

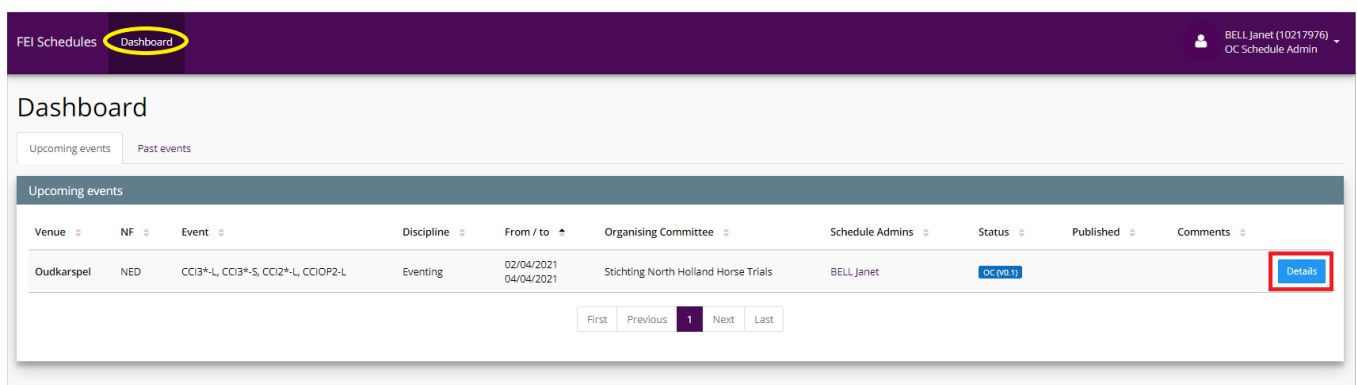
Event Schedules

How to add an extra Official on the FEI Online Schedule Platform

You are the Organising Committee of a FEI Event and want to add an extra Official 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 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' by 'Stichting North Holland Horse Trials' with 'BELL Janet' as the schedule admin. The status is 'OC (v.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 (v.1)		Details

Step 3: Select the **Officials** section on the left hand side. Click on **Add an official** on the right hand side and select the function you would like to add. You can choose between Ground Jury, Technical Delegate, Course Designer, Farrier, NF Delegate and much more.

Event Schedules

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

Access rights: V. Officials

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

For functions that can be occupied by National Officials, if you cannot find them in the proposed choices, leave empty and add a comment to ask your NF to fill the assignment function.

All CCI3*-L CCI3*-S CCI2*-L CCI2*-S CCI0Y3*-L CCI0J2*-L CCI0P2*-L Add an official

Assignment	Name	FEI ID	NF	Function	Event
1. Ground Jury					
Ground Jury President	Please select...				
Ground Jury Member	Please select...				
Jumping Judge	Please select...				
2. Technical Delegate					
Technical Delegate	Please select...				
Assistant Technical Delegate	Please select...				
3. Course Designer					
Cross Country Course Designer	Please select...				
Jumping Course Designer	Please select...				
Cross Country Assistant Course Designer	Please select...				
Course Builder	Please select...				

Filter...
Assistant Technical Delegate
Course Designer
Cross Country Course Designer
Jumping Course Designer
Cross Country Assistant Course Designer
Jumping Assistant Course Designer
Cross Country Course Advisor

Step 4: When you click on the function you would like to add, 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 **Next**.

Jumping Assistant Course Designer

Please select the desired official for the **Jumping Assistant Course Designer** assignment:

BEUKERS Ronald (NED) 10071230 , Course designer (N)

