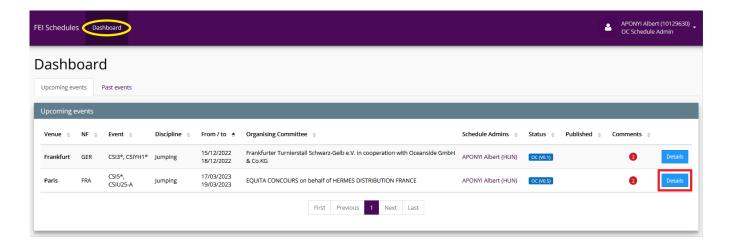
Event Schedules

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 breifing 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 **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 |
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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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