

FEI Entry System - General

How to make entries for a Championship on the FEI Entry System

You need to enter your Athlete for an upcoming Championship?

You need to submit your nominated entries prior to the deadline and later submit your definite entries?

Please note that entries for Championships are different to standard international Events.

Step 1: You need to login to the FEI Entry System (<https://entry.fei.org>) with your FEI ID number and password.

Step 2: Search for the Event in which you wish to make an entry. You can search by Venue Name or by using the filters available.

Entry System

Use the form below to search your events.

Venue Name: From: To:

Country: Period:

Discipline:

Entries for:

Ath. FEID: Ath. Name:

Horse FEID: Horse Name:

Upcoming events

Past events

Venue Name	Country	Event Code	From	To	Nominated	Definite	Period/Ending	Athletes (All NFs)	Horses (All NFs)
Vilamoura	Portugal	CSI2*	01/07/2021	05/07/2021			Click here to display this event in Entry System 3		
Vilamoura	Portugal	CSIYH1*	01/07/2021	04/07/2021			Click here to display this event in Entry System 3		
Vilamoura	Portugal	CSI2*	07/07/2021	11/07/2021			Click here to display this event in Entry System 3		
Vilamoura	Portugal	CSIYH1*	07/07/2021	11/07/2021			Click here to display this event in Entry System 3		
Vilamoura	Portugal	CH-EU-Y-S	18/07/2021	25/07/2021	21/06/2021	28/06/2021	Nominated 21/06/2021	0	0 NF entries

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

Download CSV

Once you have found the Event you are looking for you click on **NF Entries**.

Step 3: You will see an information box at the top which contains important dates that you need to pay attention to.

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CH-EU-Y-S Draft

Vilamoura (POR)

CH-EU-Y-S (Higher Level Event)

From 18/07/2021 to 25/07/2021

Athletes' age: 16-21; Horses' age: min. 7

2021_CH-EU_0012

2021_CH-EU_0012_S_Y_01

Contact Host NF

Contact OC

Entries in principle: -

Nominated Entries: 21/06/2021

Definite Entries: 28/06/2021

Entry Fee: -

Substitution by OC: -

Last Date of substitution: -

Horse Inspection: -

Not allowed

18/07/2021

18/07/2021

Nominated Period Last date of nominated entries: 5 days 20:07:57

- **Nominated Entries:** this is the date by which you must submit your nominated list. This is the long list of Athletes and Horses that might participate in this Event.
- **Definite Entries:** this is the date by which you must submit your definite entries. This is the final selection of Athletes and Horses that will participate in this Event.

Please note: you can only submit each list once - this is different to normal entries where you can carry on submitting combinations after the deadline.

Step 4: On the left hand side of your screen you search for the Athlete that you wish to enter in this Event. You can search by Name or FEI ID number. You then click **Add**.

The screenshot shows the FEI Entry System interface. At the top, there are tabs for 'Athletes', 'Horses', 'Teams', and 'Help'. The 'Athletes' tab is selected. Below the tabs, there is a search bar with the text 'Name / ID' and a search button labeled 'Search'. The search bar contains the text 'becker'. Below the search bar, there are two checkboxes: 'Only registered athletes' and 'Only athletes in the age limits', both of which are checked. Below the checkboxes, there is a table with the following columns: 'FEI ID', 'NF', 'Name', 'M/F', 'Birth', and 'Add >>'. The table contains three rows of data:

FEI ID	NF	Name	M/F	Birth	Add >>
10105636	GER	BECKER MIA-CHARLOTTE	F	13/07/2001	Add >>
10142631	GER	BECKER MARLENE	F	03/11/2004	Add >>
10215961	GER	BECKER JAN	M	13/12/2001	Add >>

Below the table, it says '3 Athlete(s) / 1 Page(s)'. At the bottom right, there is a 'Lines/Page:' dropdown menu set to '10'.

The Athlete will move from the left hand side to the right hand side of the screen.

Step 5: You must then add the Horse to the entry - you must change tab to the **Horses** tab and you can then search by name or FEI ID number. You then click **Add**.

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Athletes **Horses** Teams Help

Name / ID:

Admin NF:

☒ Only registered horses ☒ Only horses in the age limits

FEI ID	NF	Horse Name	Birth	M/F	
105SS07	GER	ARDITO	05/03/2009	M	Add >>
105LL08	GER	ARGELITH SUE	02/04/2010	F	Add >>
106VJ93	GER	ARGENTO VIVO	02/04/2014	M	Add >>
103RQ46	GER	ARI 59	12/03/2006	M	Add >>
106OK93	GER	ARIANE VAN OVERIS Z	10/06/2013	F	Add >>
105BI87	GER	ARIBA N.W.	03/04/2010	F	Add >>
103SX61	GER	ARIOSA 7	30/04/2007	F	Add >>
107EG61	GER	ARIOSA H	20/03/2014	F	Add >>
106KX97	GER	ARIZONA	24/05/2014	F	Add >>
105PB04	GER	ARKO JUNIOR	10/06/2010	M	Add >>

Repeat this process of adding all Athletes and Horses that should be on your nominated list.

