

Jumping Invitations

How to make my choices for a specific week on the FEI Online Invitation System

You have been notified that the Athlete selection period is open for a specific week?

You want to start adding Events to your wish list?

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

Step 2: You land on your **Dashboard** from where you can select the week in which you wish to make your choices.

Click on **Choose events for this week** or **Edit wish list** to start making your choices.

Step 3: You will land on the week you have chosen - the Events for which you can

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make choices are displayed on the left. There are up to three types of events listed in the Calendar tab: Events using the Invitation System, Events with unlimited entries and Events with standard entry procedure. Each type has a specific logo:

IS

Event using the Invitation System

UL

Event with unlimited entries

SE

Event with standard entry procedure

<

Week 43 **NF**

19/10/2020 - 25/10/2020

Week 44 **Athlete**

26/10/2020 - 01/11/2020

Week 45 **Athlete**

02/11/2020 - 08/11/2020

Week 46 **Athlete**

09/11/2020 - 15/11/2020

Week 47 **Athlete**

16/11/2020 - 22/11/2020

>

Invitations

Calendar

Week 44

26/10/2020 - 01/11/2020 - Longines Rankings #234

My rank: 22

Available events

+

CSI3*

IS

🇧🇪

Opglabbeek

29/10/2020 - 01/11/2020

⊕

+

CSI3*

UL

🇮🇹

Tortona

29/10/2020 - 01/11/2020

⊖

+

CSI3*

IS

🇸🇦

Riyadh

29/10/2020 - 31/10/2020

⊖

+

CSI4*

UL

🇩🇪

Oldenburg

29/10/2020 - 01/11/2020

⊖

Wish list

Reset wish list

You can use the small arrows to move the Events from the left to right, or you can drag and drop them in to the Wish list section.

To note: Only Events using the FEI Invitation System and Events with unlimited entries are listed. If you wish to make an entry for an Event with standard entry procedure, you will need to contact your National Federation.

Step 4: You can select the priority of your Events by dragging and dropping them into the order that you want, or you can use the small arrows to change the order.

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Week 43 **NF**
19/10/2020 - 25/10/2020

Week 44 **Athlete**
26/10/2020 - 01/11/2020

Week 45 **Athlete**
02/11/2020 - 08/11/2020

Week 46 **Athlete**
09/11/2020 - 15/11/2020

Week 47 **Athlete**
16/11/2020 - 22/11/2020

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Invitations

Calendar

Week 44
26/10/2020 - 01/11/2020 - Longines Rankings #234

My rank: 22

Available events

+

CSI4*

UL

Germany

Oldenburg

29/10/2020 - 01/11/2020

Wish list

Reset wish list

1

CSI3*

IS

Belgium

Opglabbeek

29/10/2020 01/11/2020

Edit choice

No horse suggestion

D/2

2

CSI3*

IS

Saudi Arabia

Riyadh

29/10/2020 31/10/2020

Edit choice

No horse suggestion

3

CSI3*

UL

Italy

Tortona

29/10/2020 01/11/2020

Edit choice

No horse suggestion

You cannot have more than one unlimited event in your wish list and it must be at the end.

The small **orange** numbers display the order of your choice.

To note: If you select an Event with unlimited entries, you are guaranteed to be entered and accepted in that Event during the invitation allocation process. This means:

- you cannot add two Events with unlimited entries to your wish list
- the Event with unlimited entries must be at the end of your wish list, after the Events using the FEI Invitation System.

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URL: <https://howto.fei.org/content/25/163/en/how-to-make-my-choices-for-a-specific-week-on-the-fei-online-invitation-system.html>

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Step 5: If you wish to add a Horse or Horse slot to your Event choice, click **Edit choice** or on the toggle button on the right hand side.

