

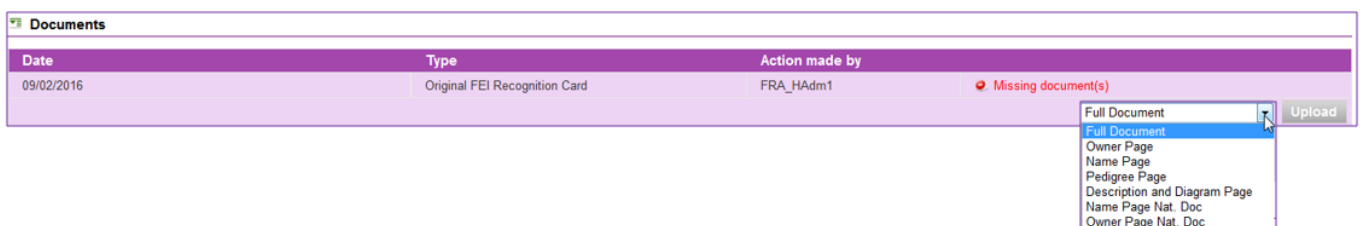
Horses

How to upload horse documents for FEI Recognition Cards on the FEI Database

You have issued a new FEI Recognition Card or made a duplicate FEI Recognition Card, or made a modification which influences the stickers on the FEI Recognition Card; the relevant pages need to be uploaded to the FEI Database for the horse to compete in a FEI Event.

The pages necessary in regards to a FEI Recognition Card are:

These can be uploaded as one scan, or separate individual scans.



Date	Type	Action made by	
09/02/2016	Original FEI Recognition Card	FRA_HAdm1	Missing document(s)

- Full Document
- Full Document
- Owner Page
- Name Page
- Pedigree Page
- Description and Diagram Page
- Name Page Nat. Doc
- Owner Page Nat. Doc

Upload

You need to select from the drop down list which pages you will upload.

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FULL DOCUMENT: this needs to be one file containing all pages mentioned in the table above. Further information can be found on ["Which pages of the horse' identification document need to be uploaded on the FEI Database?"](#)

UPLOAD DOCUMENT

Type Full Document

Information More information about what should be scanned can be found here

File No file selected.

Authorized formats: JPG, JPEG, PDF, PNG, BMP.

Please note the authorised formats of the files that you can upload.

Once the Full Document has been uploaded, the horse will be able to be entered for upcoming Events.

Date	Type	Action made by	Upload date	Document	Uploaded by	Validation	Validated by	Validation date
25/11/2015	Original RC	FRA_HAdm1	25/11/2015	Full Document	FRA_HAdm1	Not validated yet		

Clicking on the small icon will display the document you have uploaded.

The document uploaded still needs to be validated by the FEI, but the horse is not blocked.

Date	Type	Action made by	Upload date	Document	Uploaded by	Validation	Validated by	Validation date
25/11/2015	Original RC	FRA_HAdm1	25/11/2015	Full Document	FRA_HAdm1	Accepted	10102518	25/11/2015

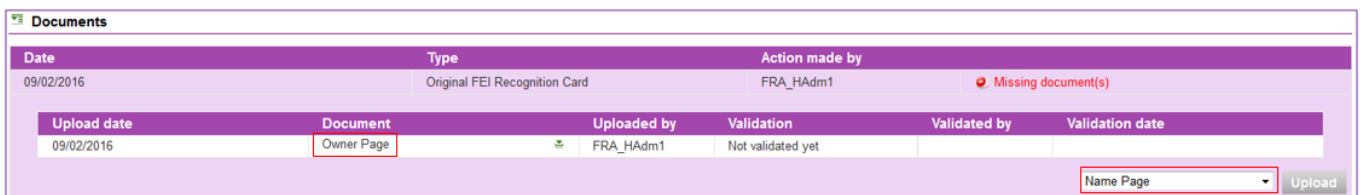
If the document uploaded is not correct, the FEI will reject the uploaded document and you will be informed accordingly by email and asked to upload a new scan. The

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horse will not be able to be entered until a new document has been provided.

INDIVIDUAL PAGES: if you decide to upload individual scans of the separate pages, the system will require all the necessary scans before the horse is available to be entered into an event.

