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How to upload Dressage and Para Dressage results using FEI Forms

It is possible to upload Dressage and Para Dressage results by manually entering the data in an online results form.

All results will need a corresponding accepted entry in the FEI Entry System, the form requires all marks movement by movement to be entered as well as the Judges.

We strongly advise to use one computer to enter all results for one event. To avoid data loss or other users over-writing any data, please use the same computer to fill in the entire results form for one event.

Below are detailed guidelines on how to use FEI Forms to submit your Dressage and Para Dressage results, or you can navigate to the section you require by clicking the link below:

[Logging In](#)

[Downloading a Results Form](#)

[Opening the Results Form](#)

[Filling in the Results Form](#)

[Submitting Results](#)

[Handy Tips](#)

Logging In

Step 1: Go to: <https://forms.fei.org> and log in with your FEI ID number and password

All National Federation Result Admin will have access

All Organising Committees will have access



In the top right corner of your screen it will have your name, followed by your FEI ID

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number, and the word **Online**.

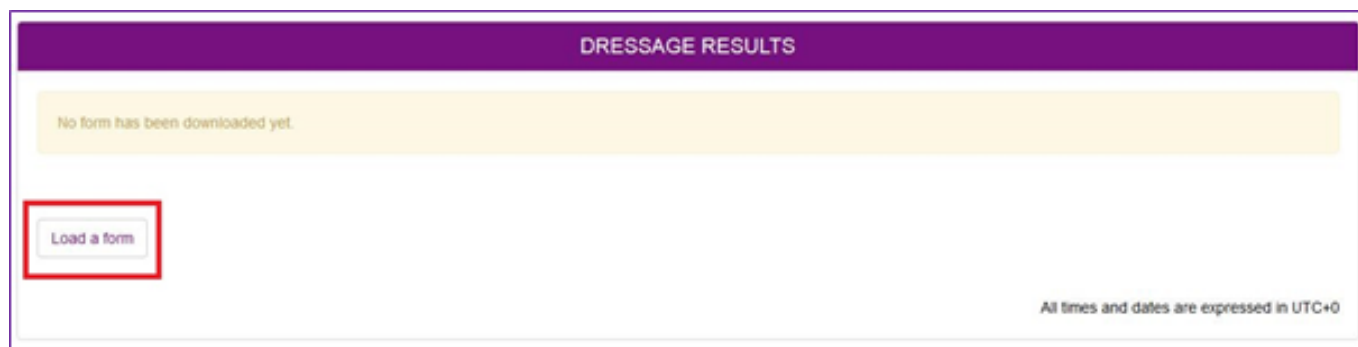


If you have forgotten your password please click on “I have forgotten my password” and follow the necessary steps.

If you do not have a FEI ID number or active account, please contact: usersupport@fei.org

Downloading a Results Form

Step 1: Please scroll down to the Dressage Results section and click on **Load a form**.



Step 2: You will see all Dressage and Para Dressage Result Forms, please click on **Download** for the events you need to upload results to. You will need to repeat this process to download all results forms you require for your show.

Boneo VIC	AUS	CDY	19.01.2017	22.01.2017	Download
Boneo VIC	AUS	CDIU25	19.01.2017	22.01.2017	Download
Boneo VIC	AUS	CDIP	19.01.2017	22.01.2017	Download

Step 3: You will then see all your results forms in your Dressage Results form list with the Form status: **Loaded**.

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DRESSAGE RESULTS					
Venue Name	Country	Event Code	From	To	Form status
Boneo VIC	AUS	CDIY	19.01.2017	22.01.2017	Loaded Action ▾
Boneo VIC	AUS	CDIU25	19.01.2017	22.01.2017	Loaded Action ▾
Boneo VIC	AUS	CDIP	19.01.2017	22.01.2017	Loaded Action ▾

[Load a form](#)

All times and dates are expressed in UTC+0

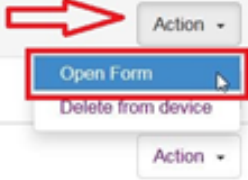
Opening the Results Form

Step 1: When you are ready to open your results form, you must click on **Action** and **Open Form**

DRESSAGE RESULTS					
Venue Name	Country	Event Code	From	To	Form status
Boneo VIC	AUS	CDIY	19.01.2017	22.01.2017	Loaded Action ▾
Boneo VIC	AUS	CDIU25	19.01.2017	22.01.2017	Loaded Action ▾
Boneo VIC	AUS	CDIP	19.01.2017	22.01.2017	Loaded Action ▾

[Load a form](#)

All times and dates are expressed in UTC+0



The form will open and display information about the Event as well as the competitions for this event.

