

# Jumping Invitations

## How to make my choices for a specific week on the FEI Online Invitation System

You have been notified that the Athlete selection period is open for a specific week?

You want to start adding Events to your wish list?

**Step 1:** Go to <https://invitation.fei.org> and login with your FEI ID number and password.

**Step 2:** You land on your **Dashboard** from where you can select the week in which you wish to make your choices.

Click on **Choose events for this week** or **Edit wish list** to start making your choices.

**Step 3:** You will land on the week you have chosen - the Events for which you can

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make choices are displayed on the left. There are up to three types of events listed in the Calendar tab: Events using the Invitation System, Events with unlimited entries and Events with standard entry procedure. Each type has a specific logo:

The screenshot displays the 'Invitations' section of the FEI online invitation system. At the top, there are three event type logos: 'IS' (Event using the Invitation System), 'UL' (Event with unlimited entries), and 'SE' (Event with standard entry procedure). Below this, a navigation bar shows weeks from Week 43 to Week 47. Week 44 is highlighted with a yellow circle and labeled 'Athlete'. The main content area is divided into 'Available events' and 'Wish list'. The 'Available events' section lists four events: 'Opglabbeek' (CS13\*, IS, 29/10/2020 - 01/11/2020), 'Tortona' (CS13\*, UL, 29/10/2020 - 01/11/2020), 'Riyadh' (CS13\*, IS, 29/10/2020 - 31/10/2020), and 'Oldenburg' (CS14\*, UL, 29/10/2020 - 01/11/2020). Each event has a small circular arrow icon to its right. A red box highlights the arrow for 'Opglabbeek', and a red arrow points to the arrow for 'Oldenburg'. The 'Wish list' section is currently empty, with a 'Reset wish list' button in the top right corner. The user's rank is shown as 22.

You can use the small arrows to move the Events from the left to right, or you can drag and drop them in to the Wish list section.

To note: Only Events using the FEI Invitation System and Events with unlimited entries are listed. If you wish to make an entry for an Event with standard entry procedure, you will need to contact your National Federation.

**Step 4:** You can select the priority of your Events by dragging and dropping them into the order that you want, or you can use the small arrows to change the order.

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Week 43 **NF** 19/10/2020 - 25/10/2020

Week 44 **Athlete** 26/10/2020 - 01/11/2020

Week 45 **Athlete** 02/11/2020 - 08/11/2020

Week 46 **Athlete** 09/11/2020 - 15/11/2020

Week 47 **Athlete** 16/11/2020 - 22/11/2020

**Invitations** Calendar

Week 44  
26/10/2020 - 01/11/2020 - Longines Rankings #234 My rank: 22

Available events

+ CSI4\* **UL** Oldenburg  
29/10/2020 - 01/11/2020

Wish list Reset wish list

- 1 **CSI3\*** **IS** Opglabbeek  
29/10/2020 01/11/2020  
Edit choice No horse suggestion
- 2 **CSI3\*** **IS** Riyadh  
29/10/2020 31/10/2020  
Edit choice No horse suggestion
- 3 **CSI3\*** **UL** Tortona  
29/10/2020 01/11/2020  
Edit choice No horse suggestion

You cannot have more than one unlimited event in your wish list and it must be at the end.

The small **orange** numbers display the order of your choice.

To note: If you select an Event with unlimited entries, you are guaranteed to be entered and accepted in that Event during the invitation allocation process. This means:

- you cannot add two Events with unlimited entries to your wish list
- the Event with unlimited entries must be at the end of your wish list, after the Events using the FEI Invitation System.

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**Step 5:** If you wish to add a Horse or Horse slot to your Event choice, click **Edit choice** or on the toggle button on the right hand side.

The screenshot shows the 'Wish list' section for Week 46 (09/11/2020 - 15/11/2020). The 'Wish list' contains one event: CSi3\* IS, Germany, Riesenbeck, 12/11/2020 - 15/11/2020. Below the event name, there is a red-bordered button labeled 'Edit choice' and the text 'No horse suggestion'. To the right of the event, there are icons for a calendar and a trash can. A 'Reset wish list' button is located at the top right of the wish list area. The 'Available events' section shows a partial view of another event: CSi3\* IS, USA, Wellington ... 11/11/2020 - 15/11/2020.

