

Event Schedules

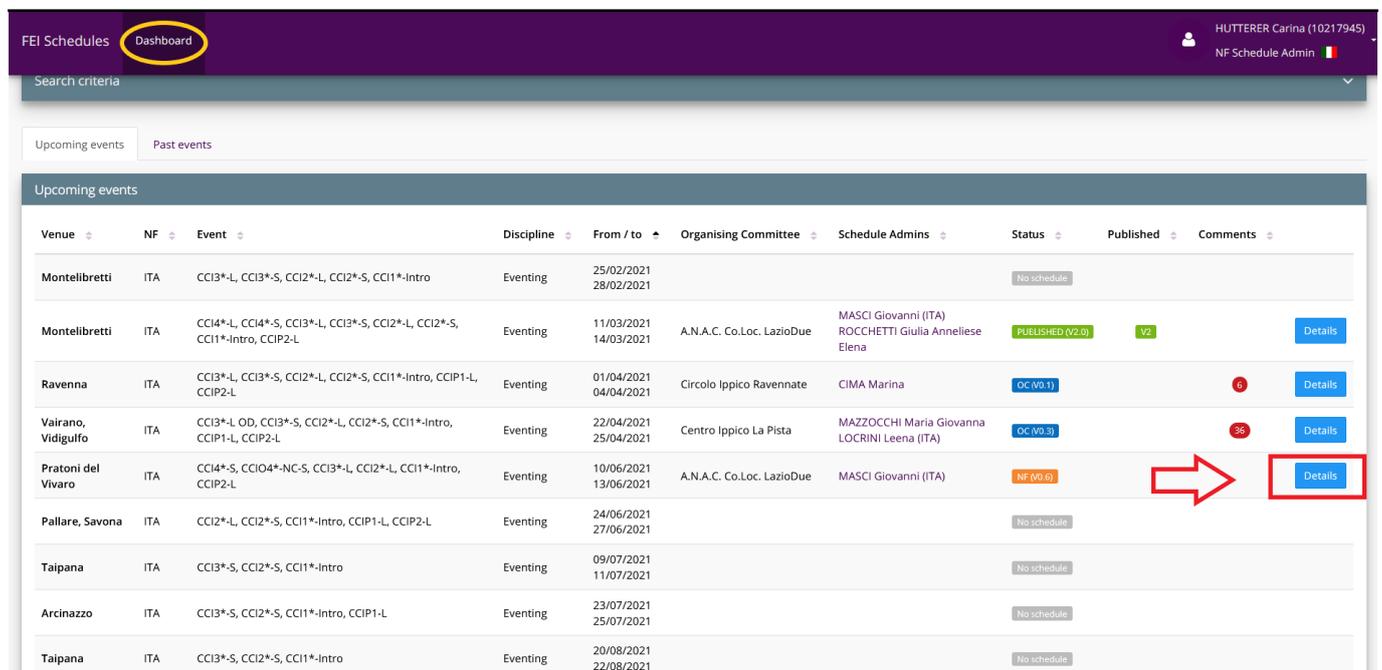
How to validate a comment made by an Organising Committee on the FEI Online Schedule

You have been notified that an OC of a FEI Event taking place in your Country has added a comment on their schedule?

You need to validate a comment added by an OC or add a further comment?

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. The table below lists upcoming events with columns for Venue, NF, Event, Discipline, From / to, Organising Committee, Schedule Admins, Status, Published, and Comments. The event 'Pratoni del Vivaro' is highlighted, and its 'Details' button is circled in red with a red arrow pointing to it.

