

General

How to use the FEI Course Calendar module on the FEI Database

You need to enrol one of your Officials in a FEI Officials' Course?

Your Officials have signed up to the Emergency Virtual Maintenance Programme and need to follow a Virtual Seminar?

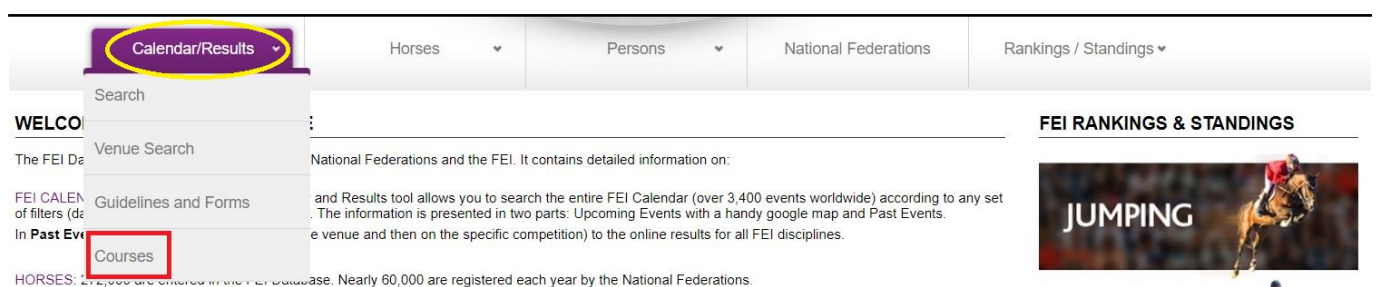
The FEI Course Calendar module on the FEI Database allows NF Official Admins to enrol their FEI Officials in various Courses, Forums and Seminars.

Please note: Only NF Members with NF Official Admin access can use this Course Calendar module. To see how to add access to your FEI profile [click here](#) or contact usersupport@fei.org

Step 1: Connect to the FEI Database (<https://data.fei.org>) using your FEI ID number and password.



Step 2: Navigate to the **Calendar/Results** menu and select **Courses** from the dropdown menu.



Step 3: To search for a Course, use the different filters available such as the **Discipline**, **Date** and **Course** and then click on **Search**. The **Virtual Seminars** appear in the Course Type section.

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COURSES

Date from 09/06/2021 To dd/MM/yyyy

Course Venue Name -

NF -

Discipline -

Status -

Function -

Course Level -

Course Type

Virtual Seminar

Promotion & transfer course

Maintenance course

Forum

Seminar

Virtual Seminar

First Course Director -

Second Course Director -

Participant -

Reset Search

Step 4: Once you have found the Course you are looking for, click on the **Course Venue** (or the word **Online**) to enter the Course.

Please note: all Virtual Seminars will appear as **Online** instead of a city name in the Course Venue column.

Course Venue	NF	Status	Discipline	Course Level	Function(s)	Type(s)	Start Date	End Date	Course Director(s)	Application Deadline	
Online	FEI	Confirmed	Jumping	All levels	Judge, Course designer, Steward	VS	09/06/2021	09/06/2021		30/06/2021	Download Invitation

Step 5: to enrol a participant in the Course you have chosen, click on **add new participant...**

COURSE DETAIL

Course

Date from : 09/06/2021 Date to : 09/06/2021 Application Deadline : 30/06/2021

Course Venue Name : Online Function : Judge, Course designer, Steward

NF : FEI Course Level : All levels

Discipline : Jumping Course Type : Virtual Seminar

Min. Participation : 10 Max. Participation : 500 Language : English

Download Invitation PDF

Participants

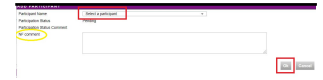
Name	Official Functions	Application Date	Participation Status	NF Comment	Result
10166578 - ADLHOCH Elisabeth (GER)	Judge (A 2)	09/06/2021 09:17:26	Pending		Edit... Remove...

Add a new participant...

A pop-up window will open.

Step 6: Click on **Select a participant** to choose a person or to start typing the FEI ID number or name of the participant and they will appear on the dropdown list.

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Add any eventual comment you wish to add and then click on **Ok**.

Repeat this process for each new participant you wish to add to this specific Course or Virtual Seminar.

Step 7: Once an Official is approved by the FEI for the chosen Course, the **Participation Status** will change from **pending** to **approved**.

Name	Official Functions	Application Date	Participation Status	NF Comment	Result
10109044 - ADLBERGER Caroline Maria (GER)		09/06/2021 15:10:34	Pending		Edit... Remove...
10166578 - ADLHOCH Elisabeth (GER)	Judge (A.2)	09/06/2021 09:17:26	Pending		Edit... Remove...
10057147 - BOMMER Michael (GER)		09/06/2021 15:10:52	Approved		Edit... Remove...

↓ Add a new participant...

Download Participation List as CSV
Download Participation List as PDF

You are able to download Participation Lists in CSV or PDF format.

Step 8: You will receive a confirmation by email once your Participants have been approved for the relevant Course. The FEI will send the link to access the Virtual Seminar to all approved participants max 5 working days after the application deadline.

Please do not hesitate to contact the relevant Department should you have any questions or require further assistance.

- Jumping: JumpingOfficials@fei.org

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- Dressage: [Anna Milne](#)
- Para Dressage: [Anna Milne](#)
- Eventing: eventing@fei.org
- Driving & Para Driving: driving@fei.org
- Endurance: endurance@fei.org
- Vaulting Administrator: [Anna Milne](#)
- Veterinary: veterinary@fei.org

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