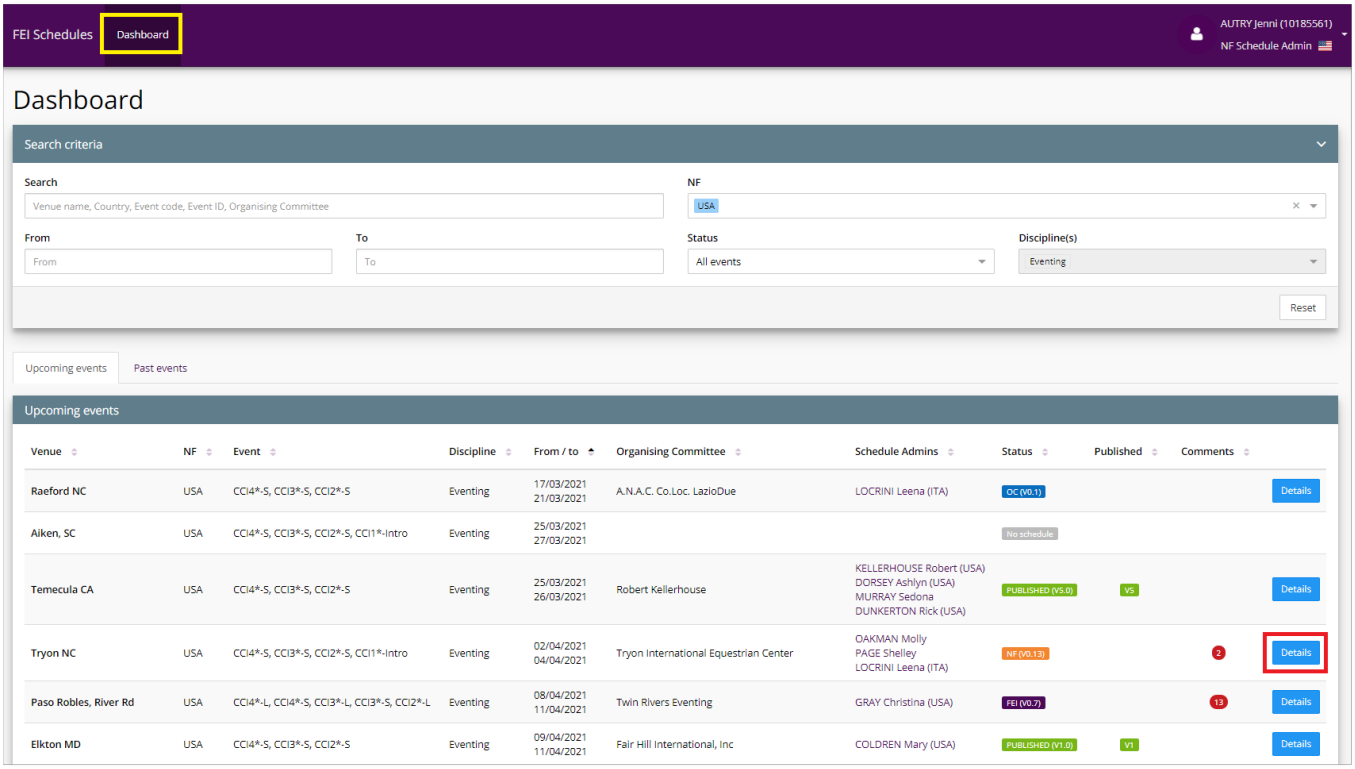
Event Schedules

How to submit the schedule to the FEI for approval on the FEI Online Schedule platform

You have checked all the sections of the schedule and you wish to submit it to the FEI for approval?

Step 1: Connect to the FEI Online Schedule Platform (https://schedules.fei.org) with your FEI credentials.

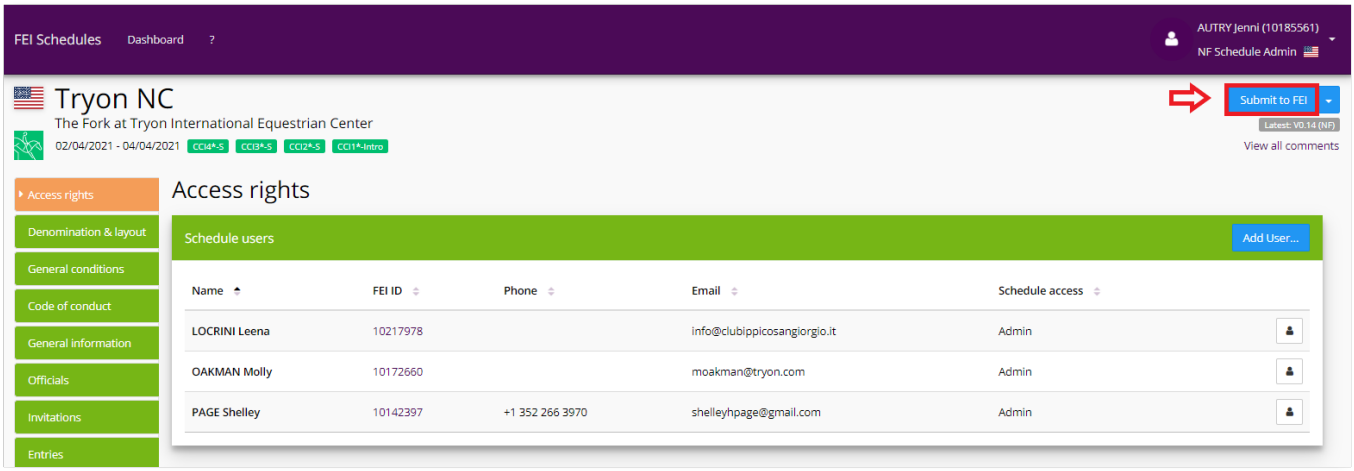
Step 2: On your **Dashboard** click on **Details** to open the schedule of your Event.



