

General

How to create an Official on the FEI Database

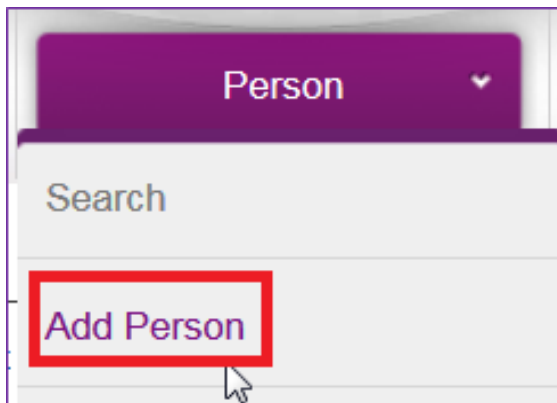
You need to create an Official on the FEI Database to take a Level 1 Course?

One of your national Officials wants to become certified as a Level 1 Official?

Step 1: You must go to <https://data.fei.org> and log in with your FEI ID number and password



Step 2: You must then go to the **PERSON** tab and click on **ADD PERSON**



Step 3: You must enter all the necessary information about the Official you are wishing to enter on the FEI Database:

ESTABLISH PERSON RECORD

Group	<input type="checkbox"/> Athlete <input type="checkbox"/> Trainer <input type="checkbox"/> NF Member <input checked="" type="checkbox"/> Official <input type="checkbox"/> Owner <input type="checkbox"/> Corporation Contact	Date of Birth *	<input type="text" value="05/08/1975"/> dd/MM/yyyy
Gender *	<input type="text" value="Male"/>	Mandatory if the person is an athlete, a trainer or an official	
Family Name *	<input type="text" value="TEST"/>	Administering NF	<input type="text" value="SWE"/>
First Name *	<input type="text" value="Example"/>	Nationality *	<input type="text" value="Sweden X"/>
Email Address *	<input type="text" value="example.test@gmail.com"/>	Mandatory if the person is an athlete, a trainer, an owner or an official	
<input type="checkbox"/> This person does not have an email			

Add

You must:

- tick the OFFICIAL box
- choose the gender
- enter the First name and Family name
- enter the Email Address
- enter the Date of Birth
- enter the Nationality of the Official

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Please note: It is the National Federation's responsibility to verify the nationality of the Official to make sure the information you enter on the FEI Database is correct.

Step 4: You then click on **Add** – the system will check that this person does not already exist on the FEI Database and will inform you if they find any similar matches.

Please note: if the Person already exists on the FEI Database you will be notified, please make sure to check these pop-up messages to not create the person multiple times on the FEI Database.

You are then directed to the second stage where you can fill out extra information regarding the Official.

Step 5: You can enter the Official's contact details if you wish, then click **Save** to create the profile:

PERSON DETAIL

Main

FEI ID		Status	Active
Gender *	Male	Date of Birth	05/08/1975 dd/MM/yyyy
Civility	-	Date of Retirement	dd/MM/yyyy
Family Name *	TEST	Date of Death	dd/MM/yyyy
First Name *	Example	Middle Initials	
Maiden Name		Administering NF	SWE
Nationality	Sweden	Block automatic NF admin. requests	<input type="checkbox"/>

Group ☐ Athlete ☐ Trainer ☐ NF Member ☒ Official ☐ Owner ☐ Corporation Contact

Communication

Email Address *	example.test@gmail.com	<input type="checkbox"/> This person does not have an email	Private Mobile Nr	+46 711 123 456
Homepage			Business Mobile Nr	
Mailing Language	-		Email Notification	
			Yes	Receive Entry System Notification for events where you are OC Entry Admin
			No	Receive Entry System Notification for events where you are OC Entry Consult

Step 6: You will have then successfully created your Official on the FEI Database and they now have a unique FEI ID number.



10212210 - Example TEST (SWE)

Unique solution ID: #1195
Author:

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