

Event Schedules

How to navigate on the FEI Online Schedule Platform

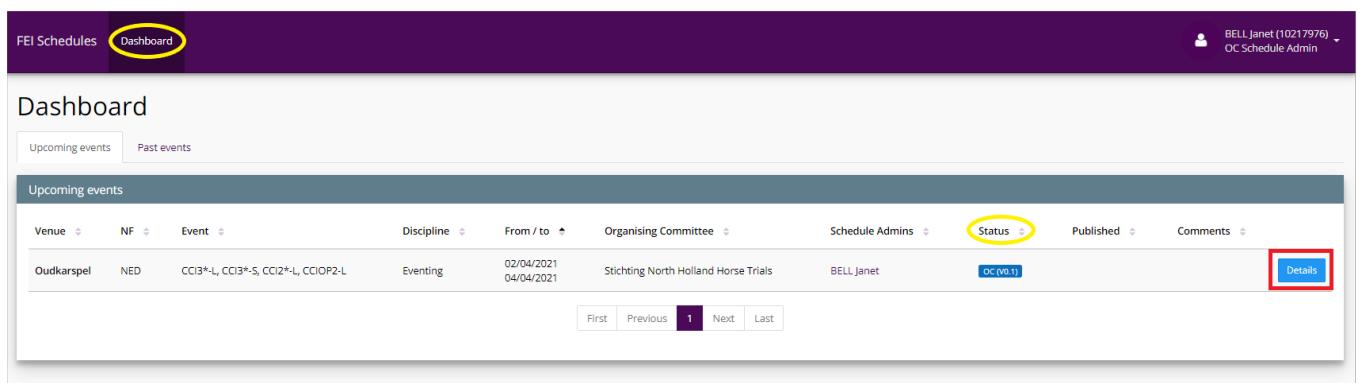
You are the Organising Committee of a FEI Event ?

You have been notified by the FEI that the schedule for your Event is open and you want to start filling it in?

Step 1: Connect to the FEI Online Schedule Platform (<https://schedules.fei.org>) with your FEI credentials.

Step 2: You will land on your Dashboard and see your assigned schedules for your Events.

Click on **Details** to start filling out the schedule.



The screenshot shows the FEI Schedules Dashboard. At the top, there is a purple header with 'FEI Schedules' and 'Dashboard' (circled in yellow). The user is identified as 'BELL Janet (10217976) OC Schedule Admin'. Below the header, there are tabs for 'Upcoming events' and 'Past events'. The main content area is titled 'Upcoming events' and contains a table with the following columns: Venue, NF, Event, Discipline, From / to, Organising Committee, Schedule Admins, Status (circled in yellow), Published, and Comments. The first row of the table shows: Venue: Oudkarspel, NF: NED, Event: CCI3*-L, CCI3*-S, CCI2*-L, CCIOP2-L, Discipline: Eventing, From / to: 02/04/2021 to 04/04/2021, Organising Committee: Stichting North Holland Horse Trials, Schedule Admins: BELL Janet, Status: OC (v0.1), and a 'Details' button (circled in red) in the Comments column. At the bottom of the table, there are pagination controls: First, Previous, 1 (selected), Next, Last.

Status: this shows who the schedule is currently with and who can edit the schedule; OC, NF or FEI.

The version is at **0.1** as it has not been submitted to your National Federation, the version numbers will change as the schedule goes back and forwards between you and your NF. Once the schedule is published for the first time it will become 'version 1'.

Step 3: You will land on the first section **Access rights**, you can now start to complete the schedule and navigate on the menu on the left hand side by selecting the different categories.

Event Schedules

FEI Schedules Dashboard

Oudkarspel

02/04/2021 - 04/04/2021

Access rights

Schedule users

Name	FEI ID	Phone	Email	Schedule access
BELL Janet	10217976		tamara.hunziker@fei.org	Admin

FEI Entry System users

Service Providers

The sections in **green** are completed, the sections in **blue** and white need to be completed or are in progress.

Step 4: Under some categories, e.g. **General conditions**, you will need to read and acknowledge the conditions.

FEI Schedules Dashboard

Oudkarspel

02/04/2021 - 04/04/2021

General conditions

- FEI Statutes, 24th edition, effective 19 November 2019
- FEI General Regulations, 24th edition, effective 1st January 2020, updates effective 1st January 2021
- FEI Veterinary Regulations, 14th edition, effective 1 January 2018, updates effective 1st January 2021
- FEI Eventing Rules and its Annexes, 25th edition, effective 1st January 2020, updates effective 1st January 2021
- Equine Anti-Doping and Controlled Medication Regulations (EADCMR), 3rd Edition, effective 1st January 2021
- FEI Anti-Doping Rules for Human Athletes (ADRHA), based upon the 2021 WADA Code, effective 1st January 2021
- The FEI Policy for Enhanced Competition Safety during the Covid-19 Pandemic, effective as of 1 July 2020 and until further notice
- All subsequent published revisions/updates, the provisions of which will take precedence.

THE ANNEXE(S) IS/ARE PART OF THIS APPROVED AND SIGNED SCHEDULE AND MUST BE DISTRIBUTED TO ALL OFFICIALS AND NFs AND IS AVAILABLE TO OTHERS UPON REQUEST

Acknowledge

You simply have to click on **Acknowledge** and the section will then become **green**

Event Schedules

as it is now completed. You can click on the little arrow on the right hand side to open the conditions page again.

