

# General

## How to use the FEI Course Calendar module on the FEI Database

You need to enrol one of your Officials in a FEI Officials' Course?

Your Officials have signed up to the Emergency Virtual Maintenance Programme and need to follow a Virtual Seminar?

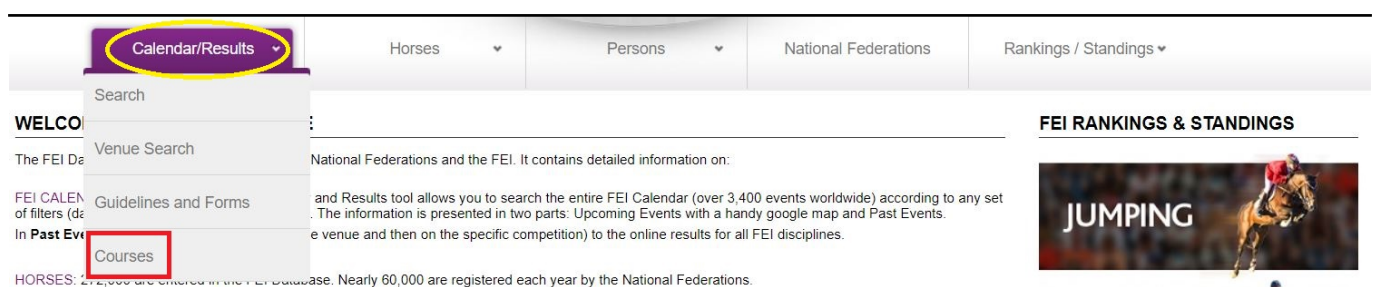
The FEI Course Calendar module on the FEI Database allows NF Official Admins to enrol their FEI Officials in various Courses, Forums and Seminars.

**Please note:** Only NF Members with NF Official Admin access can use this Course Calendar module. To see how to add access to your FEI profile [click here](https://data.fei.org) or contact [usersupport@fei.org](mailto:usersupport@fei.org)

**Step 1:** Connect to the FEI Database (<https://data.fei.org>) using your FEI ID number and password.



**Step 2:** Navigate to the **Calendar/Results** menu and select **Courses** from the dropdown menu.



**Step 3:** To search for a Course, use the different filters available such as the **Discipline**, **Date** and **Course** and then click on **Search**. The **Virtual Seminars** appear in the Course Type section.

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**COURSES**

Date from: 09/06/2021 To: dd/MM/yyyy

Course Venue Name: - NF: - Discipline: - Status: -

Function: - Course Level: - **Course Type:** Virtual Seminar

First Course Director: - Second Course Director: - Participant: -

Reset Search

Virtual Seminar

Promotion & transfer course

Maintenance course

Forum

Seminar

Virtual Seminar

**Step 4:** Once you have found the Course you are looking for, click on the **Course Venue** (or the word **Online**) to enter the Course.

**Please note:** all Virtual Seminars will appear as **Online** instead of a city name in the Course Venue column.

Course(s) / Page(s)	Course Venue	NF	Status	Discipline	Course Level	Function(s)	Type(s)	Start Date	End Date	Course Director(s)	Application Deadline	
1 Course(s) / 1 Page(s)	Online	FEI	Confirmed	Jumping	All levels	Judge, Course designer, Steward	VS	09/06/2021	09/06/2021		30/06/2021	Download Invitation
1 Course(s) / 1 Page(s)												

**Step 5:** to enrol a participant in the Course you have chosen, click on **add new participant...**

**COURSE DETAIL**

**Course**

Date from: 09/06/2021 Date to: 09/06/2021 Application Deadline: 30/06/2021

Course Venue Name: Online Function: Judge, Course designer, Steward

NF: FEI Course Level: All levels

Discipline: Jumping Course Type: Virtual Seminar

Min. Participation: 10 Max. Participation: 500 Language: English

Download Invitation PDF

**Participants**

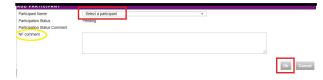
Name	Official Functions	Application Date	Participation Status	NF Comment	Result
10166578 - ADLHOCH Elisabeth (GER)	Judge (A 2)	09/06/2021 09:17:26	Pending		Edit... Remove...

Add a new participant...

A pop-up window will open.

**Step 6:** Click on **Select a participant** to choose a person or to start typing the FEI ID number or name of the participant and they will appear on the dropdown list.

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Add any eventual comment you wish to add and then click on **Ok**.

Repeat this process for each new participant you wish to add to this specific Course or Virtual Seminar.

**Step 7:** Once an Official is approved by the FEI for the chosen Course, the **Participation Status** will change from **pending** to **approved**.

Participants						
Name	Official Functions	Application Date	Participation Status	NF Comment	Result	
10109044 - ADLBERGER Caroline Maria (GER)		09/06/2021 15:10:34	Pending		Edit...	Remove...
10166578 - ADLHOCH Elisabeth (GER)	Judge (A.2)	09/06/2021 09:17:26	Pending		Edit...	Remove...
10057147 - BOMMER Michael (GER)		09/06/2021 15:10:52	Approved		Edit...	Remove...

➕ Add a new participant...

📄 Download Participation List as CSV

📄 Download Participation List as PDF

You are able to download Participation Lists in CSV or PDF format.

**Step 8:** The FEI will send the link to access the Virtual Seminar to all approved participants max 5 working days after the application deadline.

On 15 December 2021, all Officials part of the Emergency Virtual Maintenance Programme who did not attend a Virtual Seminar and/or did not take the CES Online Assessment, will have their Function closed.

For other scenarios please read the “Getting started” section [here](#).

# General

Please do not hesitate to contact us should you have any questions or require further assistance.

- Jumping Department: [JumpingOfficials@fei.org](mailto:JumpingOfficials@fei.org)
- Dressage Administrator: [Anna Milne](#)
- Para Dressage Administrator: [Anna Milne](#)
- Eventing Administrator: [Sandra Lecoultrre](#)
- Driving & Para Administrator: [Aude Barby](#)
- Endurance Administrator: [Anna Orgeas](#)
- Vaulting Administrator: [Anna Milne](#)
- Veterinary Administrator: [Anne Saez](#)

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Author:

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