FBe Portal - Manual
v. 01/07/2025

1. Access the portal

https://members.felisbelgica.be/Account/Login

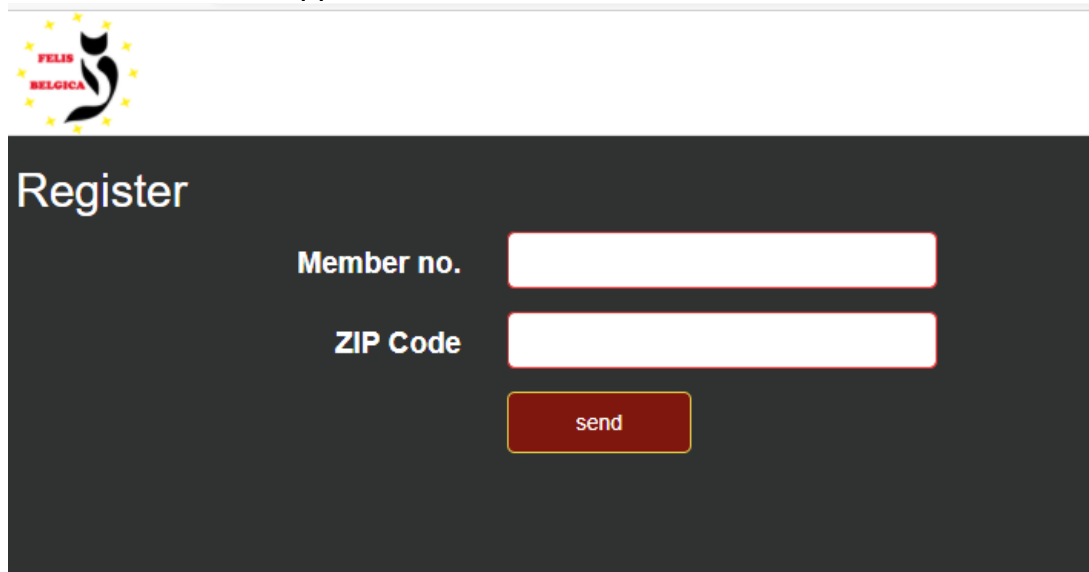The language of the portal is the one of your browser by default.

Portal exists in EN, FR, NL, DE and IT. To change its language, change your browser settings.
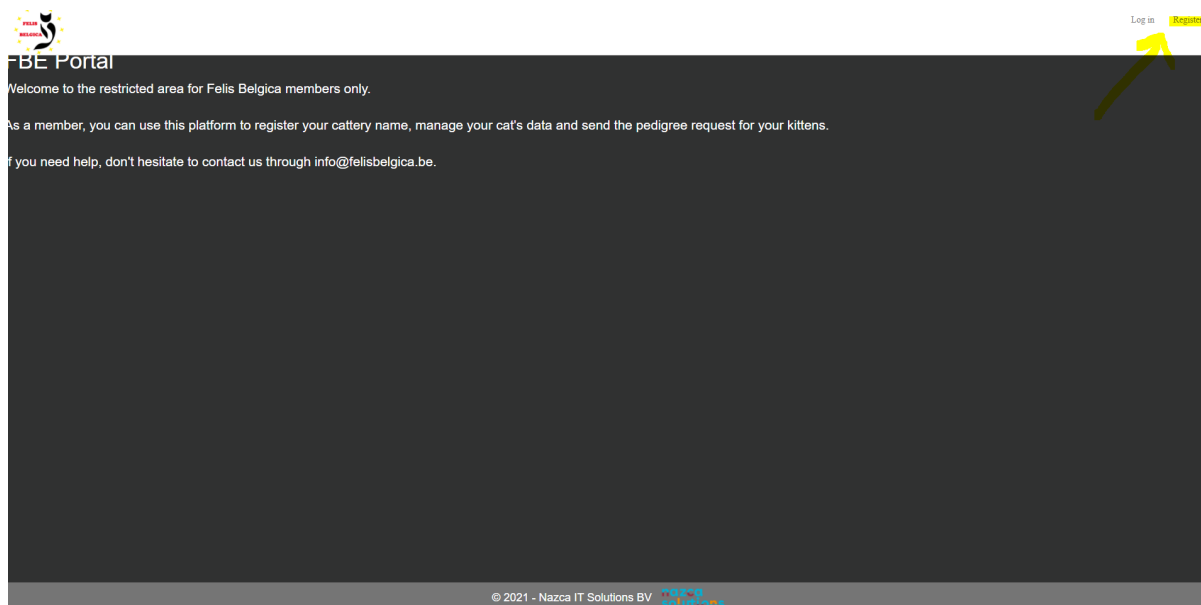
To **create** your account, click on "Register" on the upper right corner.

