

Event Schedules

How to add access rights on the FEI Online Schedule Platform

You want to grant access rights to a person for an Event in your Country so they can fill in the schedule?

You need to grant access to someone in the Organising Committee to manage the entries for an Event in your Country?

The Timing Provider needs to consult the entries?

You can give access through the FEI Online Schedule Platform under the **ACCESS RIGHTS** section.

As **NF Schedule Admin**, you can grant access to members of the Organising Committee at any time and they will be given access straight away.

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 the Event.

The screenshot shows the FEI Online Schedule Platform Dashboard. At the top, there is a navigation bar with 'FEI Schedules' and 'Dashboard' (highlighted with a yellow box). The user is logged in as 'AUTRY Jenni (10185561)' with the role 'NF Schedule Admin'. Below the navigation bar is a search criteria section with fields for 'Search' (Venue name, Country, Event code, Event ID, Organising Committee), 'NF' (USA), 'From' and 'To' dates, 'Status' (All events), and 'Discipline(s)' (Eventing). A 'Reset' button is also present. Below the search criteria are tabs for 'Upcoming events' and 'Past events'. The 'Upcoming events' tab is active, showing a table of events. The table has columns for Venue, NF, Event, Discipline, From / to, Organising Committee, Schedule Admins, Status, Published, and Comments. The 'Details' button for the event 'Tryon NC' is highlighted with a red box.

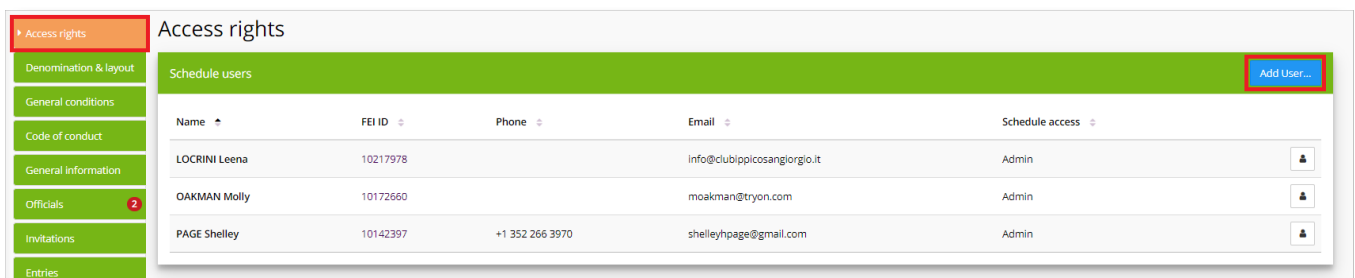
Venue	NF	Event	Discipline	From / to	Organising Committee	Schedule Admins	Status	Published	Comments
Raeford NC	USA	CCI4*-S, CCI3*-S, CCI2*-S	Eventing	17/03/2021 21/03/2021	A.N.A.C. Co.Loc. LazioDue	LOCRINI Leena (ITA)	OC (V0.1)		Details
Aiken, SC	USA	CCI4*-S, CCI3*-S, CCI2*-S, CCI1*-Intro	Eventing	25/03/2021 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	Details
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 LOCRINI Leena (ITA)	NF (V0.13)		2 Details
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)		13 Details
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	Details

Event Schedules

In the **Access rights** section there are three categories:

