

# Event Schedules

## How to navigate on the FEI Online Schedule Platform

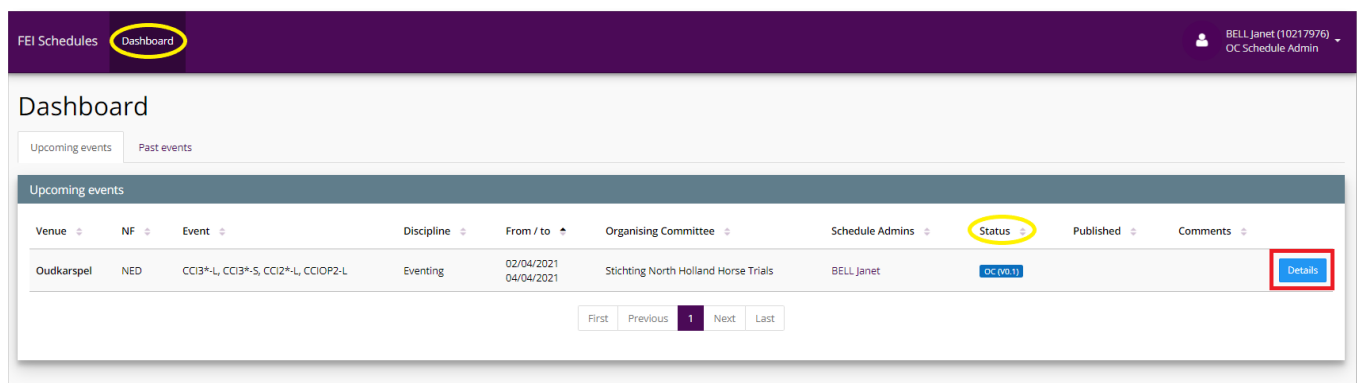
You are the Organising Committee of a FEI Event ?

You have been notified by the FEI that the schedule for your Event is open and you want to start filling it in?

**Step 1:** Connect to the FEI Online Schedule Platform (<https://schedules.fei.org>) with your FEI credentials.

**Step 2:** You will land on your Dashboard and see your assigned schedules for your Events.

Click on **Details** to start filling out the schedule.



**Status:** this shows who the schedule is currently with and who can edit the schedule; OC, NF or FEI.

The version is at **0.1** as it has not been submitted to your National Federation, the version numbers will change as the schedule goes back and forwards between you and your NF. Once the schedule is published for the first time it will become 'version 1'.

**Step 3:** You will land on the first section **Access rights**, you can now start to complete the schedule and navigate on the menu on the left hand side by selecting the different categories.

# Event Schedules

FEI Schedules Dashboard

Oudkarspel

02/04/2021 - 04/04/2021

Access rights

Denomination & layout

General conditions

Code of conduct

General information

Officials

Invitations

Entries

Timetable

Competitions recap

Facilities

Logistical information

Veterinary matters

Human anti-doping

Additional information

Annexes

Schedule users

Name	FEI ID	Phone	Email	Schedule access
BELL Janet	10217976		tamara.hunziker@fei.org	Admin

FEI Entry System users

Please click on Add User in order to provide you and the other members of your committee access to the FEI Entry System.  
Entry Admin: Provides you the required access to manage entries and substitutions and download entries/lists  
Entry Consult: You are just able to consult and download the entries/lists

Service Providers

Please click on Add User in order to provide your IT Providers access to the FEI Entry System.

The sections in **green** are completed, the sections in **blue** and white need to be completed or are in progress.

**Step 4:** Under some categories, e.g. **General conditions**, you will need to read and acknowledge the conditions.

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General conditions

- FEI Statutes, 24th edition, effective 19 November 2019
- FEI General Regulations, 24th edition, effective 1st January 2020, updates effective 1st January 2021
- FEI Veterinary Regulations, 14th edition, effective 1 January 2018, updates effective 1st January 2021
- FEI Eventing Rules and its Annexes, 25th edition, effective 1st January 2020, updates effective 1st January 2021
- Equine Anti-Doping and Controlled Medication Regulations (EADCMR), 3rd Edition, effective 1st January 2021
- FEI Anti-Doping Rules for Human Athletes (ADRHA), based upon the 2021 WADA Code, effective 1st January 2021
- The FEI Policy for Enhanced Competition Safety during the Covid-19 Pandemic, effective as of 1 July 2020 and until further notice
- All subsequent published revisions/updates, the provisions of which will take precedence.

THE ANNEXE(S) IS/ARE PART OF THIS APPROVED AND SIGNED SCHEDULE AND MUST BE DISTRIBUTED TO ALL OFFICIALS AND NFs AND IS AVAILABLE TO OTHERS UPON REQUEST

Acknowledge

You simply have to click on **Acknowledge** and the section will then become **green**

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as it is now completed. You can click on the little arrow on the right hand side to open the conditions page again.

