

# 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	<input type="checkbox"/> NF Dressage Entry Admin	<input type="checkbox"/> NF Dressage Entry Consult	<input type="checkbox"/> NF Driving Entry Admin	<input type="checkbox"/> NF Driving Entry Consult
	<input type="checkbox"/> NF Endurance Entry Admin	<input type="checkbox"/> NF Endurance Entry Consult	<input type="checkbox"/> NF Eventing Entry Admin	<input type="checkbox"/> NF Eventing Entry Consult
	<input type="checkbox"/> NF IT Admin	<input type="checkbox"/> NF Jumping Entry Admin	<input type="checkbox"/> NF Jumping Entry Consult	<input type="checkbox"/> NF Jumping IS Admin
	<input type="checkbox"/> NF Jumping IS Consult	<input type="checkbox"/> NF Para Dressage Entry Admin	<input type="checkbox"/> NF Para Dressage Entry Consult	<input type="checkbox"/> NF Para Driving Entry Admin
	<input type="checkbox"/> NF Para Driving Entry Consult	<input type="checkbox"/> NF Reining Entry Admin	<input type="checkbox"/> NF Reining Entry Consult	<input type="checkbox"/> NF Vaulting Entry Admin
	<input type="checkbox"/> NF Vaulting Entry Consult			

NF Member	<input type="checkbox"/> NF Bidding Admin	<input type="checkbox"/> NF Calendar Admin	<input type="checkbox"/> NF Entry Admin	<input type="checkbox"/> NF Eventing Schedule Admin
	<input type="checkbox"/> NF Eventing Schedule Consult	<input type="checkbox"/> NF Horse Admin	<input type="checkbox"/> NF Horse Injury Admin	<input type="checkbox"/> NF Invoice Admin
	<input type="checkbox"/> NF Jumping Schedule Admin	<input type="checkbox"/> NF Jumping Schedule Consult	<input type="checkbox"/> NF Medical Admin	<input type="checkbox"/> NF Person Admin
	<input type="checkbox"/> NF PET Admin	<input type="checkbox"/> NF PTV Admin	<input type="checkbox"/> NF Result Admin	<input type="checkbox"/> NF Result Consult
	<input type="checkbox"/> NF Schedule Admin	<input type="checkbox"/> NF SMT Admin	<input type="checkbox"/> NF SMT Consult	<input type="checkbox"/> NF TTE Admin

NF Official Member	<input type="checkbox"/> NF Dressage Official Admin	<input type="checkbox"/> NF Driving Official Admin	<input type="checkbox"/> NF Endurance Official Admin	<input type="checkbox"/> NF Eventing Official Admin
	<input type="checkbox"/> NF Jumping Official Admin	<input type="checkbox"/> NF Para Dressage Official Admin	<input type="checkbox"/> NF Para Driving Official Admin	<input type="checkbox"/> NF Reining Official Admin
	<input type="checkbox"/> NF Vaulting Official Admin	<input type="checkbox"/> NF Vet Official Admin		

Veterinarian	<input checked="" type="checkbox"/> Applicant Permitted Treating Vet
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# 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

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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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