

Owners

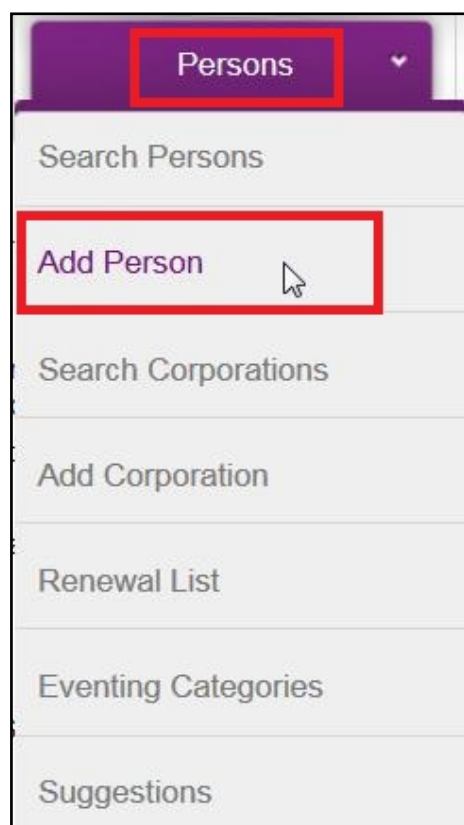
How to create an Owner as a Person on the FEI Database

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	<input type="checkbox"/> Athlete <input type="checkbox"/> Trainer <input type="checkbox"/> NF Member <input type="checkbox"/> Official <input checked="" type="checkbox"/> Owner <input type="checkbox"/> Corporation Contact	Date of Birth	<input type="text"/> dd/MM/yyyy
Gender *	Male	Administering NF	SWE
Family Name *	SMITH	Nationality *	Sweden X
First Name *	Sarah	Mandatory if the person is an athlete, a trainer, an owner or an official	
Email Address *	sarah.smith@emailtest.com		
<input type="checkbox"/> This person does not have an email			

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		Status	Active
Gender *	Male	Date of Birth	<input type="text"/> dd/MM/yyyy
Civility	-	Date of Retirement	<input type="text"/> dd/MM/yyyy
Family Name *	SMITH	Date of Death	<input type="text"/> dd/MM/yyyy
First Name *	Sarah	Middle Initials	<input type="text"/>
Maiden Name		Administering NF	SWE
Nationality	Sweden X	Block automatic NF admin. requests	<input type="checkbox"/>
Group	<input type="checkbox"/> Athlete <input type="checkbox"/> Trainer <input type="checkbox"/> NF Member <input type="checkbox"/> Official <input checked="" type="checkbox"/> Owner <input type="checkbox"/> Corporation Contact		


Communication


Email Address *	sarah.smith@emailtest.com	<input type="checkbox"/> This person does not have an email	Private Mobile Nr	<input type="text"/>
Homepage	<input type="text"/>		Business Mobile Nr	<input type="text"/>
Mailing Language	-		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

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

Owners

PERSON DETAIL

 The person record was established successfully.

 **10165673 - Sarah SMITH (SWE)**

Main

FEI ID: 10165673
Gender: Male
City: -
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

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:

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	Status	Active	History...
Gender *	Male	Date of Birth	<input type="text"/> dd/MM/yyyy	
Civility	-	Date of Retirement	<input type="text"/> dd/MM/yyyy	
Family Name *	SMITH	Date of Death	<input type="text"/> dd/MM/yyyy	
First Name *	Sarah	Middle Initials	<input type="text"/>	
Maiden Name		Administering NF	SWE	History...
Nationality	Sweden	Block automatic NF admin. requests	<input type="checkbox"/>	

Group Athlete Trainer NF Member Official Owner Corporation Contact

Communication

Email Address *	sarah.smith@emailtest.com	<input type="checkbox"/> This person does not have an email	Private Mobile Nr	<input type="text"/>
Homepage	<input type="text"/>		Business Mobile Nr	<input type="text"/>
Mailing Language	-		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