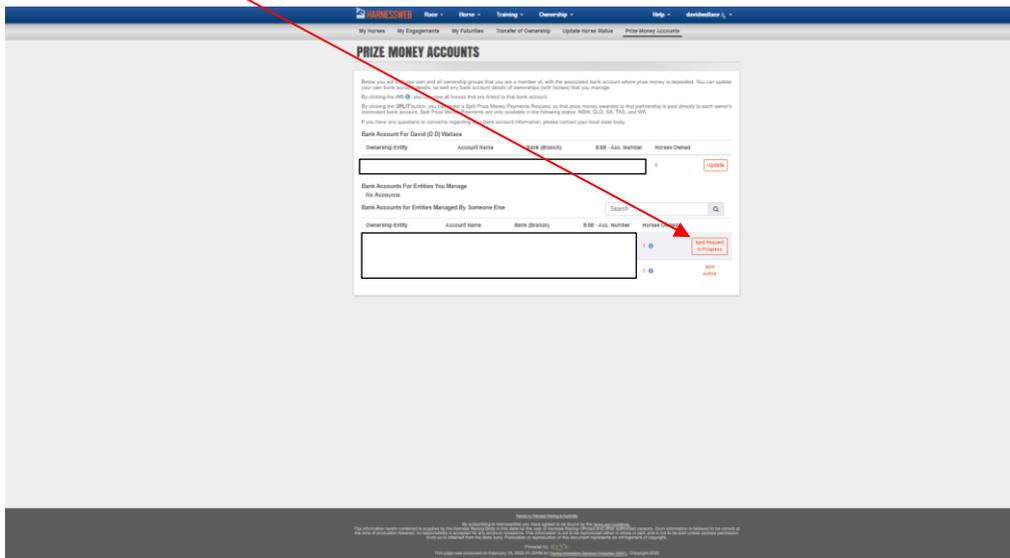
### Click on the Ownership Tab



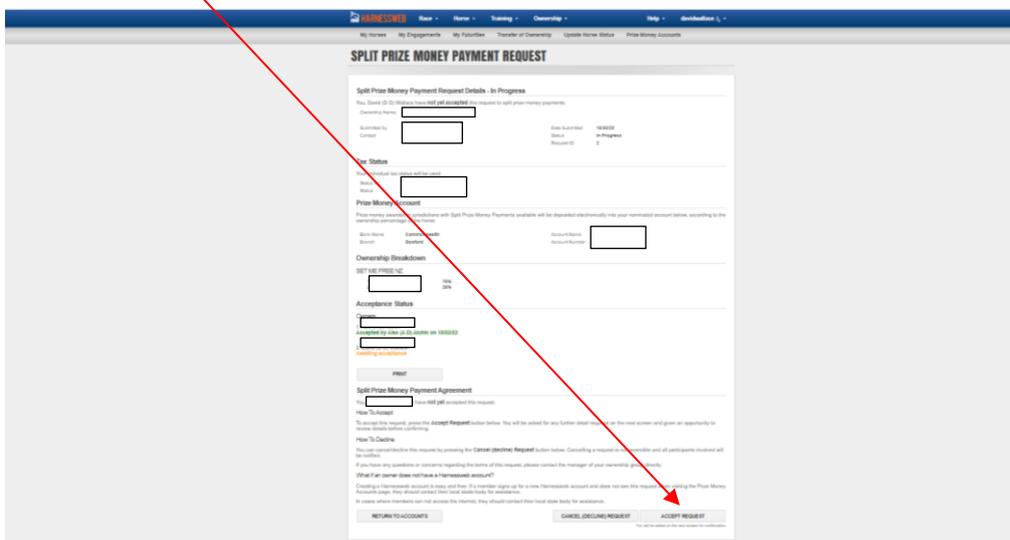
### Click on Prize Money Accounts



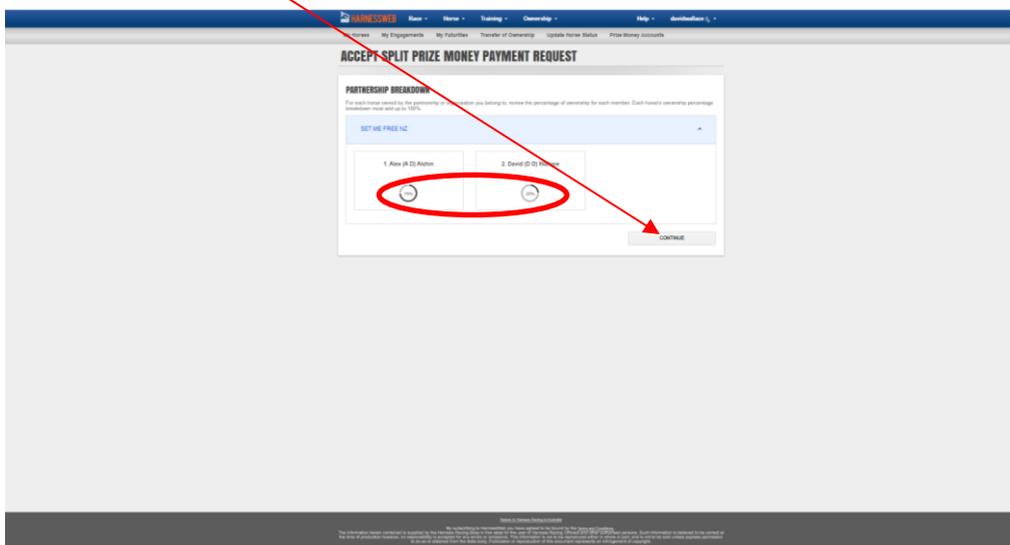
Click on "Split Request In Progress"



