

Event Schedules

How to navigate on the FEI Online Schedule Platform

You are the National Federation of an FEI Event? You have been notified that a schedule for one of your FEI Events has been submitted to you by your Organising Committee?

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

Step 2: You will land on your Dashboard and see the schedules for the Events in your Country.

Click on **Details** to open the schedule that has been submitted to you.

| Venue | NF | Event | Discipline | From / to | Organising Committee | Schedule Admins | Status | Published | Comments |
|--------------------|-----|---|------------|--------------------------|-------------------------------------|--|------------|-----------|-------------------------|
| Ravenna | ITA | CCI3*-L, CCI3*-S, CCI2*-L, CCI2*-S, CCI1*-Intro, CCI1-L, CCI2-L | Eventing | 01/04/2021 04/04/2021 | Circolo Ippico Ravennate | CIMA Marina | FEI (V0.4) | | Details |
| Vairano, Vidigulfo | ITA | CCI3*-L, CCI3*-S, CCI2*-L, CCI2*-S, CCI1*-Intro, CCI1-L, CCI2-L | Eventing | 22/04/2021 25/04/2021 | Centro Ippico La Pista | MAZZOCCHI Maria Giovanna CIMA Marina | OC (V0.1) | | Details |
| Pratoni del Vivaro | ITA | CCI4*-S, CCI4*-NC-S, CCI3*-L, CCI2*-L, CCI1*-Intro, CCI2-L | Eventing | 10/06/2021 13/06/2021 | CENTRO EQUESTRE RANIERI DI CAMPELLO | MASCI Giovanni (ITA) | NF (V0.1) | | Details |

Status: This shows who the schedule is currently with and who can edit the schedule; OC, NF or FEI.

The version is at **0.1** as it has been submitted to you by the Organising Committee for the first time, the version numbers will change as the schedule goes back and forwards between you and the OC. Once the schedule is published for the first time it will become 'version 1'.

Step 3: You will land on the first section **Access rights**, you can now start checking the schedule and navigate on the menu on the left hand side by selecting the different categories.

Event Schedules

FEI Schedules Dashboard ? HUTTERER Carina (10217945) NF Schedule Admin

Pratoni del Vivaro
Pratoni Del Vivaro
10/06/2021 - 13/06/2021 CCI4*5 CCI4*4*NC-5 CCI3*4 CCI2*4 CCI1*4*NC-5 CCI2*5

Access rights (highlighted)

Schedule users

| Name | FEI ID | Phone | Email | Schedule access |
|----------------|----------|---------------|--------------------------|-----------------|
| MASCI Giovanni | 10093559 | +393297389490 | giovanni.masci@gmail.com | Admin |

FEI Entry System users

Please click on Add User in order to provide you and the other members of your committee access to the FEI Entry System.
Entry Admin: Provides you the required access to manage entries and substitutions and download entries/lists
Entry Consult: You are just able to consult and download the entries/lists

| Name | FEI ID | Email | Admin | Consult |
|-----------------|----------|-------------------------|-------|--------------------|
| PATRICK Georgia | 10174755 | georgia@equiratings.com | | CCI4*5 CCI4*4*NC-5 |

Service Providers

Please click on Add User in order to provide your IT Providers access to the FEI Entry System.

The sections in **green** are completed and the sections in **red** still need to be completed by the OC or require your attention.

The **Access rights** section is always in **orange**, as it can be edited at any time and is not related to the submission or validation of a schedule.

To learn more about the “Access rights” section, [click here](#).

Step 4: You can always see in which section you are with the little arrow on the left hand side on the menu and the title at the top of the page. Modifications made on some sections will need to be validated by the FEI.

FEI Schedules Dashboard ? HUTTERER Carina (10217945) NF Schedule Admin

Pratoni del Vivaro
Pratoni Del Vivaro
10/06/2021 - 13/06/2021 CCI4*5 CCI4*4*NC-5 CCI3*4 CCI2*4 CCI1*4*NC-5 CCI2*5

Access rights IV. General information (highlighted)

1. Organiser

All modifications in this section require FEI validation.

Organiser

Name
CENTRO EQUESTRE RANIERI DI CAMPELLO

Address 1 *
VIA OLIMPICA, 25

Address 2
ROCCA DI PAPA

Address 3
ITA - Italy

Zip *
00040

City *
ROCCA DI PAPA

Country *
ITA - Italy

Phone *
+39 3284558291

Fax
pratonieventing@gmail.com

Website
VAT Number

Showground contact details

Calendar venue name
Pratoni del Vivaro

Venue name *
Pratoni del Vivaro

Address 1 Address 2 Address 3

Event Schedules

Step 5: If you see a number in one of the sections in the menu on the left hand side, it means that there are some comments from the OC that need to be rejected, commented or accepted by you. The comments can be seen on the right hand side.

FEI Schedules Dashboard ? HUTTERER Carina (10217945) NF Schedule Admin

Pratoni del Vivaro
10/06/2021 - 13/06/2021

Access rights V. Officials
Denomination & layout
General conditions
Code of conduct
General information
Officials
Invitations
Entries
Timetable
Competitions recap
Facilities
Logistical information
Veterinary matters
Human anti-doping
Additional information
Annexes

If a National Official is to be assigned and does not yet have an FEI ID number, you will be able to create the record directly in the interface.

Assignment Name FEI ID NF Function Events Email & Mobile

1. Ground Jury

Ground Jury President Joanne JARDEN 10004534 IRL Judge (3) joannejarden@gmail.com

Ground Jury Member Please select...

Jumping Judge Please select...

2. Technical Delegate

Technical Delegate Gillian D. KYLE 10049177 IRL Technical delegate (3) kyle.gillian@gmail.com 00353 862581038

Assistant Technical Delegate Please select...

3. Course Designer

Cross Country Course Designer Peter HASENBOEHLER 10051096 SUI Course designer (3) peterhasenboehler@yahoo.com +41 79 311 17 03

Jumping Course Designer Please select...

Cross Country Assistant Course Designer Please select...

Course Builder Please select...

Veterinary Delegate - Carlo BOLAFFIO
MASCI Giovanni [OC]
17/03/2021 15:17:20
Assignee
Carlo BOLAFFIO
MASCI Giovanni [OC]
17/03/2021 15:17:36
Events
CCIO4*-S, CCIO4*-NC-S, CCIO3*-L, CCIO2*-L, CCIO1*-Intro, CCIP2*-L
Reject Comment Accept

Chief Steward - Cristina SACCHI
MASCI Giovanni [OC]
17/03/2021 15:16:01
Assignee
Cristina SACCHI
MASCI Giovanni [OC]
17/03/2021 15:16:18
Events
CCIO4*-S, CCIO4*-NC-S, CCIO3*-L, CCIO2*-L, CCIO1*-Intro, CCIP2*-L
Reject Comment Accept

Cross Country Course Designer
Peter HASENBOEHLER
MASCI Giovanni [OC]
17/03/2021 15:14:22
Assignee
Peter HASENBOEHLER
MASCI Giovanni [OC]
17/03/2021 15:14:38
Events

[Click here](#) to know more about how to accept, reject, acknowledge or make a comment.

Please note: The information you have entered/modified is automatically saved.

To see how to submit your schedule to the FEI for approval, [click here](#).

To see how to send your schedule back to your Organising Committee for further modifications or information, please [click here](#).

Unique solution ID: #1241

Author:

Last update: 2022-10-24 16:15