

# Event Schedules

## How to send back a version of the schedule to the OC on the FEI Online Schedule platform

You are a NF member and you wish to send back a version of the schedule to the Organising Committee?

You have corrected something and/or entered additional information to a schedule and you wish to send it back to the Organising Committee?

You need your Organising Committee to provide further details?

**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.

FEI Schedules **Dashboard** AUTRY Jenni (10185561) NF Schedule Admin

Dashboard

Search criteria

Search

Venue name, Country, Event code, Event ID, Organising Committee

NF: USA

From: To: Status: All events Discipline(s): Eventing

Reset

Upcoming events Past events

Upcoming events

Venue	NF	Event	Discipline	From / to	Organising Committee	Schedule Admins	Status	Published	Comments
Raeform NC	USA	CCI4*-S, CCI3*-S, CCI2*-S	Eventing	17/03/2021 21/03/2021	A.N.A.C. Co.Loc. LazioDue	LOCRIINI Leena (ITA)	OC (V0.1)		<a href="#">Details</a>
Aiken, SC	USA	CCI4*-S, CCI3*-S, CCI2*-S, CCI1*-Intro	Eventing	25/03/2021 27/03/2021			No schedule		
Temecula CA	USA	CCI4*-S, CCI3*-S, CCI2*-S	Eventing	25/03/2021 26/03/2021	Robert Kellerhouse	KELLERHOUSE Robert (USA) DORSEY Ashlyn (USA) MURRAY Sedona DUNKERTON Rick (USA)	PUBLISHED (V5.0)	VS	<a href="#">Details</a>
Tryon NC	USA	CCI4*-S, CCI3*-S, CCI2*-S, CCI1*-Intro	Eventing	02/04/2021 04/04/2021	Tryon International Equestrian Center	OAKMAN Molly PAGE Shelley LOCRIINI Leena (ITA)	NF (V0.13)		<a href="#">Details</a>
Paso Robles, River Rd	USA	CCI4*-L, CCI4*-S, CCI3*-L, CCI3*-S, CCI2*-L	Eventing	08/04/2021 11/04/2021	Twin Rivers Eventing	GRAY Christina (USA)	FEI (V0.7)		<a href="#">Details</a>
Elkton MD	USA	CCI4*-S, CCI3*-S, CCI2*-S	Eventing	09/04/2021 11/04/2021	Fair Hill International, Inc	COLDREN Mary (USA)	PUBLISHED (V1.0)	V1	<a href="#">Details</a>

**Step 3:** Once you have checked all the sections that were filled in by the Organising Committee and added any comments or corrections, you can submit the schedule back to the OC.

To do this, click on the little arrow in the top right corner of your window and then select **Submit to OC**.

# Event Schedules

FEI Schedules Dashboard ?

AUTRY Jenni (10185561)  
NF Schedule Admin

Tryon NC  
The Fork at Tryon International Equestrian Center  
02/04/2021 - 04/04/2021

Access rights

Schedule users

Name	FEI ID	Phone	Email	Schedule access
LOCRINI Leena	10217978		info@clubippicosangio.it	Admin
OAKMAN Molly	10172660		moakman@tryon.com	Admin
PAGE Shelley	10142397	+1 352 266 3970	shelleyhpaga@gmail.com	Admin

FEI Entry System users

Please click on Add User in order to provide you and the other members of your committee access to the FEI Entry System.  
Entry Admin: Provides you the required access to manage entries and substitutions and download entries/lists  
Entry Consult: You are just able to consult and download the entries/lists

Name	FEI ID	Email	Admin	Consult
DUNKERTON Rick	10119563	rdunkerton@gmail.com	All Events	
PATRICK Georgia	10174755	georgia@equiratings.com		CCIA-S

**Step 4:** A pop-up window will open, to submit the schedule back to the OC, click on **Confirm**.

If you do not want to submit the schedule back to the OC, click on **Cancel**.

Submit to OC

Are you sure you wish to submit this schedule to the OC?

Cancel Confirm

**Step 5:** Once your schedule has been submitted back to the OC, you will see in the top right corner next to the version of the schedule **(OC)**. This means that it is now in the hands of the Organising Committee.

# Event Schedules

You can take back control of the schedule at anytime, [click here to see how to take control of the schedule](#).

**Step 6:** On your **Dashboard**, you can also see under the **Status** column, that the schedule is now in the hands of the Organising Committee.

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