## FEI Entry System for Jumping How to add a comment on an entry on the FEI Entry System

You need to communicate some information to the Organising Committee related to an Athlete/Horse's entry?

**Step 1**: Connect to the new version of the <u>FEI Entry System</u> for Jumping and find the Event for which you have already entered an Athlete/Horse, or you want to make a new entry.

Click here to see <u>"how to make an entry on the FEI Entry System for a specific</u> Event."

A comment can be added to a draft entry, an entry on the waiting list or a confirmed entry.

**Step 2.1**: On the entry of the Athlete, you click on **Athlete** and then on **Comment** in the drop down menu:

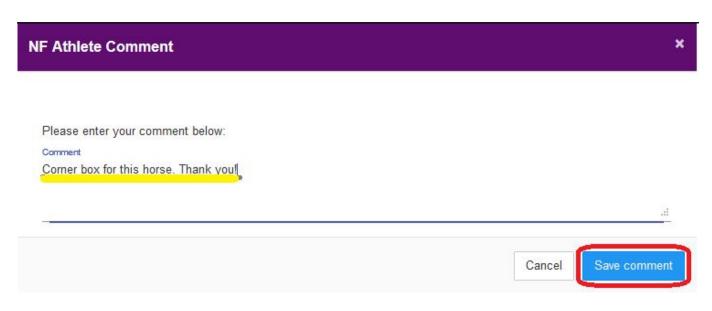


**Step 2.2:** You would click on **Horse** and then on **Comment** for adding a comment related to a Horse:



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**Step 3:** You write your comment or message and click on **Save comment.** The comment can be max. 500 characters.



Step 4: Once the comment is saved, it is visible under the Horse's name and a icon

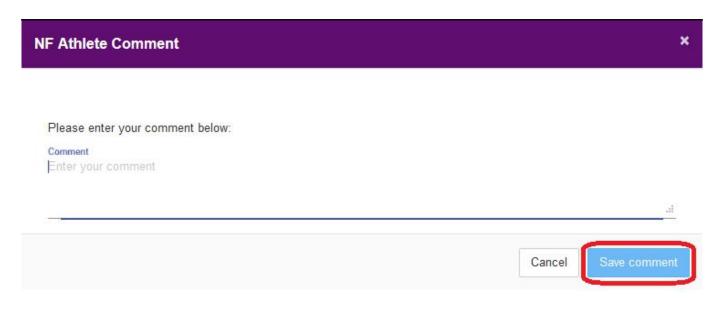
appears next to the name of the Athlete to indicate there is a comment for this combination.



**Step 5:** If you wish to delete your comment, you need to open the **Comment** window and erase the written text. You then click on **Save comment**Page 2 / 3

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with no text in the comment field:



Organising Committees can see all comments as soon as the entry is submitted, they also receive this information in the downloads that are available to them.

**Please note:** Comments are purely informative and a means to provide information to the Organising Committee.

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