

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	<div>Missing document(s)</div> <div><div>Full Document</div><div>Full Document</div><div>Owner Page</div><div>Name Page</div><div>Pedigree Page</div><div>Description and Diagram Page</div><div>Name Page Nat. Doc</div><div>Owner Page Nat. Doc</div></div> <div>Upload</div>

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

Browse...

No file selected.

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

Ok

Cancel

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.

Documents						
Date	Type	Action made by				
25/11/2015	Original RC	FRA_HAdm1 Documents provided				
Upload date	Document	Uploaded by	Validation	Validated by	Validation date	
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.

Documents						
Date	Type	Action made by				
25/11/2015	Original RC	FRA_HAdm1 Documents provided				
Upload date	Document	Uploaded by	Validation	Validated by	Validation date	
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 database interface. It displays a table with columns: Date, Type, Action made by, Upload date, Document, Uploaded by, Validation, Validated by, and Validation date. A single document is listed: 'Owner Page' uploaded on 09/02/2016 by FRA_HAdm1. The 'Validation' column shows 'Not validated yet'. A red message 'Missing document(s)' is visible. At the bottom, there is a dropdown menu for 'Name Page' and an 'Upload' button.

Date	Type	Action made by
09/02/2016	Original FEI Recognition Card	FRA_HAdm1

Upload date	Document	Uploaded by	Validation	Validated by	Validation date
09/02/2016	Owner Page	FRA_HAdm1	Not validated yet		

Name Page [dropdown] [Upload]

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 database interface. It displays a table with columns: Date, Type, Action made by, Upload date, Document, Uploaded by, Validation, Validated by, and Validation date. Multiple documents are listed, including 'Owner Page', 'Name Page', 'Pedigree Page', 'Description and Diagram Page', 'Name Page Nat. Doc', and 'Description and Diagram Page'. The 'Validation' column shows 'Not validated yet' for all. A green message 'Documents provided' is visible.

Date	Type	Action made by
09/02/2016	Original FEI Recognition Card	FRA_HAdm1

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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