The follow form will appear

Enter your **Member no., with format Year (4 digits)+ Number (4 digits)** , example: 20130150 and enter your ZIP code.
If the registration is valid, an email will be automatically sent to your registered email address with FBE with a random generated password. Use this password to login.

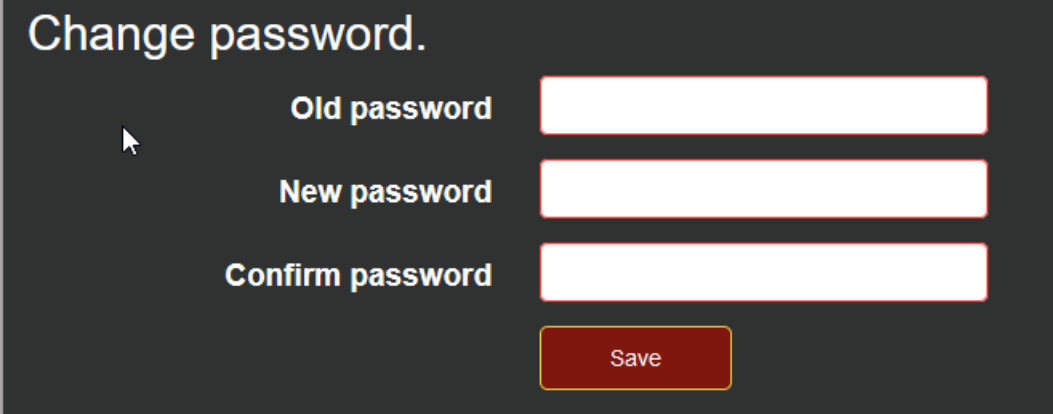If you (already) have a registered account, login through the "log in" (upper right corner).

Fill in your FBE membership number and password.

2. Changing password

You will be able to change the password after (the first) login:

Fill in the fields (all mandatory). New password has to be at least **12 characters long with minimal 1 Uppercase, 1 lowercase, 1 digit and 1 punctuation mark character.**

3. Personal data

By clicking your name, **you can edit your address (if you have moved for ex)** and other contact data registered with FBE.

Back on the homepage, you can :
- manage your cats data through PEDIGREE REGISTRATION
- declare birth of kittens and ask for their pedigree through OUTSIDE MATINGS AND LITTERS
- request the registration of your FIFe cattery name (only once) through CATTERY REGISTRATION
- check your INVOICES
- register to FBe international shows through SHOW REGISTRATION

4. Pedigree registration

On this screen you see the list of all your cats imported in FBE database. Here **you can declare your cat as neutered or deceased.**

You can also **register the change of owner of your cat** (kitten).

Click on the 2 arrows behind the cat, as it is explained on the portal:
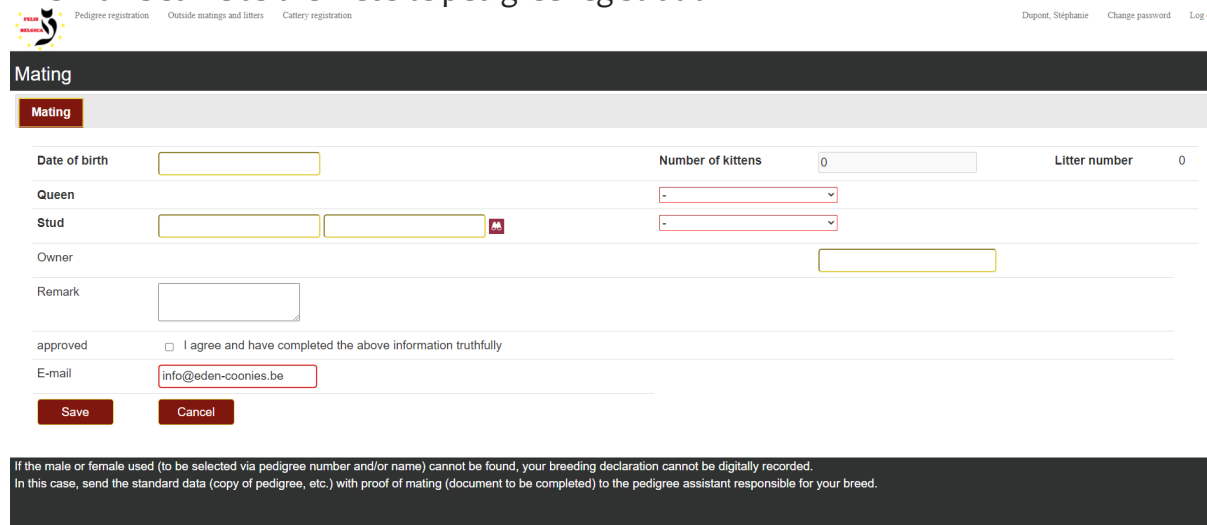
- **The new owner is an FBe member**: then, fill out the membership number with the 8 numbers (eg: 20100072) , in the field "membership n°"
- **If the kitten/ cat moves as a household pet:** the breeder just fills out the date when the kitten moved in the field "Date from".
- **Only when the kitten moves to a new breeder who is not an FBe member,** the breeder will have to send in the information and club of the new owner, using the transfer document or just via mail (pedigree@felisbelgica.be).