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Event Detail Dressage Results 2017_CI_0608_D_Y_01 - 19.01.2017-22.01.2017

EVENT INFORMATION		PRIZE MONEY	
Boneo VIC (AUS) From 19.01.2017 to 22.01.2017	2017_CI_0608 2017_CI_0608_D_Y_01 Contact Host NF	Schedule Prize Money: 1800 AUD Distributed Prize Money: - Event Additional Prize Money: 500 AUD	

DRESSAGE COMPETITIONS							
N°	Rule	Name	Date	Type	Distributed PM	Status	
03	Y Team	Y Team - Young Riders Team Competition	20.01.2017 22.01.2017	Individual	-	Loaded	Enter Competition
09	Y Ind	Y Ind - Young Riders Individual Competition	21.01.2017 22.01.2017	Individual	-	Loaded	Enter Competition
15	Y FS	Y FS - Young Riders Freestyle to Music	22.01.2017 22.01.2017	Individual	-	Loaded	Enter Competition

[Print Pdf](#) [Download XML](#) [Verify and Submit form](#) [Validate](#)

Once all information has been filled in, the Status of each competition will be marked as completed and you will be able to submit the results to the FEI.

Step 2: To start filling in the competition results, you must click on **Enter Competition**

Event Detail Dressage Results 2017_CI_0608_D_Y_01 - 19.01.2017-22.01.2017

EVENT INFORMATION		PRIZE MONEY	
Boneo VIC (AUS) From 19.01.2017 to 22.01.2017	2017_CI_0608 2017_CI_0608_D_Y_01 Contact Host NF	Schedule Prize Money: 1800 AUD Distributed Prize Money: - Event Additional Prize Money: 500 AUD	

DRESSAGE COMPETITIONS							
N°	Rule	Name	Date	Type	Distributed PM	Status	
03	Y Team	Y Team - Young Riders Team Competition	20.01.2017 22.01.2017	Individual	-	Loaded	Enter Competition
09	Y Ind	Y Ind - Young Riders Individual Competition	21.01.2017 22.01.2017	Individual	-	Loaded	Enter Competition
15	Y FS	Y FS - Young Riders Freestyle to Music	22.01.2017 22.01.2017	Individual	-	Loaded	Enter Competition

[Print Pdf](#) [Download XML](#) [Verify and Submit form](#) [Validate](#)

You will arrive on the Competition page where you will see a box to enter the Judges as well as the combinations that were entered to compete in this competition.

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JUDGES

Judge at -
-
Judge at -
-
Judge at -
-
Judge at -
-

Enter Judges

To enter results, the distributed prize money currency and at least 3 judges must be entered

INDIVIDUAL RESULTS

Pos	Athlete and Horse	Status	Prize Money	Score		
-	Tayla DESMET (AUS) (10110434) RODRIGO II (AUS40205)	-	-	-	Duplicate entry	Enter Results
-	Sienna HAWKINS (AUS) (10135994) TALLYHO SOMETHING SAINTLY (105AX09)	-	-	-	Duplicate entry	Enter Results
-	Tessa GUNN (AUS) (10136482) LETS ROMANCE (105BL65)	-	-	-	Duplicate entry	Enter Results
-	Jorjia BEARD - ADAMS (AUS) (10144739) WILDLIFE 6 (103TF49)	-	-	-	Duplicate entry	Enter Results

Filling in the Results Form

To be able to enter the results per combination, the Judges information must first be entered.

