

FEI Entry System for Jumping

How to accept entries on the new version of the FEI Entry System

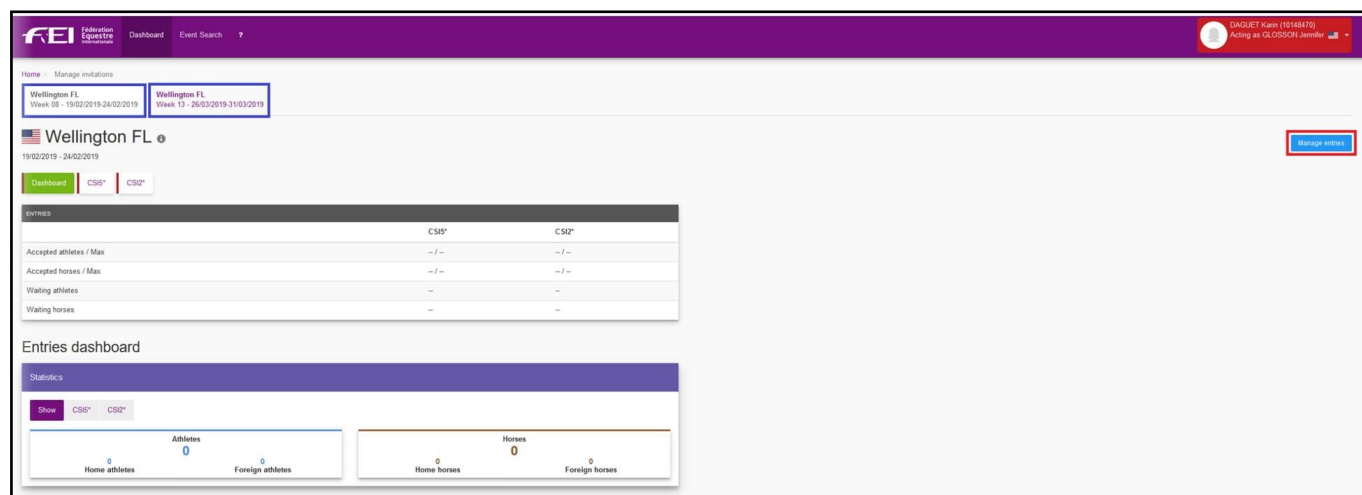
You are an Organising Committee member and have access to the FEI Entry System?

You need to accept the entries for your event?

Step 1: Connect to the FEI Entry System (<https://entry.fei.org>) with your FEI credentials and connect to your event.

You can search for your event in the **Event Search** section, or from your **Dashboard** you can select your event, they are listed in tabs across the top.

Once on your Dashboard you can click on **Manage Entries** to be taken to the list of entries for your event.



The screenshot shows the FEI Entry System interface. At the top, there is a navigation bar with the FEI logo, 'Fédération Equestre Internationale', and 'Dashboard' and 'Event Search' tabs. The user is logged in as 'DAGUET Karin (19183410)'. Below the navigation bar, there are two tabs for 'Wellington FL' events: 'Week 08 - 19/02/2019-24/02/2019' and 'Week 13 - 26/03/2019-31/03/2019'. The main content area is for 'Wellington FL' on '19/02/2019 - 24/02/2019'. There are tabs for 'Dashboard', 'CSI*', and 'CSI2*'. A table titled 'ENTRIES' shows the following data:


	CSI*	CSI2*
Accepted athletes / Max	- / -	- / -
Accepted horses / Max	- / -	- / -
Waiting athletes	-	-
Waiting horses	-	-

Below the table is an 'Entries dashboard' section with 'Statistics' and a 'Show' button. It displays four metrics: 'Athletes' (0), 'Horses' (0), 'Home athletes', and 'Foreign athletes'. There are also 'Home horses' and 'Foreign horses' metrics.


Step 2: Once on the main entries page you have an overview of your event and the status of your entries.

You can see certain statistics regarding your event as well as the number of entries in "waiting" status, these are pending your action.

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Wellington FL 		
26/03/2019 - 31/03/2019		
ENTRIES		
	CSI5*	CSI2*
Accepted athletes / Max	-- / --	-- / --
Accepted horses / Max	-- / --	-- / --
Waiting athletes	2	2
Waiting horses	2	3

Step 3: You can choose to filter your list of entries by event or display all entries for your show.

From this view you can choose to accept each entry individually by clicking on the green tick symbol 

or you can choose to **Accept all Athletes.**

All entries in **orange** are pending action by the Organising Committee.

Step 4: When accepting all athletes simultaneously, you are presented with a confirmation window listing all entries that you will accept.

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Step 5: When accepting an entry individually you are also presented with a confirmation window for that specific entry:

Step 6: Once the entries are accepted they are marked in **green**.

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