

# FEI Entry System - General

## How to make an entry on borrowed horses in the FEI Entry System

You need to make an entry for a borrowed horse event?

**Step 1:** Go to <https://entry.fei.org> and login with your FEI credentials.

**Step 2:** Search for the event in which you wish to make some entries and click on **Entries** to enter the event

### Entry System

Use the form below to search your events.

Venue Name:  From:  To:

Country:  Period:

Discipline:

Entries for:

Ath. FEIID:  Ath. Name:

Horse FEIID:  Horse Name:

Venue Name	Country	Event Code	From	To	Nominated	Definite	Period/Ending	Athletes (URU)	Horses (URU)	
Werribee VIC	Australia	CDI-W LF	10/12/2015	13/12/2015	28/10/2015	Event	13/12/2015	0	0	Entries   Master List
London Olympia	Great Britain	CDI-W	15/12/2015	16/12/2015	04/12/2015	Substitutions	16/12/2015	0	0	Entries   Master List
Frankfurt	Germany	CDI4*	16/12/2015	20/12/2015	24/11/2015	Substitutions	17/12/2015	0	0	Entries   Master List
Pattaya	Thailand	CDI1*	25/12/2015	27/12/2015	25/12/2015	Definite	25/12/2015	0	0	Entries
Mechelen	Belgium	CDI5*	26/12/2015	30/12/2015	30/11/2015	Substitutions	26/12/2015	0	0	Entries   Master List
Drachten	Netherlands	CDI3*	08/01/2016	10/01/2016	22/12/2015	Definite	22/12/2015	0	0	Entries
Drachten	Netherlands	CDIY	08/01/2016	10/01/2016	22/12/2015	Definite	22/12/2015	0	0	Entries
Drachten	Netherlands	CDU	08/01/2016	10/01/2016	22/12/2015	Definite	22/12/2015	0	0	Entries

here are the views you will have

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The screenshot displays the FEI Entry System interface. At the top, it shows the FEI logo, the user's name 'Pierre HAT (BEL)', and a 'Disconnect' button. The main content is divided into several sections:

- Event Details (Left):** Includes tabs for 'CDI3\* Draft', 'CDIP Draft', and 'CDIYH Draft'. The event is 'Jerez de la Frontera (ESP)' with ID '2016\_CI\_0340'. It is a 'CDIYH (Lower Level Event)' with ID '2016\_CI\_0340\_D\_YH\_01', running from '24/02/2016 to 28/02/2016'. Contact information includes 'Contact Host NF' and 'Contact OC'. Age limits are 'Athletes' age: min. 16; Horses' age: 4-6'.
- Entry Statistics (Top Right):** Shows 'Entries in principle: -', 'Substitution by OC: 24/12/2015', 'Countries: 0', 'Nominated Entries: -', 'Last Date of substitution: 25/12/2015', 'Accepted Athletes: 0 (0 from BEL 0%)', 'Definite Entries: 24/12/2015', 'Horse Inspection: -', 'Accepted Horses: 0 (0 from BEL 0%)', and 'Entry Fee: -'. A 'Definite Period' section indicates 'Last date of definite entries: 10 days 19:12:19'. A 'Refresh' button is present.
- Search (Bottom Left):** Features tabs for 'Athletes', 'Horses', 'Teams', and 'Help'. A search bar with 'Search' and 'Reset' buttons is available. Checkboxes for 'Only registered athletes' and 'Only athletes in the age limits' are present. The result is 'No matching athlete found.'
- Entry Lists (Bottom Right):** Includes tabs for 'Entry Lists', 'Draft Entries', 'Nominated List', and 'Definite List'. Filter options for 'Filter Entries' and 'Competitions' are set to 'All'. An 'Upload an Entry File' button is located on the right. The message 'There is no entry to display.' is shown.

This diagram highlights the event details section from the screenshot above, with callouts explaining its features:

- Event Details Section:** Shows the same event information as the screenshot: 'Jerez de la Frontera (ESP)', ID '2016\_CI\_0340', 'CDIYH (Lower Level Event)', ID '2016\_CI\_0340\_D\_YH\_01', dates '24/02/2016 to 28/02/2016', and contact info 'Contact Host NF' and 'Contact OC'. Age limits are 'Athletes' age: min. 16; Horses' age: 4-6'.
- Callout 1:** 'You can move from an event to another' points to the draft tabs ('CDI3\* Draft', 'CDIP Draft', 'CDIYH Draft').
- Callout 2:** 'Links to the event details (FEI Database)' points to the event ID '2016\_CI\_0340'.
- Callout 3:** 'Send an email directly to the Host NF or OC' points to the contact information 'Contact Host NF' and 'Contact OC'.

