Athletes

How to validate a suggestion/correction made on an athlete/horse

You have received an email to inform you that a suggestion has been made on a athlete or horse that you administer?

The suggestion platform has been put in place to facilitate the correction of mistakes or omissions on the FEI Database.

The platform allows authenticated people from the equestrian community to suggest corrections, modifications or additional data via the FEI Suggestion platform, in order to improve the quality of data present on the FEI Database in relation to your athletes and horses.
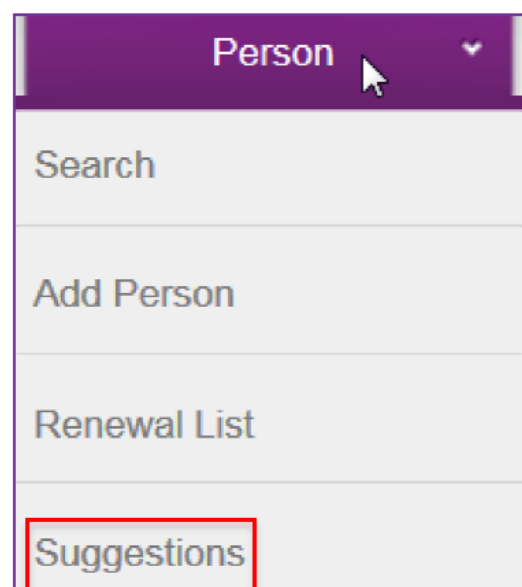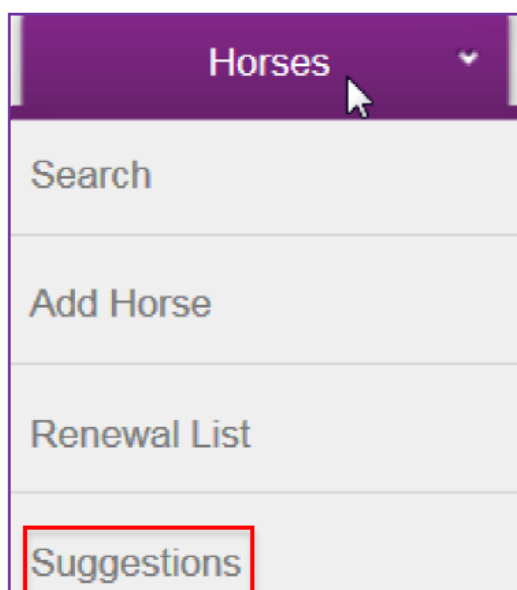
When a suggestion is made, the corresponding National Federation will receive an email notification, it is then the responsibility of the National Federation to verify the proposed information and to accept or reject the suggestion.

Please Note: Certain suggestions will need a second approval from the FEI.

Step 1: Go to https://www.data.fei.org/

When logged in to the FEI Database with **NF Horse Admin** or **NF Person Admin** access you will find **Suggestions** under the **Horse** and **Person** tabs.

This will take you to the Suggestion Platform Dashboard.

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You can also access the FEI Suggestions platform via the link you receive in the notification email.
The subject of these new notification emails is: [FEI Suggestion platform] New suggestions

Dear NF Member,

Some updates on **Sergio ALVAREZ MOYA** were suggested by **Andreas STEIDLE** and require a validation.

To **validate** or **reject** those updates please click **here**.

To see a list of all the updates waiting for your validation you can follow this link or use the "Suggestions" menu in FEI Database.

Kind regards,

Fédération Equestre Internationale
HM King Hussein I Building
Chemin de la Joliette 8
1006 Lausanne

t +41 21 310.47.47
f +41 21 310.47.60

whttp://www.fei.org
whttps://data.fei.org

Step 2: Your Dashboard will display all suggestions for Athletes and Horses administered by your National Federation.

Suggestion Platform - Dashboard
List of recent modification requests.

	All	Athletes	Horses					My Validations	My Suggestions

Type	FEI ID	Name ▲	NF	Date	Author	Status	Action
Horse	ESP03900	ACTION-BREAKER	ESP	20/01/2015	Andreas STEIDLE (GER)	ESP FEI	Validate
Person	10006575	Paola AMILIBIA	ESP	20/01/2015	Alejandro ANCIN BERDEGUE (ESP)	ESP	Validate
Person	10033023	Manuel AÑON	ESP	20/01/2015	Alejandro ANCIN BERDEGUE (ESP)	ESP	Validate
Person	10000495	Alfonso ARANGO	ESP	20/01/2015	Alejandro ANCIN BERDEGUE (ESP)	ESP	Validate
Person	10028962	Morgan BARBANÇON MESTRE	ESP	20/01/2015	Sarah MCWILLIAM	ESP FEI	Consult
Person	10007301	Maria PINEDO	ESP	20/01/2015	Jens KLEINMANNS	ESP	Validate

NOC Suggestions requiring NF validation   FEI Suggestions requiring FEI validation