The screenshot shows the FEI Schedules dashboard for the event 'Oudkarspel' (02/04/2021 - 04/04/2021). The left sidebar contains a menu with 'General conditions' highlighted in green. The main content area is titled 'II. General conditions' and contains a list of regulations and a note: 'THE ANNEXE(S) IS/ARE PART OF THIS APPROVED AND SIGNED SCHEDULE AND MUST BE DISTRIBUTED TO ALL OFFICIALS AND NPs AND IS AVAILABLE TO OTHERS UPON REQUEST'. A small green arrow icon is visible in the top right corner of the content area.

Step 5: You can always see in which section you are with the little arrow on the left hand side on the menu and the title at the top of the page. Some information is automatically filled in as it comes directly from the FEI Database. The information with the * is required and must be completed for the section and/or sub-section to become green.

The screenshot shows the FEI Schedules dashboard for the event 'Oudkarspel' (02/04/2021 - 04/04/2021). The left sidebar contains a menu with 'General information' highlighted in green. The main content area is titled 'IV. General information' and contains a form for '1. Organiser'. The form fields are: Name (Stichting North Holland Horse Trials), Address 1 (Wagenweg 10), Zip (1724 PT), Phone (+31 6 53476748), City (OUDKARSPEL), Country (NED - Netherlands), Address 2, Address 3, Fax, Email (Info@nhht.nl), Website, and VAT Number. Below the form are 'Showground contact details' with fields for Calendar venue name (Oudkarspel) and Venue name (Oudkarspel). A small green arrow icon is visible in the top right corner of the content area.

Event Schedules

Step 6: The sections in grey require information to be completed. To add a person to a function, click on **Please select**.

The screenshot shows the FEI Schedules dashboard for the event 'Oudkarspel' (02/04/2021 - 04/04/2021). The interface is divided into several sections. The top navigation bar includes 'FEI Schedules', 'Dashboard', and user information for 'BELL Janet (10217976) OC Schedule Admin'. The main content area is titled '1. Organiser' and features a Google Maps interface for venue selection. Below the map, there are fields for 'Please move the cursor on the map to the exact location of the venue if needed' and 'Accessibility details (directions by road, nearest airport / train station)'. The left sidebar contains a menu with options like 'Access rights', 'Denomination & layout', 'General conditions', 'Code of conduct', 'General information', 'Officials', 'Invitations', 'Entries', 'Timetable', 'Competitions recap', 'Facilities', 'Logistical information', 'Veterinary matters', 'Human anti-doping', 'Additional information', and 'Annexes'. The main content area is divided into two sections: '1. Organiser' (green header) and '2. Organising Committee' (grey header). The '2. Organising Committee' section is highlighted with a yellow circle. It contains a table with columns for 'Name', 'FEI ID', 'Phone', 'Email', and a dropdown menu for selecting a function. The functions listed are 'Honorary President', 'President of the Event', 'Press Officer', 'Show Secretary', and 'Other'. Each function has a 'Please select...' button next to it. An 'Add member' button is located in the top right corner of the '2. Organising Committee' section.

You can also choose to add a new member by clicking on **Add member** on the right and choosing the function you would like to add to the list of Officials.

When you click on **Please select**, a pop-up window will open. Select the correct person by entering the name or FEI ID of the member, complete the required information if needed and click on **Save**.

Event Schedules

Honorary President ✕

Please select the desired person for the Honorary President assignment:

BEUKERS Ronald - (NED) 10071230 ✕ ▾

Gender * ▾

First Name *

Family Name *

Email *

Business Mobile Nr

Private Mobile Nr

Once you have filled in the sub-section with the required information, the entire section will then become **green**. You can continue completing your schedule by navigating through the menu.

Event Schedules

FEI Schedules Dashboard

BEL, Janet (10217976)
OC Schedule Admin

Oudkarspel
02/04/2021 - 04/04/2021

Submit to NF
Latest: V0.1 (OC)
View all comments

Access rights

Denomination & layout

General conditions

Code of conduct

General information

Officials

Invitations

Entries

Timetable

Competitions recap

Facilities

Logistical information

Veterinary matters

Human anti-doping

Additional information

Annexes

1. Organiser

2. Organising Committee

Name	FEI ID	Phone	Email
Honorary President			
BEUKERS Ronald	10071230		info@manegebeukers.nl
President of the Event			
WIM Schrama	10222686	+31651256818	info@nhht.nl
Press Officer			
PRONK Cees	10222689		
Show Secretary			
VAN DEN HOFF Sander	10162798		info@nhht.nl

3. Event Director

Name	FEI ID	Business Mobile Nr	Private Mobile Nr	Email
WIM Schrama	10222686	+31651256818		info@nhht.nl

Address: Wagenweg 10, 1724 PT OUDKARSPHEL, Netherlands

4. Stable Manager

Select Stable Manager...

Please note: even if you have not filled in the entire section, you can still go to another one and come back later. The information you have entered is automatically saved.

To see how to submit your schedule, click [here](#).

Unique solution ID: #1217

Author:

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