

Entries

How to accept/reject entries, additions and substitutions in the FEI Entry System

Please go to <https://entry.fei.org>

Login at the top right of the page



when you are on your event, you will have a view on all entries.

In the tab "entries" you have all entries which have been made by the NFs.

You can make 2 actions:

Accept

If you accept, be aware that you won't be able to reject the Entry later. That means that the athlete/horse are accepted to compete at your event.

You can accept the entire entry by clicking in the athlete name, or, if he has more than one horse entered, accepted 2/3 horses. etc...

| Entry Lists | | | | | | | |
|--|-----|----------|--------------|--------------|-----------|---------------|--------------|
| <div>EntriesMaster ListPending SubstitutionsPending Additions</div> | | | | | | | |
| Filter Entries: Definite List NF: All Competitions: All | | | | | | | |
| ⬆Athletes & Horses | NF | FEI ID | | Entry Status | Nom. Def. | Entry Actions | |
| <div><div>AMBROSE Rose (USA)</div><div>ALCAZAR Subst.</div><div>503-PSG504-Int I505-Int I FS</div></div> | USA | 10067738 | Contact Info | Definite | | ✓ | AcceptReject |
| | | 103IA62 | Shavings | Definite | | ✓ | AcceptAccept |

The entry becomes green.

Entries

| Filter Entries: Definite List | | NF: All | Competitions: All | Logs | |
|--------------------------------|-----|----------|-------------------|-----------|--------------------------|
| ⬆Athletes & Horses | NF | FEI ID | Entry Status | Nom. Def. | Entry Actions |
| AMBROSE Rose (USA) | USA | 10067738 | Contact Info | Accepted | ✓ No Show Contact NF Log |
| ALCAZAR Subst. | | 103IA62 | Shavings | Accepted | ✓ Log |
| 503-PSG 504-Int I 505-Int I FS | | | | | |

Reject

You can reject the entire entry (athlete + horse (s)) or if he has more than one horse entered, rejected 1/2 horses. etc...

| | | | | | | | | |
|--|-----|----------|--------------|----------------|---|---------------|------------|-----|
| PAPE Suzan (GBR) | GBR | 10011925 | Contact Info | Definite | ✓ | Accept Reject | Contact NF | Log |
| HARMONY'S DON NOBLESSE Subst. | | 104OE60 | Shavings | Stal. Definite | ✓ | Accept Reject | | Log |
| 503-PSG 504-Int I 505-Int I FS | | | | | | | | |
| Arrival: 23/02/16 Depart: 28/02/16 1 Stable Shavings | | | | | | | | |

If you reject one entry, a comment, which will be sent to the NF, is mandatory.

You can select in the drop down list or write a comment.

Rejection

Confirm rejection of Suzan PAPE's entries.

A comment is mandatory:

Athlete's rank not high enough

Reject

No

Entries

When you have rejected the entry / horse, the entry becomes grey, and the comment is visible

| | | | | | | | | | |
|--|-----|----------|----------|----------|----------|---|------------------|-------------------|-----|
| PAPE Suzan (GBR) | GBR | 10011925 | | Rejected | | ✓ | Cancel Rejection | Log Contact NF | |
| REJ: Too many athletes for this NF | | | | | | | | | |
| HARMONY'S DON NOBLESSE Subst. | | 104OE60 | Shavings | Stal. | Rejected | | ✓ | Cancel Rejection | Log |
| Arrival: 23/02/16 Depart: 28/02/16 1 Stable Shavings | | | | | | | | | |

Dont forget to have a look at the "**pending additions**" and "**pending substitutions**" tab, as you will also have to accept/reject the late entries/changes.

Entry Lists

Entries

Master List

Pending Substitutions

Pending Additions (1)

Filter Entries:

Definite List

NF:

All

Competitions:

All

| Athletes & Horses | | NF | FEI ID | Entry Status | Nom. Def. | Entry Actions |
|---|----------------|-----------|--------------|--------------|-----------|---------------|
| <div></div> <div>AMBROSE Rose (USA)</div> | USA | 10067738 | Contact Info | Accepted | | ✓ No Show |
| | ALCAZAR Subst. | | | | | |
| | 503-PSG | 504-Int I | 505-Int I ES | 103IA62 | Shavings | Accepted |

Cancel rejection

You have the possibility to "**cancel the rejection**" for different reasons; you finally got the availability for more athletes / horses, you need to release the rejected horse has the NF wants to enter him with another athlete, etc...

Just click on "**cancel rejection**"

Entries

Entry Lists

Entries

Master List

Pending Substitutions

Pending Additions (1)

Filter Entries:

Definite List



NF:

All

Competitions:

All

Logs

| Athletes & Horses | | NF | FEI ID | Entry Status | | Nom. Def. | Entry Actions | |
|---|--|-----|----------|----------------|----------|-----------|---------------|---------------------------------|
|  | AMBROSE Rose (USA) | USA | 10067738 | Contact Info | Accepted | | ✓ | No Show Contact NF Log |
| | ALCAZAR Subst. | | 103IA62 | Shavings | Accepted | | ✓ | Log |
| | 503-PSG 504-Int I 505-Int I FS | | | | | | | |
|  | PAPE Suzan (GBR) | GBR | 10011925 | | Rejected | | ✓ | Cancel Rejection Log Contact NF |
| | REJ: Too many athletes for this NF | | | | | | | |
| | HARMONY'S DON NOBLESSE Subst. | | 104OE60 | Shavings Stal. | Rejected | | ✓ | Cancel Rejection Log |
| | Arrival: 23/02/16 Depart: 28/02/16 1 Stable Shavings | | | | | | | |

Master List

In the tab "**Master List**" you will find the list of athletes/horses you have accepted.

Unique solution ID: #1053

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