Click on "Accept Request"



Check the percentages that were entered by the managing owner for each horse listed then click on "Continue"



You will be prompted to confirm or update your bank details then click “Continue”

The screenshot shows the 'ACCEPT SPLIT PRIZE MONEY PAYMENT REQUEST' form, specifically the 'PRIZE MONEY BANKING DETAILS' section. It includes a sub-section for 'Current Bank Account Details' with fields for Bank Name, Branch, and Account Number. Below this is a question: 'Are the details for this account up to date and correct?' with radio buttons for 'Yes, I am happy to link to this bank account' (selected) and 'No, update the bank details'. There is also a table for 'Honors Affected' with columns for Name, Status, and Date. The table contains one entry: 'SPT PRIZE M' with status 'Linked up to Member Settings' and date 'From 08/12/2021 to 08/12/2021'. At the bottom right of the form are 'CONTINUE' and 'BACK' buttons. A red arrow points from the top right towards the 'CONTINUE' button.

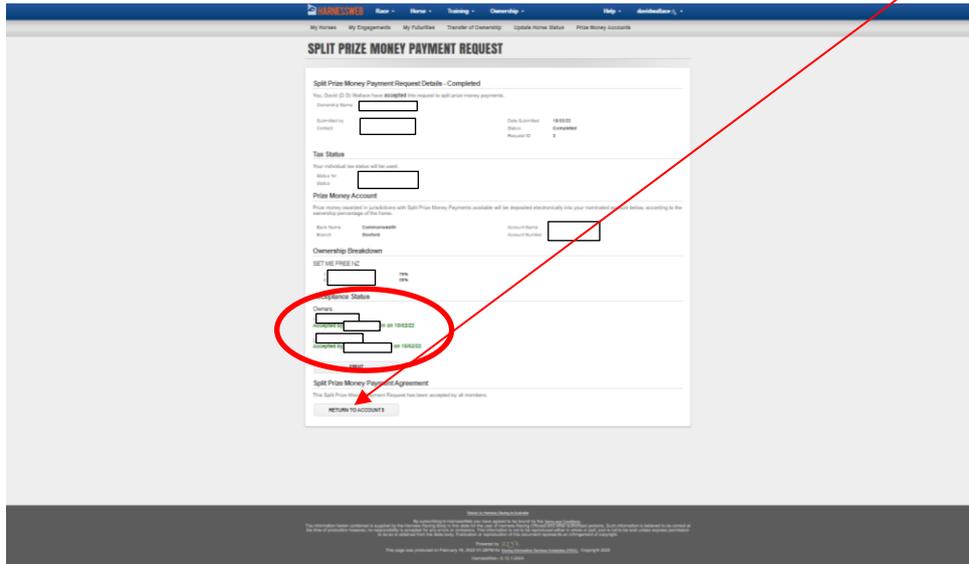
Look over all the details, if all is correct tick the box and click on “Accept Request”

The screenshot shows the 'ACCEPT SPLIT PRIZE MONEY PAYMENT REQUEST' form, specifically the 'REVIEW DETAILS' section. It includes a sub-section for 'Tax Status' with a checkbox for 'I am a participating member of this partnership and I am hereby agreed to abide by the Rules and Regulations of Honors Racing. This has been done in the name of all of the partners and the other members that all partners consent to do for me and my partnership'. Below this is a 'Split Prize Money Agreement' section with a checkbox for 'I have read and understand the terms of this agreement and accept them'. At the bottom right of the form are 'ACCEPT REQUEST' and 'BACK' buttons. Two red arrows point from the top towards the 'ACCEPT REQUEST' button.

