

Horses

How to use the FEI HorseApp to upload horse documents

You are a National Federation and you need to upload Horse's document to the FEI Database and you want to use the FEI HorseApp?

With NF Horse Admin access on your profile on the FEI Database, you will be able to upload documents with the FEI HorseApp for the Horses you administer.

Please note that you can still upload documents directly to the FEI Database as per the guidelines [here](#) and [here](#), the use of the FEI HorseApp is just an additional feature to assist your day-to-day work with Horse documentation.

Step 1: Download the FEI HorseApp on your smartphone or tablet. The application is available on both iOS and Android Devices.

[Click here for all information related to the FEI HorseApp including the links to download the App.](#)

Step 2: Log in to the FEI HorseApp with your FEI ID number and password.

[Click here to see how to log in to the FEI HorseApp.](#)

Step 3: Choose to act as **National Federation**.

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Step 4: Navigate to the search section to find the Horse. You can search for a Horse by its FEI ID number or name.

You also have the possibility to search for the Horse by scanning the FEI document barcode or scan the Horse's microchip with an external reader.

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[Click here to see how to connect microchip scanners to the FEI HorseApp.](#)

Step 5: You will land on the Horse's page. You can click on **Expand/Collapse** to see further information about the Horse.

Click on the document line for which you need to upload the Horse's Documents.

[Click here to see which pages of the Horse's identification document need to be uploaded on the FEI Database.](#)

Horses

Step 6: Select the page you wish to upload.

Horses

11:07

5G 85



Horse Documents



LATTE MACCHIATO



106GM29

16/05/2008 (16 y)
 Coffee Mills LLC (ISV)
 Recognition card
 826097200005413

Gelding

Collapse ^

DOCUMENTS

0 / 5



Description and Diagram Page

Press to add file

Required



Name Page

Press to add file

Required



Name Page Nat. Doc

Press to add file

Required



Owner Page

Press to add file

Required



Owner Page Nat. Doc

Press to add file

Optional



Pedigree Page

Press to add file

Required



Add a page

Press to add file

Optional

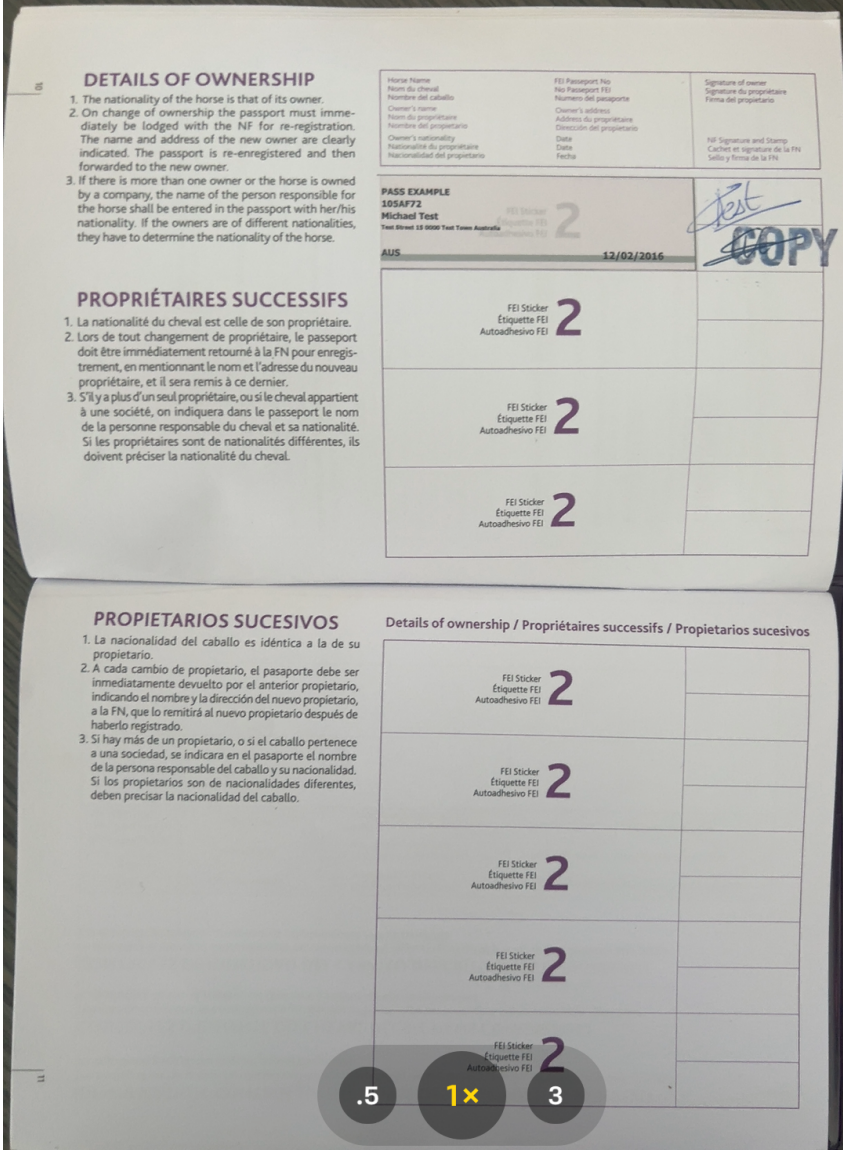


Horses

You can choose to take a photo or choose a photo from your library.

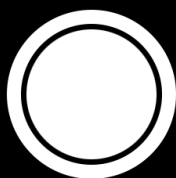
Step 7: Make sure the page is not cropped and that all information is visible and in a good quality.

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PHOTO

Cancel



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Step 8: Confirm the page of the Horse's document you are uploading.

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Horse Documents



LATTE MACCHIATO 
106GM29

 16/05/2008 (16 y)
 Coffee Mills LLC (ISV)
 FEI Passport
 826097200005413

 Gelding

Collapse ^

DOCUMENTS

0 / 5

Description and
Diagram Page

Required

Description and Diagram Page

Name Page

Name Page Nat. Doc

Owner Page 

Owner Page Nat. Doc

Pedigree Page

Press to add file

Cancel

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Step 9: You will see the status **Uploaded** for the page you have uploaded.

Once the document is verified and validated by the FEI, you will see the status **Validated**.

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Step 10: If a document is refused by the FEI, click on **Refused** to see the reason why the page has been refused.

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Step 11: A pop-up window will open with the rejection comment.

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Step 12: The FEI HorseApp will indicate once all the required documents have been provided.

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Please note:

- Only Athletes and National Federation members can upload Horse documents on the FEI HorseApp.
- As National Federation you can still make entries for your Athletes on the FEI Entry System for a future FEI Event if the documents are not yet validated by the FEI.
- Full documents can only be uploaded directly to the FEI Database, the FEI HorseApp will only allow you to upload the required pages one at a time.

If you have any questions or require any assistance, please contact usersupport@fei.org

Unique solution ID: #1066

Author:

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