Step 1: Click on **Enter Judges**

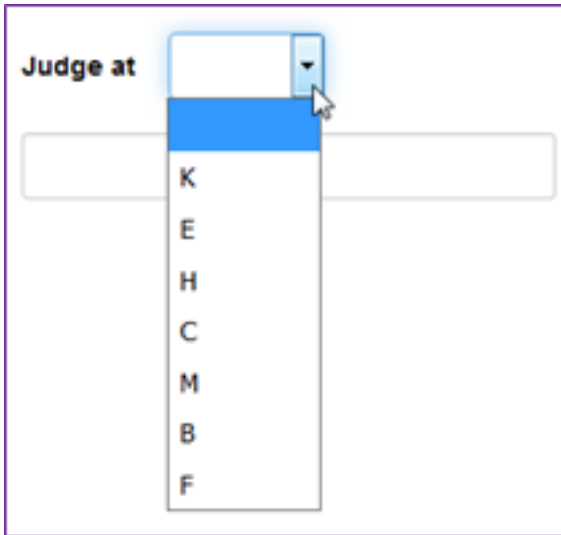
JUDGES

Judge at -
-
Judge at -
-
Judge at -
-
Judge at -
-

Enter Judges

Step 2: You must enter the position of the Judges by choosing from the drop down list available

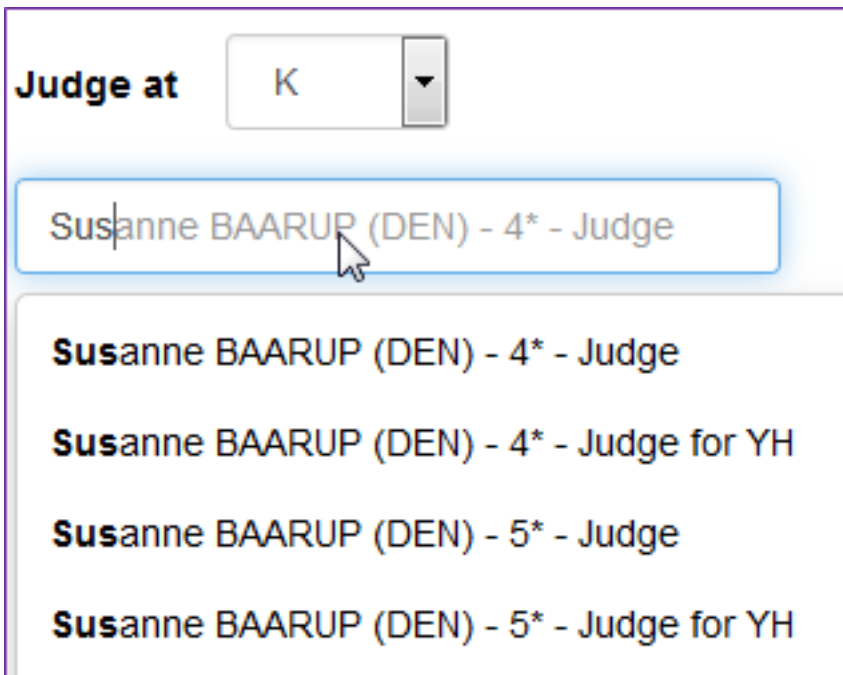
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The image shows a form field labeled "Judge at" with a dropdown arrow. A mouse cursor is clicking the arrow, and a list of options is displayed: K, E, H, C, M, B, F. The option "K" is highlighted in blue.

Step 3: You must enter the name of the Judges in the corresponding position.

You can start typing the name of the Judge and a drop down list of options will appear, you must type at least 3 characters before the list will appear.



The image shows the "Judge at" dropdown menu with "K" entered. A list of suggestions is displayed, including "Susanne BAARUP (DEN) - 4* - Judge", "Susanne BAARUP (DEN) - 4* - Judge for YH", "Susanne BAARUP (DEN) - 5* - Judge", and "Susanne BAARUP (DEN) - 5* - Judge for YH". A mouse cursor is hovering over the first suggestion.

Step 4: Repeat this for all Judges in this competition, leave the remaining fields empty where no Judges were present.

Then click on **Save**.

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Enter Judges

Please select the Judges for this competition. You can search by first name or last name. Leave the fields blank for positions where there was no Judge.

Judge at	H	Judge at	C
Susanne BAARUP (DEN) - 4* - Judge		Christof UMBACH (LUX) - 4* - Judge	
Judge at	B	Judge at	
Maria SCHWENNESEN (AUS) - 4* - Judge			
Judge at		Judge at	
Judge at			

Step 5: You are now be able to click on Enter Results next to the combinations present in this competition.

