

# Entries

## How to make an entry for an international Event

You need to enter your Athlete for an upcoming FEI Event?

You have already added the Athlete to the FEI Database?

**Step 1:** You need to login to the FEI Entry System (<https://entry.fei.org>) with your FEI ID number and password.

**Step 2:** You search for the Event in which you wish to make an entry. You can search by Venue Name or by using the filters available.

**Entry System**  
Use the form below to search your events.

Venue Name:

From:

To:

Country:

Period:

Discipline:

Entries for:

Ath. FEIID:

Ath. Name:

Horse FEIID:

Horse Name:

Upcoming events

Past events

Venue Name	Country	Event Code	From	To	Nominated	Definite	Period/Ending	Athletes (All NFs)	Horses (All NFs)	NF entries	OC entries
Bramham	Great Britain	CCI4*-S	04/06/2020	07/06/2020		12/05/2020	Definite 12/05/2020	0	0	NF entries	OC entries
Bramham	Great Britain	CCI4*-L	04/06/2020	07/06/2020		12/05/2020	Definite 12/05/2020	0	0	NF entries	OC entries
Bramham	Great Britain	CCI254*-L	04/06/2020	07/06/2020		12/05/2020	Definite 12/05/2020	1	1	NF entries	OC entries

Once you have found the Event you are looking for you click on **NF Entries**.

When you enter the entries dashboard you have various boxes with information and dates, it is important to pay attention to the definite entries date.

**Bramham (GBR)**  
CCI4\*-S (Higher Level Event)  
From 04/06/2020 to 07/06/2020  
Athletes' age: min. 18; Horses' age: min. 6

2020\_C1\_0552  
2020\_C1\_0552\_C\_S\_01  
Contact Host NF  
Contact OC

Entries in principle: -  
Nominated Entries: -  
**Definite Entries: 12/05/2020**  
Entry Fee: -  
**Definite Period** Last date of definite entries: 48 days 21:33:05

Substitution by OC:  
Last Date of substitution:  
Horse Inspection:

Not allowed  
03/06/2020  
-

Countries: 0  
Accepted Athletes: 0 (0 from FRA 0%)  
Accepted Horses: 0 (0 from FRA 0%)

**Step 3:** On the left hand side of your screen you search for the Athlete which you wish to enter in this Event. You can search by Name or FEI ID number. You then click **Add**.

# Entries

**Athletes** Horses Help

Name / ID:  Search Reset

☒ Only registered athletes ☒ Only athletes in the age limits

FEI ID	NF	Name	M/F	Birth	
10012976	FRA	NICOLAS ASTIER	M	19/01/1989	Add >>

1 Athlete(s) / 1 Page(s). Lines/Page: 10 ▼

The Athlete will move from the left hand side to the right hand side of the screen.

**Step 4:** You must then add the Horse to the entry - you must change tab to the **Horses** tab and you can then search by name or FEI ID number.

You then click **Add**.

**Athletes** **Horses** Help

Name / ID:  Search Reset

Admin NF:

☒ Only registered horses ☒ Only horses in the age limits

FEI ID	NF	Horse Name	Birth	M/F	
105TF83	FRA	BABYLON DE GAMMA	18/04/2011	M	Add >>

1 Horse(s) / 1 Page(s). Lines/Page: 10 ▼

**Entry Lists** **Draft Entries** Nominated List Definite List

Filter Entries: All Upload an Entry File

⚙️	⚡Athletes & Horses	NF	FEI ID	Entry Actions
	NICOLAS Astier (FRA)	FRA	10012976	Contact Info Remove Comment Log

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All dates and times are expressed in UTC-8.

The Horse will move from the left hand side to the right hand side of the screen.

**You then repeat this process for all Athletes and Horses you wish to enter for this Event.**

**Step 5:** Once all Athletes and Horses have been added you must validate your entries.

# Entries

**Entry Lists** **Draft Entries** Nominated List Definite List

Filter Entries: All Upload an Entry File

^Athletes & Horses	NF	FEI ID	Entry Actions		
<input checked="" type="radio"/> NICOLAS Astier (FRA)	FRA	10012976	Contact Info	Remove	Comment Log
BABYLON DE GAMMA		105TF83	Straw	Remove	Comment Log

**Add Entries to Definite List** Remove All Draft Entries Download Entries

You must click on **Add Entries to Definite List** to validate your entries and send these to the Organising Committee.

Your entry is then validated and confirmed accordingly.

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

Definite List Validated on 25/03/2020 10:49 (PDF | Excel)

Filter Entries: All Upload an Entry File Logs

^Athletes & Horses	NF	FEI ID	Entry Status	Nom. Def.	Entry Actions
<input checked="" type="radio"/> NICOLAS Astier (FRA) Subst.	FRA	10012976	Contact Info	Definite	<input checked="" type="checkbox"/> Withdraw Comment Log
BABYLON DE GAMMA Subst.		105TF83	Straw	Definite	<input checked="" type="checkbox"/> Withdraw Comment Log

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

Unique solution ID: #1094

Author:

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