



Transferring Digital Certificates

- a) Log in to your Jockey Club Interactive Registration (IR) Account at: www.registry.jockeyclub.com; enter your username and password.
- b) Click on “Certificate Management”
- This will be in the BLUE section, the left most column, at the top.
 - A list of all the horses currently under your management will appear.
- c) Click on the horse you wish to transfer
- On the screen you will see the Jockey Club Digital Certificate with all the markings etc.
- d) Click on the green button “Assign Certificate”
- e) “Search for new Certificate Manager” should appear, click on the drop-down arrow (v) to the right of the search field.
- f) Select the option that describes the Certificate Recipient you want to transfer to:
- Individual / Entity
 - Sales Company
 - Race Track
 - Jockey Club Registry Office
- g) An additional search box will appear to the right.
- Type in the name of the Recipient you wish to transfer the Digital Certificate to.
 - A automated search will begin.
- h) Check the address(es) of the Recipient search results, select the option that corresponds with the Recipient and click “Assign Certificate”
- i) If “Not Found” or the address is unfamiliar, stop the process.
- Contact the Recipient to verify their IR Account information before trying again.
- j) If you selected “Race Track” and selected your specific Track an additional search field will appear allowing you to select the Trainer that the Digital Certificate is to be assigned.
- k) If you selected “Jockey Club Registry Office” additional choices will appear allowing you to select which department the Digital Certificate is to be assigned to.
- l) Ownership Information is the next screen, **read carefully!** If you sold the horse, click “yes” to change the ownership. To only transfer the Digital Certificate to a trainer, sales company, race office, etc. click “No”
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- m) Continue with “Assign”
- n) The next screen is to verify your selections, if everything appears correct, click assign.
- o) When the Transfer is completed, the screen will show “Congratulations” indicating the certificate was transferred.
- p) We recommend you print a copy or make a record of the Confirmation for your personal file.

CTHS Sales Company Accounts:

Please note that there are multiple accounts under the CTHS name that are designated to specific Divisions and for different purposes.

If you are entering a horse in a CTHS Sale, please reference the below chart for the correct account.

Under the Sales Company option; search by typing in exactly as shown below (with periods and spaces) to find the proper CTHS Office account, the address to the right will appear.

Type in exactly as below	Address that appears in search	Office / Division
C.T.H.S. National	REXDALE, ON, CAN	National Office
C.T.H.S. Alberta	CALGARY, AB, CAN	Alberta Division
C.T.H.S. British Columbia	SURREY, BC, CAN	British Columbia Division
C.T.H.S. Manitoba	WINNIPEG, MB, CAN	Manitoba Division
C.T.H.S. Ontario	REXDALE, ON, CAN	Ontario Division

***Please remember to **only assign** the Certificate and **not transfer ownership**.