

# Event Schedules

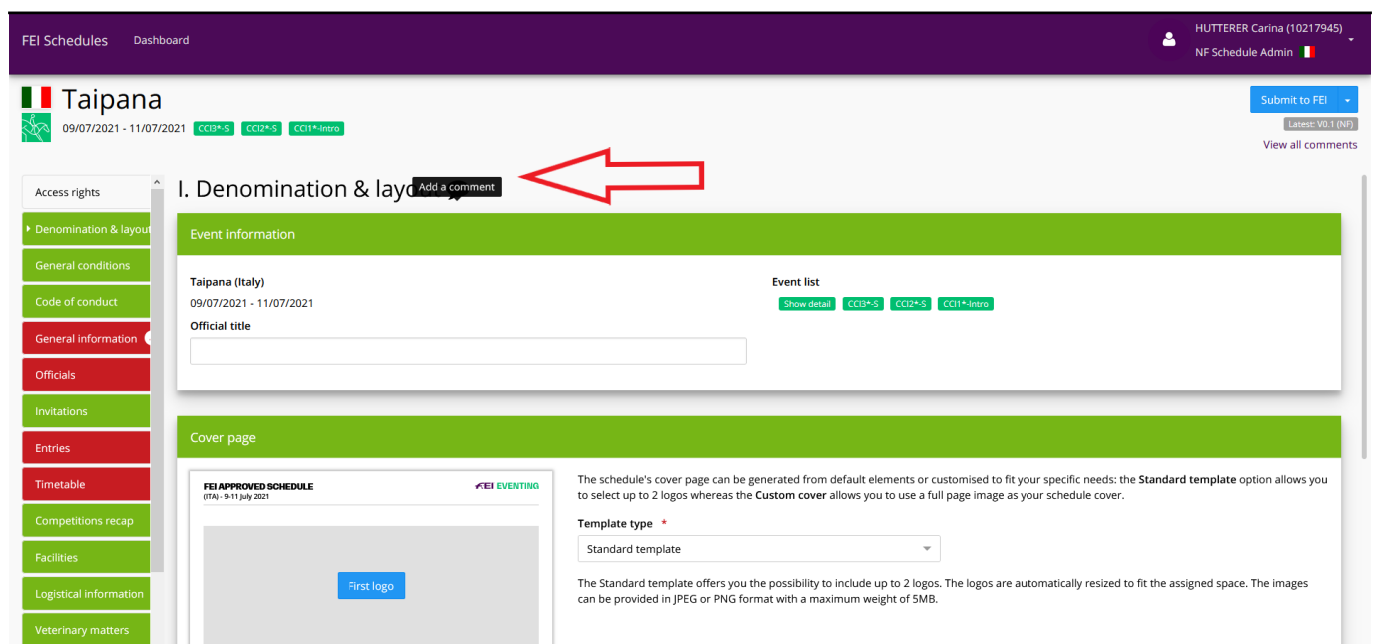
## How to add a comment on the FEI Online Schedule

You are a NF member and you wish to add a comment for the OC or FEI on an online schedule?

The **Comments** system allows you to communicate with your Organising Committees and the FEI directly on the FEI Online Schedule platform. This will assist the workflow and communication involved with the creation of an Event schedule and streamline the overall process.

**Step 1:** Connect to the FEI Online Schedule Platform (<https://schedules.fei.org>) with your FEI credentials.

**Step 2:** From your Dashboard open the relevant schedule and navigate to the section in which you wish to make a comment. You can add a comment in any section by clicking on the comment logo that appears next to the different titles and fields.



**Step 3:** Text will appear when you mouse over the comment logo, click on **Add a comment** to proceed:

# Event Schedules

FEI Schedules Dashboard HUTTERER Carina (10217945) NF Schedule Admin

**Taipana** 09/07/2021 - 11/07/2021 CCB\*-S CCI2\*-S CCI1\*-Intro

Submit to FEI Latest: V0.1 (NF) View all comments

**I. Denomination & layout**

Event information **Add a comment**

Taipana (Italy) 09/07/2021 - 11/07/2021 Event list Show detail CCB\*-S CCI2\*-S CCI1\*-Intro

Official title

Cover page

FEI APPROVED SCHEDULE (ITA) - 9-11 July 2021 FEI EVENTING

First logo

The schedule's cover page can be generated from default elements or customised to fit your specific needs: the **Standard template** option allows you to select up to 2 logos whereas the **Custom cover** allows you to use a full page image as your schedule cover.

Template type \* Standard template

The Standard template offers you the possibility to include up to 2 logos. The logos are automatically resized to fit the assigned space. The images can be provided in JPEG or PNG format with a maximum weight of 5MB.

You can see the comment logo in different areas:

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**Step 4:** By clicking on **Add a comment** a window will appear on the right hand side of your screen and you will be able to write your comment and then click on **Save**:

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The screenshot shows the FEI Event Schedules interface for the 'Taipana' event. The sidebar on the left contains navigation links: Access rights, Denomination & layout (selected), General conditions, Code of conduct, General information, Officials, Invitations, Entries, Timetable, Competitions recap, Facilities, Logistical information, Veterinary matters, and Horse participation. The main content area is titled 'I. Denomination & layout' and includes sections for 'Event information' and 'Cover page'. The 'Event information' section shows 'Taipana (Italy)' and '09/07/2021 - 11/07/2021'. The 'Cover page' section shows a preview of the schedule cover and a 'Template type' dropdown set to 'Standard template'. A red box highlights a comment input field with the text 'HUTTERER Carina [ITA]' and 'Your comment'. Below the input field are 'Cancel' and 'Save' buttons. A red arrow points to the 'Save' button.

You can click on **Cancel** at any time if you wish to remove your comment.

Unique solution ID: #1229

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