

Event Schedules

How to add access rights on the FEI Online Schedule Platform

You want to grant access rights to a person for your Event to help you with the schedule?

You need to grant access to someone in your Organising Committee to manage the entries for your Event?

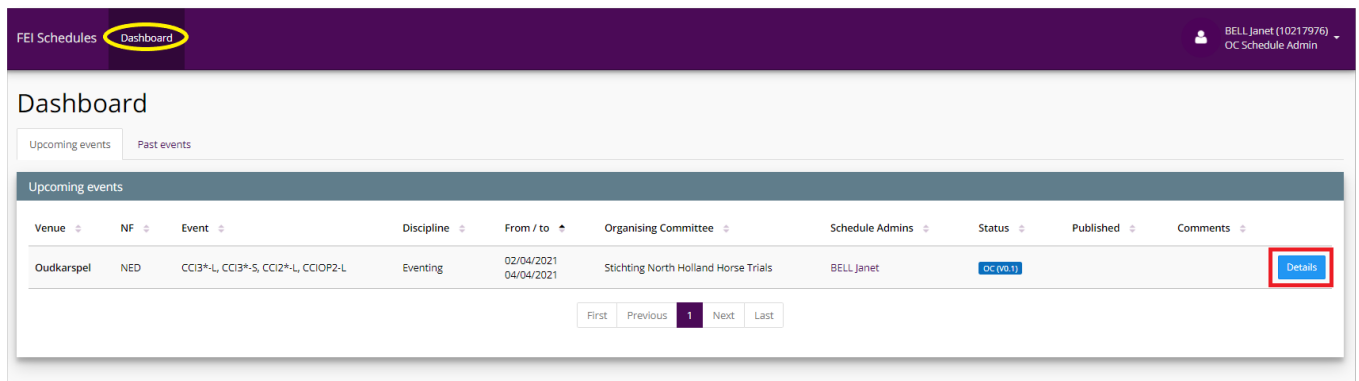
Your Timing Provider needs to consult the entries?

You can give access through the FEI Online Schedule Platform under the **ACCESS RIGHTS** section.

As **OC Schedule Admin**, you can grant access to members of your Organising Committee at any time and they will be given access straight away.

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 profile 'BELL Janet (10217976) OC Schedule Admin' is visible in the top right. 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 shown for 'Oudkarspel' (NED) with event 'CCI3*-L, CCI3*-S, CCI2*-L, CCIOP2-L' in 'Eventing' discipline, from '02/04/2021' to '04/04/2021', organized by 'Stichting North Holland Horse Trials', and managed by 'BELL Janet'. The status is 'DC (No.1)'. A blue 'Details' button is highlighted with a red box in the 'Comments' column. At the bottom of the table are pagination controls: 'First', 'Previous', '1', 'Next', 'Last'.

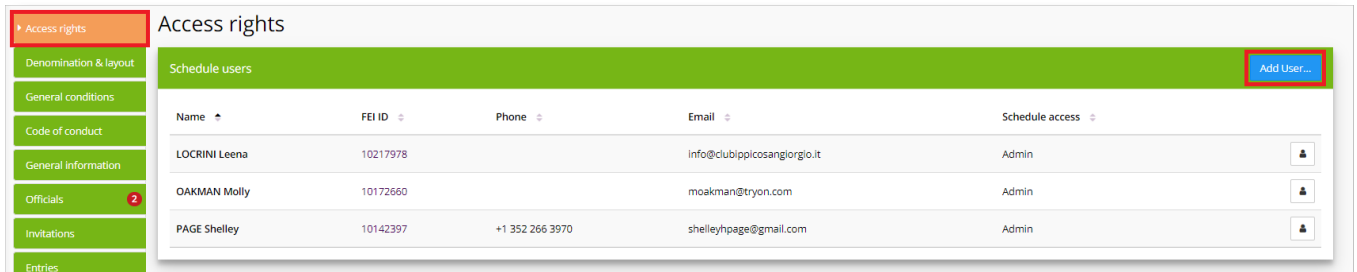
In the **Access rights** section there are three categories:

- **Schedule Users:** these are the people who can edit or consult the online schedule for your Event
- **FEI Entry System Users:** these are the people who can accept/reject entries for your Event or consult the entry lists for your Event on the FEI Entry System
- **Service Providers:** these are the IT/Timing/Scoring Providers who require

