

# Officials

## How to consult the FEI Entry System as official

You have been assigned as a Technical Delegate to the CEI1\* 80 and the CEI2\* 120 in Ruse, BUL.?

You have received an email to inform you that you have been assigned to this event and that the FEI EntrySystem is now open for Entries?

Go to <https://entry.fei.org>

Use your FEI ID number and password that you have created

You will arrive on the home page:

FEI Entry Platform 2.0.1

James BRYANT (OC) Disconnect

**Entry System**  
Use the form below to search your events.

Venue Name:  From:  To:   
Country:  Period:   
Discipline:  My Events:

Venue Name	Country	Event Code	From	To	Nominated	Definite	Period/Ending	OC entries
Ruse	Bulgaria	CEI1* 80	17/10/2014	19/10/2014		12/10/2014	Definite 12/10/2014	<a href="#">OC entries</a>
Ruse	Bulgaria	CEI2* 120	17/10/2014	19/10/2014		12/10/2014	Definite 12/10/2014	<a href="#">OC entries</a>

1 Show(s) / 1 Page(s).

Here you can see that you are logged in as “you.”

Here you can see the two Events that you are assigned to at the moment.

If you were assigned to many events, you can use the search engine available.

Click on “**OC Entries**” beside the Event you want to look at, you will arrive on the event page:

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The screenshot shows the FEI Entry Platform interface. At the top, it displays 'FEI Entry Platform 2.0.1', the user 'James BRYANT (OC)', and a 'Disconnect' button. Below this, there are tabs for 'CEI1\* 00' and 'CEI2\* 120', and a 'Refresh' button.

The main content area is divided into several sections:

- Event Information (Left Top):** Shows 'Ruse (BUL)', 'CEI1\* 00 (Lower Level Event)', '2014\_CI\_1307', '2014\_CI\_1307\_E\_S\_01', 'From 17/10/2014 to 19/10/2014', 'Athletes' age: min. 14; Horses' age: min. 6', and 'Contact Host NF'.
- Definite Period (Middle Top):** Shows 'Entries in principle: -', 'Substitution by OC: 12/10/2014', 'Nominated Entries: -', 'Last Date of Substitution: 17/10/2014', 'Definite Entries: 12/10/2014', 'Horse Inspection: -', 'Entry Fee: -', 'Closing time: 17/10/14 14:00 (\*) - 6 days 23:48:12', and 'Definite Period Last date of definite entries: 2 days 20:48:12'.
- Statistics (Right Top):** Shows 'Countries: 1', 'Accepted Athletes: 1 (0 from BUL 0%)', and 'Accepted Horses: 1 (0 from BUL 0%)'.
- Horses (Left Bottom):** A search and filter section with 'Name / ID:', 'Search', 'Reset', 'Admin NF: All NFs', and checkboxes for 'Only registered horses' and 'Only horses in the age limits'. Below is a table of horses.
- Entry Lists (Middle Bottom):** A table with columns: 'Athletes & Horses', 'NF', 'FEI ID', 'Contact Info', 'Entry Status', 'Nom. Def.', and 'Entry Actions'. It lists 'ANGELOV Angel (BUL)' and 'LIPOVAC Davor (CRO)'.
- Footer (Bottom Right):** 'All dates and times are expressed in UTC+8 (\*) Closing time is expressed in Jordan Standard Time'.

- On the left upper corner you have information about the event.
  - Location, Date, links to the event on the FEI Database
- In the middle you have the deadline times and dates
  - The most important date for an Official is the **“Closing Time.”**
  - After this date no changes can be made on the FEI Entry System, and it is then up to the Officials on the ground if they want to accept any changes.
- In the left lower corner, you have a list of ALL horses that can be substituted (you can ignore this section, this is for Organising Committee Members only)
- On the right you have the list of entries
  - You can see that DAVOR LIPOVAC has been accepted by the OC to compete with the horse HAVAS and is therefore in **green**.
  - You can see that there is an entry for ANGEL ANGELOV with the horse MORFEY but it is still in **yellow** (Definite) – this means the OC still has not accepted this entry
- The **“Logs”** button shows you who made the entries, what date and time as well as who accepted the entries, if ever there is a question over his information.

As an Official the three buttons underneath the entries are the most important,

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these are lists that you can download, which contain a lot of information that can be useful on the ground.

The screenshot shows the 'Entry Lists' interface with the following components:

- Navigation tabs: Entry Lists (selected), Master List, Pending Substitutions, Pending Additions.
- Filter Entries: Definite List (dropdown), NF: All (dropdown).
- Table with columns: Athletes & Horses, NF, FEI ID, Contact Info, Entry Status, Nom. Def., Entry Actions.
- Table content:
 

Athletes & Horses	NF	FEI ID	Contact Info	Entry Status	Nom. Def.	Entry Actions
<b>ANGELOV Angel (BUL)</b>	BUL	10101967	Contact Info	Definite	✓	Contact NF Log
MORFEY Trainer: ANGELOV Angel		103HM17	Stal.	Definite	✓	Log
<b>LIPOVAC Davor (CRO)</b>	CRO	10108220	Contact Info	Accepted	✓	Contact NF Log
HAVAS Trainer: SAMARDZIC Marin		103HP45		Accepted	✓	Log
- Buttons: Horses to Check, Horses Details, Download Entries.

“**Horses to Check**” produces a list of horses that might not yet have a valid FEI document. This list might be useful to know which horses to check in particular on the day of the Vet Inspection – it might be that the FEI document is issued between the time you check and the time of the inspection, or that the horse does not need a document as it is competing in its country of residence at a lower level event.

“**Horse Details**” produces a list of the accepted horse’ details that might be useful at the event.

HORSES DETAILS														
CEII* 80 - Ruse (Bulgaria) - 17/10/2014 to 19/10/2014											Document generated on 10/10/2014 11:51			
Complete name	FEI ID	ID Type	National ID	UELN	Chip ID	Sex	Admin NF	Color	Pony	Height	Stud-book	Sire name	Dam name	Birth Country
HAVAS	103HP45	Recognition card	HUN M OX031180000			Gelding	CRO	Grey	N			Hakim (e. Bubnovy)	Mersuch-36 Mona	HUN

“**Download Entries**” produces an Excel document of all combinations, where you can find all information regarding Horse and Rider that you might need. You can use this list at the Vet Inspection to make sure the right combinations are presented and if there are any changes to what is on this list, the President of the Ground Jury and Technical Delegate have to be aware of these changes.

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