

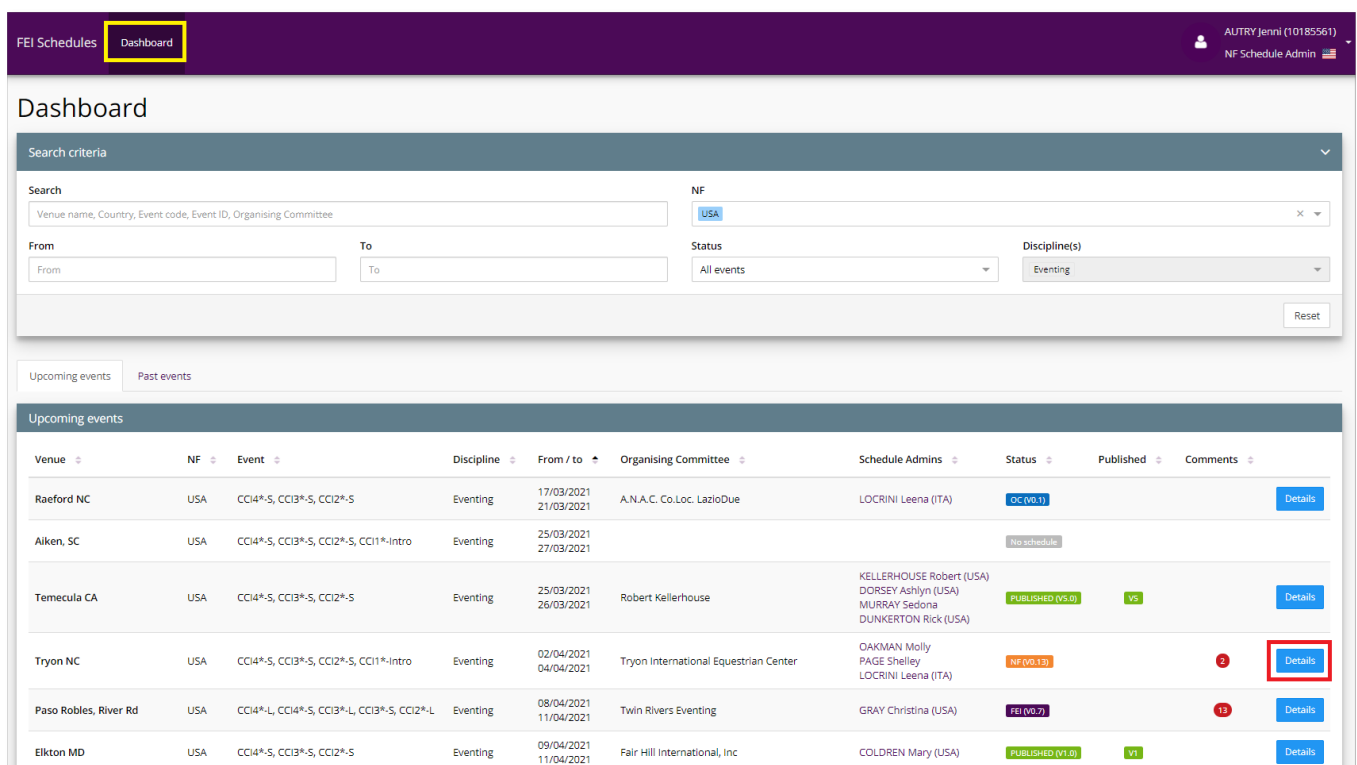
Event Schedules

How to submit the schedule to the FEI for approval on the FEI Online Schedule platform

You have checked all the sections of the schedule and you wish to submit it to the FEI for approval?

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. At the top, there is a navigation bar with 'FEI Schedules' and 'Dashboard' (highlighted with a yellow box). The user is logged in as 'AUTRY Jenni (10185561)' with the role 'NF Schedule Admin'. Below the navigation bar is a search criteria section with fields for 'Search' (Venue name, Country, Event code, Event ID, Organising Committee), 'NF' (USA), 'From' and 'To' dates, 'Status' (All events), and 'Discipline(s)' (Eventing). A 'Reset' button is located at the bottom right of the search criteria section. Below the search criteria is a tabbed interface with 'Upcoming events' selected. The main content area displays a table of upcoming events with columns: Venue, NF, Event, Discipline, From / to, Organising Committee, Schedule Admins, Status, Published, and Comments. The table contains several rows of event data. The 'Tryon NC' row is highlighted with a red box around its 'Details' button.

