

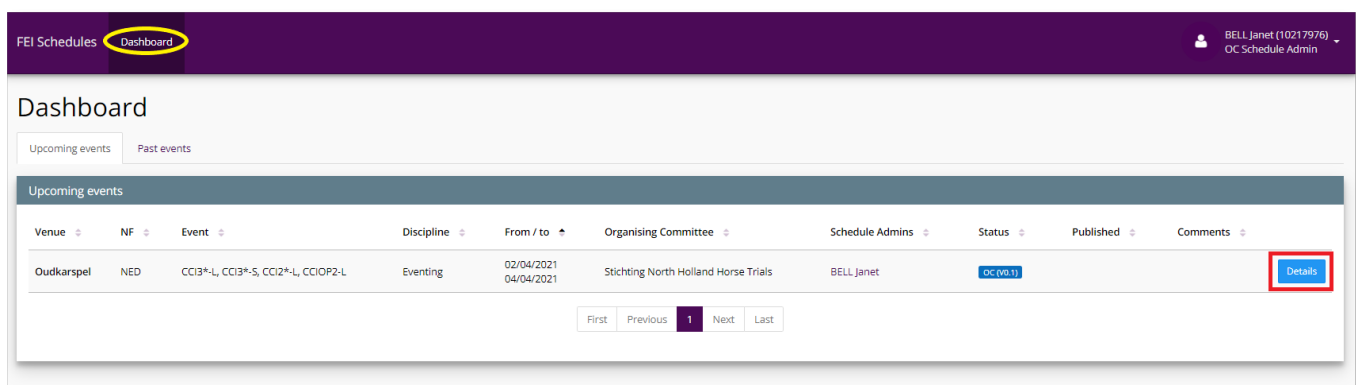
# Event Schedules

## How to add a scoring/timing provider on the FEI Online Schedule for Eventing

You are the Organising Committee of a FEI Eventing Event and want to add a scoring/timing provider to the schedule you are filling in?

**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 identified 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 row is visible for 'Oudkarspel' with event 'NED CCI3\*-L, CCI3\*-S, CCI2\*-L, CCIOP2-L' in 'Eventing' discipline, scheduled from '02/04/2021' to '04/04/2021' by 'Stichting North Holland Horse Trials'. The 'Status' is 'OC WO-1' and the 'Comments' column contains a 'Details' button (highlighted with a red box). A pagination bar at the bottom shows 'First', 'Previous', '1', 'Next', and 'Last'.

**Step 3:** Select the **Logistical information** section on the left hand side and scroll until the sub-section **5. Scoring/timing provider**.

**Step 4a:** If the scoring/timing provider is not a FEI Certified Service Provider, click on **Add a provider** and select **Other Provider**.

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**Please note:** You can verify on the [lists of FEI Certified Service Providers](#) per discipline if the scoring and timing provider is certified by the FEI or not.

A pop-up window will open. First, select if the scoring and timing will be managed by **a company** or **a person**.

If the scoring and timing will be managed by **a company**, type the name of the company and then add the contact person at Event.

If the scoring and timing will be managed by **a person**, you will only have to add the contact person at Event.

Click on **Save**.

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**Step 4b:** If the scoring/timing provider is a FEI Certified Service Provider, click on **Add a provider** and select **FEI Certified Service Provider**.

**Please note:** You can verify on the [lists of FEI Certified Service Providers](#) per discipline if the scoring and timing provider is certified by the FEI or not.

A pop-up window will open. Select the **FEI Certified Service Provider** from the dropdown list, add the **Contact person at Event** and click on **Save**.

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**Please note:** If you choose to add a FEI Certified Service Provider, you can only select one of the FEI Certified Service Providers listed here:

<https://inside.fei.org/fei/your-role/it-services/it-providers/list>

**Step 5:** If the **Contact person at Event** is not in the list, you can click on **Add a person not in this list**.

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You enter the personal details of the person and click on **Add this person**. The information with the \* is required and must be completed for the person to be added.

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If the person already exists in the FEI Database, the system will notify this.

If it is not the same person, click on **Create new person** and click on **Save**.

If it is the same person, select the person and click on **Add selected person** and click on **Save**.

If you do not want anymore to add this person, click on **Cancel**.

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If you chose to create a new person, this action will create a profile on the FEI Database, please make sure you do not create a profile if the person already has one.

**Please note:** Adding the Timing/Scoring Provider does not give the relevant access to the contact person to consult the entries of your Show. You can manage and add access rights on the section ACCESS RIGHTS.

[Click here to see how to add access rights on the FEI Online Schedule Platform.](#)

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