The screenshot shows the FEI Schedules platform interface. At the top, the header includes 'FEI Schedules', 'Dashboard', and a user profile for 'BELL Janet (10217976) OC Schedule Admin'. The main content area is titled 'Oudkarspel' with a date range of '02/04/2021 - 04/04/2021' and several status tags: 'CC09-L', 'CC09-S', 'CC02-L', and 'CC02-S'. A sidebar on the left contains a menu with items like 'Access rights', 'Denomination & layout', 'General conditions' (highlighted with a yellow circle and a small arrow icon), 'Code of conduct', 'General information', 'Officials', 'Invitations', 'Entries', 'Timetable', 'Competitions recap', 'Facilities', 'Logistical information', 'Veterinary matters', 'Human anti-doping', 'Additional information', and 'Annexes'. The main content area is titled 'II. General conditions' and features a green header bar with a dropdown arrow. Below this, there is a list of bullet points detailing various regulations and codes of conduct. At the bottom of the main content area, there is a text box stating: 'THE ANNEXE(S) IS/ARE PART OF THIS APPROVED AND SIGNED SCHEDULE AND MUST BE DISTRIBUTED TO ALL OFFICIALS AND NFs AND IS AVAILABLE TO OTHERS UPON REQUEST'.

**Step 5:** You can always see in which section you are with the little arrow on the left hand side on the menu and the title at the top of the page. Some information is automatically filled in as it comes directly from the FEI Database. The information with the \* is required and must be completed for the section and/or sub-section to become green.

The screenshot shows the FEI Schedules platform interface, specifically the 'General information' page for the Oudkarspel event. The header and sidebar are consistent with the previous screenshot. The main content area is titled 'IV. General information' and features a green header bar with a dropdown arrow. Below this, there is a section titled '1. Organiser' with a sub-header 'Organiser'. The 'Name' field is filled with 'Stichting North Holland Horse Trials'. The 'Address 1' field is filled with 'Wagenweg 10'. The 'Zip' field is filled with '1724 PT'. The 'City' field is filled with 'OUDKARSPHEL'. The 'Country' field is a dropdown menu showing 'NED - Netherlands'. The 'Phone' field is filled with '+31 6 53476748'. The 'Fax' field is empty. The 'Email' field is filled with 'info@nhht.nl'. The 'Website' field is empty. The 'VAT Number' field is empty. Below the 'Organiser' section, there is a section titled 'Showground contact details' with a sub-header 'Calendar venue name' filled with 'Oudkarspel'. The 'Venue name' field is filled with 'Oudkarspel'.

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**Step 6:** The sections in grey require information to be completed. To add a person to a function, click on **Please select**.

The screenshot shows the FEI Schedules Dashboard for the event 'Oudkarspel' (02/04/2021 - 04/04/2021). The left sidebar contains a menu with options: Access rights, Denomination & layout, General conditions, Code of conduct, General information (highlighted with a yellow circle), Officials, Invitations, Entries, Timetable, Competitions recap, Facilities, Logistical information, Veterinary matters, Human anti-doping, Additional information, and Annexes. The main content area is divided into two sections. The first section, '1. Organiser', is highlighted in green and contains a map of the venue 'Pluktuin van Geesje' and a text box for accessibility details. The second section, '2. Organising Committee', is highlighted in grey and contains a table with columns: Name, FEI ID, Phone, Email, and a dropdown menu for selecting a function. The table lists five roles: Honorary President, President of the Event, Press Officer, Show Secretary, and Other. Each role has a 'Please select...' button next to it. An 'Add member' button is located in the top right corner of the '2. Organising Committee' section.

Name	FEI ID	Phone	Email	
Honorary President				Honorary President
<b>Please select...</b>				President of the Event
President of the Event				Press Officer
<b>Please select...</b>				Show Secretary
Press Officer				Other
<b>Please select...</b>				
Show Secretary				
<b>Please select...</b>				

You can also choose to add a new member by clicking on **Add member** on the right and choosing the function you would like to add to the list of Officials.

When you click on **Please select**, a pop-up window will open. Select the correct person by entering the name or FEI ID of the member, complete the required information if needed and click on **Save**.

# Event Schedules

## Honorary President

Please select the desired person for the Honorary President assignment:

BEUKERS Ronald - (NED) 10071230

Gender \*

Male

First Name \*

Ronald

Family Name \*

BEUKERS

Email \*

info@manegebeukers.nl

Business Mobile Nr

Private Mobile Nr

Close

Save

Once you have filled in the sub-section with the required information, the entire section will then become **green**. You can continue completing your schedule by navigating through the menu.

# Event Schedules

FEI Schedules

Dashboard

BELL Janet (10217976)  
OC Schedule Admin

Oudkarspel

02/04/2021 - 04/04/2021

CC3\*+L

CC3\*+S

CC3\*+L

CC3\*+L

Submit to NF

Latest: V0.1 (OC)

View all comments

Access rights

Denomination & layout

General conditions

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Additional information

Annexes

1. Organiser

2. Organising Committee

Add member

Name	FEI ID	Phone	Email
Honorary President			
BEUKERS Ronald	10071230		info@manegebeukers.nl
President of the Event			
WIM Schrama	10222686	+31651256818	info@nhht.nl
Press Officer			
PRONK Cees	10222689		
Show Secretary			
VAN DEN HOFF Sander	10162798		info@nhht.nl

3. Event Director

Name	FEI ID	Business Mobile Nr	Private Mobile Nr	Email
WIM Schrama	10222686	+31651256818		info@nhht.nl
Address	Wagenweg 10, 1724 PT OUDKARSPEL, Netherlands			

4. Stable Manager

Select Stable Manager...

**Please note:** even if you have not filled in the entire section, you can still go to another one and come back later. The information you have entered is automatically saved.

To see how to submit your schedule, click [here](#).

Unique solution ID: #1217

Author:

Last update: 2022-10-25 13:36