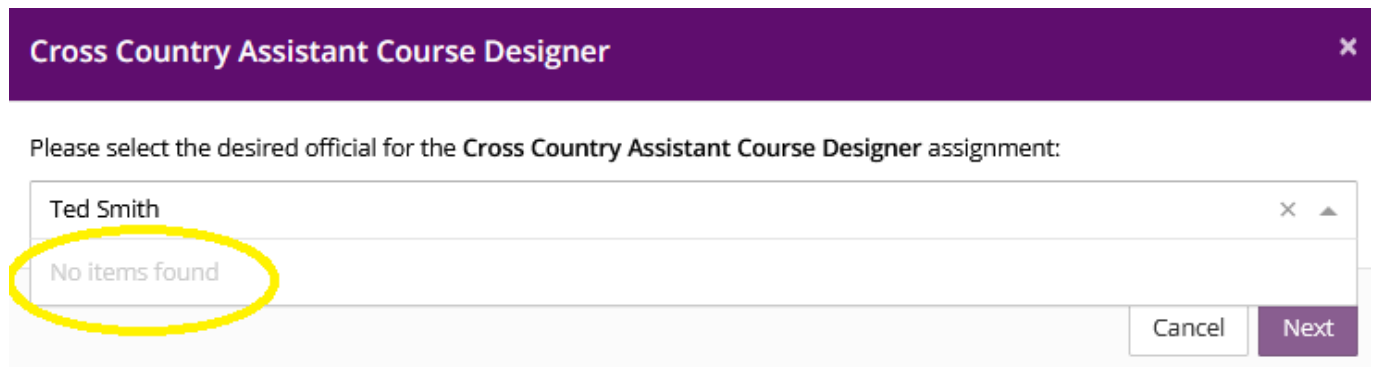


# Event Schedules

## How to add a National Official on the FEI Online Schedule

You are the Organising Committee of a FEI Event and you would like to add a National Official for one of the Official functions on the Schedule?

**Step 1:** Try to search for the Official in the dropdown by using their FEI ID number or name:



The screenshot shows a purple header bar with the text "Cross Country Assistant Course Designer" and a close button (X). Below the header, a message reads: "Please select the desired official for the Cross Country Assistant Course Designer assignment:". A search input field contains the text "Ted Smith". Below the input field, a dropdown menu is open, displaying "No items found" in a grey font, which is circled in yellow. To the right of the dropdown are "Cancel" and "Next" buttons.

If you cannot find them and they are National Official you will have to ask your National Federation to create the person as a National Official and add him/her to the relevant function.

**Step 2:** To inform your National Federation that you wish to assign a National Official that you cannot find in the list, you can use the **Comments** system. To see how to add a comment on the FEI Online Schedule, click [here](#).

Unique solution ID: #1225

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