

Event Schedules

How to take control of a schedule on the FEI Online Schedule platform

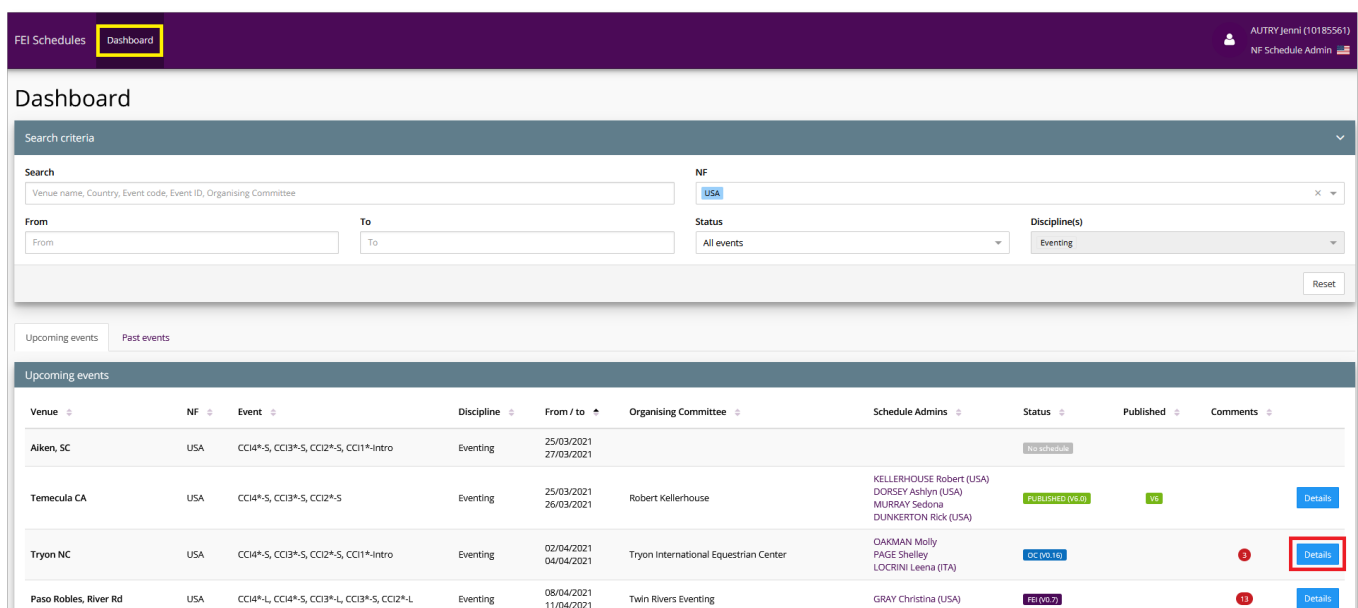
You have sent a version of the schedule to the OC and you would like to take back control of it?

You want to make a modification on the schedule of the Event but the schedule is in the hands of the OC?

As **NF Schedule Admin**, you can take control of the schedule at any time if it is in the hands of the Organising Committee.

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. At the top, there's 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, the 'Dashboard' title is followed by a 'Search criteria' section. This section includes a search bar, a dropdown for 'NF' (set to 'USA'), and filters for 'From', 'To', 'Status' (set to 'All events'), and 'Discipline(s)' (set to 'Eventing'). A 'Reset' button is at the bottom right of the search section. Below the search section, there are tabs for 'Upcoming events' and 'Past events'. The 'Upcoming events' tab is active, showing a table of events. The table has columns: Venue, NF, Event, Discipline, From / to, Organising Committee, Schedule Admins, Status, Published, and Comments. Four events are listed: Aiken, SC; Temecula CA; Tryon NC; and Paso Robles, River Rd. The 'Tryon NC' row has a 'Details' button highlighted with a red box. The 'Status' column shows 'OC (0.16)' for Tryon NC and 'FEI (0.2)' for Paso Robles.

| Venue | NF | Event | Discipline | From / to | Organising Committee | Schedule Admins | Status | Published | Comments |
|-----------------------|-----|---|------------|--------------------------|---------------------------------------|--|------------------|-----------|----------------------------|
| 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 (V9.0) | YES | 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 LOCINI Leena (ITA) | OC (0.16) | | 3 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 (0.2) | | 11 Details |

Step 3: You will see in the top right corner next to the version of the schedule, the label **(OC)**. This means that it is currently in the hands of the Organising Committee.

To take control of the schedule, click on **Take control** in the top right corner.

Event Schedules

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@clubippicosangioi.it | Admin |
| OAKMAN Molly | 10172660 | | moakman@tryon.com | Admin |
| PAGE Shelley | 10142397 | +1 352 266 3970 | shelleyhpage@gmail.com | Admin |

FEI Entry System users

Step 4: A pop-up window will open, to take control of the schedule, click on **Confirm**.

If you want to leave the schedule in the hands of the Organising Committee, click on **Cancel**.

Take control

Are you sure you wish to take control of this schedule?

Cancel Confirm

Step 5: Once you have taken control of the schedule, you will see in the top right corner next to the version of the schedule, the label **(NF)**. This means that it is now in your hands.

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@clubippicosangioi.it | Admin |
| OAKMAN Molly | 10172660 | | moakman@tryon.com | Admin |
| PAGE Shelley | 10142397 | +1 352 266 3970 | shelleyhpage@gmail.com | Admin |

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

Event Schedules

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 |
|-----------------------|-----|---|------------|--------------------------|---------------------------------------|--|------------------|-----------|-------------------------|
| 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 Adriyn (USA) MURRAY Sedona DUNKERTON Rick (USA) | PUBLISHED (V6.0) | YES | 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) | NEW (03.30) | | 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 (00.37) | | Details |

Unique solution ID: #1238

Author:

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