

# Officials

## How to fill in online Jumping reports

You need to fill in a Jumping report online? You were the Chief Steward or Foreign Judge at a CSI event?

You have received the notification that says you must fill in your Jumping report online?

Please refer to the guidelines below which outline the relevant steps you need to follow to submit your report.


Please make sure you are connected to the internet when you complete your Jumping reports.

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**Step 1:** Go to <https://forms.fei.org> and login with your FEI ID number and password.

If you can't remember your FEI ID number, click here to see "[How to find my FEI number.](#)"

Once you are logged in, you will see the word **Online** and your name in the top right corner.



Status: **Online** Dan REED (10100945) [Logout](#)

**Step 2:** You will land on the FEI Forms homepage.

Scroll down to the relevant report section and click on **Load a Form**.

# Officials

FEI Forms 2.7.0

Status: Online Dan REED (10100945) [Logout](#)

Form List

Welcome to FEI Forms  
Access and manage all your results and reports

FOREIGN JUDGE REPORT

No form has been downloaded yet.

[Load a form](#)

All times and dates are expressed in UTC+0

CHIEF STEWARD REPORT

No form has been downloaded yet.

[Load a form](#)

All times and dates are expressed in UTC+0

**Step 3:** You will see all your reports, past and upcoming - scroll to find the one you are looking for and click on **Download**.

Download a Form  
Access and manage all your results and reports

CHIEF STEWARD REPORT

Venue Name	Country	From	To	Person	Assignment	Form status	
Wellington FL	USA	13.02.2019	17.02.2019	Dan REED (10100945)	Chief Steward	Submitted	<a href="#">Download</a>
Ocala, Live Oak Plantation FL	USA	06.03.2019	10.03.2019	Dan REED (10100945)	Chief Steward		<a href="#">Download</a>
Lexington Horse Park KY	USA	22.05.2019	26.05.2019	Dan REED (10100945)	Chief Steward		<a href="#">Download</a>

# Officials

**Step 4:** From your **Form List** page, you will be able to open the relevant form to start filling in your report.

Click on **Action - Open Form**.

CHIEF STEWARD REPORT					
Venue Name	Country	From	To	Assignment	Form status
Lexington Horse Park KY	USA	22.05.2019	26.05.2019	Chief Steward	Loaded

Load a form

Action ▾

- Open Form
- Delete from device

**Step 5:** Go through each section, filling in the relevant information that the report requests.

Once you have finished a page, please click on **Save Form** and **Validate Section**.

This will mark the section as **Validated**, all sections must be validated for the report to be submitted to the FEI.

# Officials

Form / Veterinary Matters

SHOW INFORMATION

Lexington Horse Park KY (USA)  
CSI2\*  
From 22.05.2019 to 26.05.2019

2019\_CI\_0948

CHIEF STEWARD

Name: Dan REED  
FEI ID: [10100945](#)  
Please ensure all personal information in the [FEI Database](#) is up to date at all times

Steward

General

Stables

Practice Area(s)

Veterinary Matters

Competitors

Unusual incidents, irregularities

Bandage and Boot Control

Improvements

Additional Event Feedback

5. Veterinary Matters

Was the area for the horse inspection suitable for presentation of the horses (flat, firm, non-slippery surface)?

YesNo

Was the footing suitable for this inspection?

YesNo

Type of footing used:

10/10000

fibre sand

Was the organisation of the horse inspection adequate?

YesNo

Was there a good relation between you and the Veterinary Delegate / Veterinary Commission?

YesNo

Was a coordination meeting arranged with the Veterinary Delegate / Veterinary Commission?

YesNo

Additional comments:

72/10000

Communication with the Veterinary Delegate and Commission was very good.

Validate Section

Save form

**Step 6:** Certain sections have the possibility to upload extra documents and files to accompany your report.

You can upload files from your computer using the **Browse Files** option or use the **Drag&Drop** tool.


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URL: <https://howto.fei.org/content/3/152/en/how-to-fill-in-online-jumping-reports.html>

# Officials

Timetable for rotation of FEI Stewards

  
Drag&Drop Files here  
or  
[Browse Files](#)

*Allowed extensions : .png, .bmp, .gif, .tiff, .tif, .jpg, .jpeg, .mov, .pdf, .ppt, .xml, .doc, .docx, .xls, .xlsx, .zip, .msg, .pps*

**Step 7:** Once you have filled in the entire report and all sections are validated you can submit the report to the FEI.

Please note: The submission of the report is final, no changes can be made to the online report once submitted.

Click on **Save Form** and then **Verify and Submit Form** and follow the steps to confirm the submission.

# Officials

Form

SHOW INFORMATION

Lexington Horse Park KY (USA)  
CSI2\*  
From 22.05.2019 to 26.05.2019

CHIEF STEWARD

Name: Dan REED  
FEI ID: [10100945](#)  
*Please ensure all personal information in the [FEI Database](#) is up to date at all times*

Steward

General

Stables

Practice Area(s)

Veterinary Matters

Competitors

Unusual incidents, irregularities

Bandage and Boot Control

Improvements

Additional Event Feedback

Verify and Submit form

All sections are validated. Your form is ready to be verified and submitted.  
Please click the **Verify and Submit** button.

Verify and Submit form

Section	Status
Steward	Validated
General	Validated
Stables	Validated
Practice Area(s)	Validated
Veterinary Matters	Validated
Competitors	Validated
Unusual incidents, irregularities	Validated
Bandage and Boot Control	Validated
Improvements	Validated
Additional Event Feedback	Validated

View Template PDF

Print Pdf

Save form

Verify and Submit form

You will receive an email to confirm that you have submitted your report correctly.

**Step 8:** Once submitted, You can download a version for your records by clicking on **Print PDF**.

Print Pdf

Verify and Submit form

Save form

# Officials

For any technical assistance on the FEI Forms platform, please contact:

[forms@fei.org](mailto:forms@fei.org)

We have produced a PDF template of the Jumping reports which you can download and take with you to your event for reference.

- [Please click here to download the Chief Steward Report template](#)
  - [Please click here to download the Foreign Judge/President of the Ground Jury Report template](#)
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Unique solution ID: #1151

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