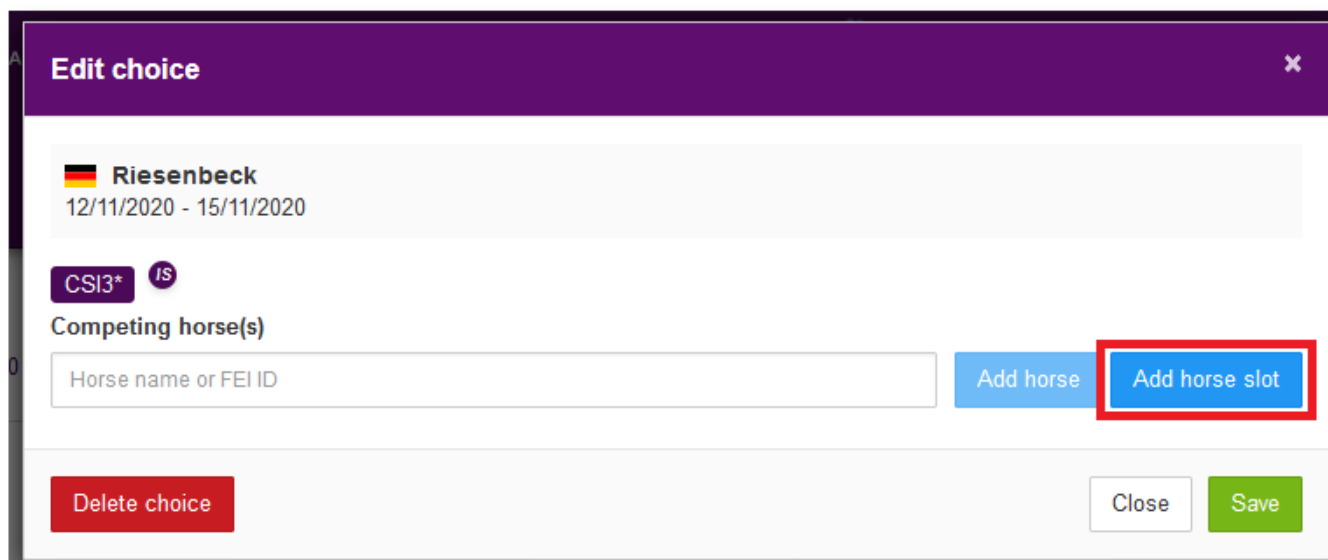
The screenshot shows the FEI online invitation system interface. At the top, there are navigation tabs for Week 45 (NF), Week 46 (Athlete), Week 47 (Athlete), Week 48 (Athlete), and Week 49 (Athlete). Below these, there are three buttons: 'Invitations' (highlighted in purple), 'Calendar', and 'OC invitations'. The main content area is titled 'Week 46' with the dates '09/11/2020 - 15/11/2020' and 'Longines Rankings #235'. On the right, it says 'My rank: 23'. There are two main sections: 'Available events' and 'Wish list'. In the 'Available events' section, there is a card for 'CSI3* IS Wellington ...' with dates '11/11/2020 - 15/11/2020'. In the 'Wish list' section, there is a card for 'CSI3* IS Riesenbeck' with dates '12/11/2020 - 15/11/2020'. Below the date, there is a red box around the 'Edit choice' button and the text 'No horse suggestion'. There is also a 'Reset wish list' button in the top right of the 'Wish list' section.

Step 6: To add a specific Horse, type the name of the Horse, choose the correct Horse you will compete with from the drop down list and click **Add horse**.

The screenshot shows the 'Edit choice' modal window. At the top, there is a purple header with the title 'Edit choice' and a close button. Below the header, there is a card for 'Riesenbeck' with the dates '12/11/2020 - 15/11/2020'. Below this, there is a section titled 'Competing horse(s)' with a text input field containing 'CHALOU'. To the right of the input field, there are two buttons: 'Add horse' (highlighted in red) and 'Add horse slot' (highlighted in blue). At the bottom left, there is a red button labeled 'Delete choice'. At the bottom right, there are two buttons: 'Close' and 'Save' (highlighted in green).

