

Event Schedules

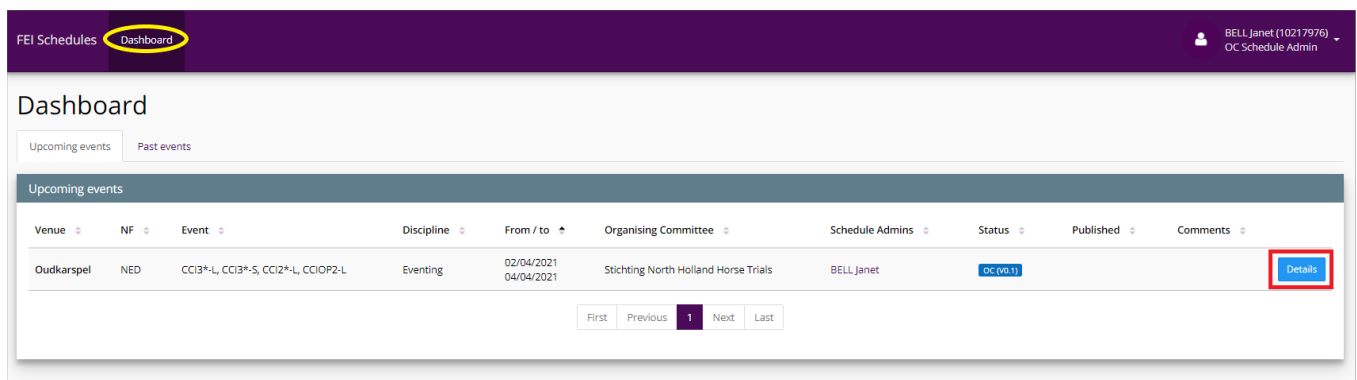
How to add a comment on the FEI Online Schedule

You are the Organising Committee of a FEI Event and you would like to add a comment for your National Federation's attention? You would like to ask your NF a question regarding something on the Schedule?

The **Comments** system allows you to communicate with your National Federation directly on the FEI Online Schedule platform. This will assist the workflow and communication involved with the creation of an Event schedule and streamline the overall process.

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.



Step 3: For the comment logo to appear, put your mouse next to one of the titles or sub-titles e.g. **Accommodated from ***.

Clicking on the comment logo will open a pop-up window on the right hand side of your screen. Here you add your comment - once you have written the comment for your NF, click on **Save** to add your comment.

Event Schedules

X. Facilities

1. Athletes

Accommodation

Not applicable

Hotel name

TownePlace Suites Marriot

Address 1

205 Columbus Dr.

Address 2

Address 3

Zip

28315

City

Aberdeen

Country

USA - United States of America

Telephone

Accommodated from

Accommodated to

At the expense of

☐ The organiser ☒ Athletes

Bed and breakfast

Bed and breakfast

Comment

Include details if necessary

Athletes - Accommodation - Accommodated from

VANGEEBERGEN Giel [OC]

We do not yet know from when we will provide accommodation, we will inform you ASAP.

Cancel

Save

If you no longer want to add a comment, click on **Cancel**.

Step 4: You can find multiple places to add comments, either linked to a specific point or to the section in general.

E.g. The **Officials** section as shown below:

V. Officials

For functions that can be occupied by National Officials, if you cannot find them in the proposed choices, leave empty and add a comment to ask you NF to fill the assignment function.

All

CCI3*-L

CCI3*-S

CCI2*-L

CCIOP2-L

Add an official

Assignment	Name	FEI ID	NF	Function	Events	Email & Mobile
1. Ground Jury						
Ground Jury President	Jan RUITERKAMP	10052223	NED	Judge (2)	CCI2*-L	Averenk01@planet.nl
Ground Jury President	Rene VAN DER LOO	10119570	NED	Judge (2)	CCI3*-S	rene-madelon@hetnet.nl 0031610968333
Ground Jury President	Ciska VAN MEGGELEN-PEEK	10051034	NED	Judge (3)	CCI3*-L CCIOP2-L	famvanmeggelen@hetnet.nl +31-6 54 31 63 12

Officials

BELL Janet [OC]

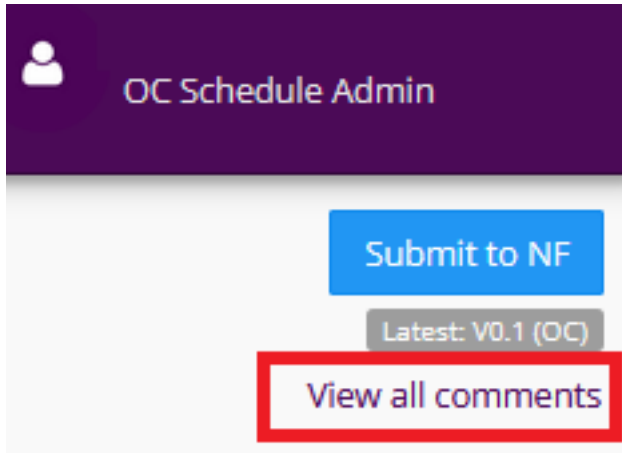
Jumping Course Designer is Jos Slottje (National Official)

Cancel

Save

Please note: You can add as many comments as you wish throughout your schedule, you can also review all comments made by your National Federation and yourselves by using the **View all comments** button on the top right of your screen.

Event Schedules



Unique solution ID: #1222

Author:

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