

# 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 is a purple header. Below it, the 'Since' field is highlighted with a red box and contains the date '11/10/2016'. To the right of the 'Since' field is the '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 is 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 the buttons is a search input field labeled 'Name or FEI ID', a checkbox labeled 'Only Owners \*' which is checked, and a 'Search' button.

**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 *	<input checked="" type="checkbox"/>	<input type="button" value="Search"/>
FEI ID	Name	Nationality	Address	
<input type="button" value="select"/>	10122136	Alix STEVENSON	GBR	
<input type="button" value="select"/>	10165683	Bob STEVENS	GBR	Test Street 24, 1234 Test Town, GBR
<input type="button" value="select"/>	10072797	Colene STEVENS	USA	8015 BENTLER AVE NE, NORTH CANTON OH 44721, USA
<input type="button" value="select"/>	10134800	Erich STEVENS	GER	
<input type="button" value="select"/>	10126526	Jos STEVENS	BEL	

**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+		<input type="text" value=""/> % 
+ Add Owner				
Search for existing person or corporation		Create new person or corporation		
Name or FEI ID	Di Marco Testa	Only Owners *	<input type="checkbox"/>	<input type="button" value="Search"/>
FEI ID	Name	Nationality	Address	
<input type="button" value="select"/>	10027585	Alessandro DI MARCO TESTA	ITA	123 123, FRA
<input type="button" value="select"/>	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 columns: FEI ID, Name, Address, Person of Contact, and Ownership Percentage. Two owners are listed: Bob STEVENS (FEI ID 10165683, Address: Test Street 24, 1234 Test Town, GBR+) and Alessandro DI MARCO TESTA (FEI ID 10027585, Address: 123 123, FRA+). A red box highlights the 'Nationality of Ownership \*' dropdown menu, which is open and shows two options: 'GBR - Great Britain' and 'ITA - Italy'. The 'Ownership Percentage' column has input fields for each owner, currently showing '50%' and '50%' respectively, with a red 'x' icon to the right of each field. A '+ Add Owner' button is at the bottom left.

**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 with the 'Nationality of Ownership' dropdown set to 'GBR - Great Britain'. The 'Ownership Percentage' fields are now highlighted with a yellow box and contain '50%' for both owners. Below the table, there is a search section for existing persons. It includes a search bar with 'Di Marco Testa' entered, a 'Search' button, and a checkbox for 'Only Owners \*'. Below the search bar is a table with columns: FEI ID, Name, Nationality, and Address. Two results are shown: Alessandro DI MARCO TESTA (FEI ID 10027585, Nationality: ITA, Address: 123 123, FRA) and Fabio DI MARCO TESTA (FEI ID 10014535, Nationality: ITA). A 'select' button is next to the second result. At the bottom right, there 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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