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Entries dates, deadlines

Refresh

Entries in principle: -	Substitution by OC: 24/12/2015	Countries: 0
Nominated Entries: -	Last Date of substitution: 25/12/2015	Accepted Athletes: 0 (0 from BEL 0%)
Definite Entries: 24/12/2015	Horse Inspection: -	Accepted Horses: 0 (0 from BEL 0%)
Entry Fee: -		

**Definite Period** Last date of definite entries: 10 days 19:12:19

Statistics

Events navigation

Eg:

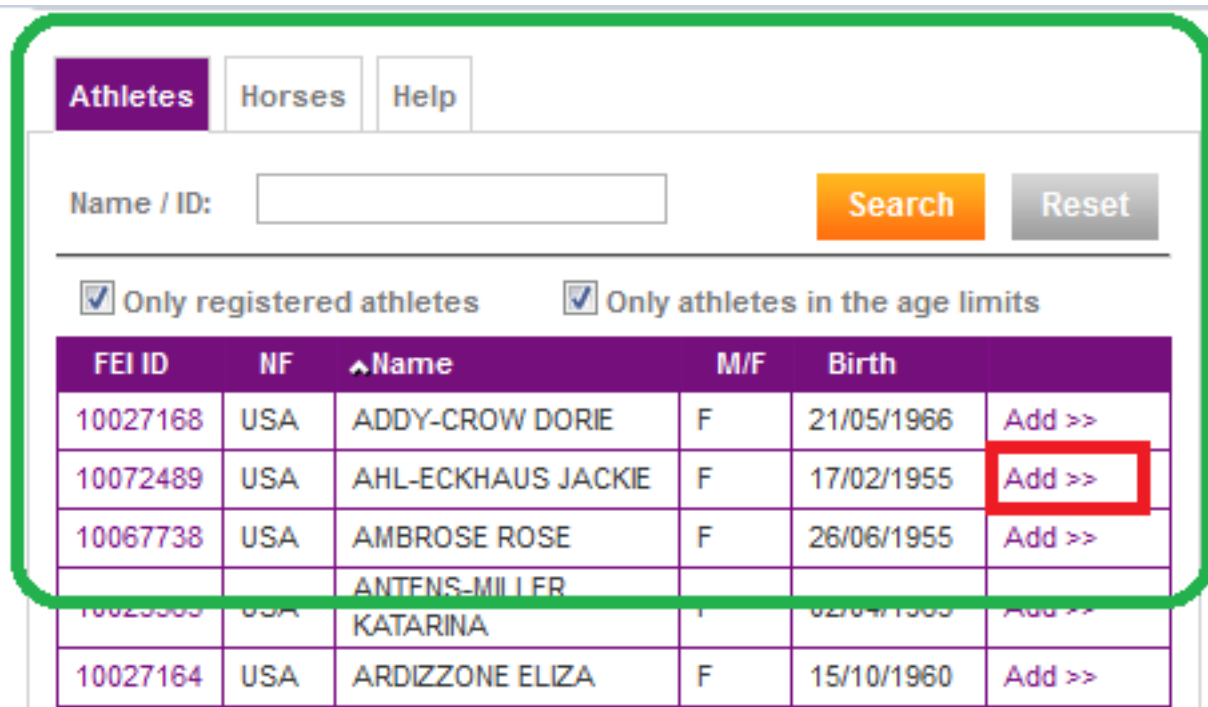
Statistics by NF													
Show <span style="border: 1px solid purple; padding: 2px;">CDI*</span> <span style="border: 1px solid purple; padding: 2px;">CDU</span> <span style="border: 1px solid purple; padding: 2px;">CDIP</span> <span style="border: 1px solid purple; padding: 2px;">CDIY</span>													
Accepted entries				Athletes					Horses				
NF	Athletes	Horses	Definite list	NF	Draft	Definite	Additional	Accepted	NF	Draft	Definite	Additional	Accepted
AUT	0	0	PDF   Excel   Cancel	AUT	0	1	0	0	AUT	0	1	0	0
DEN	0	0	Not validated yet	DEN	4	0	0	0	DEN	6	0	0	0
ESP	0	0	Not validated yet	ESP	2	0	0	0	ESP	2	0	0	0
FIN	0	0	PDF   Excel   Cancel	FIN	0	1	0	0	FIN	0	1	0	0
GRE	0	0	PDF   Excel   Cancel	GRE	0	1	0	0	GRE	0	1	0	0
IND	0	0	PDF   Excel   Cancel	IND	0	1	0	0	IND	0	1	0	0

