Event Schedules

How to send back a version of the schedule to the OC on the FEI Online Schedule platform

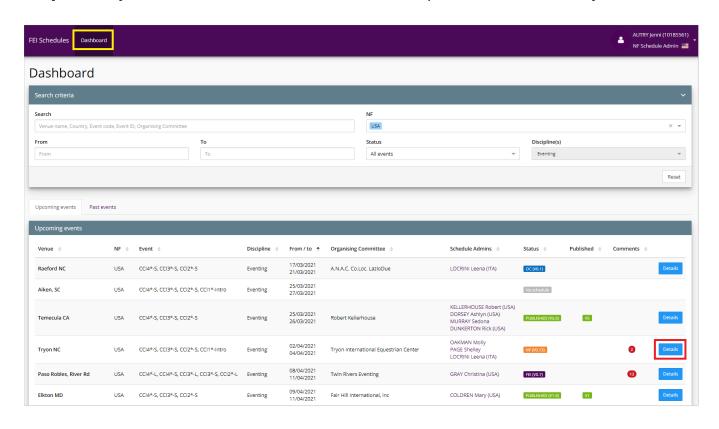
You are a NF member and you wish to send back a version of the schedule to the Organising Committee?

You have corrected something and/or entered additional information to a schedule and you wish to send it back to the Organising Committee?

You need your Organising Committee to provide further details?

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

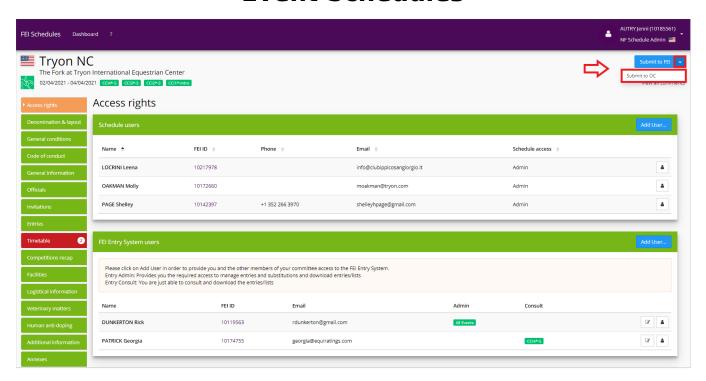
Step 2: On your Dashboard click on Details to open the schedule of your Event.



Step 3: Once you have checked all the sections that were filled in by the Organising Committee and added any comments or corrections, you can submit the schedule back to the OC.

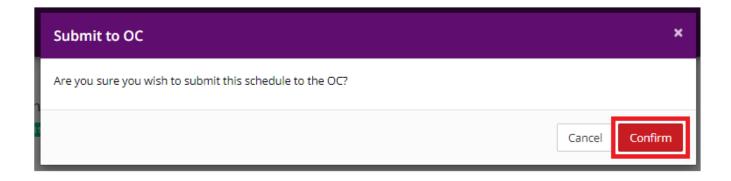
To do this, click on the little arrow in the top right corner of your window and then select **Submit to OC**.

Event Schedules



Step 4: A pop-up window will open, to submit the schedule back to the OC, click on **Confirm**.

If you do not want to submit the schedule back to the OC, click on **Cancel**.



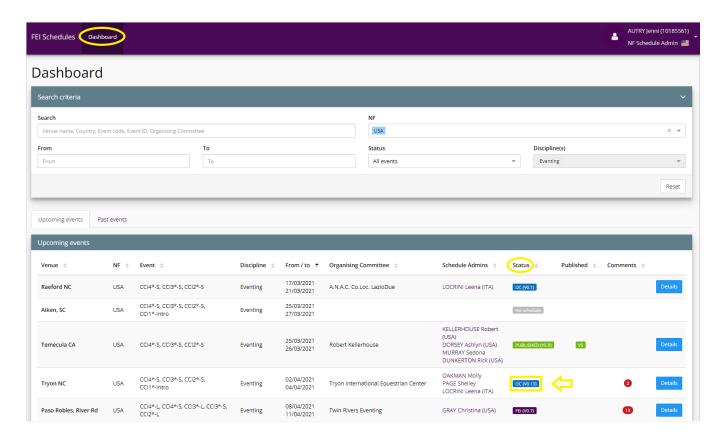
Step 5: Once your schedule has been submitted back to the OC, you will see in the top right corner next to the version of the schedule **(OC)**. This means that it is now in the hands of the Organising Committee.

Event Schedules



You can take back control of the schedule at anytime, <u>click here to see how to take control of the schedule</u>.

Step 6: On your **Dashboard**, you can also see under the **Status** column, that the schedule is now in the hands of the Organising Committee.



Unique solution ID: #1233

Author:

Last update: 2021-03-29 08:12