-	Tayla DESMET (AUS) (10110434) RODRIGO III (AUS40205)	-	-	-	<input type="button" value="Duplicate entry"/>	<input type="button" value="Enter Results"/>
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Step 6: You must choose the Status of the combination from the drop down list in the Athlete Information box, as well as fill in the Prize Money won, if any.

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ATHLETE INFORMATION	
Athlete:	Tayla DESMET (10110434)
Horse:	RODRIGO III (AUS40205)
Competing For:	AUS
Status:	<input type="text" value="Ranked"/>
Score (marks):	0
Prize Money (AUD):	<input type="text" value="50"/>

Status:

- Ranked
- Retired
- Withdrawn
- Eliminated
- Not Participated (this is to be used when this combination did not present to compete in this competition)
- Disqualified

Step 7: You must then fill in the individual marks, per Judge and per movement.

You can type the number in and press TAB on your keyboard to move to the next cell.

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INDIVIDUAL MARKS					
N°	Description	Coeff	16.447 H	16.184 C	16.579 B
Exercises			62.500	61.500	63.000
1	Enter in collected canter Halt - immobility - salute. Proceed in collected trot. Collected Trot		7.00	6.50	7.00
2	Track to the left Shoulder-in left Turn left		7.00	7.00	7.50
3	Turn right Shoulder-in right		7.00	7.00	7.00
4	Down the centre line Half pass to the right	2	7.00	7.00	7.00
5	Volte left (8 m Ø)		6.50	6.50	6.50
6	Medium trot Collected trot Collected trot		7.00	7.00	7.00
7	Halt - immobility Rein back 5 steps and immediately proceed in collected trot		7.00	7.00	7.00
8	Extended trot Collected trot		7.00	6.50	7.00

The form automatically saves as you go along, but you can click on **Save** at the bottom of the page at any time when you are filling in the form.

Step 8: Once you have completed the Individual Marks sheet, you click on **Validate** in the bottom right hand corner.

If there is any information missing or an error, the system will notify you by placing a red square around the field in question and you will be able to make the necessary correction on the Individual Marks sheet.

7	Extended trot		7.00	7.00	7.00
8	Half-pass right (collected canter)		7.00	6.00	7.00
9	Half-pass left (collected canter)		7.00	7.00	7.00

The form will inform you that the Validation was successful and give you the opportunity to move on to the Next Combination.

Validation success ✕

Validation succeeded for these results.

Next Combination
Back to Competition Detail
Close

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Step 9: You repeat step 7 and step 8 for each combination present in the competition, making sure that all the results and information is correctly entered.

Once all results have been entered for one competition, the form will prompt you to move on to the next competition.



Once results have been entered for all combinations in all the competitions for one event, the event results are ready to submit to the FEI.

Handy Tips:

1) Navigation

You can navigate back to the list of combinations in a specific competition at any time by clicking on **Competition Results** in the top left corner.



Here you can see the overview of the results for this competition.

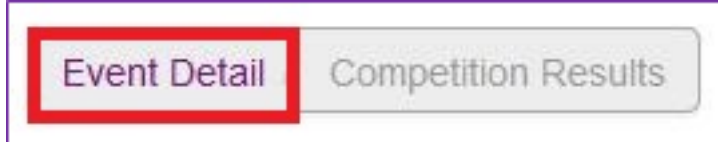
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INDIVIDUAL RESULTS						
Pos	Athlete and Horse	Status	Prize Money	Score		
2	Tayla DESMET (AUS) (10110434) RODRIGO II (AUS40205)	R	50	69.825	Duplicate entry	Enter Results
3	Sienna HAWKINS (AUS) (10135994) TALLYHO SOMETHING SAINTLY (105AXI09)	R	40	69.386	Duplicate entry	Enter Results
-	Tessa GUNN (AUS) (10136482) LETS ROMANCE (105BL55)	WD	-	-	Duplicate entry	Enter Results
1	Jorja BEARD - ADAMS (AUS) (10144739) WILDLIFE 6 (103TF49)	R	60	71.491	Duplicate entry	Enter Results
-	Charlie WELSH (AUS) (10146281) W. ESTHER DE JEU (103VM63)	NP	-	-	Duplicate entry	Enter Results
-	Nicole BERRY (AUS) (10146551) EUROZ JINKS (105LE60)	-	-	-	Duplicate entry	Enter Results
-	Jamie MITA (AUS) (10146785) WESTEWIND (104EU90)	-	-	-	Duplicate entry	Enter Results
-	Jemma HERAN (AUS) (10146953) GO DUTCH III (GBR12876)	-	-	-	Duplicate entry	Enter Results

