

# Event Schedules

## How to add a National Official on the FEI Online Schedule platform for Eventing

The Organising Committee has asked you to add a National Official for one of the Official functions on an upcoming schedule for an Eventing Show?

**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 the Event.

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: 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
Raeform NC	USA	CCI4*-S, CCI3*-S, CCI2*-S	Eventing	17/03/2021 21/03/2021	A.N.A.C. Co.Loc. LazioDue	LOCRIINI Leena (ITA)	OC (V0.1)		Details
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	Details
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 LOCRIINI Leena (ITA)	NF (V0.13)		Details
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)		Details
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	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.

# Event Schedules

**Tryon NC**  
The Fork at Tryon International Equestrian Center

02/04/2021 - 04/04/2021 CCI4\*-S CCI3\*-S CCI2\*-S CCI1\*-Intro

Access rights

Denomination & layout

General conditions

Code of conduct

General information

**Officials** 2

Invitations

Entries

Timetable 2

Competitions recap

Facilities

**V. Officials**

If a National Official is to be assigned and does not yet have an FEI ID number, you will be able to create the record directly in the interface.

All CCI4\*-S CCI3\*-S CCI2\*-S CCI1\*-Intro Add an official

Assignment	Name	FEI ID	NF	Function	Events
1. Ground Jury					
Ground Jury President	Mark WEISSBECKER	10004947	USA	Judge (3)	<span>CCI4*-S</span> <span>CCI3*-S</span>
Ground Jury President	Peter GRAY	10005213	CAN	Judge (3)	<span>CCI2*-S</span> <span>CCI1*-Intro</span>
Ground Jury Member	Amanda MILLER	10009363	USA	Judge (2)	<span>CCI2*-S</span> <span>CCI1*-Intro</span>
Jumping Judge	Mark WEISSBECKER	10004947	USA	Judge (3)	<span>CCI4*-S</span> <span>CCI3*-S</span>

Filter...

Ground Jury

Ground Jury President

Ground Jury Member

**Jumping Judge**

Additional Dressage Judge

Technical Delegate

Technical Delegate  
6172832721

**Step 4:** When you click on the function you would like to add, a pop-up window will open. Try to search for the Official in the dropdown list by using the FEI ID number or name of the person. If you cannot find the person and it is a National Official, you will have to create the person as a National Official by clicking on **Add a person not in this list**.

**Jumping Judge**

Please select the desired official for the **Jumping Judge** assignment:

john smith

No items found

Add a person not in this list

**Step 5:** Complete the required information and click on **Add this official**.

# Event Schedules

## Jumping Judge

Please select the desired official for the Jumping Judge assignment:

Gender \*

Male

First Name \*

John

Family Name \*

Smith

Email \*

johnsmith@gmail.com

Business Mobile Nr

Private Mobile Nr

Date of birth \*

03/03/1970

Nationality \*

USA - United States of America

Please specify the date of validity of the National Jumping Judge function:

Start Date \*

01/01/2021

End Date

dd/mm/yyyy

Add this official

Cancel

Next

**Step 6:** The system will inform you if the person you are trying to add matches an already registered person. If you are sure that it is not the same person, click on **Create new person** and then click on **Next**.

If the person already exists in the system, select the person and click on **Add selected person** and then **Next**.

# Event Schedules

The screenshot shows a purple header bar with the text 'Jumping Judge' and a close button (X). Below the header, the text reads: 'Please select the desired official for the Jumping Judge assignment:'. There is a search input field with the placeholder text 'Name or FEI ID'. Below the search field, a message states: 'The person you're trying to add matches an already registered person. Please select the correct match, if any, in the list below and click on Add selected person or click on Create new person to confirm the creation of a new person.' A list box contains the entry 'SMITH John 10107609' with the note 'The family name and first name are similar to those of this person.' At the bottom right, there are three buttons: 'Create new person' (highlighted with a red box), 'Add selected person' (blue), and 'Cancel' (red). At the very bottom right, there are two more buttons: 'Cancel' (white) and 'Next' (highlighted with a red box).