Venue	NF	Event	Discipline	From / to	Organising Committee	Schedule Admins	Status	Published	Comments
Montelibretti	ITA	CCI3*-L, CCI3*-S, CCI2*-L, CCI2*-S, CCI1*-Intro	Eventing	25/02/2021 28/02/2021			No schedule		
Montelibretti	ITA	CCI4*-L, CCI4*-S, CCI3*-L, CCI3*-S, CCI2*-L, CCI2*-S, CCI1*-Intro, CCI2*-L	Eventing	11/03/2021 14/03/2021	A.N.A.C. Co.Loc. LazioDue	MASCI Giovanni (ITA) ROCCHETTI Giulia Anneliese Elena	PUBLISHED (V2.0)	V2	Details
Ravenna	ITA	CCI3*-L, CCI3*-S, CCI2*-L, CCI2*-S, CCI1*-Intro, CCI1*-L, CCI2*-L	Eventing	01/04/2021 04/04/2021	Circolo Ippico Ravennate	CIMA Marina	OC (V0.1)		6 Details
Vairano, Vidigulfo	ITA	CCI3*-L OD, CCI3*-S, CCI2*-L, CCI2*-S, CCI1*-Intro, CCI1*-L, CCI2*-L	Eventing	22/04/2021 25/04/2021	Centro Ippico La Pista	MAZZOCCHI Maria Giovanna LOCRINI Leena (ITA)	OC (V0.3)		36 Details
Pratoni del Vivaro	ITA	CCI4*-S, CCI04*-NC-S, CCI3*-L, CCI2*-L, CCI1*-Intro, CCI2*-L	Eventing	10/06/2021 13/06/2021	A.N.A.C. Co.Loc. LazioDue	MASCI Giovanni (ITA)	NF (V0.6)		Details
Pallare, Savona	ITA	CCI2*-L, CCI2*-S, CCI1*-Intro, CCI1*-L, CCI2*-L	Eventing	24/06/2021 27/06/2021			No schedule		
Taipana	ITA	CCI3*-S, CCI2*-S, CCI1*-Intro	Eventing	09/07/2021 11/07/2021			No schedule		
Arcinazzo	ITA	CCI3*-S, CCI2*-S, CCI1*-Intro, CCI1*-L	Eventing	23/07/2021 25/07/2021			No schedule		
Taipana	ITA	CCI3*-S, CCI2*-S, CCI1*-Intro	Eventing	20/08/2021 22/08/2021			No schedule		

Step 3: The comment logo will be displayed in **orange** next to the section in which a comment has been added by the Organising Committee. On the right hand side of your screen, you will see the comment from the OC.

Event Schedules

FEI Schedules Dashboard ? HUTTERER Carina (10217945) NF Schedule Admin

Pratoni del Vivaro 10/06/2021 - 13/06/2021 CCA*-S CCI04*-NCS CCB*-L CCI2*-L CCI1*-Intro CCP2*-L

Submit to FEI Latest: V0.5 (NF) View all comments

2. Organising Committee Add member

Name	FEI ID	Phone	Email
President of the Event			
TORLONIA Leopoldo	10004781		leopoldotorlonia@tiscali.it
Press Officer			
Please select...			
Show Secretary			
ROCCHETTI Giulia Anneliese Elena	10151365	00393284558291	giulia.crocchetta@gmail.com
Honorary President			
Please select...			

Organising Committee
MASCI Giovanni [OC]
23/02/2021 13:58:19
We will not have a press officer
Comment Close

Step 4: Click on **Comment** to add a further comment or on **Close** if you do not have any comment to add and you have acknowledged the information.

FEI Schedules Dashboard ? HUTTERER Carina (10217945) NF Schedule Admin

Pratoni del Vivaro 10/06/2021 - 13/06/2021 CCA*-S CCI04*-NCS CCB*-L CCI2*-L CCI1*-Intro CCP2*-L

Submit to FEI Latest: V0.5 (NF) View all comments

2. Organising Committee Add member

Name	FEI ID	Phone	Email
President of the Event			
TORLONIA Leopoldo	10004781		leopoldotorlonia@tiscali.it
Press Officer			
Please select...			
Show Secretary			
ROCCHETTI Giulia Anneliese Elena	10151365	00393284558291	giulia.crocchetta@gmail.com
Honorary President			
Please select...			

Organising Committee
MASCI Giovanni [OC]
23/02/2021 13:58:19
We will not have a press officer
Comment Close

Step 5: Once you have closed the comment, the comment logo will disappear.

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FEI Schedules Dashboard ? HUTTERER Carina (10217945) NF Schedule Admin

Pratoni del Vivaro 10/06/2021 - 13/06/2021 CCI4*-S CCI04*-NCS CCI3*-L CCI2*-L CCI1*-Intro CCI02*-L

Submit to FEI Latest: V0.6 (NF) View all comments

2. Organising Committee Add member

Name	FEI ID	Phone	Email
President of the Event			
TORLONIA Leopoldo	10004781		leopoldotorlonia@tiscali.it
Press Officer			
Show Secretary			
ROCCHETTI Giulia Anneliese Elena	10151365	00393284558291	giulia.crocchetta@gmail.com
Honorary President			

Step 6: You have given the schedule back to the Organising Committee and they have made a modification. Once the Organising Committee submits the schedule back to you, the modifications will be displayed in a thread and you will see it on the right hand side as well as the comments made by the OC.

You can choose to **Reject** the modification, **Accept** it or **Comment**.

If you **Accept** the modification, the modification will be accepted and will disappear from the list of comments on the right hand side.

If you **Reject** it, the modification will not be added to the schedule. It will also disappear from the list on the right hand side.

You can click on **Comment** if you would like for example further information regarding this modification.

Unique solution ID: #1230

Author:

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