

Athletes

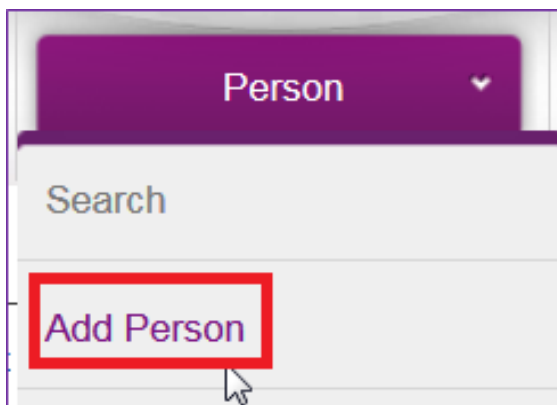
How to add an Athlete to the FEI Database

If you need to register an Athlete to compete in a FEI event, the Athlete must first have a FEI ID number on the FEI Database.

Step 1: You must go to <https://data.fei.org> and log in with your FEI ID number and password



Step 2: You must then go to the **PERSON** tab and click on **ADD PERSON**



Step 3: You must enter all the necessary information about the Athlete you are wishing to enter on the FEI Database

ESTABLISH PERSON RECORD

Group: ☒ Athlete ☐ Trainer ☐ NF Member ☐ Official ☐ Owner

Gender *: Male

Family Name *: TEST

First Name *: Example

Email Address *: example.test@gmail.com

☐ This person does not have an email

Date of Birth *: 04/05/1986 (dd/MM/yyyy)

Mandatory if the person is an athlete, a trainer or an official

Administering NF: AUS

Nationality *: Australia X

Mandatory if the person is an athlete, a trainer, an owner or an official

Add

You must:

- tick the ATHLETE box
- choose the gender
- enter the First name and Family name
- enter the email address
- enter the date of birth
- enter the NATIONALITY of the Athlete

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Please note: It is the National Federation's responsibility to verify the nationality of the Athlete to make sure the information you enter on the FEI Database is correct.

Step 4: You then click on **Add** – the system will check that this person does not already exist on the FEI Database and will inform you if they find any similar matches.

Please note: if the Person already exists on the FEI Database you will be notified, please make sure to check these pop-up messages to not create the person multiple times in the FEI Database.

You are then directed to the second stage where you can fill out extra information and also register the Athlete for the year in question.

Step 5: To register the Athlete, you must tick the relevant discipline for which you want to register your Athlete.

Communication

Email Address * ☐ This person does not have an email

Homepage

Mailing Language

Private Mobile Nr

Business Mobile Nr

Email Notification

Yes ☐ Receive Entry System Notification for events where you are OC Entry Admin

No ☐ Receive Entry System Notification for events where you are OC Entry Consult

Athlete

Host NF

Registration Year 2016

Discipline(s)	League
<input type="checkbox"/> Jumping	<input type="checkbox"/> Australian League
<input type="checkbox"/> Dressage	<input type="checkbox"/> Asia/Pacific League
<input type="checkbox"/> Eventing	<input type="checkbox"/>
<input type="checkbox"/> Driving	<input type="checkbox"/>
<input type="checkbox"/> Endurance	<input type="checkbox"/>
<input type="checkbox"/> Reining	<input type="checkbox"/>
<input type="checkbox"/> Vaulting	<input type="checkbox"/>
<input type="checkbox"/> Para-Equestrian Dressage	<input type="checkbox"/>
<input type="checkbox"/> Para-Equestrian Driving	<input type="checkbox"/>

☐ In an attempt to improve risk management in Eventing, the FEI has added a mandatory release of medical/veterinary information to the registration procedure for Eventing. This release allows the FEI to collect and evaluate medical/veterinary data regarding injury and treatment information of you as an athlete and/or of your horse. This is being done to support the analysis of the exact type of injuries sustained in Eventing, the value of protective equipment, and the quality and nature of medical & veterinary services. All such information will be treated as strictly confidential, and used primarily for production of cumulative statistics which will assist us in continuously improving the risk management of the sport. Thank you for helping us in this effort

Annual registration is invoiced to your National Federation at 10.- CHF per year for all Athletes 18 yrs and older.

Step 6: You will have then successfully created your Athlete on the FEI Database and they now have a unique FEI ID number.

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PERSON DETAIL

 The person record was established successfully.



10137155 - Example TEST (AUS)

Unique solution ID: #1067

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