

# Officials

## How to fill in the Endurance Technical Delegate Report

You need to fill in an Endurance report online? You were the Technical Delegate at a CEI Event?

You have received the notification that says you must fill in your Endurance 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 Endurance report.

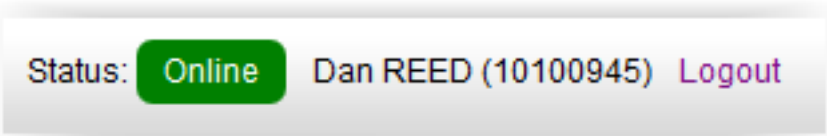
**Please note:** the Person Injury Report for Endurance is integrated into the Endurance Technical Delegate Report

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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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## ENDURANCE TECHNICAL DELEGATE 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**.

## ENDURANCE TECHNICAL DELEGATE REPORT

Venue Name	Country	From	To	Person	Assignment	Form status
Carmona	ESP	16.04.2021	18.04.2021	Rafael GARRIDO FERNANDEZ (10064864)	Technical Delegate	<a href="#">Download</a>
Olost	ESP	29.04.2021	02.05.2021	Rafael GARRIDO FERNANDEZ (10064864)	Technical Delegate	<a href="#">Download</a>
Sant Boi de Lluçanès	ESP	12.07.2021	14.07.2021	Rafael GARRIDO FERNANDEZ (10064864)	Technical Delegate	<a href="#">Download</a>
Vallgorguina	ESP	05.02.2022	05.02.2022	Rafael GARRIDO FERNANDEZ (10064864)	Technical Delegate	<a href="#">Download</a>
Badajoz	ESP	05.03.2022	05.03.2022	Rafael GARRIDO FERNANDEZ (10064864)	Technical Delegate	<a href="#">Download</a>
La Bajura	CRC	18.03.2022	20.03.2022	Rafael GARRIDO FERNANDEZ (10064864)	Technical Delegate	<a href="#">Download</a>

**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**.

## ENDURANCE TECHNICAL DELEGATE REPORT

Venue Name	Country	From	To	Assignment	Form status	
Badajoz	Spain	05.03.2022	05.03.2022	Technical Delegate	Loaded 11.02.2022	<a href="#">Action ▾</a>
<a href="#">Load a form</a>						<a href="#">Open Form</a> <a href="#">Delete from device</a>

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**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.

The screenshot shows a web form for officials. At the top, there are tabs for different sections: Team, Meteorologic and Technical Aspects, Evaluation of the Event (highlighted in green and circled in orange), Detailed Competition Report, and Sanctions, Warnings, Yellow Cards, Penalties and Fines. Below these are more specific tabs: Accident report, Prizes (highlighted in purple), Pictures, and OC Covid-19 plan. The main content area is titled '7. Prizes' and contains three sub-sections: 7.1 Cash Prize, 7.2 Best Condition award, and 7.3 Prizes in kind. Each sub-section has questions and 'Yes/No' response buttons. For example, under 7.1 Cash Prize, questions include 'What was the total prize money for each competition?', 'Were these distributed?', 'According to the rules (1 prize per 4 competitors)', and 'According to the Schedule'. At the bottom right, there are two buttons: 'Validate Section' and 'Save form', both highlighted with green boxes.


**Step 6:** Certain sections have the possibility to upload pictures and photos 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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## 8. Pictures

Pictures of the Stables

  
Drag&Drop Files here  
or  
[Browse Files](#)

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

Pictures of the Vet Gate

  
Drag&Drop Files here  
or  
[Browse Files](#)

Allowed extensions : .png, .bmp, .gif, .tiff, .tif, .jpg, .jpeg, .mov, .pdf, .ppt, .xml, .doc, .docx, .xsl, .xslt, .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.

### SHOW INFORMATION

Badajoz (ESP)  
From 05.03.2022 to 05.03.2022

### TECHNICAL DELEGATE

Name: Rafael GARRIDO FERNANDEZ  
FEI ID: [10064864](#)  
*Please ensure all personal information in the [FEI Database](#) is up to date at all times*

Team

Meteorologic and Technical Aspects

Evaluation of the Event

Detailed Competition Report

Sanctions, Warnings, Yellow Cards, Penalties and Fines

Accident report

Prizes

Pictures

OC Covid-19 plan

### 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

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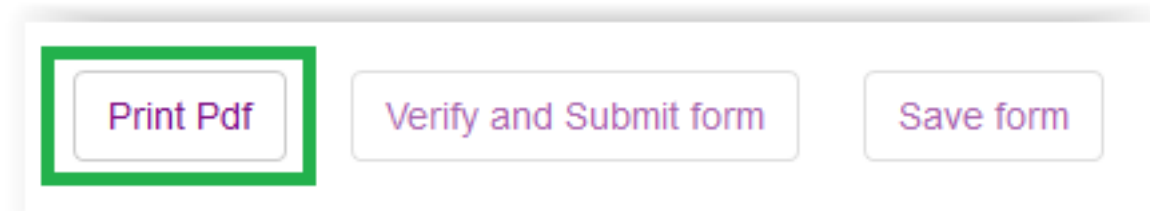
(c) 2024 Fédération Equestre Internationale <usersupport@fei.org> | 2024-11-21 19:00

URL: <https://howto.fei.org/content/3/265/en/how-to-fill-in-the-endurance-technical-delegate-report.html>

# Officials

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**.



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

For any Endurance related queries, please contact: [endurance@fei.org](mailto:endurance@fei.org)

Unique solution ID: #1264

Author:

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