

# Owners

## How to create a multi-owner Ownership

More than one person is the Owner of a Horse?

There are several Owners, or even a Corporation and an individual Owner? You can create an Ownership with several individual Owners as well as manage the Ownership percentages if you wish.

**Step 1:** You are on the horse's FEI ID profile and you scroll down to the **Ownerships** section. You 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.

You then select under which tab you will enter the Owner:

- **Search for existing person or corporation**
- **Create new person or corporation**

The screenshot shows the 'CREATE NEW OWNERSHIP' form. At the top, there's a header bar. Below it, the 'Since' field is highlighted with a red box and contains the date '11/10/2016'. To the right of 'Since' is a 'Nationality of Ownership' dropdown menu. Below these fields is a table with columns: 'FEI ID', 'Name', 'Address', 'Person of Contact', and 'Ownership Percentage'. Below the table, there's a section with two buttons: 'Search for existing person or corporation' (highlighted with a yellow circle) and 'Create new person or corporation' (highlighted with a blue circle). Below these buttons is a search input field labeled 'Name or FEI ID' and a 'Search' button. There's also a checkbox labeled 'Only Owners \*' which is checked.

**Step 3:** You search for the first Owner you wish to add to this Ownership and click **Select** next to the corresponding person.

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CREATE NEW OWNERSHIP

Since \*

11/10/2016

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

Stevens

Only Owners \*☒

Search

	FEI ID	Name	Nationality	Address
<div>select</div>	10122136	Alix STEVENSON	GBR	
<div>select</div>	10165683	Bob STEVENS	GBR	Test Street 24, 1234 Test Town, GBR
<div>select</div>	10072797	Colene STEVENS	USA	8015 BENTLER AVE NE, NORTH CANTON OH 44721, USA
<div>select</div>	10134800	Erich STEVENS	GER	
<div>select</div>	10126526	Jos STEVENS	BEL	

Cancel

Ok

**Step 4:** You can see that the selected Owner has been added to the Ownership,

you can now click on **Add Owner** to add the second Owner to this Ownership:

**Step 5:** You can search again for a second Owner, or **Create a new Person or corporation** as the second Owner. Once you have found the correct person you click on **SELECT** or validate the new person.

CREATE NEW OWNERSHIP

Since \*

11/10/2016

Nationality of Ownership \*

GBR - Great Britain

FEI ID	Name	Address	Person of Contact	Ownership Percentage
10165683	Bob STEVENS	Test Street 24, 1234 Test Town, GBR+		<div><div></div>%</div>

+ Add Owner

Search for existing person or corporation

Create new person or corporation

Name or FEI ID

Di Marco Testa

Only Owners \*☐

Search

	FEI ID	Name	Nationality	Address
<div>select</div>	10027585	Alessandro DI MARCO TESTA	ITA	123 123, FRA
<div>select</div>	10014535	Fabio DI MARCO TESTA	ITA	

Both Owners are then added to the Ownership. You can repeat this as many times as necessary to add all the Owners for this Ownership.

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**Step 6:** As the two Owners added to this Ownership have different nationalities, the nationality of the Ownership must be chosen from the drop-down list before saving the Ownership.

The screenshot shows the 'CREATE NEW OWNERSHIP' form. At the top, there is a 'Since \*' field with the date '11/10/2016'. Below this is a table with two columns: 'FEI ID' and 'Name'. The first row has '10165683' and 'Bob STEVENS'. The second row has '10027585' and 'Alessandro DI MARCO TESTA'. To the right of the table is a 'Nationality of Ownership \*' dropdown menu, which is open, showing two options: 'GBR - Great Britain' and 'ITA - Italy'. Below the table is a '+ Add Owner' button.

**Step 7:** It is possible to add the Ownership Percentage before finalising the Ownership.

This is **OPTIONAL** and the Ownership can be saved and created without entering this information.

The screenshot shows the 'CREATE NEW OWNERSHIP' form. At the top, there is a 'Since \*' field with the date '11/10/2016'. Below this is a table with two columns: 'FEI ID' and 'Name'. The first row has '10165683' and 'Bob STEVENS'. The second row has '10027585' and 'Alessandro DI MARCO TESTA'. To the right of the table is a 'Nationality of Ownership \*' dropdown menu, which is set to 'GBR - Great Britain'. Below the table is a '+ Add Owner' button. Below the table is a section for 'Ownership Percentage (100.0%)' with two rows, each showing '50' and a percentage sign. Below this is a search section with a 'Search for existing person or corporation' button and a 'Create new person or corporation' button. Below the search section is a table with two columns: 'FEI ID' and 'Name'. The first row has '10027585' and 'Alessandro DI MARCO TESTA'. The second row has '10014535' and 'Fabio DI MARCO TESTA'. Below the table is a 'select' button. At the bottom right are 'Cancel' and 'Ok' buttons.

You can then click on **OK** to save this new Ownership.

The Ownership is then created on the Horse's profile and visible on the **Ownership** section:

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Ownerships				
Since	Nationality	Owner	Address	% Ownership
11/10/2016	GBR	10027585 - Alessandro DI MARCO TESTA	123 123, FRA	50.0%
		10165683 - Bob STEVENS	Test Street 24, 1234 Test Town, GBR	50.0%

**Step 8:** 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.

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