NOC Suggestions partially validated by NF   FEI Suggestions partially validated by FEI
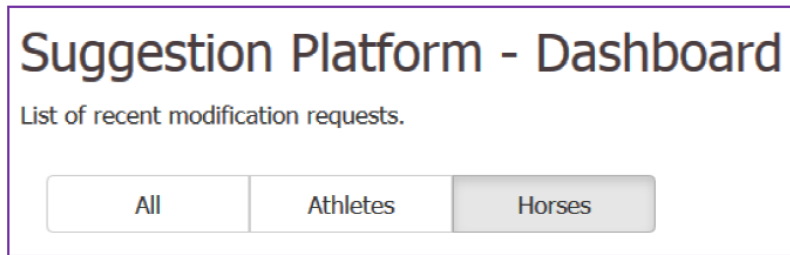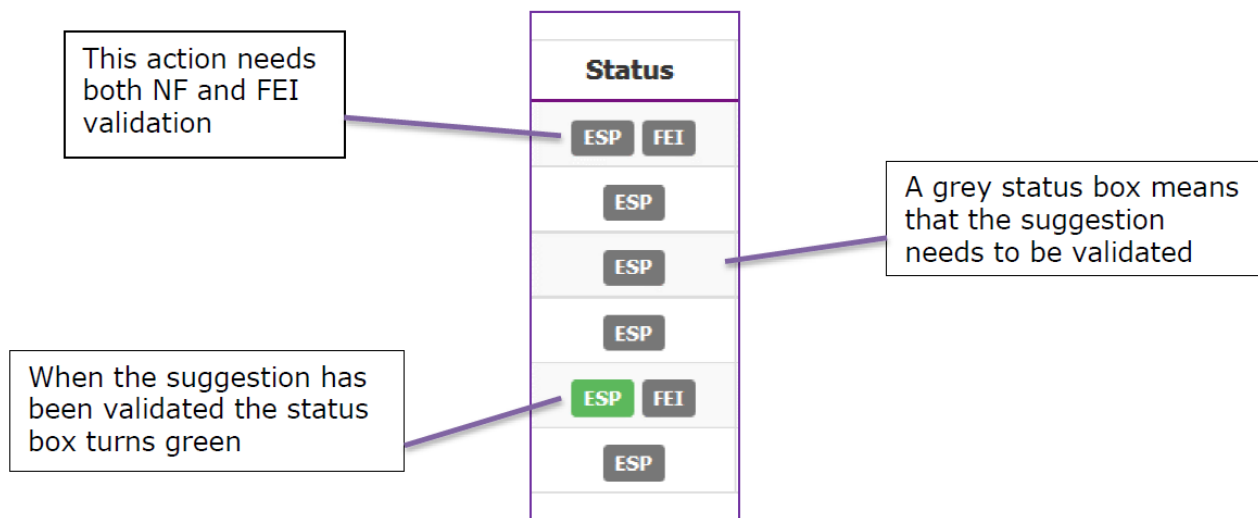
NOC All suggestions validated by NF

Each suggestion shows the FEI ID number, the name of the Athlete or Horse, the relevant NF that needs to validate the suggestion as well as the date and author of the suggestion.

You can also filter by **All, Athletes or Horses** To reduce the list

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Step 3: To navigate the FEI Suggestions platform certain labels and colours have been used to explain the different types of suggestions.

The code on the Dashboard explains the different status' available.

The **Action** column is linked to the **Status** column and clearly states what your National Federation needs to validate.

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Status	Action
ESP FEI	Validate
ESP	Validate
ESP	Validate
ESP	Validate
ESP FEI	Consult
ESP	Validate

These suggestions need to be validated by the NF

Consult means that you can go in and view the suggestion, but no action is necessary.
The NF have already accepted this suggestion, it is needing approval from the FEI.

Step 4: Click on the **Validate** button in the **Action** column to open the suggestion.

Paola AMILIBIA (ESP) - 10006575

Instructions ❯

Pending validation only   Display all elements

Main	Current	Suggestion	Author	Valid.	Action
Family name	AMILIBIA	AMILIBIA PUIG	Alejandro ANCIN BERDEGUE	NF	✔ ✖

NF Comments

Add comments here if needed...

❮ Back to the Suggestions DashBoard   Submit

Here we can see that the **Current** Family name is shaded in pink and the suggestion is shaded in blue.

Step 5: To validate or reject this change the NF needs to click on the **green tick** or the **red cross**.

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There may be several suggestions per page, an action has to be taken for each suggestion. There is a comment box if necessary.

Step 6: Once you have selected to accept or reject the suggestion, each validation must be submitted so that it appears on the FEI Database.

Click on the Submit button to confirm - once submitted you will receive a message to show that you have been successful.

Step 7: Certain suggestions require further FEI validation, if this is necessary a message will be displayed.

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Validation successful!

The suggestions have been validated successfully.

Some of them need additional FEI validation, you will be notified by email once they will have been processed.

| ⊘ Go to the Suggestions Dashboard | 👤 Go to ACTION-BREAKER Detail Page |

You will receive an email to inform you when the FEI have validated the suggestion.

Please note: Certain changes require new stickers for FEI horse documents.

If this is the case, the FEI will contact you and provide you with the new stickers to make sure everything is in order with the horse' identification document.

If you require this urgently, please contact passport@fei.org

Unique solution ID: #1006
Author:
Last update: 2019-07-24 11:41