[Add new entry](#)

[Refresh](#) [Recalculate](#) [Save](#) [Validate](#)

You can navigate back to the list of competitions in an event by clicking on **Event Detail** in the top left corner.



It is from this page that you can open the different competitions and submit the results for this event.

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Event Detail Dressage Results 2017_CI_0806_D_Y_01 - 19.01.2017-22.01.2017

EVENT INFORMATION		PRIZE MONEY	
Boneo VIC (AUS)	2017_CI_0806	Schedule Prize Money:	1800 AUD
From 19.01.2017 to 22.01.2017	2017_CI_0806_D_Y_01	Distributed Prize Money:	180 AUD
	Contact Host NF	Event Additional Prize Money:	500 AUD

DRESSAGE COMPETITIONS						
N°	Rule	Name	Date	Type	Distributed PM	Status
03	Y Team	Y Team - Young Riders Team Competition	20.01.2017 22.01.2017	Individual	-	Loaded
09	Y Ind	Y Ind - Young Riders Individual Competition	21.01.2017 22.01.2017	Individual	180	Loaded
15	Y FS	Y FS - Young Riders Freestyle to Music	22.01.2017 22.01.2017	Individual	-	Loaded

2) Add new entry

If a combination participated in this competition but was not entered via the FEI Entry System and does not appear in the list of individual results, you can add their entry to the results form by clicking on **Add new entry**.

You can type the name or the FEI ID of both the Athlete and Horse and a drop down list will appear, you can then **Add** the entry to your Individual Results list.

Add new entry ✕

Please fill Athlete name and Horse name.

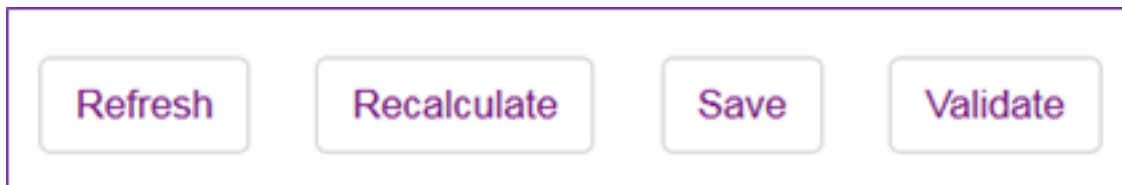
Athlete

Horse

3) Save and Validate

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You can use the buttons at the bottom of the page at any time during your results submission.



