

Event Schedules

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

You are the Organising Committee of a FEI Jumping 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.

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 (V0.1)		2 Details
Paris	FRA	CSI5*, CSIUZ5-A	Jumping	17/03/2023 19/03/2023	EQUITA CONCOURS on behalf of HERMES DISTRIBUTION FRANCE	APONYI Albert (HUN)	OC (V0.5)		2 Details

Step 3: Select the **Timetable** section on the left hand side, scroll down until the sub-section **General information** and then click on **Add a meeting**. Select the meeting you would like to add, if the meeting is not in the list, click on **Custom meeting** to personalise the name of the meeting.

Event Schedules

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

Event Schedules

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

If you want to edit the meeting, click on the **toggle edit button**. You can also manage the meetings per Event, click on **Manage meetings per event**.

Event Schedules

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

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