General

How to enrol an applicant Permitted Treating Vet on the FEI Database

You are a National Federation Member responsible for enrolling Permitted Treating Vets for their exam?

You have received a new application form for an applicant Permitted Treating Vet?

As National Federation Member with **NF User Admin** access you can enrol applicant Permitted Treating Vets on the FEI Database.

--> [Click here](#) to see how to get the access required if you do not already have it.

Step 1: Login to the FEI Database (https://data.fei.org) with your FEI ID number and password.

Step 2: Search and navigate to the FEI ID profile of the person in question.

If the Person does not yet have a FEI Profile, **click here** to see how to create an Official on the FEI Database.

Step 3: Once on the profile of the Person, scroll down to the Roles section of the Person's profile page and tick the **Applicant Permitted Treating Vet** box, then click **SAVE**.

Roles				
NF Entry Member	☐ NF Dressage Entry Admin	☐ NF Dressage Entry Consult	☐ NF Driving Entry Admin	☐ NF Driving Entry Consult
	☐ NF Endurance Entry Admin	☐ NF Endurance Entry Consult	☐ NF Eventing Entry Admin	☐ NF Eventing Entry Consult
	☐ NF IT Admin	☐ NF Jumping Entry Admin	☐ NF Jumping Entry Consult	☐ NF Jumping IS Admin
	☐ NF Jumping IS Consult	☐ NF Para Dressage Entry Admin	☐ NF Para Dressage Entry Consult	☐ NF Para Driving Entry Admin
	☐ NF Para Driving Entry Consult	☐ NF Reining Entry Admin	☐ NF Reining Entry Consult	☐ NF Vaulting Entry Admin
	☐ NF Vaulting Entry Consult			
NF Member	☐ NF Bidding Admin	☐ NF Calendar Admin	☐ NF Entry Admin	☐ NF Eventing Schedule Admin
	☐ NF Eventing Schedule Consult	☐ NF Horse Admin	☐ NF Horse Injury Admin	☐ NF Invoice Admin
	☐ NF Jumping Schedule Admin	☐ NF Jumping Schedule Consult	☐ NF Medical Admin	☐ NF Person Admin
	☐ NF PET Admin	☐ NF PTV Admin	☐ NF Result Admin	☐ NF Result Consult
	☐ NF Schedule Admin	☐ NF SMT Admin	☐ NF SMT Consult	☐ NF TTE Admin
NF Official Member	☐ NF Dressage Official Admin	☐ NF Driving Official Admin	☐ NF Endurance Official Admin	☐ NF Eventing Official Admin
	☐ NF Jumping Official Admin	☐ NF Para Dressage Official Admin	☐ NF Para Driving Official Admin	☐ NF Reining Official Admin
	☐ NF Vaulting Official Admin	☐ NF Vet Official Admin		
Veterinarian	☑ Applicant Permitted Treating Vet			

General

Step 4: Navigate to the Login section just above and click on **Send account creation email**, this will allow them to activate their FEI ID account and they will receive the relevant link to take the PTV Exam.

⊡ Login

Status	No Account
Login (FEI ID)	12345678
Email Address	test@gmail.com

[**Send account creation email**]

Please note: if the Person already has an active account and needs to navigate to the FEI Permitted Treating Vet Exam, they can login to their FEI Campus profile and find the relevant exam. A step-by-step procedure for them is available here.

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