

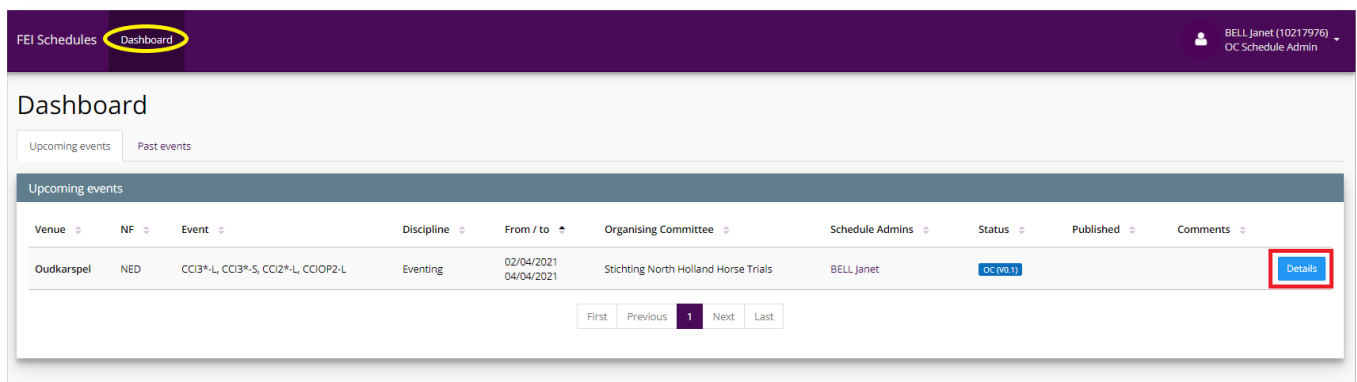
Event Schedules

How to add a meeting to the timetable on the FEI Online Schedule for Eventing

You are the Organising Committee of a FEI Eventing Event and want to add a meeting to the timetable on the schedule you are filling in? You want to add a briefing or an event within your timetable?

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 **Timetable** section on the left hand side, scroll down until the sub-section **Timetable** and then click on **Add meeting...**

Event Schedules

Access rights

Denomination & layout

General conditions

Code of conduct

General information

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Invitations

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Veterinary matters

Human anti-doping

Additional information

Annexes

VIII. Timetable

Competitions must not start before 08:00 h and must not finish after 23:00 h, unless prior approval is granted by the FEI.

CCI4*-S

CCI3*-S

CCI2*-S

CCI1*-Intro

Competition information

Competitions

The Fork at Tryon

Rule: CCI4*

Tests information

Dressage

Dressage test *

CCI4* B

Cross-country

Event length (m) *

Event speed (m/min) *

Number of efforts *

3900

570

35

Jumping

Max. event distance (m) *

Event speed (m/min) *

Max. number of efforts *

Number of obstacles *

600

375

15

12

Timetable

Add dressage test

Add meeting

		Day	Date	Time	
Vet examination on arrival	<input type="checkbox"/> n/a	Wednesday	31.03.2021	10:00 - 18:00	<input type="checkbox"/>
Opening of stables	<input type="checkbox"/> n/a	Wednesday	31.03.2021	12:00 - 20:00	<input type="checkbox"/>
Official course inspection	<input type="checkbox"/> n/a	Thursday	01.04.2021	15:00 - 20:00	<input type="checkbox"/>
Declaration of starters	<input type="checkbox"/> n/a	Thursday	01.04.2021	15:00	<input type="checkbox"/>

Step 4: A pop-up window will open, you can write the **Meeting name** and select if the meeting is scheduled at a specific time and date or after another meeting or

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URL: <https://howto.fei.org/content/34/233/en/how-to-add-a-meeting-to-the-timetable-on-the-fei-online-schedule-for-eventing.html>

Event Schedules

event. Once you have filled in the required information, click on **Save changes**.

Opening of the Show Office details

Meeting name *

Opening of the Show Office

Additional information (meeting location...)

Date and time

Date and time

Please select if the meeting is scheduled at a specific time and date or after another meeting or event

Date *

31/03/2021

Starting time *

08 : 00

Ending time

HH : MM

Close

Save changes

Step 5: The meeting has been added to the **Timetable**. When you submit your schedule to your National Federation, they will be informed of the addition/modification you have made.

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CCI2*-S

CCI1*-Intro

Timetable

Add dressage test

Add meeting...

Opening of the Show Office		Wednesday	31.03.2021	08:00	
Vet examination on arrival	<input type="checkbox"/> n/a	Wednesday	31.03.2021	10:00 - 18:00	
Opening of stables	<input type="checkbox"/> n/a	Wednesday	31.03.2021	12:00 - 20:00	
Official course inspection	<input type="checkbox"/> n/a	Thursday	01.04.2021	15:00 - 20:00	
Declaration of starters	<input type="checkbox"/> n/a	Thursday	01.04.2021	15:00	
Dressage Test		Friday	02.04.2021	08:00	
Jumping Test		Saturday	03.04.2021	09:30	
Cross-Country Test		Sunday	04.04.2021	08:30	
1st horse inspection	<input checked="" type="checkbox"/> n/a				
2nd horse inspection	<input checked="" type="checkbox"/> n/a				
Prize-giving	<input checked="" type="checkbox"/> n/a				

Prize Classification

No prize money

Total amount of prize money per section *

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

Unique solution ID: #1232

Author:

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