

Owners

How to create a new Ownership with an existing person

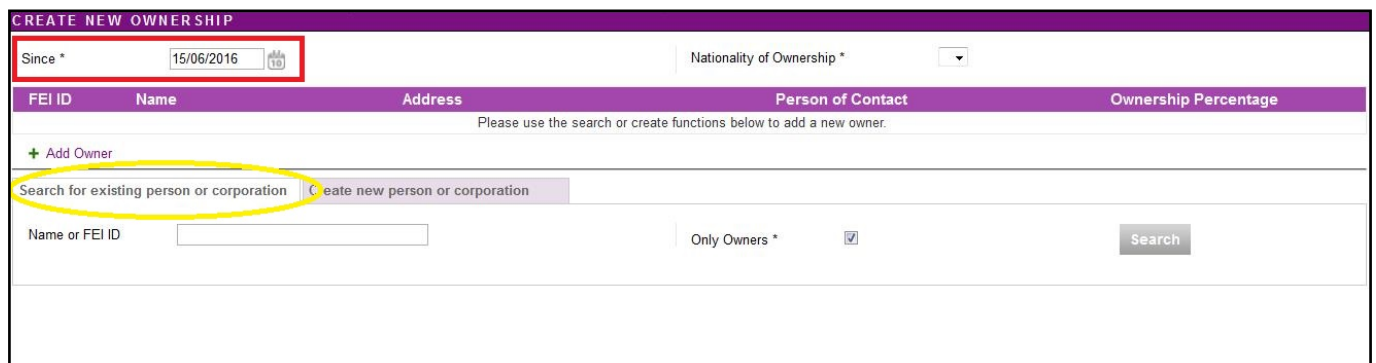
You need to create a new Ownership for a horse and the person already has a FEI ID number?

Perhaps the person is an Athlete?

Step 1: You access the Horse's FEI ID page and you scroll down to the **Ownerships** section.

You can click on **New Ownership** and the **CREATE NEW OWNERSHIP** window will open.

Step 2: You enter the **Since** date - this is the date since which this Owner has owned the horse.



The screenshot shows the 'CREATE NEW OWNERSHIP' form. At the top, there is a 'Since *' field with a date picker set to '15/06/2016' and a 'Nationality of Ownership *' dropdown menu. Below this is a table with columns: 'FEI ID', 'Name', 'Address', 'Person of Contact', and 'Ownership Percentage'. A message below the table says 'Please use the search or create functions below to add a new owner.' There are two tabs: 'Add Owner' (with a green plus icon) and 'Search for existing person or corporation' (which is highlighted with a yellow circle). Below the tabs, there is a 'Name or FEI ID' search field, an 'Only Owners *' checkbox (which is checked), and a 'Search' button.

You are then on the **Search for existing person or corporation** tab and can search for the person you wish to add as Owner for this Horse.

Step 3: You enter the name or FEI ID number of the person in question and a list of names will appear.

You can search **Only Owners**, which will limit the search to people who are already marked as an Owner on their FEI ID profile.

The more specific your Name or FEI ID search is, the easier it will be to find the person you are looking for.

Owners

Since *

15/06/2016

Nationality of Ownership *

FEI ID	Name	Address	Person of Contact	Ownership Percentage
Please use the search or create functions below to add a new owner.				
+ Add Owner				

Search for existing person or corporation

Create new person or corporation

Name or FEI ID

A Smith

Only Owners *

☒

Search

	FEI ID	Name	Nationality	Address
<div>select</div>	10121626	Ailsa SMITH	AUS	
<div>select</div>	10033110	Andrea SMITH	NZL	131 Rangitane Road RD7 Mangaweka, , NZL
<div>select</div>	10122896	Annelia SMITH	SWE	Nässelstigen 50 Hässelby, , SWE
<div>select</div>	10083382	Emma SMITH	AUS	
<div>select</div>	10063810	Georgia SMITH	NZL	Rangitane Rd RD 7, 5456 Taihape, NZL
<div>select</div>	10078939	Victoria SMITH	GBR	1 Aston Farm Cottages Bourton on the Water Cheltenham, Gloucestershire, GBR
<div>select</div>	10128235	Yolanda SMITH	GBR	Bishopston House Kinellar Aberdeen, Aberdeenshire, , GBR

Step 4: Once you have found the Owner you are looking for you can click **select** and this will add this Owner to the Ownership you are creating. You can select Owners who are administered by a different National Federation.