Gender *
Male

First Name *
Ronald

Family Name *
BEUKERS

Email *
info@manegebeukers.nl

Business Mobile Nr

Private Mobile Nr

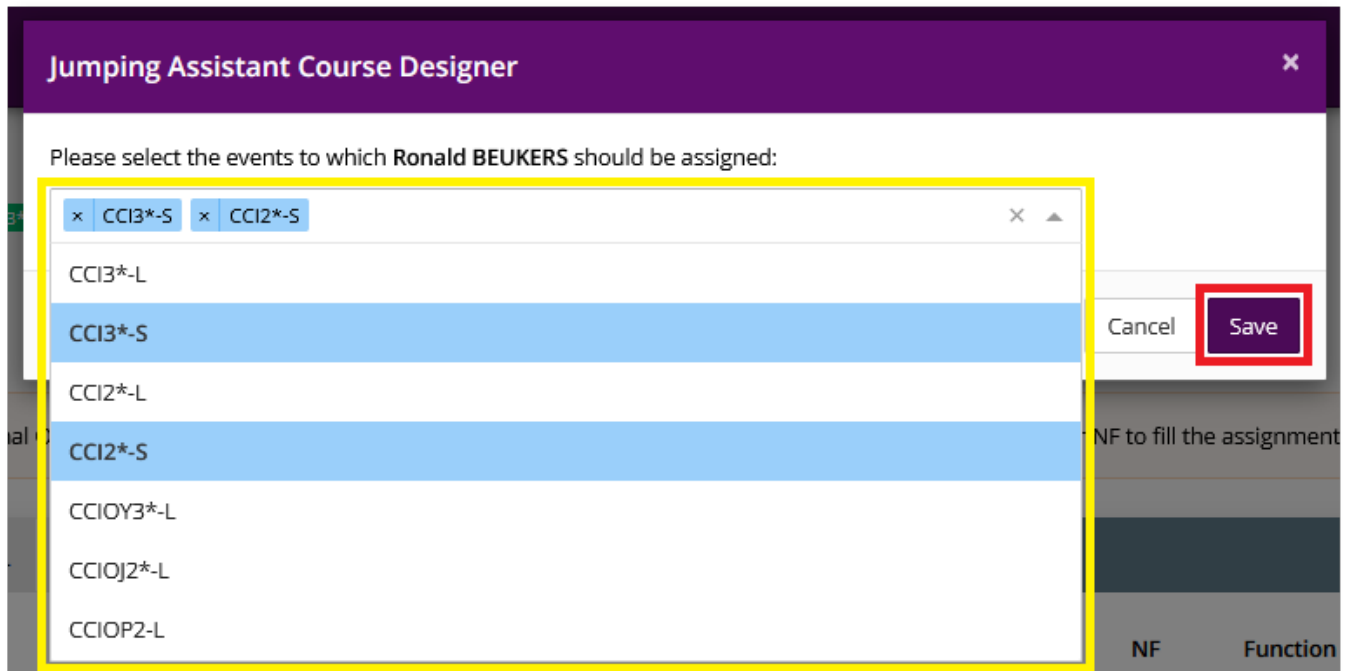
Date of birth *
27/10/1973

Nationality *
NED - Netherlands

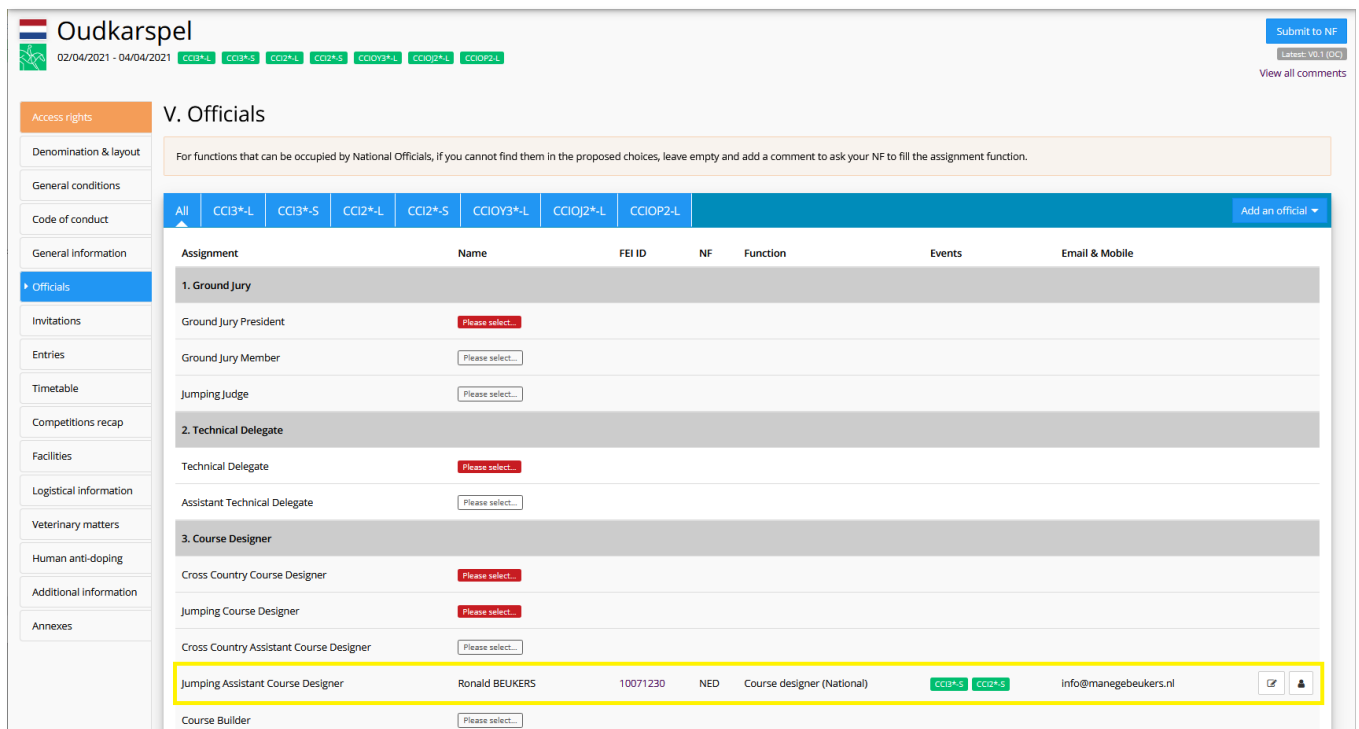
Cancel Next

Event Schedules

Step 5: Select the Event(s) to which the Official should be assigned and click on **Save**. You can choose multiple Events.

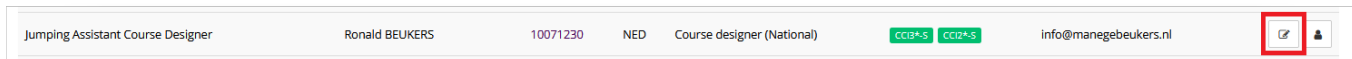


Step 6: The Official is now added to the schedule for your National Federation to confirm.

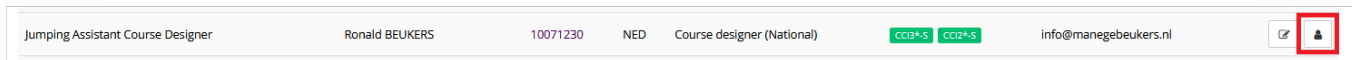


Event Schedules

Step 7: If you would like to edit the Event(s) to which the Official has been assigned, click on the edit button on the right hand side and edit the Event(s) accordingly.



Step 8: If you would like to edit the person or remove the function, click on the person logo on the right hand side and edit accordingly.



Unique solution ID: #1231

Author:

Last update: 2021-03-16 16:22