

Veterinarians

How to fill in the FEI Online Vet Report

You were Official Veterinarian at an FEI Event and need to fill in your FEI Online Vet Report Form?

Please refer to the guidelines below which outline the relevant steps you need to follow to submit your report.

The FEI Forms interface gives you access, manage and submit all your reports and results from a centralised online location. The Veterinary report is optimised for both online and offline consultation and use - hence once the form is downloaded online you are welcome to fill it in whilst travelling, in the field or from the comfort of your home or office, with as many pauses in the time as you need to complete it as you wish (please use always the same device to download, fill it and submit the report and make sure you are ONLINE when you submit your report).

The online Form can then be submitted the next time that you have access to an internet connection, and we remind you that **the Veterinary Regulations require that your Report is submitted within 72 hours of the event ending, and fatality or catastrophic injuries reports, within 12 hours.** The sections on fatalities and injuries give you the possibility to submit fatalities/injuries prior to submitting the whole Vet report if that is required.

The online Form for the Event(s) you have been confirmed in the relevant schedule as the Veterinary Delegate or Foreign Veterinary Delegate will already have been generated onto the system. If the schedule has not been published yet, then the form will not be generated.

Step 1: Go to <https://forms.fei.org> and login with your FEI ID number and password.

If you can't remember your FEI ID number, [click here to see "How to find my FEI number."](#)

Once you are logged in, you will see the word **Online** and your name in the top right corner.

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Status: **Online** Dan REED (10100945) [Logout](#)

Please make sure you are connected to the internet when you complete the first steps and we highly recommend that you use the Mozilla Firefox or Google Chrome browsers.

Step 2: Scroll down until you see the **VETERINARY REPORT** section and click on **Load a Form**.

Step 3: Click on **Download** next to the Venue name of your next Event.

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This will reload the previous page on your screen if you go back. From now on, you can work online or offline.

To open the form offline anytime, just open your browser and navigate to <https://forms.fei.org> , then click the **Form List** button top left.

Step 4: Select the relevant report by clicking **Action** and **Open Form**.

Step 5: Once finished filling out any section please don't forget to click **Validate Section** and **Save form**.

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You will notice that as you validate each section the colour changes to show you it is validated. Note that many fields/questions must be completed using the drop down menu options.

If you were working offline and are ready to submit, connect to the Internet, reload the page on <https://forms.fei.org>, log in, open your form and click on **Verify and Submit Form**.

[Click here to watch the ONLINE VIDEO TUTORIAL.](#)

For any technical assistance on the FEI Forms platform, please contact:
forms@fei.org

Unique solution ID: #1040

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