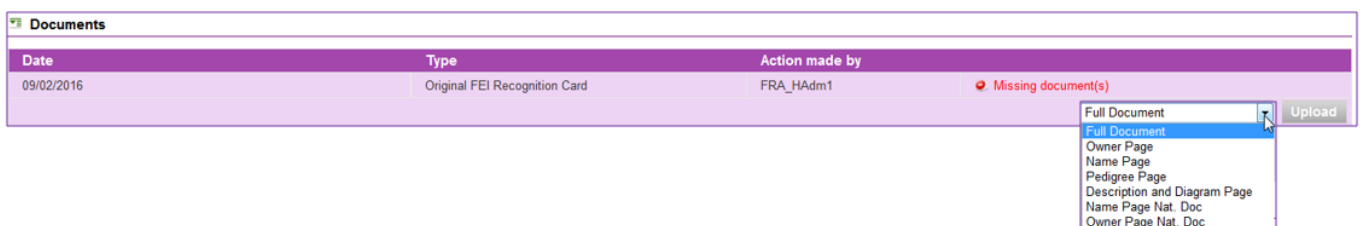# Horses

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.

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

Horses

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?"](#)

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.

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

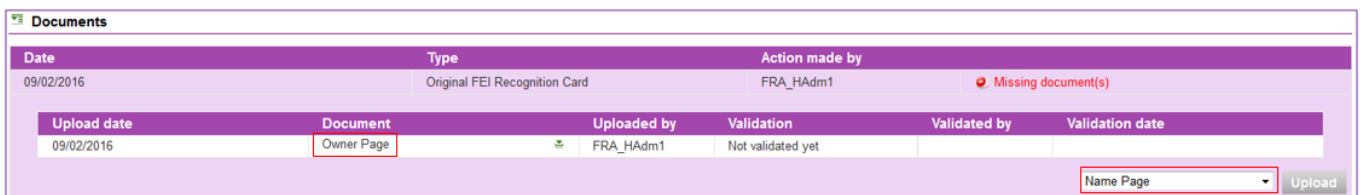The document uploaded still needs to be validated by the FEI, but the horse is not blocked.

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

Horses

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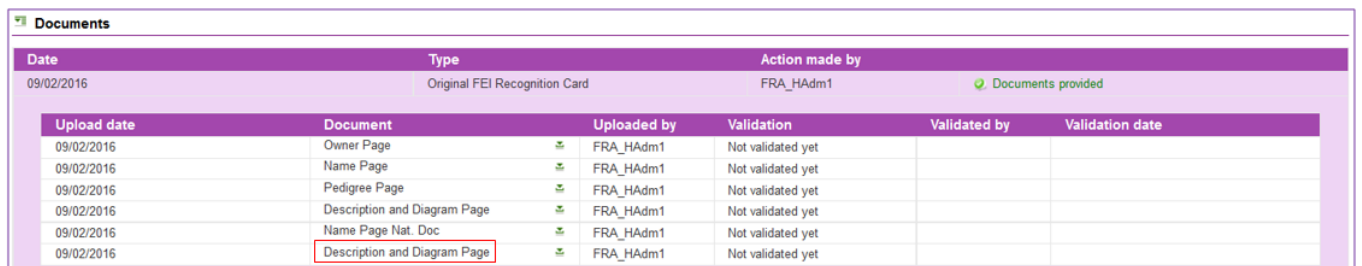
Please refer to "Which pages of the horse' identification document need to be uploaded on the FEI Database?" for further information.

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.

You may upload multiple pages for each section, for example when the diagram and description are on two seperate 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

Horses

be uploaded on the FEI Database.

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

Unique solution ID: #1034
Author: Victoria
Last update: 2016-02-15 11:10