

Owners

How to create a new Ownership with a new person

You need to create a new Ownership for a horse but the person does not have a FEI ID number?

The person is only an Owner? You can create this Owner directly on the horse' profile page when creating the new Ownership.

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.

You select the tab **Create new person or corporation** to add an Owner that does not yet exist on the FEI Database.

CREATE NEW OWNERSHIP

Since * 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.				
<input type="button" value="+ Add Owner"/>				
Search for existing person or corporation <input type="text"/> <input type="button" value="Create new person or corporation"/>				
<input checked="" type="radio"/> Physical Person <input type="radio"/> Corporation				
Gender * <input type="text"/>				
Family Name * <input type="text"/>				
First Name * <input type="text"/>				
Nationality * <input type="text"/>				
Email <input type="text"/>				
<input type="checkbox"/> This person does not have an email *				
Date of birth <input type="text"/>				
Address <input type="text"/>				
Zip * <input type="text"/>				
City * <input type="text"/>				
Country * <input type="text"/>				
Phone <input type="text"/>				
<input type="button" value="Ok"/> <input type="button" value="Cancel"/>				

Step 3: You enter the full details for the new Owner and then click **OK**.

Owners

Search for existing person or corporation

Create new person or corporation

Physical Person

Corporation

Gender *

Male

Family Name *

STEVENS

First Name *

Bob

Nationality *

GBR - Great Britain

Email

bob.stevens@testemail.com

This person does not have an email *

☐

Date of birth

Address

Test Street 24

Zip *

1234

City *

Test Town

Country *

GBR - Great Britain

Phone

Ok

Cancel

Step 4: The new Owner is added to the Ownership, a FEI ID is created for the new Owner and the nationality is automatically selected.

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.

Clicking **OK** will then confirm this Ownership and add it to the Horse's FEI ID profile page.

CREATE NEW OWNERSHIP

Since *

11/07/2016

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"/> %

+ Add Owner

Cancel

Ok

The Ownership is then added to the horse' profile.

Ownerships			
Since	Nationality	Owner	Address
11/07/2016	GBR	10165683 - Bob STEVENS	Test Street 24, 1234 Test Town, GBR

Owners

Step 5: 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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