

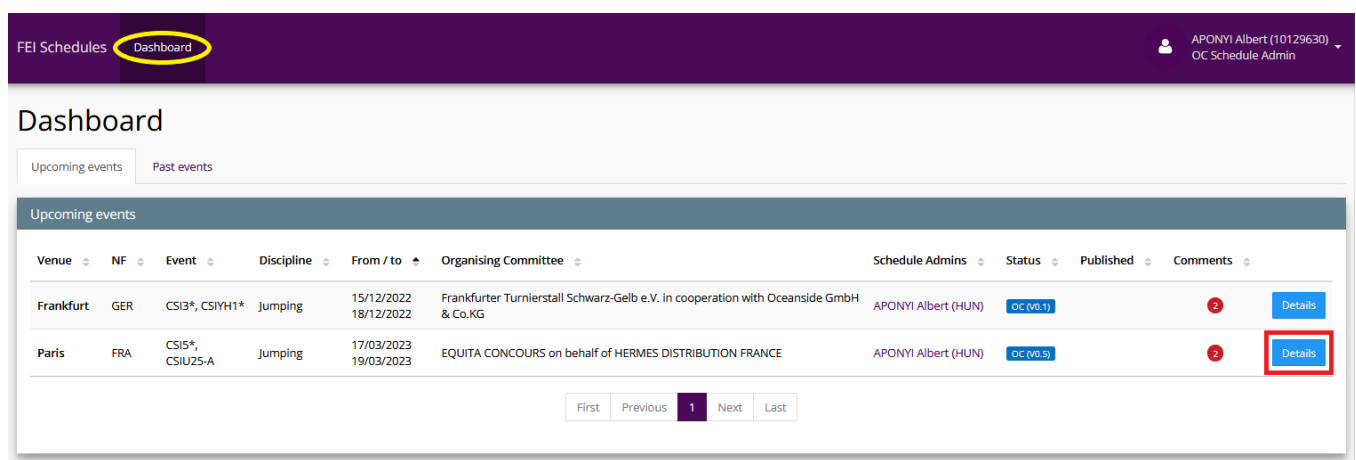
Event Schedules

How to add a competition in a Jumping Event on the FEI Online Schedule

You are the Organising Committee of a FEI Event and want to add a competition to the timetable on the schedule you are filling in for a Jumping Show?

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 Online Schedule Platform Dashboard. The top navigation bar has 'FEI Schedules' and 'Dashboard' (highlighted). The user is logged in as 'APONYI Albert (10129630) 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. Two events are listed: Frankfurt and Paris. The 'Details' button for the Paris event is highlighted with a red box. At the bottom, there are pagination controls: First, Previous, 1, Next, Last.

Venue	NF	Event	Discipline	From / to	Organising Committee	Schedule Admins	Status	Published	Comments
Frankfurt	GER	CSI3*, CSIYH1*	Jumping	15/12/2022 18/12/2022	Frankfurter Turnierstall Schwarz-Gelb e.V. in cooperation with Oceanside GmbH & Co.KG	APONYI Albert (HUN)	OC (W.1)		Details
Paris	FRA	CSI5*, CSIU25-A	Jumping	17/03/2023 19/03/2023	EQUITA CONCOURS on behalf of HERMES DISTRIBUTION FRANCE	APONYI Albert (HUN)	OC (W.9)		Details

Step 3: Select the **Timetable** section on the left hand side, scroll down until the sub-section of the Events. Click on **Add competition...** and select the relevant Event for which you would like to add a competition. You can also first click on the **Event code** and then click on the same button **Add competition...**

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Step 4: A pop-up window will open with the list of all competition articles as stated in the FEI Jumping Rules. You can use the filters to help you find out the correct Article of the FEI Jumping Rules under which your competition will be run and click on **Select**.

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Step 5: Fill in the fields to add the competition to your timetable. The fields with a * are required. Once all the required fields are completed, click on **Save changes**.

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Step 6: On **All**, you will see all the competitions added for all Events highlighted in different colors for each Event. If you click on the **Event code**, you will see the competitions added for the relevant Event only. If you want to edit a competition already added, you can click on the **edit toggle button**.

The screenshot shows the FEI online schedule management interface. On the left is a sidebar with various menu items. The main area is titled 'General information' and shows a filter bar with 'All' selected. Below this is a table of competitions. The table has columns for Event, Day, Date, Time, Arena, Article, LR PG, and Total Prize Money. The table lists several competitions, including 'Declaration of starters' and 'Competition 01' through 'Competition 04'. The 'Competition 04' row is highlighted in green, and its edit toggle button is circled in red. The 'All' filter button is also circled in red.

Event	Day	Date	Time	Arena	Article	LR PG	Total Prize Money
Declaration of starters	Friday	17.03.2023					
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Competition 01 Prix du Grand Palais	Saturday	18.03.2023	11:15	Competition Arena	274.2.5	Not counting for the ranking	10,000.00 EUR
Competition 02 Les Talents Hermes	Saturday	18.03.2023	14:00	Competition Arena	274.2.5	Not counting for the ranking	No Prize Money
Competition 04 Les Talents	Sunday	19.03.2023	10:00	Competition Arena	238.2.2a	D	27,500.00 EUR

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If you click on **Competition Arena** on the right hand side, you will see the competitions taking place in the relevant Arena.

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

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