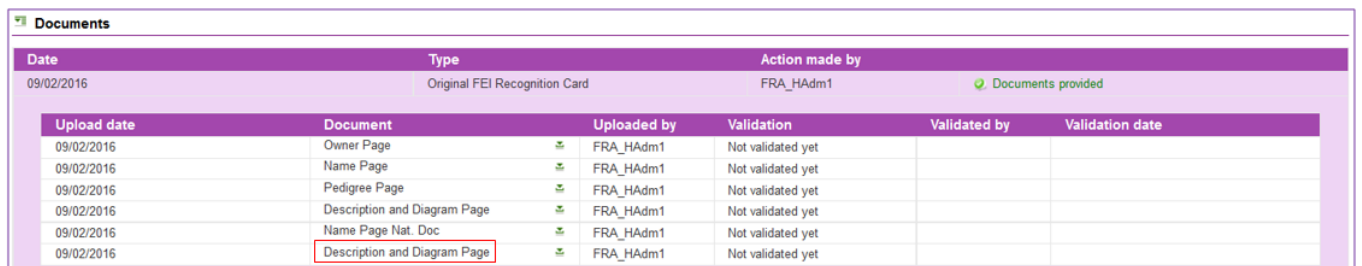
Please refer to ["Which pages of the horse' identification document need to be uploaded on the FEI Database?"](#) for further information.



The screenshot shows the 'Documents' section of the FEI system. At the top, it displays the document type 'Original FEI Recognition Card' and the user 'FRA_HAdm1'. A red warning icon indicates 'Missing document(s)'. Below this is a table with columns for 'Upload date', 'Document', 'Uploaded by', 'Validation', 'Validated by', and 'Validation date'. The table contains one row with '09/02/2016' as the upload date, 'Owner Page' as the document, and 'FRA_HAdm1' as the uploader. The validation status is 'Not validated yet'. To the right of the table is a dropdown menu with 'Name Page' selected and an 'Upload' button.

Date	Type	Action made by			
09/02/2016	Original FEI Recognition Card	FRA_HAdm1			
Missing document(s)					
Upload date	Document	Uploaded by	Validation	Validated by	Validation date
09/02/2016	Owner Page	FRA_HAdm1	Not validated yet		

A list will appear of the pages you have uploaded, you will need to upload scans for necessary pages requested before the system will recognise that the full document is provided and the horse will be able to be entered.



The screenshot shows the 'Documents' section of the FEI system. At the top, it displays the document type 'Original FEI Recognition Card' and the user 'FRA_HAdm1'. A green checkmark indicates 'Documents provided'. Below this is a table with columns for 'Upload date', 'Document', 'Uploaded by', 'Validation', 'Validated by', and 'Validation date'. The table contains six rows, each representing a different page of the document. The 'Document' column lists 'Owner Page', 'Name Page', 'Pedigree Page', 'Description and Diagram Page', 'Name Page Nat. Doc', and 'Description and Diagram Page'. The 'Validation' column for all rows is 'Not validated yet'. The 'Description and Diagram Page' row is highlighted with a red border.

Date	Type	Action made by			
09/02/2016	Original FEI Recognition Card	FRA_HAdm1			
Documents provided					
Upload date	Document	Uploaded by	Validation	Validated by	Validation date
09/02/2016	Owner Page	FRA_HAdm1	Not validated yet		
09/02/2016	Name Page	FRA_HAdm1	Not validated yet		
09/02/2016	Pedigree Page	FRA_HAdm1	Not validated yet		
09/02/2016	Description and Diagram Page	FRA_HAdm1	Not validated yet		
09/02/2016	Name Page Nat. Doc	FRA_HAdm1	Not validated yet		
09/02/2016	Description and Diagram Page	FRA_HAdm1	Not validated yet		

You may upload multiple pages for each section, for example when the diagram and description are on two separate pages/scans, as well as extra pages that are not necessarily compulsory.

Make sure that you choose the correct page from the drop down list before uploading your scan.

If you make an Owner Change, the relevant scan of the Owner Page needs to be uploaded on the FEI Database.

Please refer to ["How to add/change an Owner for a FEI registered horse" for further information.](#)

If you change the Name of the horse, the relevant scan of the Name Page needs to

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be uploaded on the FEI Database.

Please refer to ["How to change a Horse Name on the FEI Database."](#)

Unique solution ID: #1034

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