

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's a table of registered horses with columns for NF, Horse Name, Birth, M/F, and an 'Add >>' button. The main area shows 'Entry Lists' with tabs for 'Entries', 'Master List', 'Pending Substitutions', and 'Pending Additions'. A 'Substitute Horse' dialog box is open, showing a search for 'PEGASE DU MURIER' under 'France (FRA)'. The dialog includes a table with columns for FEI ID, NF, Horse Name, Birth, M/F, and a 'Substitute >>' button. The 'Substitute >>' button is highlighted with a red box. Below the dialog, there are buttons for 'Horses to Check', 'Horses Details', 'Download Entries', and 'Print -18 Riders List'.

The new horse is automatically accepted.

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