

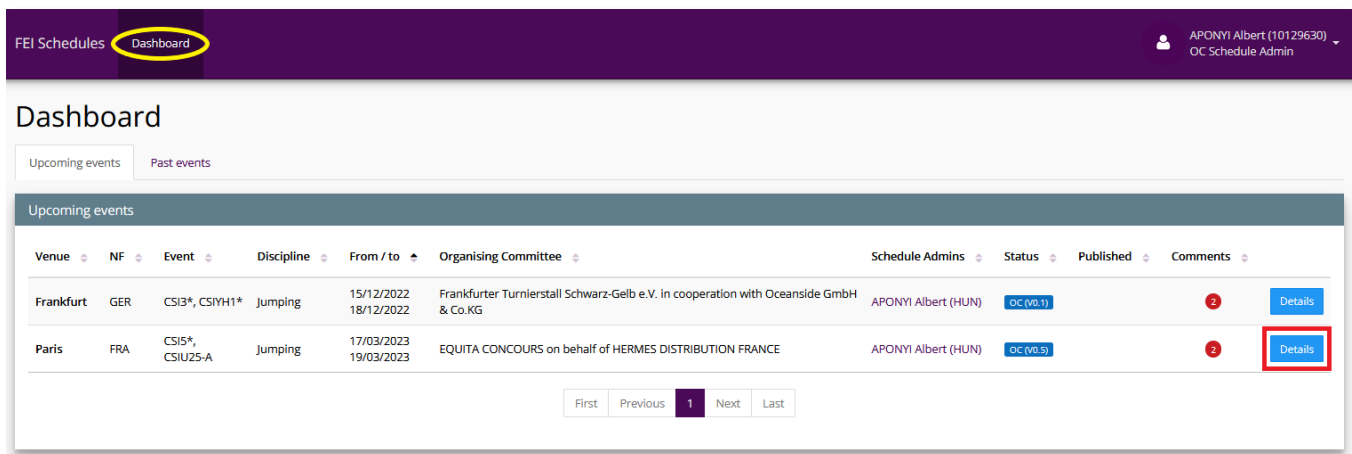
Event Schedules

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.



The screenshot shows the FEI Schedules Dashboard. The 'Dashboard' tab is selected in the top navigation bar. Below the navigation bar, there are tabs for 'Upcoming events' and 'Past events'. The 'Upcoming events' tab is active, displaying a table of events. The table has columns for 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 of the table, there are navigation buttons: First, Previous, 1 (selected), 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	APONY Albert (HUN)	OC (V0.1)		2
Paris	FRA	CSI5*, CSIU25-A	Jumping	17/03/2023 19/03/2023	EQUITA CONCOURS on behalf of HERMES DISTRIBUTION FRANCE	APONY Albert (HUN)	OC (V0.5)		2

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.

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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**.

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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**.

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

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Author:

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