How to modify my FEI Biography page

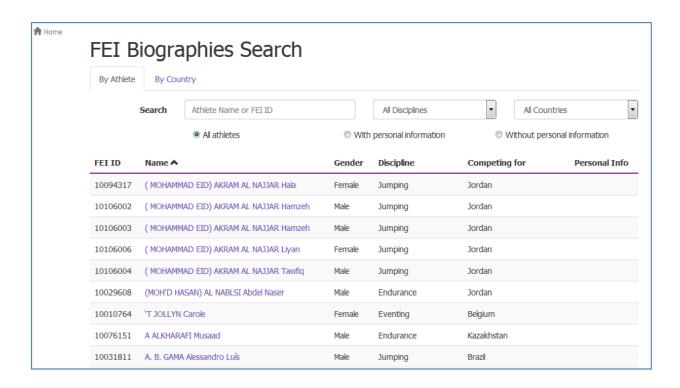
You want to fill your own biography?

You need to update some information on your biography?

Step 1: Go to: https://www.fei.org/bios and click on the **Sign in** button located in the top right corner.

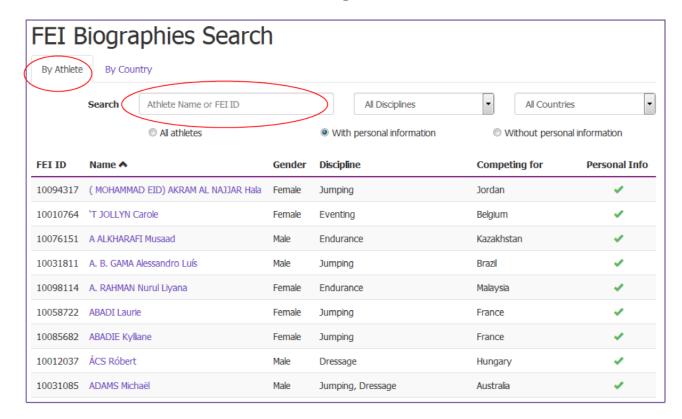


Here you will need to sign in with your FEI ID number and password. Once signed in you will arrive on the FEI Biographies Home Page.



Step 2: You must search for yourself to be able to edit your biography. There are two tabs to search under, **By Athlete** (default page) and **By Country**.

Under the **By Athlete** tab you can search by Athlete Name or FEI ID and you can filter by Discipline and Country.



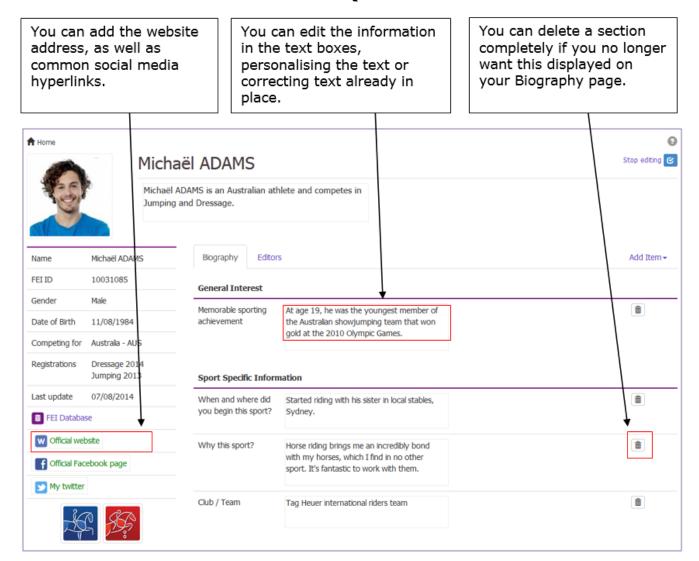
You can also filter on biographies that already have information or not, by selecting **With/Without personal information**.

Step 3: You click on your own name and this will open the your biography page.

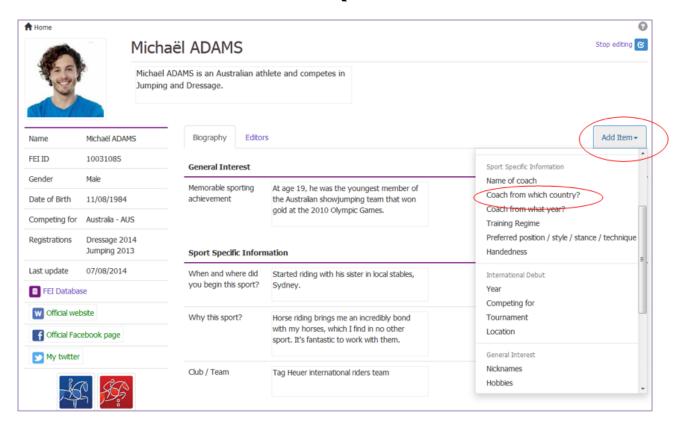
If you are correctly logged in with the correct accees, the **Edit** button will appear in the top right corner.



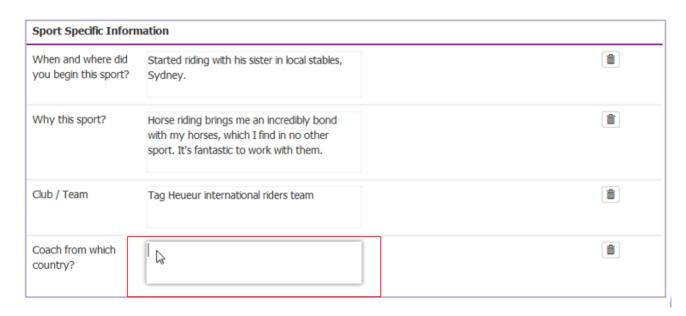
Step 4: By clicking on **Edit** the biography page becomes modifiable and you can edit, add and remove information accordingly.



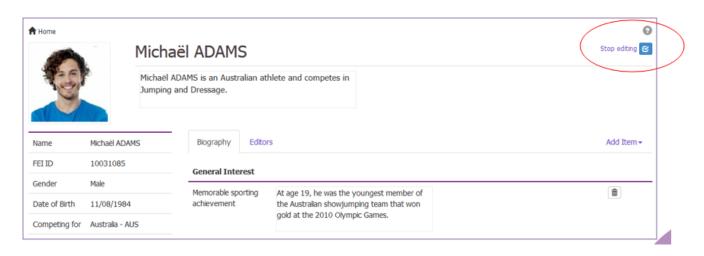
Step 5: To add a category that is not already on your page, or if there is nothing on the biography page then you select **Add Item**, which will open a drop down list of all the possible categories and types of information you can add.



By selecting one of these options, a new text box will appear on your profile where you can edit the information.



Step 6: Once you have edited the biography page and would like to stop editing and save the changes you need to click on **Stop Editing** in the top right corner.



Please note: all changes and modifications go through an approval process and will therefore not appear on your biography page straight away.

You need to change your portrait photo on your FEI biography?

Click here to see "How to upload or change my portrait photo on FEI Biographies"

Below you will find a PDF guideline that can be downloaded to assist you fill in your biography online.

Unique solution ID: #1186

Author:

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