

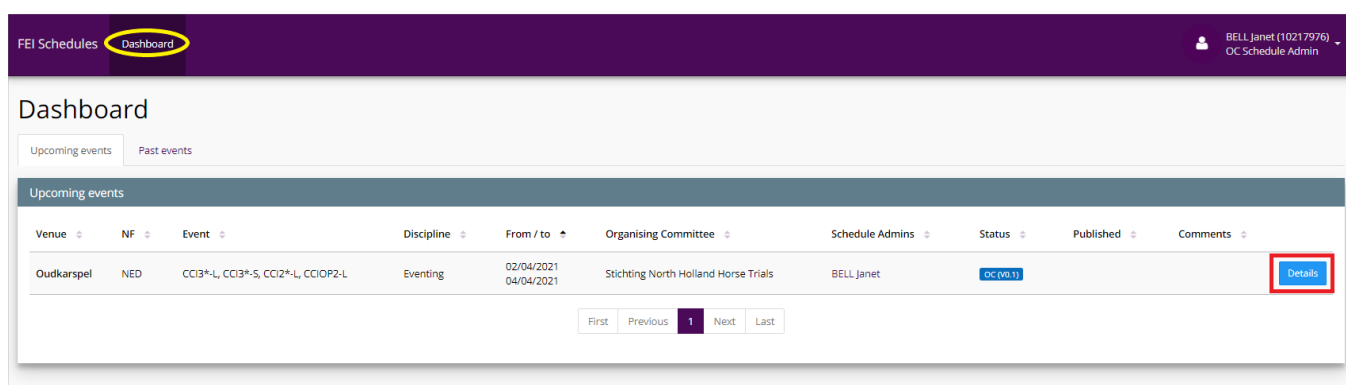
Event Schedules

How to submit a version of your schedule to your National Federation on the FEI Online Schedule

You have completed your schedule and you would like to submit it to your National Federation?

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

Step 2: On your **Dashboard** click on **Details** to open the schedule of your Event.



The screenshot shows the FEI Schedules Dashboard. The top navigation bar includes 'FEI Schedules' and 'Dashboard' (highlighted with a yellow circle). The user is logged in as 'BELL Janet (10217976) OC Schedule Admin'. The main content area is titled 'Dashboard' and has tabs for 'Upcoming events' and 'Past events'. Below the tabs is a table of 'Upcoming events' with columns: Venue, NF, Event, Discipline, From / to, Organising Committee, Schedule Admins, Status, Published, and Comments. A single event is listed: 'Oudkarspel' at 'NED' for 'Eventing' on '02/04/2021' to '04/04/2021', organized by 'Stichting North Holland Horse Trials' with 'BELL Janet' as the schedule admin. The status is 'OC v0.1'. A red box highlights the 'Details' button in the 'Comments' column.

Venue	NF	Event	Discipline	From / to	Organising Committee	Schedule Admins	Status	Published	Comments
Oudkarspel	NED	CCI3*-L, CCI3*-S, CCI2*-L, CCIOP2-L	Eventing	02/04/2021 04/04/2021	Stichting North Holland Horse Trials	BELL Janet	OC v0.1		Details

Step 3: Once you have filled in all the sections, you can submit the schedule to your National Federation by clicking on **Submit to NF** in the top right corner of your window.

Event Schedules

FEI Schedules Dashboard

BELL Janet (10217976)
OC Schedule Admin

Oudkarspel
02/04/2021 - 04/04/2021 CCI3*-L CCI3*-S CCI2*-L CCIOP2-L

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

Access rights

Annexes

Results

In order to proceed with the results publication and for qualification purposes the FEI requires results to be uploaded directly on the FEI Database within four days after the conclusion of the event. All relevant information, file format and tutorial can be found on this page:
<http://inside.fei.org/fei/your-role/organisers/xml-format>
If you or your provider are unable to produce the required files, results will be accepted by e-mail to eventingresults@fei.org. In the proper Excel or "XML" format immediately after the event. Please refer to compulsory format for CIs/CIOS/Championships and Games; the file can be downloaded using the following link:
<http://inside.fei.org/fei/your-role/organisers/eventing/results-forms>
All results must include FEI Passport Registration number of horses and FEI ID number of Riders.
Please note that as per Art. 109.6 (GR): OCs of International Events must inform the FEI and NFs whose teams or individuals have taken part, of the results and prize money paid to each placed Athlete and team, within five (5) days following the Event, unless otherwise specified for qualification and ranking reasons as communicated by the FEI. Failure from OCs of International Events to provide the FEI with the appropriate result(s) and/or prize money information by the aforesaid deadline and/or in the aforesaid format shall entail a warning for the first violation and thereafter a fine of CHF 1'000.- per violation.

1. Stewarding

Step 4: Depending what information is missing, you can choose to force the submission of your schedule by clicking on **Force submission**. This transfers your schedule to your National Federation to review.

FEI Schedules Dashboard

BELL Janet (10217976)
OC Schedule Admin

Oudkarspel
02/04/2021 - 04/04/2021 CCI3*-L CCI3*-S CCI2*-L CCIOP2-L

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

Warning

Some items are not valid, you need to address them
Some items are not valid but you can still force your action

Cancel Force submission

VIII. Timetable

Competitions must not start before 08:00 h and must not finish after 23:00 h, unless prior approval is granted by the FEI.

