

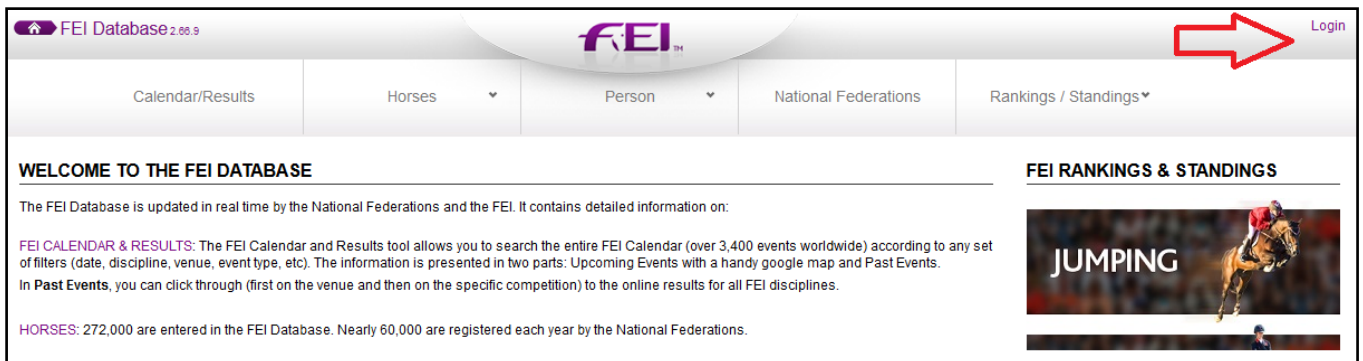
NF Members and Employees

How to create a new NF Member on the FEI Database

You need to add a new NF Member to the FEI Database?

You have a new employee who needs access to certain FEI IT platforms?

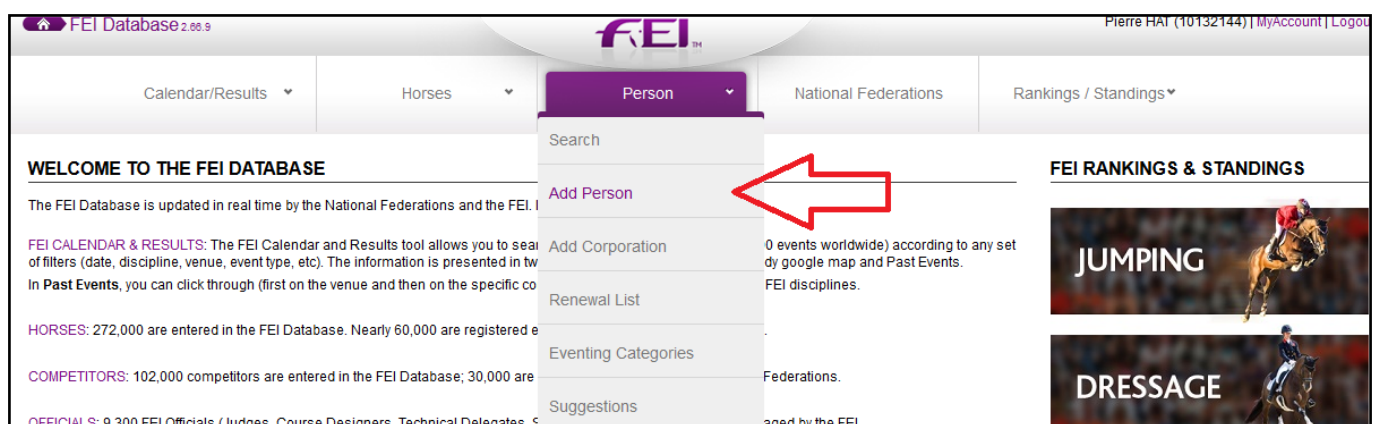
Step 1: Go to the FEI Database (<https://data.fei.org>) and login with your FEI ID number and password:



Please note:

- NF Members with NF PERSON ADMIN access on their profiles can create new NF Members
- Only NF Members with NF USER ADMIN on their profiles can grant access and activate accounts

Step 2: Click on **Person** and **Add Person** to open the relevant page:



Please note: you must verify that the person does not already exist on the FEI Database before creating a new profile

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Step 3: Fill in the relevant fields to create the Person and click on **Add**:

ESTABLISH PERSON RECORD

! To establish a new person record, please fill in the following fields.

The system will check and allow you to continue, or else show a list of POTENTIAL duplicates.

Group	<input type="checkbox"/> Athlete <input type="checkbox"/> Trainer <input checked="" type="checkbox"/> NF Member <input type="checkbox"/> Official <input type="checkbox"/> Owner <input type="checkbox"/> Corporation Contact	Date of Birth	<input type="text"/> dd/MM/yyyy
Gender *	Female	Administering NF	GER
Family Name *	TEST	Nationality	Select one or more nationalities
First Name *	Sarah		
Email Address *	sarah.test@info.com		
	<input type="checkbox"/> This person does not have an email		

Add

Step 4: The second page to confirm the Person details will open, you can add further information at this time if you wish.

Then click on **Save**:

PERSON DETAIL

Main

FEI ID		Status	Active
Gender *	Female	Date of Birth	<input type="text"/> dd/MM/yyyy
Civility	-	Date of Retirement	<input type="text"/> dd/MM/yyyy
Family Name *	TEST	Date of Death	<input type="text"/> dd/MM/yyyy
First Name *	Sarah	Middle Initials	<input type="text"/>
Maiden Name		Administering NF	GER
Nationality	Select one or more nationalities	Block automatic NF admin. requests	<input type="checkbox"/>
Group	<input type="checkbox"/> Athlete <input type="checkbox"/> Trainer <input checked="" type="checkbox"/> NF Member <input type="checkbox"/> Official <input type="checkbox"/> Owner <input type="checkbox"/> Corporation Contact		

Communication

Email Address *	sarah.test@info.com	<input type="checkbox"/> This person does not have an email	Private Mobile Nr	<input type="text"/>
Homepage			Business Mobile Nr	+49 1111111111
Mailing Language	-		Email Notification	
			Yes	Receive Entry System Notification for events where you are OC Entry Admin
			No	Receive Entry System Notification for events where you are OC Entry Consult

Check for duplicates

Reset

Save

Each active NF Member must have a NF Function on their profile, with a Start Date and function/role.

Step 5: On the Person profile, scroll down to the **NF Member** section and click on **New Function**:

NF Member

No Function found

New Function...

Enter the relevant details, such as the Person's function and Start date, then click on **Ok**:

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NF MEMBER FUNCTION

NF * GER

Function * Admin Officer

Department Jumping

Start date * 01/05/2018 dd/MM/yyyy

End date dd/MM/yyyy

Ok Cancel

Step 6: For NF Members to be able to login with their FEI ID number and password their account must be activated.

Click here to see [How to activate a NF Member's account on the FEI Database](#) or here to see [How to grant access to NF Members on the FEI Database](#).

For any assistance with the creation of NF Members on the FEI Database, please contact: usersupport@fei.org

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