To note: If you choose an Owner who does not yet have an address on their profile, you will be asked to add this before creating the Ownership.

Since *

15/06/2016

Nationality of Ownership *

FEI ID	Name	Address	Person of Contact	Ownership Percentage
Please use the search or create functions below to add a new owner.				
+ Add Owner				

Search for existing person or corporation

Create new person or corporation

Name or FEI ID

A Smith

Only Owners *

☒

Search

	FEI ID	Name	Nationality	Address
<div>select</div>	10121626	Ailsa SMITH	AUS	
<div>select</div>	10033110	Andrea SMITH	NZL	131 Rangitane Road RD7 Mangaweka, , NZL
<div>select</div>	10122896	Annelia SMITH	SWE	Nässelstigen 50 Hässelby, , SWE
<div>select</div>	10083382	Emma SMITH	AUS	
<div>select</div>	10063810	Georgia SMITH	NZL	Rangitane Rd RD 7, 5456 Taihape, NZL
<div>select</div>	10078939	Victoria SMITH	GBR	1 Aston Farm Cottages Bourton on the Water Cheltenham, Gloucestershire, GBR
<div>select</div>	10128235	Yolanda SMITH	GBR	Bishopston House Kinellar Aberdeen, Aberdeenshire, , GBR

Cancel

Ok

You then have to add the address by clicking on the **green plus** sign and a pop-up will open where you are able to enter the Owner's address:

Owners

CREATE NEW OWNERSHIP

Since * 15/06/2016

Nationality of Ownership * AUS - Australia

FEI ID	Name	Address	Person of Contact	Ownership Percentage
10083382	Emma SMITH			%

Add Owner

Add new Address to 10083382 - Emma SMITH

Address

Zip *

City *

Country *

Phone

Step 5: The **Nationality of Ownership** is automatically filled in based on the nationality of the person you have chosen.

There is the possibility of entering the **Ownership Percentage** if you wish, this is optional and is available for National Federations who wish to use this function.

CREATE NEW OWNERSHIP

Since * 15/06/2016

Nationality of Ownership * NZL - New Zealand

FEI ID	Name	Address	Person of Contact	Ownership Percentage
10063810	Georgia SMITH	Rangitane Rd RD 7, 5456 Taihape, NZL		%

Add Owner

Search for existing person or corporation

Name or FEI ID A. Smith

Only Owners * ☒

	FEI ID	Name	Nationality	Address
	10121626	Ailsa SMITH	AUS	
	10033110	Andrea SMITH	NZL	131 Rangitane Road RD7 Mangaweka, , NZL
	10122896	Annelia SMITH	SWE	Nässelstigen 50 Hässelby, , SWE
	10083382	Emma SMITH	AUS	
	10063810	Georgia SMITH	NZL	Rangitane Rd RD 7, 5456 Taihape, NZL
	10078939	Victoria SMITH	GBR	1 Aston Farm Cottages Bourton on the Water Cheltenham, Gloucestershire, GBR
	10128235	Yolanda SMITH	GBR	Bishopston House Kinellar Aberdeen, Aberdeenshire, , GBR

The Ownership is then added to the horse' profile:

Ownerships					
Since	Nationality	Owner	Address	% Ownership	Contact
15/06/2016	NZL	10063810 - Georgia SMITH	Rangitane Rd RD 7, 5456 Taihape, NZL		

Owners

Step 6: If the horse has a FEI document, you must **download the printable stickers** for the action you just made and upload the necessary scans to the FEI Database.

Unique solution ID: #1087

Author: Victoria

Last update: 2017-09-03 13:15