Accepted entries  
Links to download the definite list per NF  
Entries accepted or not yet

Athletes' statistics  
**Draft entries** (not submitted by the NF yet)  
**Definite** (submitted, waiting for approval)  
**Additions** additional entries  
**Accepted** entries accepted by the OC

Horses' statistics  
**Draft entries** (not submitted by the NF yet)  
**Definite** (submitted, waiting for approval)  
**Additions** additional entries  
**Accepted** entries accepted by the OC

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The screenshot shows the FEI Entry System interface. At the top, there are three tabs: "Athletes" (selected), "Horses", and "Help". Below the tabs is a search form with a text input field labeled "Name / ID:", an orange "Search" button, and a grey "Reset" button. Below the search form are two checkboxes: " Only registered athletes" and " Only athletes in the age limits". Below the checkboxes is a table with the following columns: "FEI ID", "NF", "Name", "M/F", "Birth", and "Add >>". The table contains several rows of athlete data, with the "Add >>" button for the second row highlighted in red.

FEI ID	NF	Name	M/F	Birth	Add >>
10027168	USA	ADDY-CROW DORIE	F	21/05/1966	Add >>
10072489	USA	AHL-ECKHAUS JACKIE	F	17/02/1955	Add >>
10067738	USA	AMBROSE ROSE	F	26/06/1955	Add >>
10023303	USA	ANTENS-MILLER KATARINA	F	02/04/1963	Add >>
10027164	USA	ARDIZZONE ELIZA	F	15/10/1960	Add >>

This is where you will find all your lists of athletes and horses.

You can search the name in the table or type a name or ID in the white field.

This will show you by default only the registered athletes for the current year and only athletes in the age limits, but you can untick the boxes.

You can then click on "add", your athlete will appear in the "**Entry Lists**" on the right.

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CSI1\* Draft

**Vilamoura (POR)** 2016\_CI\_1287  
CSI1\* (Lower Level Event) 2016\_CI\_1287\_S\_S\_02  
From 29/03/2016 to 03/04/2016 Contact Host NF  
Athletes' age: min. 12; Horses' age: min. 6 Contact OC  
Event on borrowed horses

Entries in principle: - Substitution by OC: 20/03/2016  
Nominated Entries: - Last Date of substitution: 15/03/2016  
Definite Entries: 20/03/2016 Horse Inspection: -  
Entry Fee: -  
**Definite Period** Last date of definite entries: 51 days 19:12:58

Athletes Horses Help

Name / ID:  Search Reset

Admin IIF: United States of America

Only registered horses  Only horses in the age limits

FEI ID	IIF	Horse Name	Birth	M/F	
104PW77	USA	ABSOLUTE ABILITY	24/04/2001	M	Add >>
103JP14	USA	ABUNOLA	20/04/2005	F	Add >>
104ZQ49	USA	ACANTO 7	08/05/2005	M	No FEI doc. Add >>
103YL80	USA	ACOLINA R	01/04/2005	F	Add >>
GBR42991	USA	ALBERTO II	02/03/2003	M	Add >>
103UH18	USA	ALEXANDRIA	04/07/2005	F	Add >>
103GB56	USA	ALL IN	14/05/2005	M	Add >>

Entry Lists Draft Entries Nominated List Definite List

Filter Entries: All

Athletes & Horses		IIF	FEI ID	
<input checked="" type="radio"/>	<b>ANTHONY Carly (USA)</b>	USA	10026626	Contact Info

Have you noticed out of date information about a horse or an athlete? Click on access the Suggestion Platform. Thanks for your help!

Then select the tab **"horses"** , click on your athlete's name in the Entry Lists, and after selecting **"Will ride borrowed horses"**, click on on **"add"**

The OC will be able to enter the horse as soon as the drawn is done.

Unique solution ID: #1049

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