

# Owners

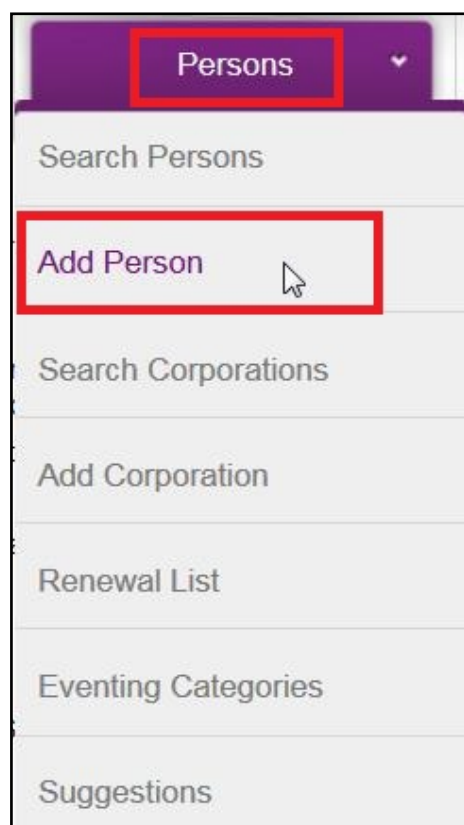
## How to create an Owner as a Person on the FEI Database

Owners are now managed as Persons on the FEI Database, they each have their own FEI ID profile and a list of the horses they own will be displayed on their FEI ID page.

If you want to first create the Owner's FEI ID profile before updating an Ownership you can do this by using the function ADD PERSON.

**Step 1:** Login to the FEI Database (<https://data.fei.org>) with your FEI ID number and password.

**Step 2:** Go to the **Persons** tab and click on **Add Person**:



**Step 3:** Enter the relevant information regarding the Owner and tick the **Owner** box to associate this person to this group:

# Owners

**ESTABLISH PERSON RECORD**

Group

☐ Athlete ☐ Trainer ☐ NF Member ☐ Official ☒ Owner ☐ Corporation Contact

Gender \*

Male

Family Name \*

SMITH

First Name \*

Sarah

Email Address \*

sarah.smith@emailtest.com

☐ This person does not have an email

Date of Birth

dd/MM/yyyy

Administering NF

SWE

Nationality \*

Sweden X

Mandatory if the person is an athlete, a trainer, an owner or an official

Add

Please make sure the nationality of the Owner is correct.

**Please note:** if the Owner holds multiple nationalities, you can select more than one.

**Step 4:** Before the profile is finally created you are able to add other information regarding this Owner if you wish, e.g. the phone numbers or date of birth, then you **Save** the profile:

**PERSON DETAIL**

Main

FEI ID

Gender \*

Civility

Family Name \*

First Name \*

Maiden Name

Nationality ⓘ

Male

-

SMITH

Sarah

Sweden X

Status

Date of Birth ⓘ

Date of Retirement

Date of Death

Middle Initials

Administering NF

Block automatic NF admin. requests ⓘ

Active

dd/MM/yyyy

dd/MM/yyyy

dd/MM/yyyy

SWE

☐

Group

☐ Athlete ☐ Trainer ☐ NF Member ☐ Official ☒ Owner ☐ Corporation Contact

Communication

Email Address \*

Homepage

Mailing Language

sarah.smith@emailtest.com

-

☐ This person does not have an email

Private Mobile Nr

Business Mobile Nr

Email Notification

Yes

Receive Entry System Notification for events where you are OC Entry Admin

No

Receive Entry System Notification for events where you are OC Entry Consult

Check for duplicates


Reset

Save

**Step 5:** The profile is now created on the FEI Database and the person has their own FEI ID number.

# Owners

**PERSON DETAIL**

 **10165673 - Sarah SMITH (SWE)**

**Main**

FEI ID  
10165673

Gender \*  
Male

Civility  
-

Family Name \*  
SMITH

First Name \*  
Sarah

Maiden Name

Nationality \*  
Sweden

Status  
Active

Date of Birth \*  
dd/MM/yyyy

Date of Retirement  
dd/MM/yyyy

Date of Death  
dd/MM/yyyy

Middle Initials

Administering NF  
Block automatic NF admin. requests

SWE  
☐

History...

History...

Group  
☐ Athlete ☐ Trainer ☐ NF Member ☐ Official ☒ Owner ☐ Corporation Contact

**Communication**

Email Address \*  
sarah.smith@emailtest.com ☐ This person does not have an email

Homepage

Mailing Language  
-

Private Mobile Nr


Business Mobile Nr

Email Notification  

Yes ☐ Receive Entry System Notification for events where you are OC Entry Admin


No ☐ Receive Entry System Notification for events where you are OC Entry Consult

No addresses found

 **New Address...**

**Language**

No languages found

 **New Language...**

You can now enter an address for this Owner which can be used as the Ownership address when assigned as an Owner of a Horse:

**ADDRESS**

Address Name \*  
Home

Address  
15 Test Street

ZIP \*  
1234

City \*  
Test Town

Country \*  
Sweden

Phone Nr

Fax Nr

Mailing Address  
Yes

Comment


Ok

Cancel

The profile is then created and can be used as an Owner for any Horse on the FEI Database. The Owner profile can be edited at any time and other groups can be added to this profile if this person becomes an Athlete or Official etc.

# Owners

**PERSON DETAIL**

 **10165673 - Sarah SMITH (SWE)**

**Main**

FEI ID

10165673

Gender \*

Male

Civility

-

Family Name \*

SMITH

First Name \*

Sarah

Maiden Name

Nationality

Sweden

Status

Active

Date of Birth

Date of Retirement

Date of Death

Middle Initials

Administering NF

SWE

Block automatic NF admin. requests

Group

☐ Athlete ☐ Trainer ☐ NF Member ☐ Official ☒ Owner ☐ Corporation Contact

History...

History...

**Communication**

Email Address \*

sarah.smith@emailtest.com

Homepage

Mailing Language

-

☐ This person does not have an email

Private Mobile Nr

Business Mobile Nr

Email Notification

Yes

Receive Entry System Notification for events where you are OC Entry Admin

No

Receive Entry System Notification for events where you are OC Entry Consult

Address Name

Address

Country

Home

15 Test Street 1234 Test Town

Sweden

Unique solution ID: #1086  
Author: Victoria  
Last update: 2017-09-01 15:45