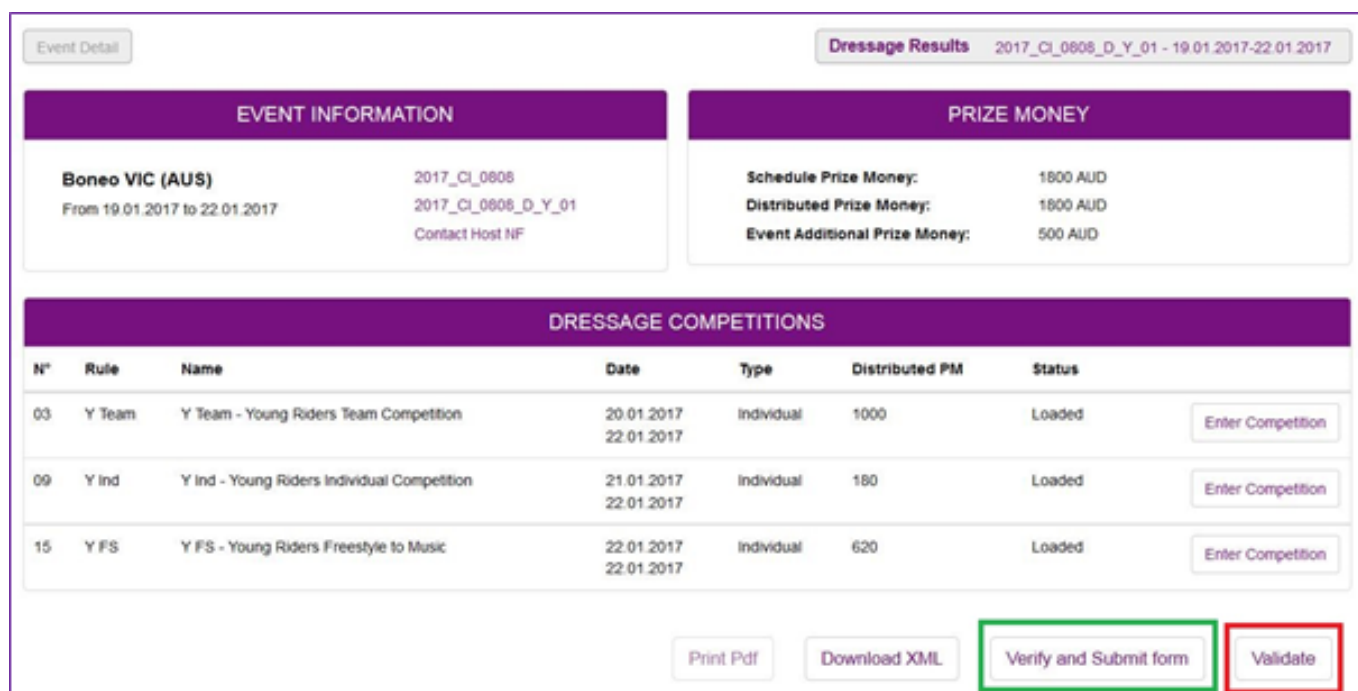
The **Validate** button will inform you if there are errors or information missing that will not allow you to advance or submit your results.

Submitting Results

Once the results have been entered for all the competitions of one event, you are ready to submit the results.

Step 1: Go to the **Event Detail** page, you will see the relevant competitions with the prize money distributed.

Step 2: Clicking on **Validate** will verify that everything is in order for the competitions of this event, an error will displayed if something is missing.



The screenshot shows the 'Event Detail' page for 'Boneo VIC (AUS)'. It includes sections for 'EVENT INFORMATION', 'PRIZE MONEY', and 'DRESSAGE COMPETITIONS'. The 'DRESSAGE COMPETITIONS' table lists three events: 'Y Team - Young Riders Team Competition', 'Y Ind - Young Riders Individual Competition', and 'Y FS - Young Riders Freestyle to Music'. At the bottom, there are buttons for 'Print Pdf', 'Download XML', 'Verify and Submit form', and 'Validate'.

EVENT INFORMATION		PRIZE MONEY	
Boneo VIC (AUS) From 19.01.2017 to 22.01.2017	2017_CI_0808 2017_CI_0808_D_Y_01 Contact Host NF	Schedule Prize Money: 1800 AUD Distributed Prize Money: 1800 AUD Event Additional Prize Money: 500 AUD	

DRESSAGE COMPETITIONS						
N°	Rule	Name	Date	Type	Distributed PM	Status
03	Y Team	Y Team - Young Riders Team Competition	20.01.2017 22.01.2017	Individual	1000	Loaded
09	Y Ind	Y Ind - Young Riders Individual Competition	21.01.2017 22.01.2017	Individual	180	Loaded
15	Y FS	Y FS - Young Riders Freestyle to Music	22.01.2017 22.01.2017	Individual	620	Loaded

Step 3: Once everything is ready for this event, you can click on **Verify and Submit form**.

The system will inform you if the form could not be submitted, otherwise it will show you that the submission of these results was successful.

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Once the results are submitted, you can download a copy in XML for your records.

You can view the status of your results forms in your Dressage Results form list:

DRESSAGE RESULTS					
Venue Name	Country	Event Code	From	To	Form status
Werrabee VIC	AUS	CDI-W	23.03.2017	26.03.2017	Submitted

If you require any assistance using the FEI Forms platform, please contact forms@fei.org

Unique solution ID: #1077

Author: Victoria

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