Venue	NF	Event	Discipline	From / to	Organising Committee	Schedule Admins	Status	Published	Comments
Raeford NC	USA	CCI4*-S, CCI3*-S, CCI2*-S	Eventing	17/03/2021 21/03/2021	A.N.A.C. Co.Loc. LazioDue	LOCRINI Leena (ITA)	OC (V0.1)		
Aiken, SC	USA	CCI4*-S, CCI3*-S, CCI2*-S, CCI1*-Intro	Eventing	25/03/2021 27/03/2021			No schedule		
Temecula CA	USA	CCI4*-S, CCI3*-S, CCI2*-S	Eventing	25/03/2021 26/03/2021	Robert Kellerhouse	KELLERHOUSE Robert (USA) DORSEY Ashlyn (USA) MURRAY Sedona DUNKERTON Rick (USA)	PUBLISHED (V5.0)	V5	
Tryon NC	USA	CCI4*-S, CCI3*-S, CCI2*-S, CCI1*-Intro	Eventing	02/04/2021 04/04/2021	Tryon International Equestrian Center	OAKMAN Molly PAGE Shelley LOCRINI Leena (ITA)	NF (V0.13)		2
Paso Robles, River Rd	USA	CCI4*-L, CCI4*-S, CCI3*-L, CCI3*-S, CCI2*-L	Eventing	08/04/2021 11/04/2021	Twin Rivers Eventing	GRAY Christina (USA)	FEI (V0.7)		13
Elkton MD	USA	CCI4*-S, CCI3*-S, CCI2*-S	Eventing	09/04/2021 11/04/2021	Fair Hill International, Inc	COLDREN Mary (USA)	PUBLISHED (V1.0)	V1	

Step 3: Once you have verified all the sections, you can submit the final version of the schedule to the FEI for approval by clicking on **Submit to FEI**.

Event Schedules

The screenshot shows the FEI Schedules dashboard for Tryon NC. The top navigation bar includes 'FEI Schedules', 'Dashboard', and a user profile for 'AUTRY Jenni (10185561)'. The main content area displays the event details for 'Tryon NC' at 'The Fork at Tryon International Equestrian Center' from '02/04/2021 - 04/04/2021'. A sidebar on the left lists various menu items like 'Access rights', 'Denomination & layout', etc. The main content area shows 'Access rights' with a table of 'Schedule users'. A red arrow points to a 'Submit to FEI' button in the top right corner.

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: A pop-up window will open, to submit the schedule to the FEI, click on **Confirm**.

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

The screenshot shows a 'Submit to FEI' pop-up window. The window title is 'Submit to FEI' and it contains the question 'Are you sure you wish to submit this schedule to the FEI?'. At the bottom right, there are two buttons: 'Cancel' and 'Confirm'. The 'Confirm' button is highlighted with a red box.

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

The screenshot shows the FEI Schedules dashboard for Tryon NC after submission. The top navigation bar is the same. The main content area shows the event details. In the top right corner, the text 'Latest: V0.14 (FEI)' is highlighted with a yellow box, indicating that the schedule has been submitted to the FEI for approval.

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

Event Schedules

FEI Schedules **Dashboard** AUTRY Jenni (10185561)
NF Schedule Admin

Dashboard

Search criteria

Search: Venue name, Country, Event code, Event ID, Organising Committee

NF: USA

From: From To: To

Status: All events Discipline(s): Eventing

Reset

Upcoming events Past events

Upcoming events

Venue	NF	Event	Discipline	From / to	Organising Committee	Schedule Admins	Status	Published	Comments
Raeford NC	USA	CCI4*-S, CCI3*-S, CCI2*-S	Eventing	17/03/2021 21/03/2021	A.N.A.C. Co.Loc. LazioDue	LOCRINI Leena (ITA)	OC (v0.1)		
Aiken, SC	USA	CCI4*-S, CCI3*-S, CCI2*-S, CCI1*-Intro	Eventing	25/03/2021 27/03/2021			No schedule		
Temecula CA	USA	CCI4*-S, CCI3*-S, CCI2*-S	Eventing	25/03/2021 26/03/2021	Robert Kellerhouse	KELLERHOUSE Robert (USA) DORSEY Ashlyn (USA) MURRAY Sedona DUNKERTON Rick (USA)	PUBLISHED (v5.0)	vs	
Tryon NC	USA	CCI4*-S, CCI3*-S, CCI2*-S, CCI1*-Intro	Eventing	02/04/2021 04/04/2021	Tryon International Equestrian Center	OAKMAN Molly PAGE Shelley LOCRINI Leena (ITA)	FEI (v0.14)		2
Paso Robles, River Rd	USA	CCI4*-L, CCI4*-S, CCI3*-L, CCI3*-S, CCI2*-L	Eventing	08/04/2021 11/04/2021	Twin Rivers Eventing	GRAY Christina (USA)	FEI (v0.7)		13

Step 7: If you have not validated all the comments and/or modifications made on the schedule, or perhaps certain sections are missing necessary information, you will be informed when trying to submit.

Click on **Cancel**, to return to the schedule and validate the comments/modifications and try to submit the schedule again.

Warning [X]

Some threads require your attention.

Cancel

To see how to validate a comment made by an Organising Committee, [click here](#).

Unique solution ID: #1234

Author:

Event Schedules

Last update: 2021-03-25 10:34