

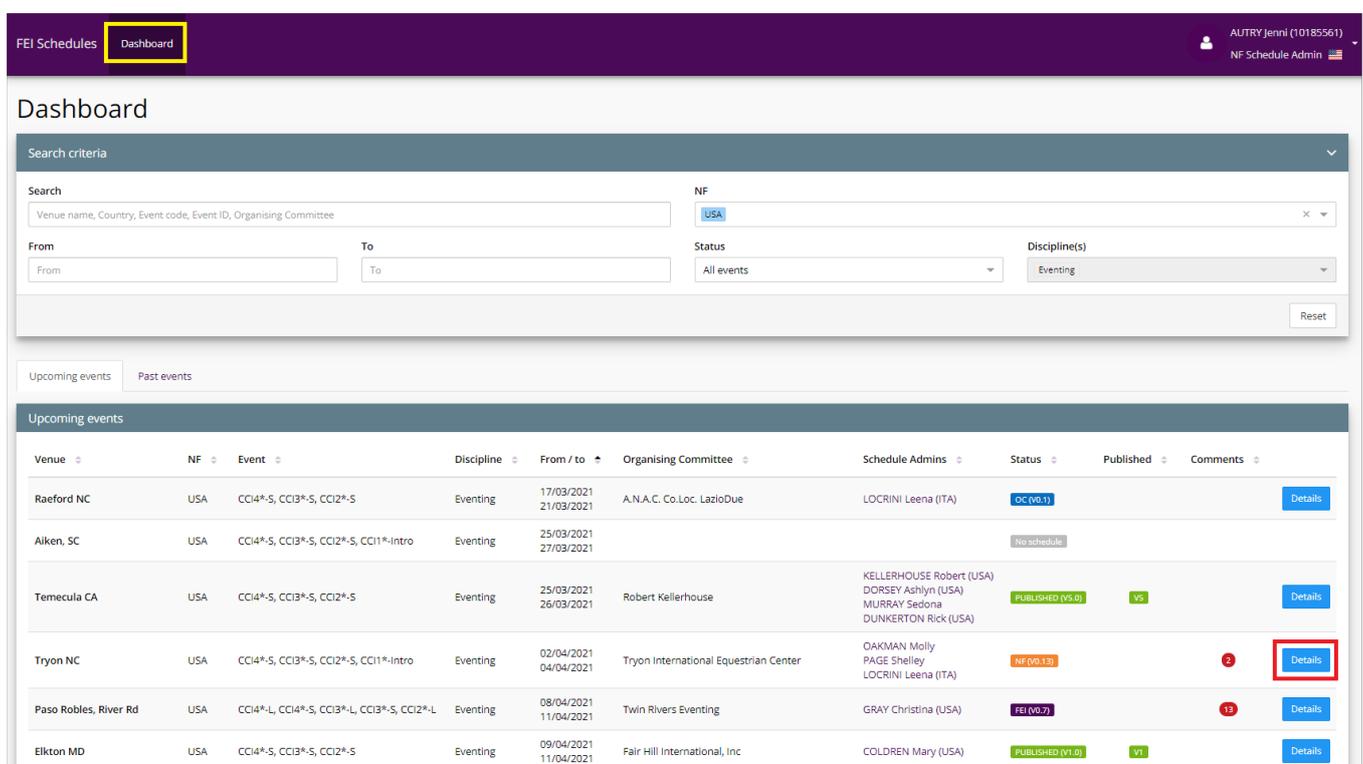
Event Schedules

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.



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 are tabs for 'Upcoming events' and 'Past events'. The 'Upcoming events' tab is active, displaying a table of events. The table has columns for Venue, NF, Event, Discipline, From / to, Organising Committee, Schedule Admins, Status, Published, and Comments. The 'Details' button for the event at Tryon NC is highlighted with a red box.

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	LOCRIINI Leena (ITA)	OC (0.1)		
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 (05.0)	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 LOCRIINI Leena (ITA)	NF (0.13)		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 (0.7)		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 (01.0)	V1	

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

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.

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

Filter...

- Ground Jury
- Ground Jury President
- Ground Jury Member
- Jumping Judge
- Additional Dressage Judge
- Technical Delegate
- Technical Delegate
6172832721

Add an official

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 * **First Name *** **Family Name ***
Email *
Business Mobile Nr **Private Mobile Nr**
Date of birth * **Nationality ***

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

Start Date * **End Date**

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

Jumping Judge [X]

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

Name or FEI ID [v]

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.

SMITH John 10107609
The family name and first name are similar to those of this person.

Create new person **Add selected person** **Cancel**

Cancel **Next**

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.

Jumping Judge [X]

Please select the events to which **John SMITH** should be assigned:

CCI2*-S CCI3*-S [X] [v]

CCI4*-S

CCI3*-S

CCI2*-S

CCI1*-Intro

Cancel **Save**

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 CCI4*-S CCI3*-S CCI2*-S CCI1*-Intro

Submit to FEI

Latest: V0.15 (NF)

View all comments

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Code of conduct

General information

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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
1. Ground Jury						
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
2. Technical Delegate						
Technical Delegate	Gerardo AMIAN NOVALES	10082875	ESP	Technical delegate (National)	CCI3*-S	mdelpinolopez@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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