

# 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		Entries	Master List	Pending Substitutions	Pending Additions
Filter Entries:		Definite List	NF: All	Competitions: All	
^Athletes & Horses	NF	FEI ID	Entry Status	Nom. Def.	Entry Actions
<input type="radio"/> <b>AMBROSE Rose (USA)</b>	USA	10067738	Contact Info	Definite	✓ <b>Accept</b> Reject C
ALCAZAR Subst.		1031A62	Shavings	Definite	✓ <b>Accept</b> Accept
503-PSG	504-Int I	505-Int I FS			

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
<b>AMBROSE Rose (USA)</b>	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...

<b>PAPE Suzan (GBR)</b>	GBR	10011925	Contact Info	Definite	✓	Accept <b>Reject</b> Contact NF Log
HARMONY'S DON NOBLESSE Subst.		1040E60	Shavings Stal.	Definite	✓	Accept <b>Reject</b> 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** [X]

Confirm rejection of Suzan PAPE's entries.

A comment is mandatory:

Athlete's rank not high enough [v]

[Text Area]

Reject No

# Entries

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

<b>PAPE Suzan (GBR)</b>	GBR	10011925		Rejected		✓	Cancel Rejection	Log Contact NF	
<i>RE.J: Too many athletes for this NF</i>									
HARMONY'S DON NOBLESSE Subst.		1040E60	Shavings	Stal.	Rejected		✓	Cancel Rejection	Log
<i>Arrival: 23/02/16 Depart: 28/02/16 1 Stable Shavings</i>									

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
<b>AMBROSE Rose (USA)</b>	USA	10067738	Contact Info	Accepted	✓ No Show
ALCAZAR Subst.		103IA62	Shavings	Accepted	✓
503-PSG	504-Int I	505-Int I ES			

## 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 <input type="button" value="v"/> NF: All <input type="button" value="v"/> Competitions: All <input type="button" value="v"/> <span style="float: right;">Logs</span>									
Athletes & Horses		NF	FEI ID	Entry Status		Nom. Def.	Entry Actions		
 <b>AMBROSE Rose (USA)</b>	USA	10067738	Contact Info	Accepted		<input checked="" type="checkbox"/>	No Show	Contact NF	Log
	ALCAZAR Subst.	103IA62	Shavings	Accepted		<input checked="" type="checkbox"/>			Log
	503-PSG 504-Int I 505-Int I FS								
<b>PAPE Suzan (GBR)</b> GBR 10011925 Rejected <input checked="" type="checkbox"/> Cancel Rejection Log Contact NF									
<i>REJ: Too many athletes for this NF</i>									
HARMONY'S DON NOBLESSE Subst.		104OE60	Shavings	Stal.	Rejected		<input checked="" type="checkbox"/>	Cancel Rejection	Log
<i>Arrival: 23/02/16 Depart: 28/02/16 1 Stable Shavings</i>									

## 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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