

Athletes

How to register an Athlete on the FEI Database

In accordance with Art. 113 of the FEI General Regulations, all Athletes and Horses must be annually registered with the FEI to compete in a FEI event.

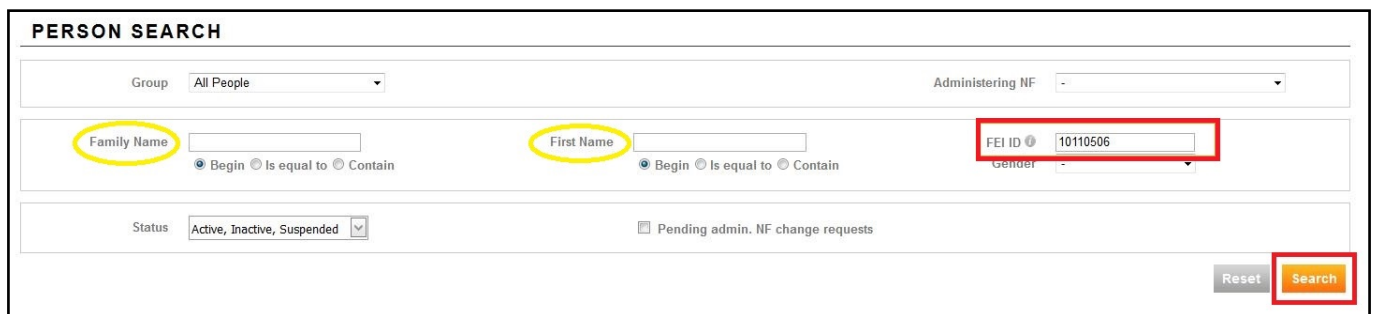
To register an Athlete you must have the necessary access on your account. If you require access please contact: usersupport@fei.org

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



You click on **Person** and **Search** to open the PERSON SEARCH window.

Step 2: You search for the person in question, either by Name or FEI ID number:


The screenshot shows the 'PERSON SEARCH' form. It includes fields for 'Group' (set to 'All People'), 'Administering NF', 'Family Name', 'First Name', 'FEI ID' (set to '10110506'), 'Gender', 'Status' (set to 'Active, Inactive, Suspended'), and a checkbox for 'Pending admin. NF change requests'. The 'Search' button is highlighted with a red box.

You will then click on **Detail** to open the PERSON'S profile page:

1 Person(s) / 1 Page(s)						
FEI ID	Name	Groups	NF	Gender	Date of Birth	Detail
10110506	AITTOLA, Petra	Athlete	SWE	Female	20/11/1974	
1 Person(s) / 1 Page(s)						

Step 3: Once you are in the PERSON's profile page, you will scroll down to the **Athlete** section where you can see past registrations as well as the button to **Add or Remove Registration...**

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Athlete			
Competing for	Sweden		
Host NF			
NF License Nr	<input type="text"/>		
Registered	Year	Discipline	NF
22/07/2014	2014	Jumping	SWE
 Add or Remove Registration...			

You will click on **Add or Remove Registration** to open a pop-up where you can select the discipline.

Step 4: You tick the box that corresponds to the discipline for which you want to register the Athlete.

Please note: Registrations for the next year open in November and you can register for the past year until the end of February.

REGISTRATION			
NF	SWE	2017	
Year			
Discipline(s) *			
	Jumping	<input checked="" type="checkbox"/>	League
	Dressage	<input type="checkbox"/>	Western European League
	Eventing	<input type="checkbox"/>	Western European League
	Driving	<input type="checkbox"/>	
	Endurance	<input type="checkbox"/>	
	Reining	<input type="checkbox"/>	
	Vaulting	<input type="checkbox"/>	
	Para-Equestrian Dressage	<input type="checkbox"/>	
	Para-Equestrian Driving	<input type="checkbox"/>	
<input type="checkbox"/>	<p>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</p>		
			<input type="button" value="Ok"/> <input type="button" value="Cancel"/>

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You will then see on the Athlete's profile page that they are registered for the year and discipline in question.

Athlete			
Competing for	Sweden		
Host NF			
NF License Nr	<input type="text"/>		
Registered	Year	Discipline	NF
17/08/2017	2017	Jumping	SWE
22/07/2014	2014	Jumping	SWE

They will also have the **green tick** beside their name, making it easy to see that they are registered for the current year.

PERSON DETAIL

**10110506 - Petra AITTOLA (SWE)**

If you registered an Athlete by mistake or require any assistance, please contact: usersupport@fei.org

Unique solution ID: #1082

Author:

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