

# Event Schedules

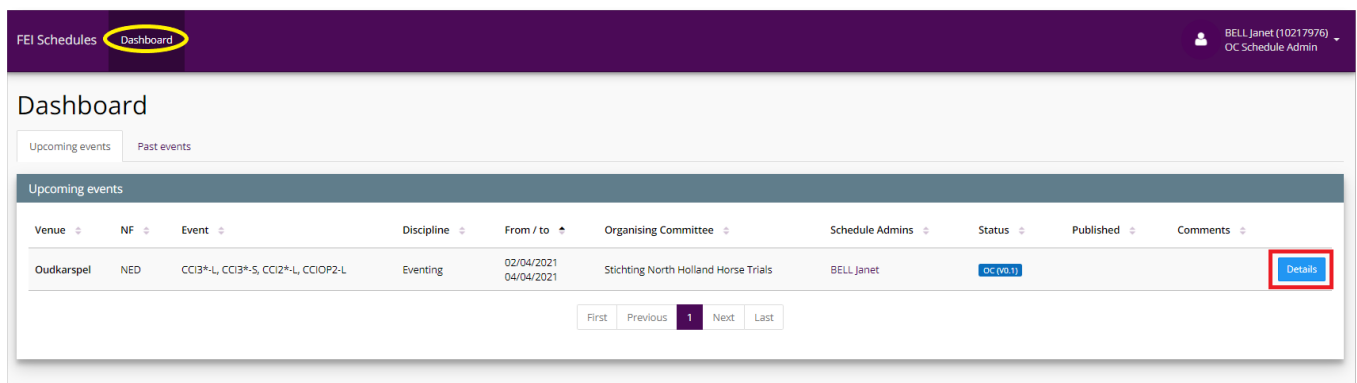
## How to acknowledge certain sections on the FEI Online Schedule

You are the Organising Committee of a FEI Event and you would like to acknowledge a section or sub-section on your schedule?

You cannot submit your schedule to your National Federation because certain sections have not been acknowledged?

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

**Step 2:** On your **Dashboard** click on **Details** to open the schedule of your Event.



The screenshot shows the FEI Schedules Dashboard. The top navigation bar has 'FEI Schedules' and 'Dashboard' (highlighted with a yellow circle). The user is logged in as 'BELL Janet (10217976) OC Schedule Admin'. The main section is titled 'Dashboard' and has tabs for 'Upcoming events' and 'Past events'. Under 'Upcoming events', there is a table with columns: Venue, NF, Event, Discipline, From / to, Organising Committee, Schedule Admins, Status, Published, and Comments. The first row shows an event at 'Oudkarspel' (NED) for 'Eventing' on '02/04/2021' to '04/04/2021', organized by 'Stichting North Holland Horse Trials', with 'BELL Janet' as the schedule admin. The status is 'OC (W.O.)' and the 'Details' button is highlighted with a red box. Below the table are pagination controls: 'First', 'Previous', '1', 'Next', 'Last'.

Venue	NF	Event	Discipline	From / to	Organising Committee	Schedule Admins	Status	Published	Comments
Oudkarspel	NED	CCI3*-L, CCI3*-S, CCI2*-L, CCIOP2-L	Eventing	02/04/2021 04/04/2021	Stichting North Holland Horse Trials	BELL Janet	OC (W.O.)		<a href="#">Details</a>

**Step 3:** To acknowledge a section or sub-section, click on **Acknowledge**.

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The screenshot shows the FEI Schedules dashboard for the event 'Oudkarspel' (02/04/2021 - 04/04/2021). The user is logged in as 'BELL Janet (10217976) OC Schedule Admin'. The left sidebar contains a list of sections: Access rights, Denomination & layout, General conditions (highlighted in blue), 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 shows the 'General conditions' section, which is currently blue. It contains a list of regulations and a statement: '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'. A red box highlights the 'Acknowledge' button at the bottom right of the section.

When a section or sub-section is in **blue**, it means that some information must be entered or some conditions must be acknowledged for the section to be validated.

**Step 4:** Once you have clicked on **Acknowledge**, the section or sub-section will then become green. You can click on the little arrow on the right hand side to open the relevant page again.

The screenshot shows the same FEI Schedules dashboard, but the 'General conditions' section is now green, indicating it has been acknowledged. The 'Acknowledge' button is no longer visible. The left sidebar remains the same, with 'General conditions' still highlighted in blue. The main content area shows the 'General conditions' section, which is now green. It contains the same list of regulations and statement as before. A small green arrow icon is visible in the top right corner of the section header.

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**Step 5:** If you try to submit the schedule to your National Federation and you have forgotten to acknowledge a sub-section or section, you will be notified in the pop-up window and the section will become **red**.

Click on **Acknowledge** for the sub-section and the section will become **green**.

The screenshot shows the FEI Schedules Dashboard for the event 'Oudkarspel' (02/04/2021 - 04/04/2021). The dashboard is organized into sections, with 'Veterinary matters' highlighted in red. The 'Acknowledge' button is also highlighted in blue. The sections visible are:

- 4. Ponies (Green)
- 5. Injury surveillance (Red)
- 6. Transport of horses (Green)
- 7. Venue arrival information & fitness to compete (Green)
- 7.1 Passports (FEI General Regulations Article 137) (Green)
- 7.2 Vaccinations - Equine Influenza (FEI Veterinary Regulations Article 1003) (Green)

The 'Veterinary matters' section is highlighted in red, and the 'Acknowledge' button is highlighted in blue. The 'Acknowledge' button is located at the bottom right of the 'Injury surveillance' section.

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