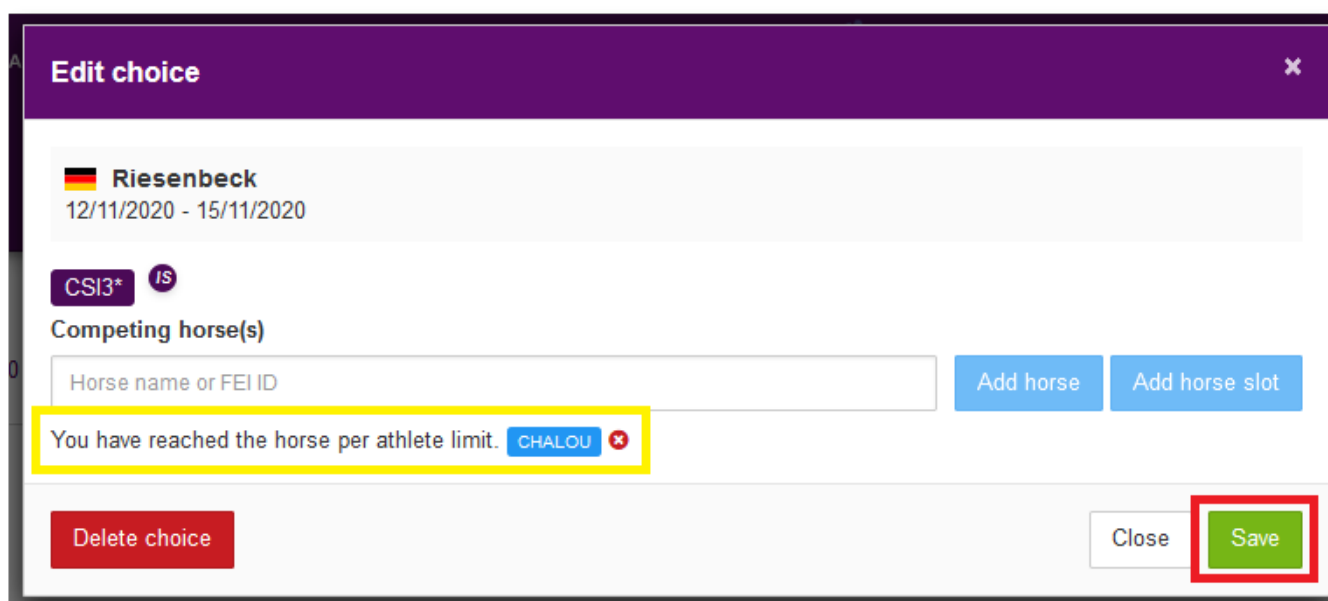
If you do not know yet which Horse you will compete with and you wish to add a Horse slot, simply click **Add horse slot**.

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The screenshot shows the 'Edit choice' window for the event 'Riesenbeck' (12/11/2020 - 15/11/2020) under the category 'CSI3* IS'. The 'Competing horse(s)' section contains a text input field labeled 'Horse name or FEI ID'. To the right of this field are two buttons: 'Add horse' and 'Add horse slot'. The 'Add horse slot' button is highlighted with a red rectangular box. At the bottom of the window, there are three buttons: 'Delete choice' (red), 'Close' (white), and 'Save' (green).

Step 7: Your Horse or Horse slot has been added to your choice, you can click **Save**. You can add a certain number of slots in accordance with the quotas of the Event. If you have reached the Horse per athlete limit, the system will notify it.



This screenshot shows the same 'Edit choice' window, but now a yellow box highlights a notification message: 'You have reached the horse per athlete limit.' followed by a blue button labeled 'CHALOU' and a red 'X' icon. The 'Add horse slot' button from the previous screenshot is still visible. The 'Save' button at the bottom right is now highlighted with a red rectangular box.

Step 8: You can use the toggle **Invitation - Calendar**, to view the Events that are taking place in the given week. You can also add Events to your wish list directly from the Calendar with the **Wish list** button.

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Week 46 **Athlete**
09/11/2020 - 15/11/2020

Week 47 **Athlete**
16/11/2020 - 22/11/2020

>

Invitations

Calendar

*UTC0 current time: 10:45 IS Event using the Invitation System UL Event with unlimited entries SE Event with standard entry procedure ✈ Overseas air transportation

Venue name	Country	From / to	Events	
Riyadh	KSA	29/10/2020 31/10/2020	CSI3* IS CSI2* SE CSIJ-A SE CSIY-A SE	<div>Wish list</div>
Vilamoura	POR	26/10/2020 01/11/2020	CSI1* SE CSIYH1* SE CSI3* IS	
Kakegawa-Tsumagoi	JPN	30/10/2020 01/11/2020	CSI1*-W SE	
Valencia	ESP	29/10/2020 01/11/2020	CSI1* SE CSI2* SE CSIYH1* SE	
São Paulo SP	BRA	26/10/2020 01/11/2020	CSI2*-W SE	
Oliva	ESP	27/10/2020 01/11/2020	CSI1* SE CSI2* SE CSIYH1* SE	
Opglabbeek	BEL	29/10/2020 01/11/2020	CSI3* IS CSI1* SE CSIYH1* SE	<div>Wish list</div>
Lexington, Horse Park KY	USA	27/10/2020 01/11/2020	CSI4*-W SE	

Step 9: All your choices and modifications are automatically saved. You can review them and edit them at any time in your 4 week Athlete selection period.

[Click here to get more information on the workflows, concepts and timelines of the FEI Online Invitation System](#)

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