## Results

## 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?

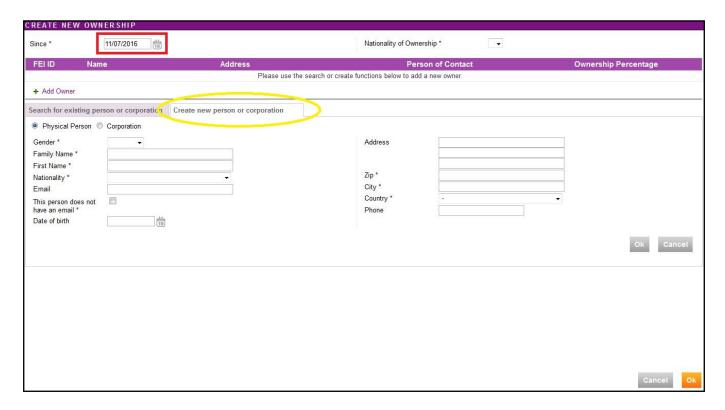
The person is only an Owner? You can create this Owner directly on the horse' profile page when creating the new Ownership.

**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.



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

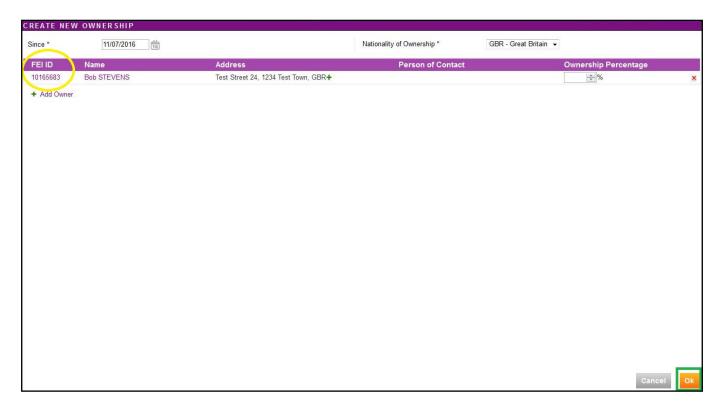
## Results

Physical Person ©	Corporation			
Gender *	Male ▼	Address	Test Street 24	
Family Name *	STEVENS			
First Name *	Bob			
Nationality *	GBR - Great Britain ▼	Zip *	1234	
Email	bob.stevens@testemail.com	City *	Test Town	
This person does not have an email *		Country * Phone	GBR - Great Britain ▼	
Date of birth	adda 10			
				Ok Cancel

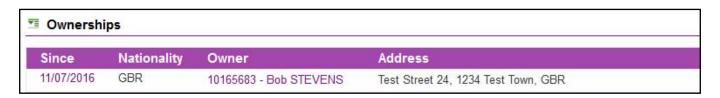
**Step 4:** The new Owner is added to the Ownership, a FEI ID is created for the new Owner and the nationality is automatically selected.

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.



The Ownership is then added to the horse' profile.



## **Results**

**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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