

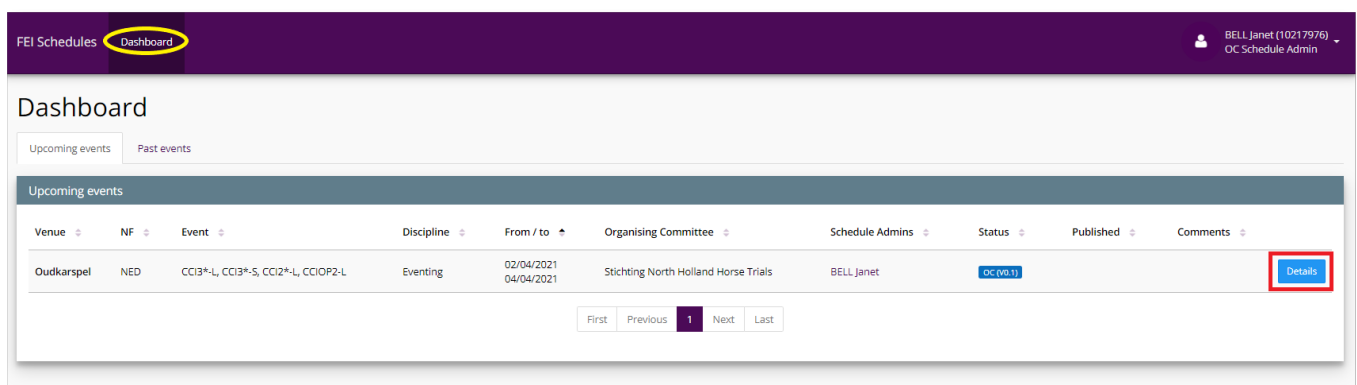
# Event Schedules

## How to add an extra Official on the FEI Online Schedule Platform

You are the Organising Committee of a FEI Event and want to add an extra Official to the schedule you are filling in?

**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:** Select the **Officials** section on the left hand side. Click on **Add an official** on the right hand side and select the function you would like to add. You can choose between Ground Jury, Technical Delegate, Course Designer, Farrier, NF Delegate and much more.

# Event Schedules

**Oudkarspel**  
02/04/2021 - 04/04/2021

Access rights: **V. Officials**

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

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 your NF to fill the assignment function.

All CCI3\*-L CCI3\*-S CCI2\*-L CCI2\*-S CCI0Y3\*-L CCI0J2\*-L CCI0P2\*-L **Add an official**

Assignment	Name	FEI ID	NF	Function	Event
<b>1. Ground Jury</b>					
Ground Jury President	Please select...				
Ground Jury Member	Please select...				
Jumping Judge	Please select...				
<b>2. Technical Delegate</b>					
Technical Delegate	Please select...				
Assistant Technical Delegate	Please select...				
<b>3. Course Designer</b>					
Cross Country Course Designer	Please select...				
Jumping Course Designer	Please select...				
Cross Country Assistant Course Designer	Please select...				
Course Builder	Please select...				

Filter...  
Assistant Technical Delegate  
Course Designer  
Cross Country Course Designer  
Jumping Course Designer  
Cross Country Assistant Course Designer  
**Jumping Assistant Course Designer**  
Cross Country Course Advisor

**Step 4:** When you click on the function you would like to add, 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 **Next**.

**Jumping Assistant Course Designer**

Please select the desired official for the **Jumping Assistant Course Designer** assignment:

BEUKERS Ronald (NED) 10071230 , Course designer (N)

**Gender \*** Male **First Name \*** Ronald **Family Name \*** BEUKERS

**Email \*** info@manegebeukers.nl

**Business Mobile Nr** **Private Mobile Nr**

**Date of birth \*** 27/10/1973 **Nationality \*** NED - Netherlands

Cancel **Next**

# Event Schedules

**Step 5:** Select the Event(s) to which the Official should be assigned and click on **Save**. You can choose multiple Events.

**Jumping Assistant Course Designer**

Please select the events to which **Ronald BEUKERS** should be assigned:

CCI3\*-S x CCI2\*-S

- CCI3\*-L
- CCI3\*-S**
- CCI2\*-L
- CCI2\*-S**
- CCIOY3\*-L
- CCIOJ2\*-L
- CCIO2\*-L

Cancel **Save**

**Step 6:** The Official is now added to the schedule for your National Federation to confirm.

**Oudkarspel**  
02/04/2021 - 04/04/2021

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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 your NF to fill the assignment function.

All CCI3\*-L CCI3\*-S CCI2\*-L CCI2\*-S CCIOY3\*-L CCIOJ2\*-L CCIO2\*-L Add an official



Assignment	Name	FEI ID	NF	Function	Events	Email & Mobile
<b>1. Ground Jury</b>						
Ground Jury President	Please select...					
Ground Jury Member	Please select...					
Jumping Judge	Please select...					
<b>2. Technical Delegate</b>						
Technical Delegate	Please select...					
Assistant Technical Delegate	Please select...					
<b>3. Course Designer</b>						
Cross Country Course Designer	Please select...					
Jumping Course Designer	Please select...					
Cross Country Assistant Course Designer	Please select...					
<b>Jumping Assistant Course Designer</b>	<b>Ronald BEUKERS</b>	10071230	NED	Course designer (National)	CCI3*-S CCI2*-S	info@manegebekers.nl
Course Builder	Please select...					

# Event Schedules

**Step 7:** If you would like to edit the Event(s) to which the Official has been assigned, click on the edit button on the right hand side and edit the Event(s) accordingly.

Jumping Assistant Course Designer	Ronald BEUKERS	10071230	NED	Course designer (National)	CCB*-S	CCD*-S	info@manegebeukers.nl		
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**Step 8:** If you would like to edit the person or remove the function, click on the person logo on the right hand side and edit accordingly.

Jumping Assistant Course Designer	Ronald BEUKERS	10071230	NED	Course designer (National)	CCB*-S	CCD*-S	info@manegebeukers.nl		
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Unique solution ID: #1231

Author:

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