**Step 6:** To add a specific Horse, type the name of the Horse, choose the correct Horse you will compete with from the drop down list and click **Add horse**.

The 'Edit choice' dialog box shows the event details: Riesenbeck, 12/11/2020 - 15/11/2020, CSi3\* IS. Below the event details, there is a text input field labeled 'Competing horse(s)' containing the name 'CHALOU'. To the right of the input field are two buttons: 'Add horse' (red-bordered) and 'Add horse slot' (blue). At the bottom left, there is a 'Delete choice' button (red). At the bottom right, there are 'Close' and 'Save' buttons (green).

If you do not know yet which Horse you will compete with and you wish to add a Horse slot, simply click **Add horse slot**.

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The screenshot shows the 'Edit choice' form for the event 'Riesenbeck' (12/11/2020 - 15/11/2020) under the category 'CSI3\* IS'. The 'Competing horse(s)' section contains a text input field with the placeholder 'Horse name or FEI ID'. To the right of the input field are two buttons: 'Add horse' and 'Add horse slot'. The 'Add horse slot' button is highlighted with a red border. At the bottom of the form, there are three buttons: 'Delete choice' (red), 'Close' (white), and 'Save' (green).

**Step 7:** Your Horse or Horse slot has been added to your choice, you can click **Save**. You can add a certain number of slots in accordance with the quotas of the Event. If you have reached the Horse per athlete limit, the system will notify it.

This screenshot shows the same 'Edit choice' form as above, but with a notification message: 'You have reached the horse per athlete limit. CHALOU'. The notification is enclosed in a yellow box. The 'Add horse slot' button is still present. The 'Save' button at the bottom right is now highlighted with a red border, indicating it is the next step to take.

**Step 8:** You can use the toggle **Invitation - Calendar**, to view the Events that are taking place in the given week. You can also add Events to your wish list directly from the Calendar with the **Wish list** button.

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Week 43 **NF** 19/10/2020 - 25/10/2020

**Week 44 Athlete** 26/10/2020 - 01/11/2020

Week 45 **Athlete** 02/11/2020 - 08/11/2020

Week 46 **Athlete** 09/11/2020 - 15/11/2020

Week 47 **Athlete** 16/11/2020 - 22/11/2020

Invitations **Calendar**

\*UTC0 current time: 10:45 **IS** Event using the Invitation System **UL** Event with unlimited entries **SE** Event with standard entry procedure **✈** Overseas air transportation

Venue name	Country	From / to	Events	
Riyadh	KSA	29/10/2020 31/10/2020	CSI3* <sup>IS</sup> CSI2* <sup>SE</sup> CSIJ-A <sup>SE</sup> CSIY-A <sup>SE</sup>	<input type="button" value="Wish list"/>
Vilamoura	POR	26/10/2020 01/11/2020	CSI1* <sup>SE</sup> CSIYH1* <sup>SE</sup> CSI3* <sup>IS</sup>	
Kakegawa-Tsumagoi	JPN	30/10/2020 01/11/2020	CSI1*-W <sup>SE</sup>	
Valencia	ESP	29/10/2020 01/11/2020	CSI1* <sup>SE</sup> CSI2* <sup>SE</sup> CSIYH1* <sup>SE</sup>	
São Paulo SP	BRA	26/10/2020 01/11/2020	CSI2*-W <sup>SE</sup>	
Oliva	ESP	27/10/2020 01/11/2020	CSI1* <sup>SE</sup> CSI2* <sup>SE</sup> CSIYH1* <sup>SE</sup>	
Opglabbeek	BEL	29/10/2020 01/11/2020	CSI3* <sup>IS</sup> CSI1* <sup>SE</sup> CSIYH1* <sup>SE</sup>	<input type="button" value="Wish list"/>
Lexington, Horse Park KY	USA	27/10/2020 01/11/2020	CSI4*-W <sup>SE</sup>	

**Step 9:** All your choices and modifications are automatically saved. You can review them and edit them at any time in your 4 week Athlete selection period.

[Click here to get more information on the workflows, concepts and timelines of the FEI Online Invitation System](#)

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