

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.

The screenshot shows the 'CREATE NEW OWNERSHIP' form. At the top, there is a 'Since *' field with a calendar icon and a dropdown for 'Nationality of Ownership *'. Below this is a table header with columns: 'FEI ID', 'Name', 'Address', 'Person of Contact', and 'Ownership Percentage'. A '+ Add Owner' button is present. Below the table, there are two tabs: 'Search for existing person or corporation' and 'Create new person or corporation', with the latter highlighted in yellow. Under the 'Create new person or corporation' tab, there are radio buttons for 'Physical Person' (selected) and 'Corporation'. The form contains several input fields: 'Gender *' (dropdown), 'Family Name *', 'First Name *', 'Nationality *' (dropdown), 'Email', 'This person does not have an email *' (checkbox), 'Date of birth' (calendar icon), 'Address' (text area), 'Zip *', 'City *', 'Country *' (dropdown), and 'Phone'. At the bottom right, there are 'Ok' and 'Cancel' buttons.

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

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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

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

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 |

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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.

Unique solution ID: #1092

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Last update: 2017-09-04 09:46