5. Outside matings and litters

By clicking on "add" you can start a request for pedigrees/declare a birth.

Outside matings and litters

Add

Queen	Pedigree number	Breed	Stud	Pedigree number	Breed	Date of birth	Number of kittens	Litter number	13 weeks	#M	#F

This works same as the website pedigree registration.

Mating

Mating

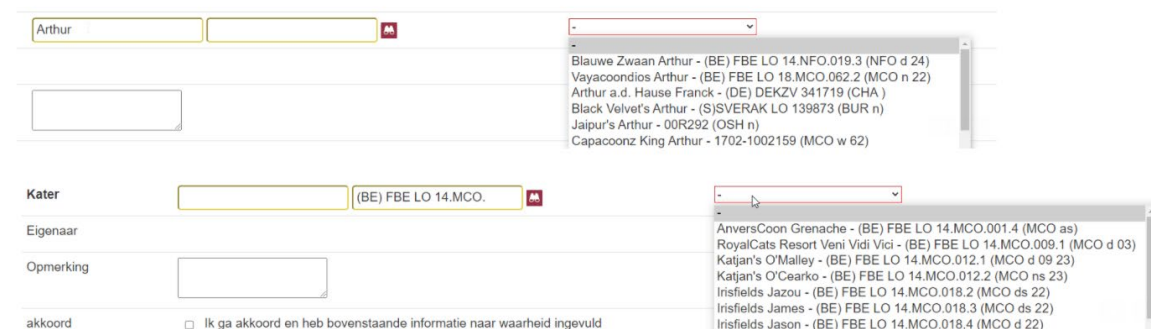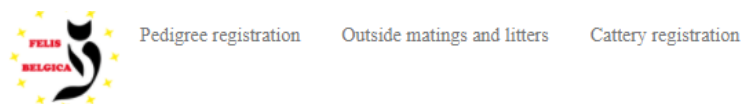| Date of birth		Number of kittens	0	Litter number	0
Queen		- ˅			
Stud		- ˅			
Owner					
Remark					
approved	☐ I agree and have completed the above information truthfully				
E-mail	info@eden-coonies.be				

Save   Cancel

If the male or female used (to be selected via pedigree number and/or name) cannot be found, your breeding declaration cannot be digitally recorded.
In this case, send the standard data (copy of pedigree, etc.) with proof of mating (document to be completed) to the pedigree assistant responsible for your breed.

Fields in yellow are to be filled manually, where fields in red are drop-down menu where you can choose from the list of your cats (for the queens).
For the stud: Fill in (part) of the name of the stud **OR** (part of) pedigree nr and then you can get to choose from the drop-down menu. Examples:

Arthur			- ˅

Blauwe Zwaan Arthur - (BE) FBE LO 14.NFO.019.3 (NFO d 24)
Vayacoondios Arthur - (BE) FBE LO 18.MCO.062.2 (MCO n 22)
Arthur a.d. Hause Franck - (DE) DEKZV 341719 (CHA)
Black Velvet's Arthur - (S)SVERAK LO 139873 (BUR n)
Jaipur's Arthur - 00R292 (OSH n)
Capacoonz King Arthur - 1702-1002159 (MCO w 62)

Kater		(BE) FBE LO 14.MCO.	- ˅
Eigenaar			
Opmerking			
akkoord	☐ Ik ga akkoord en heb bovenstaande informatie naar waarheid ingevuld		

AnversCoon Grenache - (BE) FBE LO 14.MCO.001.4 (MCO as)
RoyalCats Resort Veni Vidi Vici - (BE) FBE LO 14.MCO.009.1 (MCO d 03)
Katjan's O'Malley - (BE) FBE LO 14.MCO.012.1 (MCO d 09 23)
Katjan's O'Cearko - (BE) FBE LO 14.MCO.012.2 (MCO ns 23)
Irisfields Jazou - (BE) FBE LO 14.MCO.018.2 (MCO ds 22)
Irisfields James - (BE) FBE LO 14.MCO.018.3 (MCO ds 22)
Irisfields Jason - (BE) FBE LO 14.MCO.018.4 (MCO d 22)

If the male or female used (to be selected via pedigree number and/or name) cannot be found, your breeding declaration cannot be digitally recorded.
In this case, send the standard data (copy of pedigree, etc.) with proof of mating (document to be completed) to the pedigree assistant responsible for your breed. (imports@felisbelgica.be)

6. Cattery registration

If you already have a cattery registered the form shows you the choice(s) you've made and the registered Fife name is shown as yellow line.