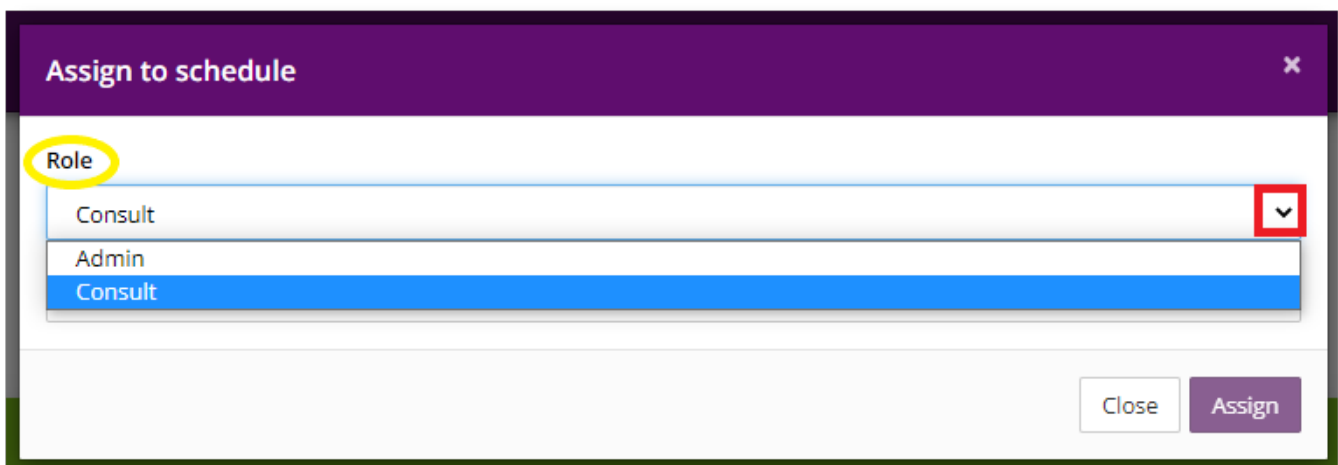
- **Schedule Users:** these are the people who can edit or consult the online schedule for the Event
- **FEI Entry System Users:** these are the people who can accept/reject entries for the Event or consult the entry lists for the Event on the FEI Entry System
- **Service Providers:** these are the IT/Timing/Scoring Providers who require access to the FEI Entry System to download the entries and in certain cases upload results

Step 3: Go to the **Access rights** section and click on **Add User...** under the relevant section.



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

Step 4: Under **Role** you can choose if you want the person to have **Admin** or **Consult** rights.



Assign to schedule

Role

Consult

Admin

Consult

Close Assign

- **Admin** rights grant access to the person to see and modify anything on the FEI Online Schedule Platform and allows the given person to accept or reject entries on the FEI Entry System
- **Consult** access is a "view only" access on both the FEI Online Schedule Platform and the FEI Entry System.

Event Schedules

Step 5: Select the correct person by entering the name or FEI ID.

If this person is not yet registered on the FEI Database, you can click on **Add a person not in this list** to create the person.

The screenshot shows a purple header bar with the text "Assign to schedule" and a close icon. Below the header, there is a "Role" dropdown menu with "Consult" selected. A search input field contains "john smith" and is highlighted with a red box. Below the search field, a list of search results is displayed: "SMITH John - (RSA) 10107609" and "SMITH John - (USA) 10229951". At the bottom of the search results, there is a button labeled "Add a person not in this list" which is also highlighted with a red box.

Step 6: Once you have selected the correct person and filled in the required fields if necessary, click on **Assign**.

The screenshot shows the "Assign to schedule" dialog box with the search results from the previous step. The search input field now contains "SMITH John - (USA) 10229951" and is highlighted with a red box. Below the search field, there are three input fields: "Gender *" with a dropdown menu showing "Male", "First Name *" with "John", and "Family Name *" with "SMITH". Below these is an "Email *" field with "johnsmith@gmail.com". At the bottom, there are two empty input fields for "Business Mobile Nr" and "Private Mobile Nr". At the bottom right, there are two buttons: "Close" and "Assign", with the "Assign" button highlighted by a red box.

Event Schedules

Please note: This section is completely separate to the validation of the schedule.

It is not necessary for the ACCESS RIGHTS section to be completed or validated for the submission or publication of the schedule to take place.

The ACCESS RIGHTS section can be edited at anytime and the modifications are made directly on the FEI Database/FEI Entry System, the schedule does not need to be republished for the modifications to take place.

Unique solution ID: #1237

Author:

Last update: 2021-03-29 08:09