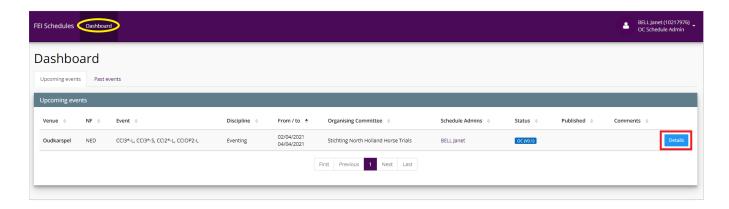
How to add a meeting to the timetable on the FEI Online Schedule for Eventing

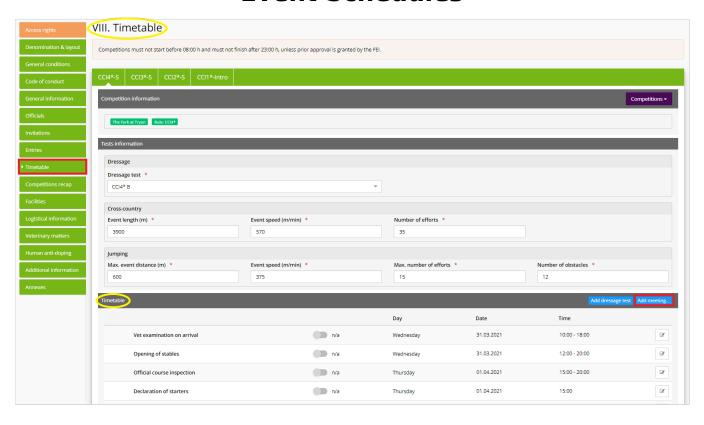
You are the Organising Committee of a FEI Eventing Event and want to add a meeting to the timetable on the schedule you are filling in? You want to add a breifing or an event within your timetable?

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.

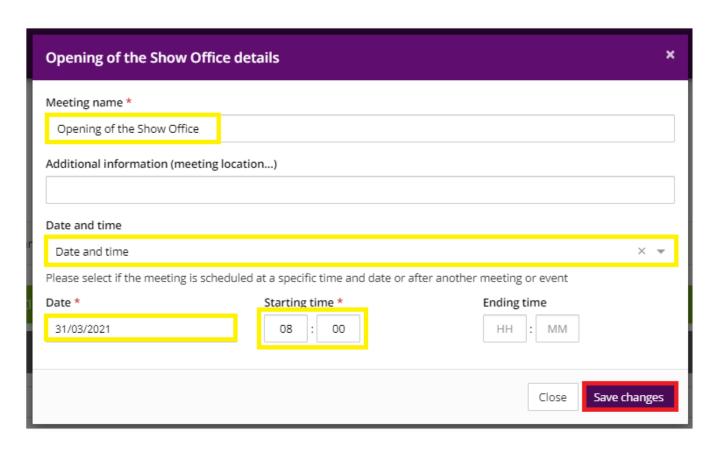


Step 3: Select the **Timetable** section on the left hand side, scroll down until the sub-section **Timetable** and then click on **Add meeting...**

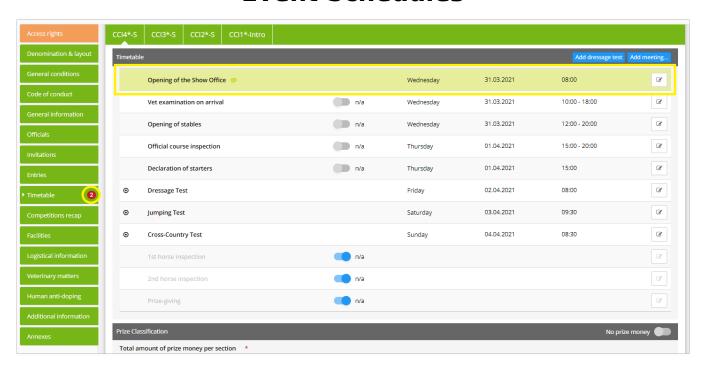


Step 4: A pop-up window will open, you can write the **Meeting name** and select if the meeting is scheduled at a specific time and date or after another meeting or Page 2 / 4

event. Once you have filled in the required information, click on Save changes.



Step 5: The meeting has been added to the **Timetable**. When you submit your schedule to your National Federation, they will be informed of the addition/modification you have made.



To see how to submit your schedule, click here.

Unique solution ID: #1232

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Last update: 2022-10-26 15:12