How to suggest a correction on a profile on the FEI Database

You have seen an error in some data on a Horse or Athlete profile on the FEI Database?

The FEI Suggestion Platform has been put in place to facilitate the correction of mistakes or omissions on the FEI Database.

NF Members, OC Members, FEI Athletes and FEI Officials with an active FEI ID account can make suggestions on both Horse and Athlete information via the <u>FEI Entry System</u>, the <u>FEI Database</u> and <u>FEI Biographies</u>. The final goal is to allow the people working with the data on a constant basis during equestrian events, to have correct information to display and use at their Events.

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

If you do not have an active account then please contact: <u>usersupport@fei.org</u> for your account to be activated.

Step 2: Navigate to the profile of the Athlete or Horse on which you wish to make a suggestion.

Suggestions can be made from the FEI Database on either the Horse Detail page or the Athlete Detail page by clicking on **Suggest updated information**.

There is also a link on each Athlete's profile on FEI Biographies which will take you to the suggestion page.

Step 3: Once you have found the Athlete/Horse and clicked on **Suggest updated information**, the suggestion page will open.

The page will display all the fields on which you can make a suggestion.

Step 4: Place your mouse on the line of information under **Suggestion** on which you want to make a suggestion and a typing box will appear.

Here you can type in the suggestion you would like to make.

Step 5: You can make numerous suggestions for the same Horse/Athlete and you can always see the current value on the left hand side.

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Step 6: Once you have made your suggestions, click on **Submit**, to submit them for validation.

There is a comment box if necessary.

Step 7: You will see a message confirming your suggestion has been successfully submitted.

Your suggestion will now need to be validated by the National Federation administering the Horse/Athlete as well as the FEI in certain cases.

Please Note: Your suggestions will not appear on the profile page of the Horse/Athlete until they have been validated.

As a NF Member, please see <u>"How to validate a suggestion/correction made on an</u> Page 4 / 5

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<u>athlete/horse"</u>, for how to validate a suggestion on the FEI Suggestion Platform.

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