Owners

How to create a new Ownership on a Horse profile

You are creating a new Horse and need to add the Owner?

The Owner has changed on an existing Horse and you need to update the Ownership?

Step 1: You are on the existing horse's FEI ID profile and you scroll down to the **Ownerships** section, or you are at the **Ownership** section when creating the new Horse.

Step 2: You click on **New Ownership** and the **CREATE NEW OWNERSHIP** window will open.

• Are you creating an Ownership with someone who already exists on the FEI Database?

Click here to see <u>"How to create a new Ownership with an existing person"</u>

If you are not sure if they exist on the FEI Database, it is always good to search first before creating a new profile.

• Are you creating an Ownership with a new person, someone who does not already have a FEI ID number?

Click here to see <u>"How to create a new Ownership with a new person"</u>

If you are not sure if they exist on the FEI Database, it is always good to search first before creating a new profile.

• Are you creating a multi-owner Ownership?

Click here to see <u>"How to create a multi-owner Ownership"</u>

Step 3: Once you have created a new Ownership on the FEI Database, this will appear on the Horse's FEI ID profile.

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If the Horse has a FEI document, please click on **Download printable stickers** to download the relevant stickers. Please remember to upload the correct scans to the FEI Database.

Click here to see <u>"Which pages of the horse's identification document need to be</u> <u>uploaded on the FEI Database?"</u>

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