

Athletes

How to upload or change the Athlete portrait photo on FEI Biographies

Your Athlete is going to take part to a major event and you want to upload a portrait photo of them?

The FEI Entry System requires a portrait photo of your Athlete?

Step 1: Go to: <https://www.fei.org/bios> and click on the **Sign in** button located in the top right corner.



Here you will need to sign in with your FEI ID number and password. Once signed in you will arrive on the FEI Biographies Home Page.

A screenshot of the FEI Biographies Search page. The page has a 'Home' link in the top left. The main heading is 'FEI Biographies Search'. Below this are two tabs: 'By Athlete' (selected) and 'By Country'. Under the 'By Athlete' tab, there is a search bar labeled 'Search' with the placeholder text 'Athlete Name or FEI ID'. To the right of the search bar are two dropdown menus: 'All Disciplines' and 'All Countries'. Below these are three radio buttons: 'All athletes' (selected), 'With personal information', and 'Without personal information'. The main content area is a table with the following columns: 'FEI ID', 'Name', 'Gender', 'Discipline', 'Competing for', and 'Personal Info'. The table contains 9 rows of athlete data.

FEI ID	Name	Gender	Discipline	Competing for	Personal Info
10094317	(MOHAMMAD EID) AKRAM AL NAJJAR Hala	Female	Jumping	Jordan	
10106002	(MOHAMMAD EID) AKRAM AL NAJJAR Hamzeh	Male	Jumping	Jordan	
10106003	(MOHAMMAD EID) AKRAM AL NAJJAR Hamzeh	Male	Jumping	Jordan	
10106006	(MOHAMMAD EID) AKRAM AL NAJJAR Liyan	Female	Jumping	Jordan	
10106004	(MOHAMMAD EID) AKRAM AL NAJJAR Tawfiq	Male	Jumping	Jordan	
10029608	(MOH'D HASAN) AL NABLSI Abdel Naser	Male	Endurance	Jordan	
10010764	'T JOLLYN Carole	Female	Eventing	Belgium	
10076151	A ALKHARAFI Musaad	Male	Endurance	Kazakhstan	
10031811	A. B. GAMA Alessandro Luis	Male	Jumping	Brazil	

Step 2: You must search for the Athlete in question to be able to edit their biography. There are two tabs to search under, **By Athlete** (default page) and **By Country**.

Under the **By Athlete** tab you can search by Athlete Name or FEI ID and you can

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filter by Discipline and Country.

FEI Biographies Search

By Athlete

By Country

Search

Athlete Name or FEI ID

All Disciplines

All Countries

All athletes

With personal information


Without personal information

FEI ID	Name	Gender	Discipline	Competing for	Personal Info
10094317	(MOHAMMAD EID) AKRAM AL NAJJAR Hala	Female	Jumping	Jordan	✓
10010764	*T JOLLYN Carole	Female	Eventing	Belgium	✓
10076151	A ALKHARAFI Musaad	Male	Endurance	Kazakhstan	✓
10031811	A. B. GAMA Alessandro Luís	Male	Jumping	Brazil	✓
10098114	A. RAHMAN Nurul Liyana	Female	Endurance	Malaysia	✓
10058722	ABADI Laurie	Female	Jumping	France	✓
10085682	ABADIE Kylliane	Female	Jumping	France	✓
10012037	ÁCS Róbert	Male	Dressage	Hungary	✓
10031085	ADAMS Michaël	Male	Jumping, Dressage	Australia	✓

Step 3: You click on the name of the Athlete in question and this will open the Athlete's biography page.

If you are correctly logged in with the correct access, the **Edit** button will appear in the top right corner.

Home



Michaël ADAMS

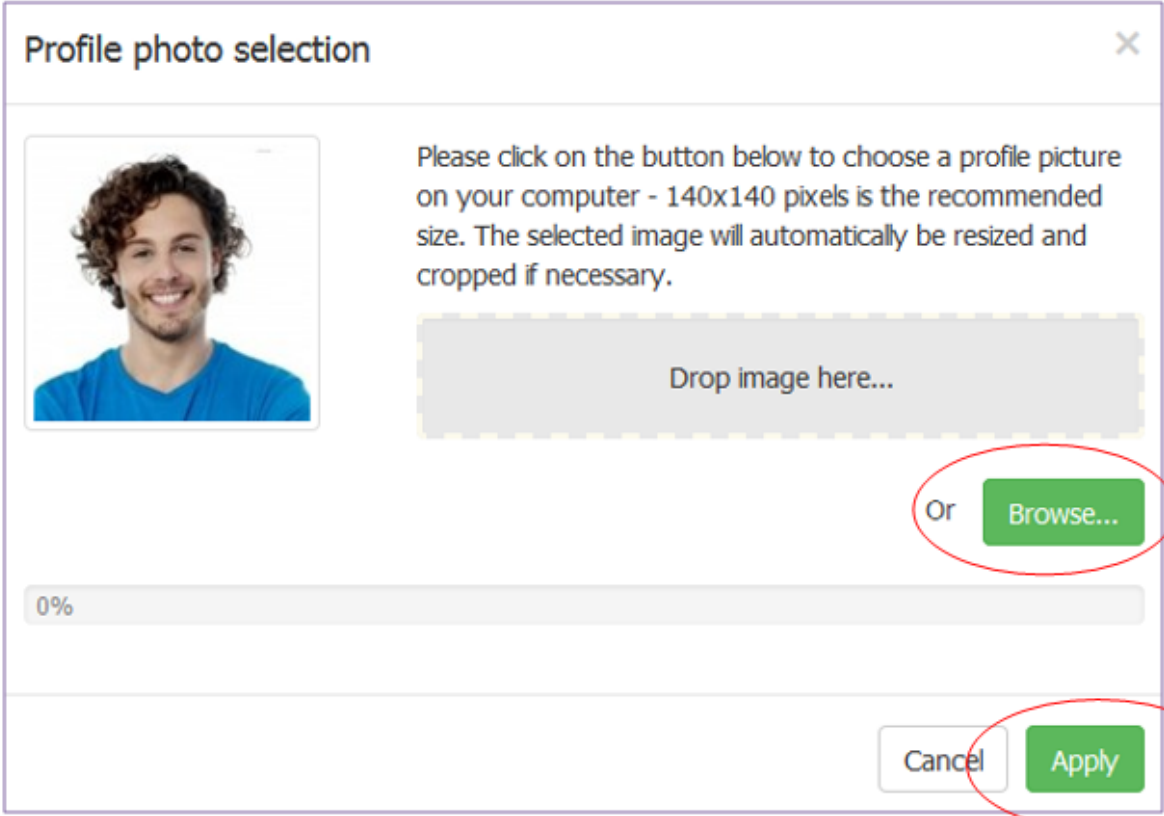
Michaël ADAMS is an Australian athlete and competes in Jumping and Dressage.

Edit

Step 4: You can change or upload a photo of your Athlete by clicking on the photo box on the left hand side.

A pop-up will open where you can browse for a photo or drop an image in the relevant box.

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Profile photo selection

Please click on the button below to choose a profile picture on your computer - 140x140 pixels is the recommended size. The selected image will automatically be resized and cropped if necessary.

Drop image here...

Or

0%

Step 5: Once you have added the photo to the pop-up window, you click on **Apply** to save this to the Athlete's biography page.

You need to change some text on the Athlete's biography?

Click here to see ["How to modify an Athlete's Biography Page"](#)

Unique solution ID: #1001

Author:

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