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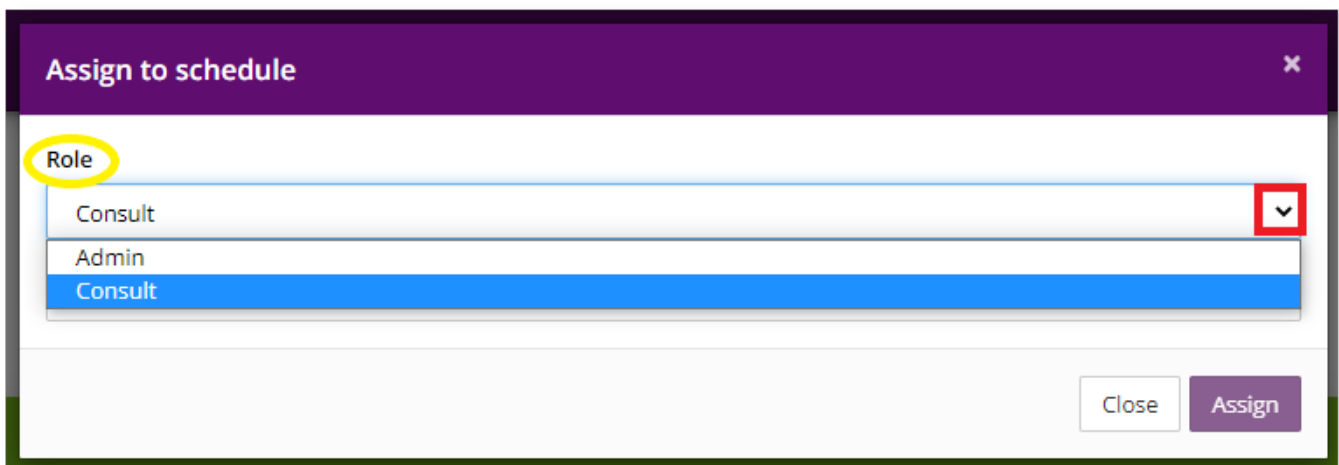
access to the FEI Entry System to download the entries and in certain cases upload results

Step 3: Go to the **Access rights** section and click on **Add User...** under the relevant section.



Name	FEI ID	Phone	Email	Schedule access
LOCRINI Leena	10217978		Info@clubippicosangiorgio.it	Admin
OAKMAN Molly	10172660		moakman@tryon.com	Admin
PAGE Shelley	10142397	+1 352 266 3970	shelleyhpage@gmail.com	Admin

Step 4: Under **Role** you can choose if you want the person to have **Admin** or **Consult** rights.



Assign to schedule

Role

Consult

Admin

Consult

Close Assign

- **Admin** rights grant access to the person to see and modify anything on the FEI Online Schedule Platform and allows the given person to accept or reject entries on the FEI Entry System
- **Consult** access is a "view only" access on both the FEI Online Schedule Platform and the FEI Entry System.

Step 5: Select the correct person by entering the name or FEI ID.

If this person is not yet registered on the FEI Database, you can click on **Add a person not in this list** to create the person.

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The screenshot shows a purple header bar with the text "Assign to schedule" and a close icon. Below the header, there is a "Role" dropdown menu set to "Consult". A search input field contains "john smith" and is highlighted with a red box. Below the search field, a list of search results is displayed: "SMITH John - (RSA) 10107609" (highlighted in blue) and "SMITH John - (USA) 10229951". At the bottom of the list, there is a button labeled "Add a person not in this list" which is also highlighted with a red box.

Step 6: Once you have selected the correct person and filled in the required fields if necessary, click on **Assign**.

The screenshot shows the same "Assign to schedule" dialog box. The "Role" dropdown is still "Consult". The search input field now contains "SMITH John - (USA) 10229951" and is highlighted with a red box. Below the search field, there are three input fields: "Gender *" (set to "Male"), "First Name *" (set to "John"), and "Family Name *" (set to "SMITH"). Below these is an "Email *" field containing "johnsmith@gmail.com". At the bottom, there are two empty input fields for "Business Mobile Nr" and "Private Mobile Nr". At the bottom right, there are two buttons: "Close" and "Assign", with the "Assign" button highlighted by a red box.

Please note: This section is completely separate to the validation of your schedule.

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It is not necessary for the ACCESS RIGHTS section to be completed or validated for the submission or publication of your schedule to take place.

The ACCESS RIGHTS section can be edited at anytime and the modifications are made directly on the FEI Database/FEI Entry System, the schedule does not need to be republished for the modifications to take place.

Scoring/Timing provider: You can add on the ACCESS RIGHTS section the Timing Provider who needs to consult the entries. But you will also need to add the IT Provider on the LOGISTICAL INFORMATION section.

[Click here to see how to add a scoring/timing provider on the FEI Online Schedule for Jumping.](#)

[Click here to see how to add a scoring/timing provider on the FEI Online Schedule for Eventing.](#)

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