## **FEI Entry System - General**

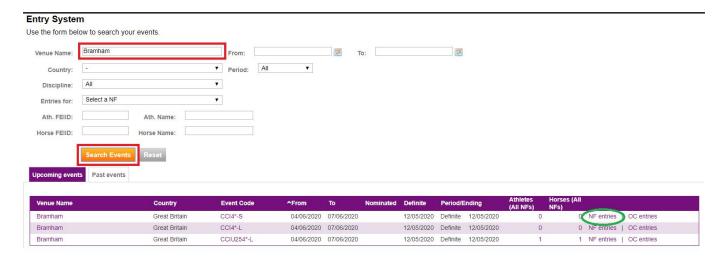
## How to make an entry for an international Event

You need to enter your Athlete for an upcoming FEI Event?

You have already added the Athlete to the FEI Database?

**Step 1:** You need to login to the FEI Entry System (<a href="https://entry.fei.org">https://entry.fei.org</a>) with your FEI ID number and password.

**Step 2:** You search for the Event in which you wish to make an entry. You can search by Venue Name or by using the filters available.



Once you have found the Event you are looking for you click on **NF Entries**.

When you enter the entries dashboard you have various boxes with information and dates, it is important to pay attention to the definite entries date.



**Step 3:** On the left hand side of your screen you search for the Athlete which you wish to enter in this Event. You can search by Name or FEI ID number. You then click **Add**.

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The Athlete will move from the left hand side to the right hand side of the screen.

**Step 4:** You must then add the Horse to the entry - you must change tab to the **Horses** tab and you can then search by name or FEI ID number.

You then click **Add**.



The Horse will move from the left hand side to the right hand side of the screen.

You then repeat this process for all Athletes and Horses you wish to enter for this Event.

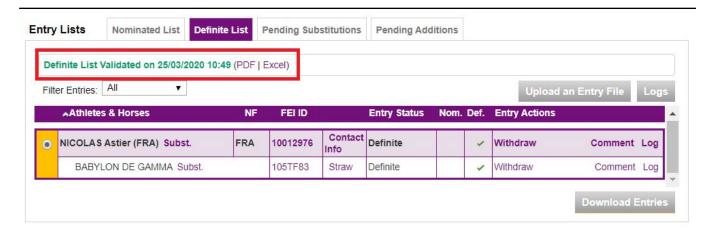
**Step 5:** Once all Athletes and Horses have been added you must validate your entries.

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You must click on **Add Entries to Definite List** to validate your entries and send these to the Organising Committee.

Your entry is then validated and confirmed accordingly.



For any questions regarding the FEI Entry System, please contact entries@fei.org

Unique solution ID: #1094

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