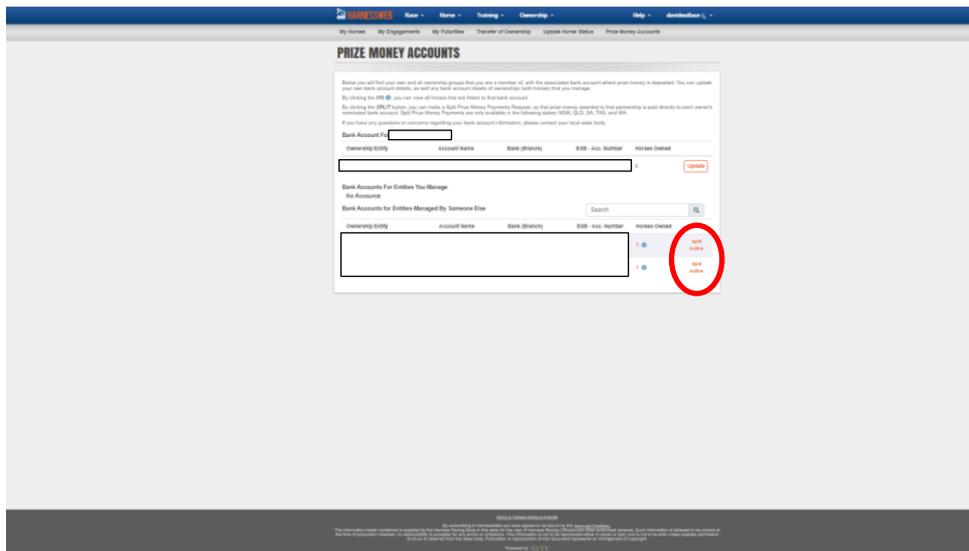
Click “Okay” to confirm acceptance of Split Prize Money Request

The screenshot shows a confirmation dialog box titled 'SPLIT PRIZE MONEY REQUEST ACCEPTED'. The dialog box contains the text: 'What happens now? Your acceptance to split prize money for this partnership organization has been confirmed. As all members have accepted this request, Split Prize Money Payments are now automatic and prize money payments will be deposited directly into your account in accordance with the rules and regulations of Honors Racing. This has been done in a combination with Split Prize Money Payments made on your behalf.' At the bottom right of the dialog box is an 'Okay' button, which is circled in red. The background shows a blurred view of the 'SPLIT PRIZE MONEY' form.

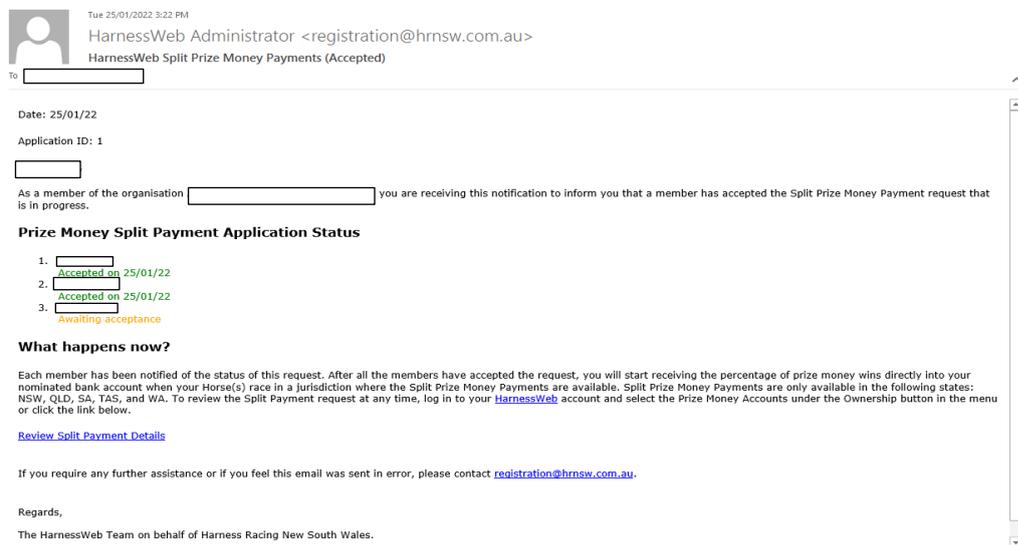
You will notice that both owners now appear in green, Meaning all owners have accepted The split prize money request and it has no been activated. Click on "Return to accounts"



You will not see that the status is Split Active for all owners when they login to Harnessweb



Sample of the email sent to all owners once someone has accepted the request



## Sample of the email sent to all owners once Split Prize Money has been activated

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 Fri 28/01/2022 3:06 PM  
HarnessWeb Administrator <registration@hrnsw.com.au>  
HarnessWeb Split Prize Money Payments (Complete)

To:

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Date: 25/01/22

Application ID: 1

As a member of the following organisation, you are receiving this notification to inform you that the Split Prize Money Payment request has been accepted by all members and is now active for the ownership group

**What happens now?**

Each member has been notified of the approval of this application. This means that your share of any Prizemoney won when the Horse(s) listed above wins a race in a jurisdiction where the Split Prize Money Payments are available will be deposited into your nominated bank account. Split Prize Money Payments are only available in the following states: NSW, QLD, SA, TAS, and WA. To review the Split Payment request at any time, log in to your [HarnessWeb](#) account and select the Prize Money Accounts under the Ownership button in the menu or click the link below.

[Review Split Payment Details](#)

If you require any further assistance or if you feel this email was sent in error, please contact [registration@hrnsw.com.au](mailto:registration@hrnsw.com.au).

Regards,

The HarnessWeb Team on behalf of Harness Racing New South Wales.