Step 3: Once you have verified all the sections, you can submit the final version of the schedule to the FEI for approval by clicking on **Submit to FEI**.

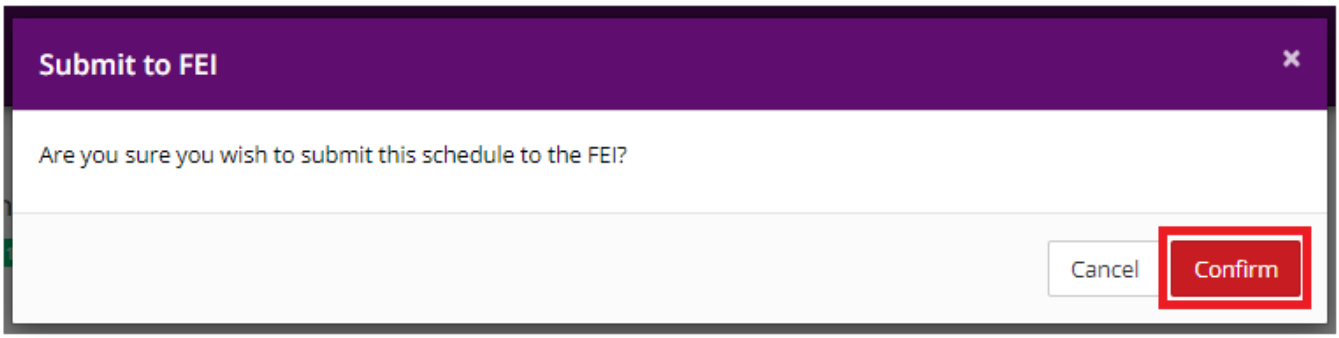
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URL: https://howto.fei.org/content/35/235/en/how-to-submit-the-schedule-to-the-fei-for-approval-on-the-fei-online-schedule-platform.html

Event Schedules

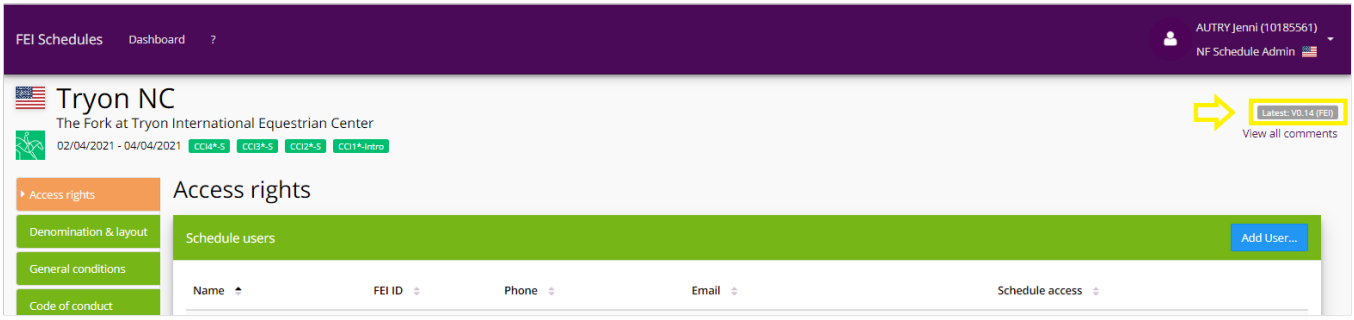


Step 4: A pop-up window will open, to submit the schedule to the FEI, click on **Confirm**.