For **new registration** the form will look as follows:

Explanation is given below this form.

To specify your preferences (minimum 3), you must indicate whether you want to use a prefix or a suffix and how to use the name of the cattery in the name of the kittens.
For example: your preferences are "…. of flowery fields", "Her Majesty …" and "Sunstar's ….".
The first preference means that you want the cattery name after a kitten's name, the second and third preferences before the kitten's name.
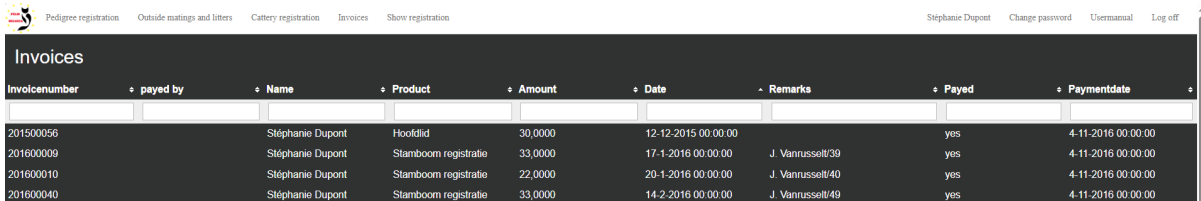You then fill in respectively:
For the 1st option fill in "flowery fields", with the AFFIX "of" and the choice "after".
For the 2nd option, fill in "His Majesty", without putting anything in the AFFIX / SUFFIX field with the option "before",
and for the 3rd option fill in "Sunstar", with the SUFFIX "'s" and the option "before.
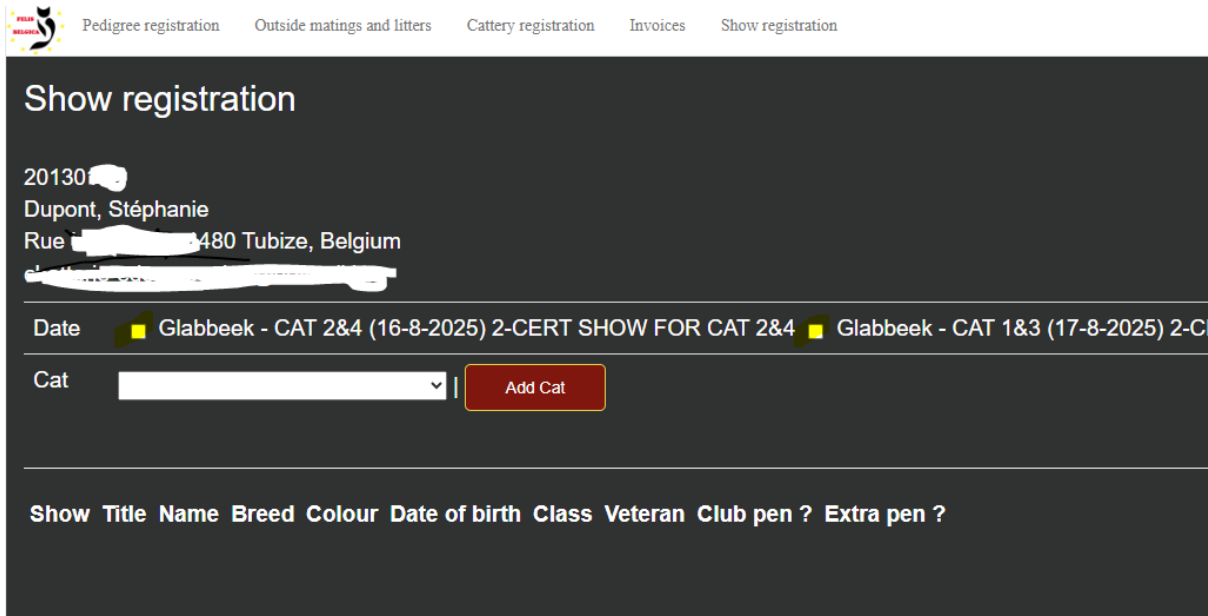
7. Invoices

Here you can check if you have open invoices (not yet paid) with Felis Belgica.
You always receive your invoices by email when requesting our services (pedigrees, titles, etc).
Don't worry if you have paid and it's not immediately registered in the system, the treasurer need some reasonable time to process the payments received.

8. Show registration

Here you can select the next FBe show you want to register your cat to.
The cat must already exist in our database before you can select it in the drop-down menu and "add".

Fill in the class. The rest of the data is filled in automatically.

Check if you need club pen or extra space, then SAVE.