

# FEI Entry System - General

## How to make a substitution in the FEI Entry System

You need to substitute a Horse or Athlete in the FEI Entry System? There has been a last minute change?

In accordance with the discipline regulations for substitutions, this is possible on the FEI Entry System.

**Step 1:** Login to the FEI Entry System (<https://entry.fei.org>)

Pay attention to the Last Date of substitution which is set in the approved schedule of the event

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Entries in principle:	-	Substitution by OC:	-
Nominated Entries:	-	Last Date of substitution:	04/01/2022
Definite Entries:	08/12/2021	Horse inspection:	-
Entry Fee:	-		
<b>Event Period</b>	4 days 22:19:30		

**Step 2:** Find the event in which you need to make a substitution and click on **NF Entries**

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## 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 (All NFs)	Horses (All NFs)	
Boneo VIC	Australia	CDI3*	20/01/2022	23/01/2022		08/12/2021	Event 23/01/2022	8	8	NF entries   OC entries   Master List   Schedule and OC Covid-19 plan
Boneo VIC	Australia	CDIU25	20/01/2022	23/01/2022		08/12/2021	Event 23/01/2022	7	8	NF entries   OC entries   Master List   Schedule and OC Covid-19 plan
Boneo VIC	Australia	CDIJ	20/01/2022	23/01/2022		08/12/2021	Event 23/01/2022	8	8	NF entries   OC entries   Master List   Schedule and OC Covid-19 plan
Boneo VIC	Australia	CDIY	20/01/2022	23/01/2022		08/12/2021	Event 23/01/2022	8	8	NF entries   OC entries   Master List   Schedule and OC Covid-19 plan

**Step 3:** You find the Athlete or Horse you wish to substitute and you click on the word **SUBST** next to their name

**Entry Lists**

Definite List Validated on 19/01/2022 10:48 (PDF | Excel)

Filter Entries:  Competitions:

^Athletes & Horses	NF	FEI ID	Entry Status	Nom. Def.	Entry Actions
<input checked="" type="radio"/> SCHUT- KERY Sabine (USA) <b>Subst.</b>	USA	10055175	Contact Info	Definite	<input checked="" type="checkbox"/> Withdraw Comment Log
SANCEO <b>Subst.</b>					
504-GP 505-GP FS 506-GP 507-GPS		103NK42	Shavings Stal.	Definite	<input checked="" type="checkbox"/> Withdraw Comment Log
508-PSG 509-Int I 510-Int I FS 511-Int A					
512-Int II					

**Step 4:** A pop-up window will appear where you can search for the new Horse or Athlete by name or FEI ID.

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When you have found the correct one, you click on **Substitute**

**Substitute Horse** [X]

Name / ID:

Admin NF:  [v]

Only registered horses     Only horses in the age limits

FEI ID	NF	Horse Name	Birth	M/F	
105EW34	USA	SIR CEDRIK H	24/05/2005	M	<input type="button" value="Substitute &gt;&gt;"/>

1 Horse(s) / 1 Page(s)    Lines/Page:  [v]

**Step 5:** You have to validate this substitution before this is submitted via the FEI Entry System:

**Substitution** [X]

Replace SANCEO by SIR CEDRIK H ?

The substitution is then **Pending** until the Organising Committee accept this substitution:

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Entry Lists   Nominated List   **Definite List**   **Pending Substitutions (1)**   Pending Additions

Definite List Validated on 19/01/2022 10:48 (PDF | Excel)

Filter Entries: All   Competitions: All   Upload an Entry File   Logs

^Athletes & Horses	NF	FEI ID	Entry Status	Nom. Def.	Entry Actions
SCHUT- KERY Sabine (USA) Subst.	USA	10055175	Contact Info	Definite	✓ Withdraw Comment Log
SANCEO Substitution requested with horse SIR CEDRIK H Delete					
504-GP 505-GP FS 506-GP 507-GPS		103NK42	Shavings Stal.	Definite	✓ Withdraw Comment Log
508-PSG 509-Int I 510-Int I FS 511-Int A					
512-Int II					

Download Entries   Print Master List

Once the Organising Committee has accepted the substitution and the Athlete, the substituted Horse will be greyed out and the other Horse accepted.

Entry Lists   Nominated List   **Definite List**   Pending Substitutions   Pending Additions

Definite List Validated on 19/01/2022 10:48 (PDF | Excel)

Filter Entries: All   Competitions: All   Logs

^Athletes & Horses	NF	FEI ID	Entry Status	Nom. Def.	Entry Actions
SCHUT- KERY Sabine (USA) Subst.	USA	10055175	Contact Info	Accepted	✓ Withdraw Comment Log
SANCEO		103NK42	Shavings Stal.	Substituted	✓ Log
SIR CEDRIK H Subst.		105EW34	Box Info	Accepted	Withdraw Comment Log
504-GP 505-GP FS 506-GP 507-GPS					
508-PSG 509-Int I 510-Int I FS 511-Int A					
512-Int II					

Download Entries

If you need any assistance using the FEI Entry System then please contact: [entries@fei.org](mailto:entries@fei.org)

Unique solution ID: #1095  
 Author: Victoria  
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