**Step 7:** Once the person is created, select the Events to which he/she should be assigned and click on **Save**. You can select multiple Events.

The screenshot shows the same purple header bar with 'Jumping Judge' and a close button (X). The text below the header reads: 'Please select the events to which John SMITH should be assigned:'. A list box is open, showing a selection of events. The list includes 'CCI2\*-S', 'CCI3\*-S', 'CCI4\*-S', 'CCI3\*-S', 'CCI2\*-S', and 'CCI1\*-Intro'. The first two items, 'CCI2\*-S' and 'CCI3\*-S', are already selected and shown in a blue bar at the top of the list. The third item, 'CCI4\*-S', is highlighted with a blue bar. The list box is outlined with a yellow border. To the right of the list box, there are two buttons: 'Cancel' (white) and 'Save' (highlighted with a red box).

**Step 8:** The National Official has been added and assigned to his/her relevant function. The Organising Committee will see this modification in the comment section on the right hand side.

# Event Schedules

**Tryon NC**  
The Fork at Tryon International Equestrian Center  
02/04/2021 - 04/04/2021

Submit to FEI

Latest: V0.15 (NF)

View all comments

Access rights

Denomination & layout

General conditions

Code of conduct

General information

Officials **1**

Invitations

Entries

Timetable **2**

Competitions recap

Facilities

Logistical information

Veterinary matters

Human anti-doping

Additional information

Annexes

## V. Officials

If a National Official is to be assigned and does not yet have an FEI ID number, you will be able to create the record directly in the interface.

All CCI4\*-S CCI3\*-S CCI2\*-S CCI1\*-Intro Add an official

Assignment	Name	FEI ID	NF	Function	Events	Email & Mobile
<b>1. Ground Jury</b>						
Ground Jury President	Mark WEISSBECKER	10004947	USA	Judge (3)	CCI4*-S CCI3*-S	mweisbecker@hotmail.com 6172832721
Ground Jury President	Peter GRAY	10005213	CAN	Judge (3)	CCI2*-S CCI1*-Intro	pgray007@hotmail.com 352-425-6302
Ground Jury Member	Amanda MILLER	10009363	USA	Judge (2)	CCI2*-S CCI1*-Intro	millereventing@hotmail.com
Jumping Judge	Mark WEISSBECKER	10004947	USA	Judge (3)	CCI4*-S CCI3*-S	mweisbecker@hotmail.com 6172832721
Jumping Judge	Paula PAGLIA	10151980	USA	Judge (National)	CCI4*-S CCI3*-S	Paglawest@gmail.com (480) 695-4581
Jumping Judge	John SMITH	10229951	USA	Judge (National)	CCI3*-S CCI2*-S	johnsmith@gmail.com
<b>2. Technical Delegate</b>						
Technical Delegate	Gerardo AMIAN NOVALES	10082875	ESP	Technical delegate (National)	CCI3*-S	mdelpinlopez@yahoo.es +34629656863
Assistant Technical Delegate	Sharyn ANTICO	10190038	USA	Technical delegate (National)	All	sharynantico@gmail.com

**Officials**

PAGE Shelley [OC]  
18/03/2021 13:49:21

Jumping Judge for CCI2\*-S and CCI3\*-S is a National Official, John Smith.

**Jumping Judge - John SMITH**

AUTRY Jenni [USA]  
18/03/2021 12:58:42

Assignee  
John SMITH

AUTRY Jenni [USA]  
18/03/2021 12:58:46

Events  
CCI3\*-S, CCI2\*-S

Reject Comment

**Please note:** Only National Federations can create National Officials as you must attest to their qualification/ability for the given function. Please enter accurate function start dates and contact information.

Unique solution ID: #1235

Author:

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