



Submitting Kennel Returns on FastTrack

All participants are able to use the enhanced functions within the Kennel Return process to add or remove any greyhound (including un-named greyhounds), from their location (kennel) and/or update a greyhound's activity, whilst owners are also able to update their greyhound's interstate location and activity.

To access any of these functions, **Login** to your FastTrack account and click on **'My Dogs'**.

Adding a greyhound to your kennel for Training

1. Click on **'Add Dog to Kennel'**.
2. Select **Training** from the drop-down Dog Activity menu.
3. Enter the Name, Ear Brand and last 4 digits of the Microchip number, select stakemoney distribution, read the statement, click on the box next to **"I agree"** and click **Submit**.

Adding a greyhound to your kennel for any other activity (NOT Training)

1. Click on **'Add Dog to Kennel'**.
2. Select the activity from the drop-down Dog Activity menu.
3. If named, enter the Name (otherwise leave blank), enter the Ear Brand and last 4 digits of the Microchip number, and click **'Validate'** to check the greyhound's ID.
4. Select the address where the greyhound will be kept and click **'Submit'**.

Removing a greyhound from your kennel

1. Click **'Actions'** for the greyhound under the **'My Dogs'** tab.
2. Click **'Remove Dog From Kennel'**.
3. Read the statement, click in the box next to **"I agree"** and then click **'Submit'**.

Changing a greyhound's activity to Training

1. Click on **'Actions'** for the greyhound under the **'My Dogs'** tab.
2. Select **'Change Dog Activity'**.
3. Select **'Training'** from the drop-down menu, which will redirect you to the **Add Dog to Kennel** page.
4. Enter the Name, Ear Brand and last 4 digits of the Microchip number, select stakemoney distribution, read the statement, click on the box next to **"I agree"** and click **Submit**.

Changing a greyhound's activity to any other activity (NOT Training)

1. Click on **'Actions'** for the greyhound under the **'My Dogs'** tab.
2. Select **'Change Dog Activity'**.
3. Select the new activity for the greyhound from the drop-down menu.
4. Select the greyhound's address from the drop-down menu and click **'Submit'**.

Recording an Interstate Location for your greyhound

1. Click **'Actions'** for the greyhound under the **'My Dogs'** tab.
2. Select **'Update Interstate Location'**.
3. Select the new activity for the greyhound from the drop-down menu.
4. Fill in the contact details for the interstate **Person In Charge** of the greyhound and click **'Submit'**.

Once you have submitted a Kennel Return:

- FastTrack will send automated emails to both the owner and participant (who may also be the owner) making the change, and
- the location and/or activity changes will be updated on the greyhound's **'History'** page.

Got any questions? Email racingervices@grv.org.au or call us on [03 8329 1100](tel:0383291100).