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



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

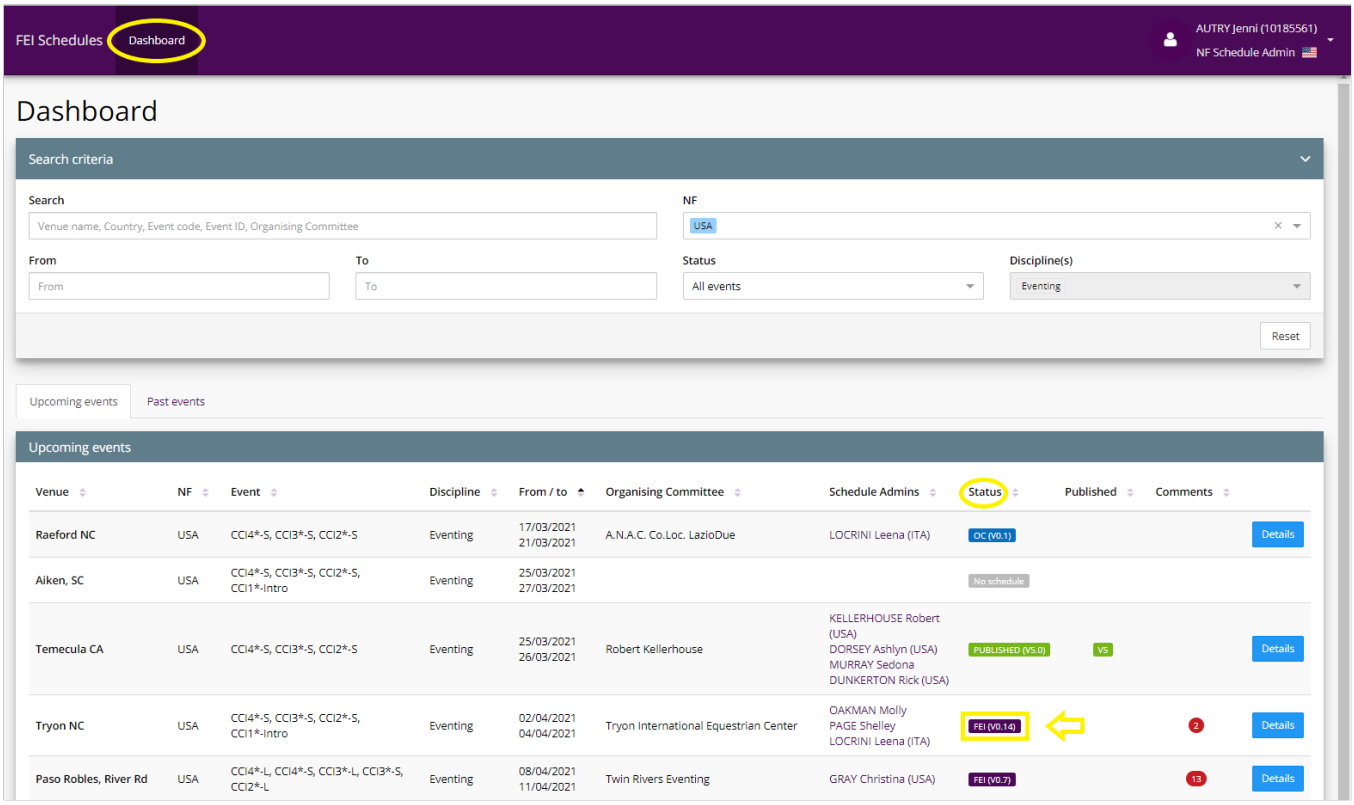


Step 6: On your **Dashboard**, you can also see under **Status,** that the schedule is now in the hands of the FEI.

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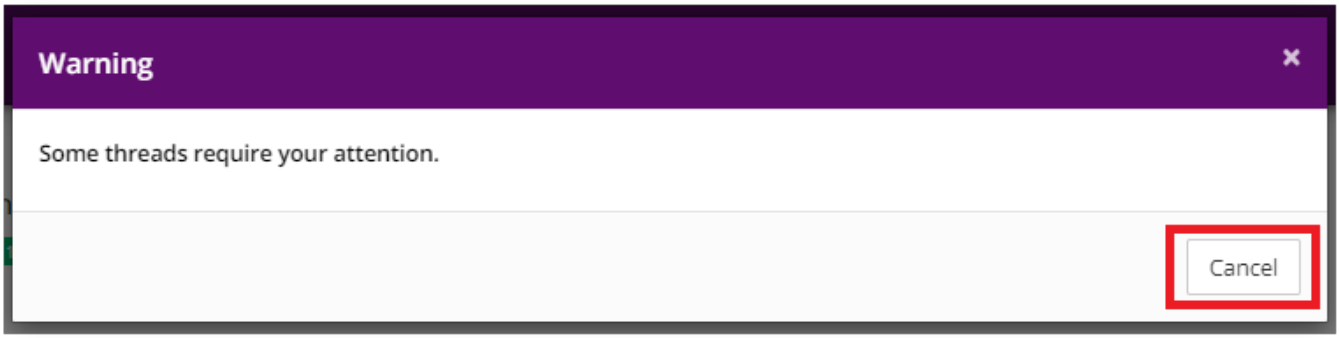
URL: https://howto.fei.org/content/35/235/en/how-to-submit-the-schedule-to-the-fei-for-approval-on-the-fei-online-schedule-platform.html

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Step 7: If you have not validated all the comments and/or modifications made on the schedule, or perhaps certain sections are missing necessary information, you will be informed when trying to submit.

Click on **Cancel**, to return to the schedule and validate the comments/modifications and try to submit the schedule again.



To see how to validate a comment made by an Organising Committee, **click here**.

Unique solution ID: #1234
Author:

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