You can add comments or declare which combinations are part of the team already at this stage, or it can be done at the time of the definite entries.

Step 6: Once you have added all combinations on your draft nominated list and you are sure you do not need to add anybody else, you can submit your nominated list by clicking on **Add Entries to Nominated List**.

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Entry Lists

Draft Entries

Nominated List

Definite List

Filter Entries: All

Upload an Entry File

	^Athletes & Horses	NF	FEI ID	Team	Entry Actions
<input type="radio"/>	AHLBORN Cintja (GER)	GER	10209240	Contact Info	GER <input type="button" value="Remove"/> <input type="button" value="Comment"/> <input type="button" value="Log"/>
	A ARMITAGE		106HB38	Box Info	<input type="button" value="Remove"/> <input type="button" value="Comment"/> <input type="button" value="Log"/>
<input type="radio"/>	ATHENS Marleen (GER)	GER	10214353	Contact Info	<input type="button" value="Remove"/> <input type="button" value="Comment"/> <input type="button" value="Log"/>
	A CRAZY SON OF LAVINA		104QH26	Shavings	<input type="button" value="Remove"/> <input type="button" value="Comment"/> <input type="button" value="Log"/>
<input type="radio"/>	BECKER Jan (GER)	GER	10215961	Contact Info	<input type="button" value="Remove"/> <input type="button" value="Comment"/> <input type="button" value="Log"/>
	ARIOSA 7		103SX61	Shavings	<input type="button" value="Remove"/> <input type="button" value="Comment"/> <input type="button" value="Log"/>
<input type="radio"/>	CARSTENSEN Beeke (GER)	GER	10101237	Contact Info	GER <input type="button" value="Remove"/> <input type="button" value="Comment"/> <input type="button" value="Log"/>
	A LITTLE GIRL 2		106JT48	Box Info	<input type="button" value="Remove"/> <input type="button" value="Comment"/> <input type="button" value="Log"/>
<input type="radio"/>	ENGE Philippa (GER)	GER	10229433	Contact Info	GER <input type="button" value="Remove"/> <input type="button" value="Comment"/> <input type="button" value="Log"/>
	AARONA		106SA73	Box Info	<input type="button" value="Remove"/> <input type="button" value="Comment"/> <input type="button" value="Log"/>
<input type="radio"/>	HEIM Philine (GER)	GER	10221239	Contact Info	<input type="button" value="Remove"/> <input type="button" value="Comment"/> <input type="button" value="Log"/>
	AARON 375		104XZ04	Shavings	<input type="button" value="Remove"/> <input type="button" value="Comment"/> <input type="button" value="Log"/>
<input type="radio"/>	HELMBERGER Marie (GER)	GER	10162825	Contact Info	GER <input type="button" value="Remove"/> <input type="button" value="Comment"/> <input type="button" value="Log"/>
	A LA CARTE BB		105YB86	Straw	<input type="button" value="Remove"/> <input type="button" value="Comment"/> <input type="button" value="Log"/>
<input checked="" type="radio"/>	HOPPE Hanna (GER)	GER	10161978	Contact Info	GER <input type="button" value="Remove"/> <input type="button" value="Comment"/> <input type="button" value="Log"/>
	A GRACE LADY		105LV37	Shavings	<input type="button" value="Remove"/> <input type="button" value="Comment"/> <input type="button" value="Log"/>

Add Entries to Nominated List

Remove All Draft Entries

Download Entries

Please note:

- We suggest that the validation of your Nominated List is done close to the deadline in case you need to add any further combinations - do not submit your Nominated List weeks before the deadline.
- Once a nominated list has been submitted and the nominated entries deadline has passed, no further Athletes or Horses can be added to your nominated entries (this is different for Jumping)
- Please make sure that you submit **all** your nominated combinations at the same time
- If you validate your Nominated List too early prior to the deadline and need to add further Athletes or Horses, please contact: entries@fei.org
- After the Nominated Entries deadline, **NO** changes can be made

Step 7: Once you have validated your Nominated List you must download the Certificate of Capability, sign it and send it to the FEI as marked on the document. To download the certificate, click on **Certificate of Capability** at the bottom of

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your Nominated List and the document will open accordingly.

HELMBERGER Marie (GER)	GER	10162825	Cc Info
A LA CARTE BB		105YB86	Str

Make All Nominated Entries Definite

Certificate of Capability

This must be sent to the FEI by the deadline for Nominated Entries.

Step 8: When it is time to submit your definite entries, you will need to select the combinations that you will **Make Definite**. When you select a combination as a definite entry, their line will turn **orange** on the left hand side.

