Officials

How to access and choose between IPMC and EVMP for Group B Officials

You are a FEI Official?

You need to select and submit your Maintenance option(s) for your Group B assessment(s) in 2021?

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



Step 2: Once logged in, go to your personal page by clicking on **My Account** in the top right corner of the screen.

FEI Database 2 143			FEI			Clio TETTONI (10152132) MyAccount Logout
Calendar/Results 👻	Horses	*	Persons	×	National Federations	Rankings / Standings +

Step 3: Scroll down to the specific **Maintenance** section, where you will be able to choose your option(s).

Assessment(s)	Group	Maintenance Status	IPMC/EVM	IP Choice	Modified	Modified By
2021 Jumping - CD	в	enrolled	Confirm IPMC	Choose EVMP		
2021 Endurance - Judges	А	passed				
2021 Endurance - TD	A	passed				
IPMC: In Person Maintenance Course	With Assessment	EVMP: Emergency Virtual Maintenance Programme				
	essment you need to co	n: mplete in 2021, please select the option you want - In-pers orresponding button in the "IPMC/EVMP CHOICE Column		assessment (Option 1 - IPMC)	or Emergency Virtual Main	tenance
For each of the Group B ass	essment you need to co	mplete in 2021, please select the option you want - In-pers		assessment (Option 1 - IPMC)	or Emergency Virtual Main	tenance
For each of the Group B ass Programme (Option 2 - EVM Kindly note that: • You must submit your cho	essment you need to co IP) - by clicking on the co bice before 1 June 2021. choice, your Group B as	mplete in 2021, please select the option you want - In-pers orresponding button in the 'IPMC/EVMP CHOICE Column sessment(s) will be by default in: In-person Maintenance (r.		or Emergency Virtual Main	tenance

Please note: you will have to make a choice for each of your Group B assessments

Page 1 / 3

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URL: https://howto.fei.org/content/3/251/en/how-to-access-and-choose-between-ipmc-and-evmp-for-group-b-officials.html

Officials

Step 4: Read the instructions "How to select your Group B assessment(s) option" carefully.

Step 5: Once you have read the information, please select one of the two options by clicking on the relevant button:

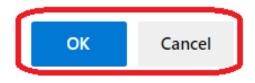
- Confirm IPMC
- Choose EVMP

Group	Maintenance Status	IDMC/EV(MP Choice	Modified	Modified By
В	enrolled	Confirm IPMC Choose EVMP		
ļ	Group B			

Step 6: A pop-up window will open - please read the text carefully.

You must confirm your choice by clicking **OK**, or go back to edit your choice by clicking **Cancel**:

Please confirm and submit your choice by clicking on OK, or go back to editing it by clicking on CANCEL. Once you have submitted your choice you cannot modify it. Selecting the EVMP (Option 2) means that: a) you have to attend an Online Seminar and pass your CES Online Assessment to complete the Emergency Virtual Maintenance Programme; b) your function will be on hold until you take and pass the CES Online Assessment.



Step 7: Your choice has been made - once confirmed your choice cannot be changed and will be indicated on your FEI profile as shown below:

Maintenance			(
Assessment(s)	Group	Maintenance Status	IPMC/EVMP Choice	Modified	Modified By
2021 Dressage - Stewards	В	enrolled	EVMP	27/04/2021	10052071

Page 2 / 3

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Officials

Step 8: Please repeat the above process for any other Group B assessments that are listed on your profile.

Please note: You have until 1 June 2021 to submit your choice(s).

Should you encounter any issue or have questions, please contact the relevant FEI Department listed below:

- Jumping Administrator: Jasmine Behnam
- Dressage Administrator: Anna Milne
- Para Dressage Administrator: <u>Georgina Rowse</u>
- Eventing Administrator: Sandra Lecoultre
- Driving & Para Administrator: <u>Aude Barby</u>
- Endurance Administrator: Georgina Rowse
- Vaulting Administrator: <u>Georgina Rowse</u>
- Reining Administrator: <u>Anna Milne</u>
- Veterinary Administrator: Anne Saez

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