

# FEI Entry System - General

## How to delete/withdraw an entry in the FEI Entry System

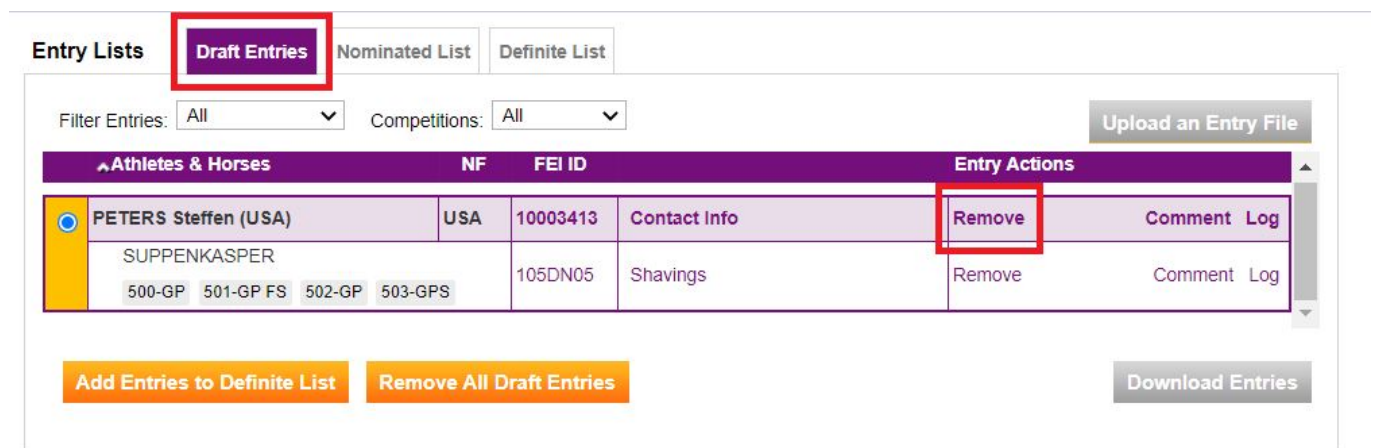
You made a mistake when making your entries?

An Athlete has decided to withdraw their participation at an event? This can all be managed on the FEI Entry System.

### **DELETING AN ENTRY:**

**Step 1:** You login to the FEI Entry System (<https://entry.fei.org>) and find the event on which you need to remove an entry.

**Step 2:** If you are in the process of making your entries and they are in DRAFT status, you can **remove** the entry before submitting your definite entries.



The screenshot shows the 'Entry Lists' section with tabs for 'Draft Entries', 'Nominated List', and 'Definite List'. The 'Draft Entries' tab is active. Below the tabs are filters for 'Filter Entries' (set to 'All') and 'Competitions' (set to 'All'). There is an 'Upload an Entry File' button. The main table has columns: 'Athletes & Horses', 'NF', 'FEI ID', 'Contact Info', 'Entry Actions', and 'Log'. The first entry is for 'PETERS Steffen (USA)' with NF 'USA' and FEI ID '10003413'. The 'Remove' button in the 'Entry Actions' column is highlighted with a red box. Below the table are buttons for 'Add Entries to Definite List', 'Remove All Draft Entries', and 'Download Entries'.

Athletes & Horses	NF	FEI ID	Contact Info	Entry Actions	Log
PETERS Steffen (USA)	USA	10003413	Contact Info	Remove	Comment Log
SUPPENKASPER		105DN05	Shavings	Remove	Comment Log

Once your entries are made definite you can no longer delete/remove an entry. This is then a withdrawal.

### **WITHDRAWING AN ENTRY:**

**Step 1:** You login to the FEI Entry System (<https://entry.fei.org>) and find the event on which you need to withdraw an entry.

Once your entries are definite or your entry is accepted, you have to withdraw the combination.

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Please Note: Withdrawals and Late Withdrawals are subject to invoiceable charges. Please refer to each event schedule for details.

**Step 2:** If your definite list is validated, but the Organising Committee has not yet accepted your entry, you can click on **Withdraw** on the entry in question

**Entry Lists** | Nominated List | **Definite List** | Pending Substitutions | Pending Additions

Definite List Validated on 18/01/2022 09:53 (PDF | Excel)

Filter Entries: All Competitions: All Upload an Entry File Logs

^Athletes & Horses	NF	FEI ID	Contact Info	Entry Status	Nom. Def.	Entry Actions
PETERS Steffen (USA) Subst.	USA	10003413	Contact Info	Definite	✓	<b>Withdraw</b> Comment Log
SUPPENKASPER Subst.		105DN05	Shavings	Definite	✓	Withdraw Comment Log
500-GP 501-GP FS 502-GP 503-GPS						

Download Entries

**Step 3:** If your entry has already been accepted, you can still click on the **Withdraw** button, but as mentioned above, please refer to the approved event schedule for any late-withdrawal fees.

**Entry Lists** | Nominated List | **Definite List** | Pending Substitutions | Pending Additions

Definite List Validated on 18/01/2022 09:53 (PDF | Excel)

Filter Entries: All Competitions: All Logs

^Athletes & Horses	NF	FEI ID	Contact Info	Entry Status	Nom. Def.	Entry Actions
PETERS Steffen (USA) Subst.	USA	10003413	Contact Info	Accepted	✓	<b>Withdraw</b> Comment Log
SUPPENKASPER Subst.		105DN05	Shavings	Accepted	✓	Withdraw Comment Log
500-GP 501-GP FS 502-GP 503-GPS						

Download Entries

For any questions regarding the FEI Entry System please contact: [entries@fei.org](mailto:entries@fei.org)

Unique solution ID: #1096

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Page 2 / 2

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URL: [https://howto.fei.org/content/31/97/en/how-to-delete\\_withdraw-an-entry-in-the-fei-entry-system.html](https://howto.fei.org/content/31/97/en/how-to-delete_withdraw-an-entry-in-the-fei-entry-system.html)