

# Officials

## How to fill in online Jumping reports

You need to fill in a Jumping report online? You were the Chief Steward or Foreign Judge at a CSI event?

You have received the notification that says you must fill in your Jumping report online?

Please refer to the guidelines below which outline the relevant steps you need to follow to submit your report.


Please make sure you are connected to the internet when you complete your Jumping reports.

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

If you can't remember your FEI ID number, click here to see "[How to find my FEI number.](#)"

Once you are logged in, you will see the word **Online** and your name in the top right corner.



Status: **Online** Dan REED (10100945) Logout

**Step 2:** You will land on the FEI Forms homepage.

Scroll down to the relevant report section and click on **Load a Form**.

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FEI Forms 2.7.0 Status: Online Dan REED (10100945) Logout

Form List

## Welcome to FEI Forms

Access and manage all your results and reports

**FOREIGN JUDGE REPORT**

No form has been downloaded yet.

[Load a form](#)

All times and dates are expressed in UTC+0

**CHIEF STEWARD REPORT**

No form has been downloaded yet.

[Load a form](#)

All times and dates are expressed in UTC+0

**Step 3:** You will see all your reports, past and upcoming - scroll to find the one you are looking for and click on **Download**.

## Download a Form

Access and manage all your results and reports

**CHIEF STEWARD REPORT**

Venue Name	Country	From	To	Person	Assignment	Form status	
Wellington FL	USA	13.02.2019	17.02.2019	Dan REED (10100945)	Chief Steward	Submitted	<a href="#">Download</a>
Ocala, Live Oak Plantation FL	USA	06.03.2019	10.03.2019	Dan REED (10100945)	Chief Steward		<a href="#">Download</a>
Lexington Horse Park KY	USA	22.05.2019	26.05.2019	Dan REED (10100945)	Chief Steward		<a href="#">Download</a>

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**Step 4:** From your **Form List** page, you will be able to open the relevant form to start filling in your report.

Click on **Action - Open Form**.



The screenshot shows a table titled "CHIEF STEWARD REPORT" with the following columns: Venue Name, Country, From, To, Assignment, and Form status. A single row is visible for "Lexington Horse Park KY" with status "Loaded". An "Action" dropdown menu is open, showing "Open Form" and "Delete from device". A green arrow points to the "Open Form" option, and an orange circle highlights the "Action" dropdown.

Venue Name	Country	From	To	Assignment	Form status
Lexington Horse Park KY	USA	22.05.2019	26.05.2019	Chief Steward	Loaded

Buttons: Load a form, Action (dropdown), Open Form, Delete from device

**Step 5:** Go through each section, filling in the relevant information that the report requests.

Once you have finished a page, please click on **Save Form** and **Validate Section**.

This will mark the section as **Validated**, all sections must be validated for the report to be submitted to the FEI.

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Form / Veterinary Matters

### SHOW INFORMATION

Lexington Horse Park KY (USA) 2019\_CI\_0948  
CSI2\*  
From 22.05.2019 to 26.05.2019

### CHIEF STEWARD

Name: Dan REED  
FEI ID: [10100945](#)  
*Please ensure all personal information in the [FEI Database](#) is up to date at all times*

Steward **General** Stables Practice Area(s) **Veterinary Matters** Competitors Unusual incidents, irregularities Bandage and Boot Control Improvements

Additional Event Feedback

## 5. Veterinary Matters

Was the area for the horse inspection suitable for presentation of the horses (flat, firm, non-slippery surface)? Yes No

Was the footing suitable for this inspection? Yes No

Type of footing used: 10/10000  
fibre sand

Was the organisation of the horse inspection adequate? Yes No

Was there a good relation between you and the Veterinary Delegate / Veterinary Commission? Yes No

Was a coordination meeting arranged with the Veterinary Delegate / Veterinary Commission? Yes No

Additional comments: 72/10000  
Communication with the Veterinary Delegate and Commission was very good.


Validate Section Save form

**Step 6:** Certain sections have the possibility to upload extra documents and files to accompany your report.

You can upload files from your computer using the **Browse Files** option or use the **Drag&Drop** tool.

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Timetable for rotation of FEI Stewards



Drag&Drop Files here  
or

[Browse Files](#)

Allowed extensions : .png, .bmp, .gif, .tiff, .tif, .jpg, .jpeg, .mov, .pdf, .ppt, .xml, .doc, .docx, .xls, .xlsx, .zip, .msg, .pps

**Step 7:** Once you have filled in the entire report and all sections are validated you can submit the report to the FEI.

Please note: The submission of the report is final, no changes can be made to the online report once submitted.

Click on **Save Form** and then **Verify and Submit Form** and follow the steps to confirm the submission.

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Form

**SHOW INFORMATION**  
Lexington Horse Park KY (USA)  
CSI2\*  
From 22.05.2019 to 26.05.2019

**CHIEF STEWARD**  
Name: Dan REED  
FEI ID: [10100945](#)  
*Please ensure all personal information in the [FEI Database](#) is up to date at all times*

Steward General Stables Practice Area(s) Veterinary Matters Competitors Unusual incidents, irregularities Bandage and Boot Control Improvements  
Additional Event Feedback

Verify and Submit form

All sections are validated. Your form is ready to be verified and submitted. Please click the **Verify and Submit** button.

Verify and Submit form

Section	Status
Steward	Validated
General	Validated
Stables	Validated
Practice Area(s)	Validated
Veterinary Matters	Validated
Competitors	Validated
Unusual incidents, irregularities	Validated
Bandage and Boot Control	Validated
Improvements	Validated
Additional Event Feedback	Validated

View Template PDF Print Pdf Save form Verify and Submit form

You will receive an email to confirm that you have submitted your report correctly.

**Step 8:** Once submitted, You can download a version for your records by clicking on **Print PDF**.

Print Pdf Verify and Submit form Save form

# Officials

For any technical assistance on the FEI Forms platform, please contact:  
[forms@fei.org](mailto:forms@fei.org)

We have produced a PDF template of the Jumping reports which you can download and take with you to your event for reference.

- [Please click here to download the Chief Steward Report template](#)
  - [Please click here to download the Foreign Judge/President of the Ground Jury Report template](#)
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