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.

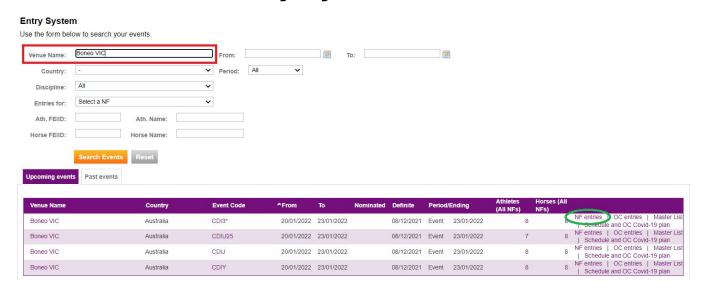
Step 1: Login to the FEI Entry System (https://entry.fei.org)

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

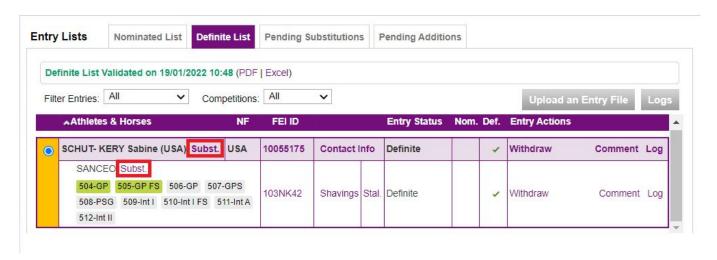
Entries in principle:	270	Substitution by OC;	-
Nominated Entries:	-	Last Date of substitution:	04/01/2022
Definite Entries:	08/12/2021	Horse Inspection:	
Entry Fee:	-		
Event Period 4 day	/s 22:19:30		

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

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



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

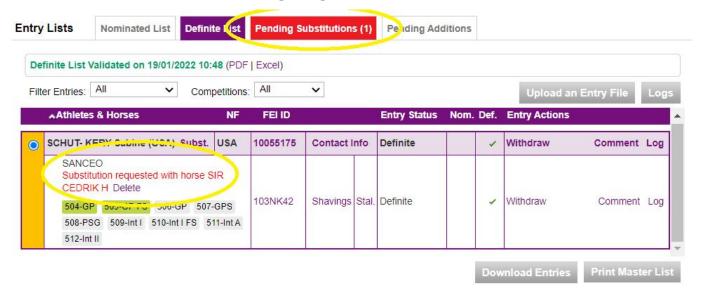


Step 5: You have to validate this substitution before this is submitted via the FEI Entry System:

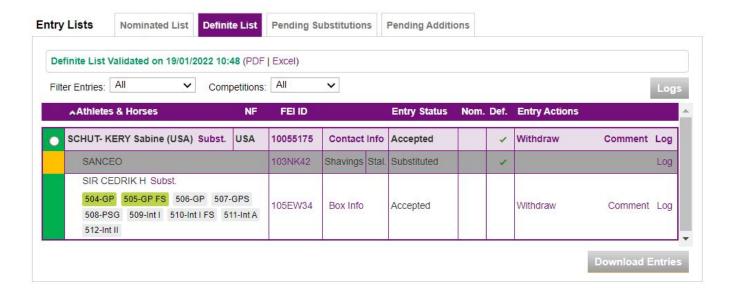


The substitution is then **Pending** until the Organising Committee accept this substitution:

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



If you need any assistance using the FEI Entry System then please contact: entries@fei.org

Unique solution ID: #1095

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