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Entry Lists
Nominated List
Definite List

Nominated List Validated on 16/06/2021 12:36 (PDF | Excel)

Filter Entries: All
Logs

⬆Athletes & Horses	NF	FEI ID		Nom.	Team	Entry Actions
AHLBORN Cintja (GER)	GER	10209240	Contact Info	✓	GER	Remove Withdraw Comment Log
A ARMITAGE		106HB38	Box Info	✓		Remove Withdraw Comment Log
ATHENS Marleen (GER)	GER	10214353	Contact Info	✓		Make Definite Withdraw Log Comment
A CRAZY SON OF LAVINA		104QH26	Shavings	✓		Make Definite Withdraw Comment Log
BECKER Jan (GER)	GER	10215961	Contact Info	✓		Remove Withdraw Comment Log
RIOSA 7		103SX61	Shavings	✓		Remove Withdraw Comment Log
CARSTENSEN Beeke (GER)	GER	10101237	Contact Info	✓	GER	Make Definite Withdraw Log Comment
A LITTLE GIRL 2		106JT48	Box Info	✓		Make Definite Withdraw Comment Log
ENGE Philippa (GER)	GER	10229433	Contact Info	✓	GER	Make Definite Withdraw Log Comment
AARONA		106SA73	Box Info	✓		Make Definite Withdraw Comment Log
HEIM Philine (GER)	GER	10221239	Contact Info	✓		Make Definite Withdraw Log Comment
AARON 375		104XZ04	Shavings	✓		Make Definite Withdraw Comment Log
HELMBERGER Marie (GER)	GER	10162825	Contact Info	✓	GER	Remove Withdraw Comment Log
A LA CARTE BB		105YB86	Straw	✓		Remove Withdraw Comment Log
HOPPE Hanna (GER)	GER	10161978	Contact Info	✓	GER	Remove Withdraw Comment Log
A GRACE LADY		105LV37	Shavings	✓		Remove Withdraw Comment Log

Make All Nominated Entries Definite
Add Entries to Definite List
Remove All Draft Entries
Download Entries
Certificate of Capability

You can use the button **Remove** if you added someone as definite and you should not have - this will put the combination back into nominated status.

When you have selected the relevant combinations, click on **Add Entries to Definite List**.

Please note:

- You can change the labels for your Team members at any time
- Only make definite the number of combinations you are allowed on your Definite List as per the Approved Schedule of the Event
- We suggest that you validate your definite entries list just before the deadline, please do not do it too early
- If you validate your Definite List too early, prior to the deadline and need to adjust your entries, please contact: entries@fei.org

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- Please make sure you have checked the combinations are correct before validating your list
- After the definite entries deadline, **NO** changes can be made

Step 9: Once you have validated your definite list, you will see your final selection of Athletes and Horses.

You can use the menu tabs to see the entries that remain on your Nominated List.

Entry Lists **Nominated List** Definite List Pending Substitutions Pending Additions

Definite List Validated on 16/06/2021 13:25 (PDF | Excel)

Filter Entries: All Upload an Entry File Logs

▲Athletes & Horses	NF	FEI ID		Entry Status	Nom.	Def.	Team	Entry Actions
<input type="radio"/> AHLBORN Cintja (GER) Subst.	GER	10209240	Contact Info	Definite	✓	✓	GER ▾	Withdraw Log Comment
A ARMITAGE Subst.		106HB38	Box Info	Definite	✓	✓		Withdraw Log Comment
<input type="radio"/> BECKER Jan (GER) Subst.	GER	10215961	Contact Info	Definite	✓	✓	GER ▾	Withdraw Log Comment
ARIOSIA 7 Subst.		103SX61	Shavings	Definite	✓	✓		Withdraw Log Comment
<input type="radio"/> HELMBERGER Marie (GER) Subst.	GER	10162825	Contact Info	Definite	✓	✓	GER ▾	Withdraw Log Comment
A LA CARTE BB Subst.		105YB86	Straw	Definite	✓	✓		Withdraw Log Comment
<input type="radio"/> HOPPE Hanna (GER) Subst.	GER	10161978	Contact Info	Definite	✓	✓	GER ▾	Withdraw Log Comment
A GRACE LADY Subst.		105LV37	Shavings	Definite	✓	✓		Withdraw Log Comment

Download Entries Print -18 Riders List

Please note:

- If you need to make a substitution or change, you must use the substitution feature and not withdraw the combination and add a new one.
- Click here to see [How to make a substitution in the FEI Entry System.](#)
- Substitutions in Championships can only be made from the nominated list, the FEI Entry System will propose the list of Athletes and Horses you are allowed to use for a substitution.
- Please also refer to the specific discipline [regulations](#) in regards to substitutions.

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Unique solution ID: #1254

Author:

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