

FEI Entry System - General

How to make horse substitutions in the FEI Entry System?

National Federations can choose to delegate their rights to the Organising Committees for the entries of late entries only as well as the substitutions and additions on the ground.

On the document "[Rights delegation for OCs](#)" you can check which National Federation delegates its rights to the Organising Committee.

If you are the rights, you can go to your show in the [FEI Entry System](#).

Close to the name of the horse, you can click on "**subst**" and "**substitute**" to confirm that you have found the good horse.

The screenshot displays the FEI Entry System interface. On the left, there is a table of registered horses with columns for NF, Horse Name, Birth, and M/F. The table lists several horses, including 'ALBERTO II' and 'ALEXANDRIA'. In the center, there is a 'Substitute Horse' dialog box. The dialog box has a search field with 'PEGASE DU MURIER' entered and a 'Search' button. Below the search field, there is a dropdown menu for 'Admin NF' set to 'France (FRA)'. There are checkboxes for 'Only registered horses' and 'Only horses in the age limits'. A table within the dialog shows the search results for 'PEGASE DU MURIER', with a 'Substitute >>' button highlighted. At the bottom of the dialog, there is a 'Close' button. The background shows the 'Entry Lists' section with tabs for 'Entries', 'Master List', 'Pending Substitutions', and 'Pending Additions'. The 'Entries' tab is active, showing a list of horses with 'Subst.' buttons next to some names.

The new horse is automatically accepted.

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