CCI3*-L CCI3*-S CCI2*-L CCIOP2-L

Competition information

Section 1 CCI3*-S Rule: CCI3*

Tests information

Dressage

Dressage test *
CCI3* A

Cross-country

Event length (m) * 3025 Event speed (m/min) * 550 Number of efforts * 27

Jumping

Max. event distance (m) * 600 Event speed (m/min) * 350 Max. number of efforts * 14 Number of obstacles * 10

Timetable

Add dressage test Add meeting

If the system does not allow you to submit the schedule to your National Federation, you will be informed what is missing in the pop-up window. Click on **Cancel** and complete your schedule.

Event Schedules

The screenshot shows the FEI Schedules dashboard for the event 'Oudkarspel' (02/04/2021 - 04/04/2021). A warning dialog box is displayed in the center, stating: 'Warning: Some items are not valid, you need to address them. All acknowledgeable sections must be acknowledged. Some events have no competition.' A 'Cancel' button is visible in the bottom right of the dialog. The sidebar menu on the left includes sections 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 shows 'Results' and '1. Stewarding'.

The sections which are missing information will now be in **red**. Complete them and try again to submit your schedule.

Event Schedules

The screenshot shows the FEI Schedules dashboard for the event 'Oudkarspel' (02/04/2021 - 04/04/2021). The user is logged in as 'BELL Janet (10217976) OC Schedule Admin'. The dashboard is divided into several sections:

- 4. Ponies:** FEI Veterinary Regulations, Chapter IX: For all Pony Events, Ponies must be available for Pony Measurement if requested by the FEI.
- 5. Injury surveillance:** FEI Veterinary Regulations Chapter VIII: Horses participating in FEI Events are subject to injury surveillance protocols; and in the event of fatality, a post mortem examination.
- 6. Transport of horses:** Horses must be fit to travel and be transported in suitable vehicles for the transport of horses. Any government requirements for disease testing and control must be requested well in advance, to ensure that the horse is in compliance by the time of arrival at the border of the country where the Event is taking place. Athletes, or their representatives, have the responsibility to comply with national legislation in both their country of origin and the host nation of the Event. Where necessary athletes must contact local government authorities or veterinary advisors for information regarding animal health requirements and transport legislation. Within the European Union (EU), this includes EU Council Regulation (EC) No 1/2005 concerning the protection of animals during transport within the Member States of the EU.
- 7. Venue arrival information & fitness to compete:**
 - 7.1 Passports (FEI General Regulations Article 137):** For all issues relating to FEI Horse Passports/FEI Recognition Cards please contact your National Federation. All Horses competing at FEI Events must be registered with the FEI/FEI Passports or FEI Recognition Cards (for those Horses with a national passport approved by the FEI) are compulsory for FEI Events. NB: Horses entered in CIMs and in CSIP in their country of residence are not required to have an FEI Passport or FEI Recognition Card but must be properly registered with the FEI and identifiable (GRs 137.2). Athletes who do not present a Horse's Passport and/or Recognition Card, or one that is not correctly validated or fail to meet other passport requirements will be subject to Sanctions in accordance with Annex VI of the FEI Veterinary Regulations and may not be allowed to compete. NB: for Horses permanently resident in a Member State of the European Union; all Horses must have a national EU passport in compliance with EU Regulations to which a FEI Recognition card is applied. The exception to this being Horses in possession of an FEI passport which has been continually revalidated without interruption.
 - 7.2 Vaccinations - Equine Influenza (FEI Veterinary Regulations Article 1003):** Horses competing at FEI Events must comply with the requirements for Equine Influenza vaccination in accordance with the Veterinary Regulations and as summarised below.

Step 5: Once your schedule have been submitted to your National Federation, you will see in the top right corner next to the version of the schedule **(NF)**. This means that it is now in the hands of the National Federation.

The screenshot shows the FEI Schedules dashboard for the event 'Oudkarspel' (02/04/2021 - 04/04/2021). The user is logged in as 'BELL Janet (10217976) OC Schedule Admin'. The dashboard is divided into several sections:

- I. Denomination & layout:** Event information for 'Oudkarspel (Netherlands)' (02/04/2021 - 04/04/2021). An event list is shown with a 'Show details' button and category tags: CC03*-L, CC03*-S, CC02*-L, CC02*-L.

Step 6: On your **Dahsboard**, you can also see under **Status**, that the schedule is now in the hand of your National Federation.

Event Schedules

The screenshot shows the FEI Schedules Dashboard. At the top, there are tabs for 'FEI Schedules' and 'Dashboard', with 'Dashboard' selected. The user is identified as 'BELL Janet (10217976) OC Schedule Admin'. The main content area is titled 'Dashboard' and has two tabs: 'Upcoming events' (selected) and 'Past events'. Below this is a table of 'Upcoming events' with the following columns: Venue, NF, Event, Discipline, From / to, Organising Committee, Schedule Admins, Status, Published, and Comments. The first row of data is for 'Oudkarspel' in 'NED' with event 'CCI3*-L, CCI3*-S, CCI2*-L, CCIOP2-L' in 'Eventing' from '02/04/2021' to '04/04/2021', organized by 'Stichting North Holland Horse Trials' and managed by 'BELL Janet'. The 'Status' column for this event is highlighted with a yellow box and a yellow arrow points to it. Below the table is a pagination control showing 'First', 'Previous', '1', 'Next', and 'Last'.

Once submitted to your National Federation they will review your first draft. If your National Federation give you back access, to perhaps enter additional information, you will be informed by email and the status of the schedule will change on your Dashboard.

Please note: We recommend not to submit your schedule too early to your National Federation. Otherwise, all modifications will then be noted as a comment and the thread of comments/modifications to acknowledge by your National Federation will be consequent.

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