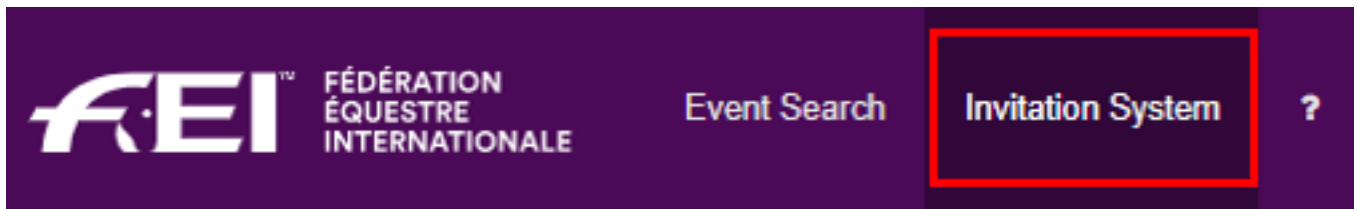# Jumping Invitations

How to add an Athlete to the FEI Online Invitation System

One of your Athlete's did not add an Event to their wish list during the Athlete Selection Period?
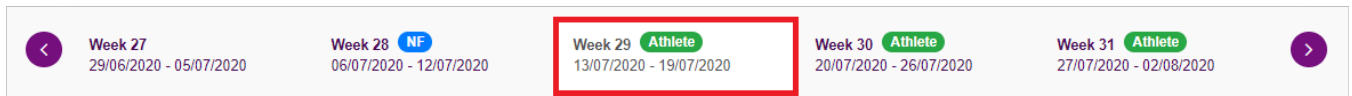
You wish to add an Athlete to the list so they have the opportunity to receive an invitation?

Step 1: Go to https://invitation.fei.org and login with your FEI ID number and password.

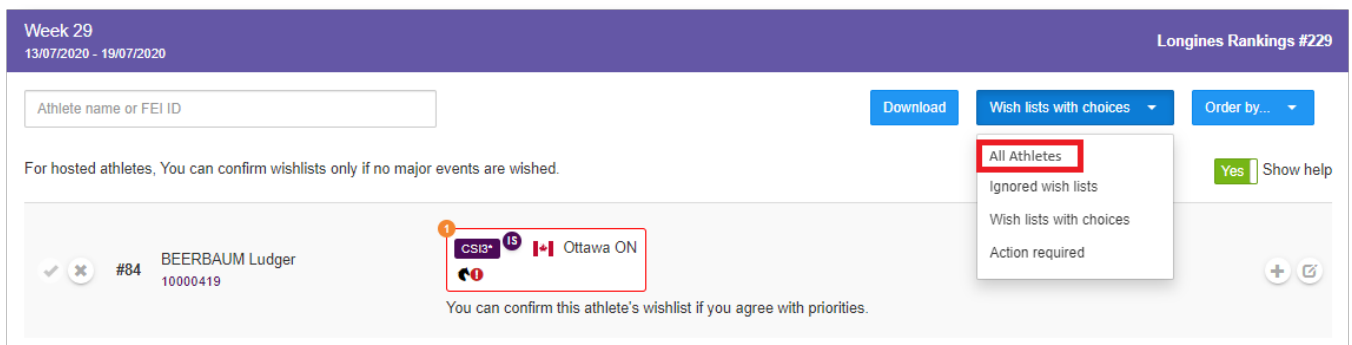**Step 2**: In the top menu bar, click on **Invitation System**:

Step 3: Select the week in which you need to add an Athlete:

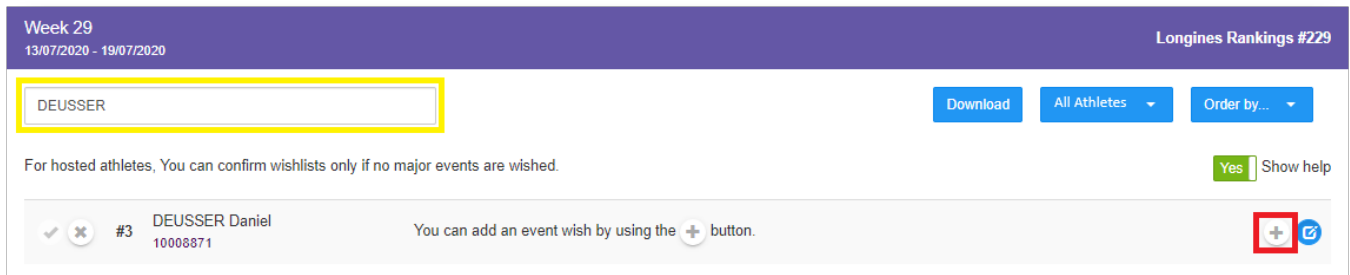Only Athletes who have made their choices and created their own wish lists are displayed.

Step 4: To add an Athlete, click on the **Wish lists with choices** button on the right hand side and select **All Athletes**.
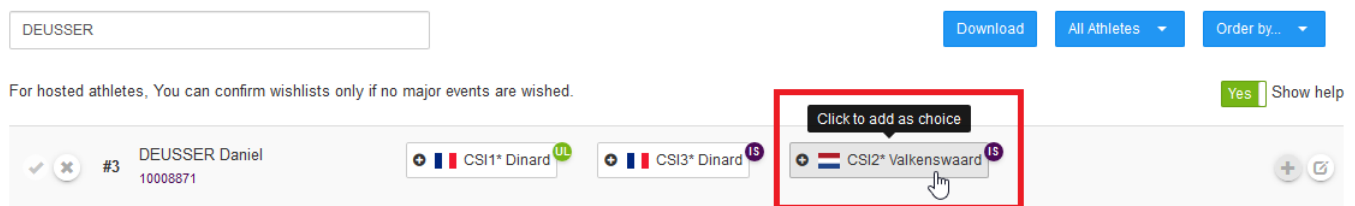
Jumping Invitations

Step 5: You will see the list of all your Athletes in ranking order, or you can search for the Athlete by name or FEI ID.
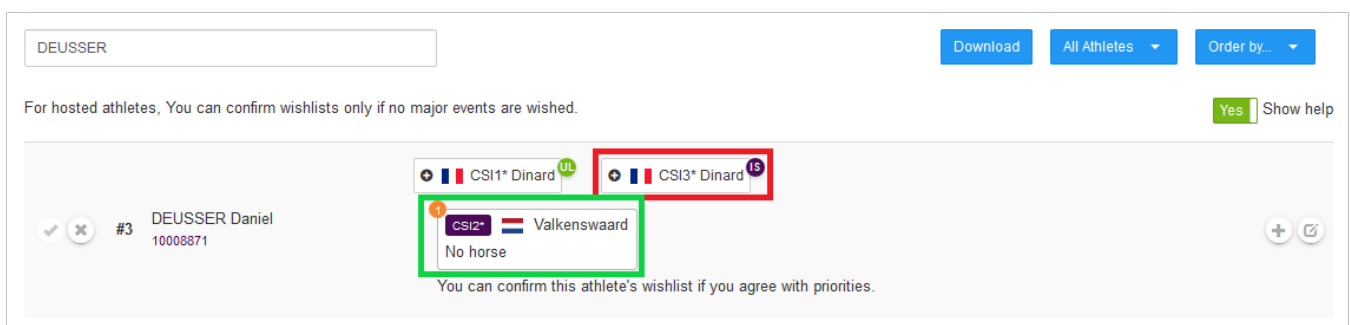
To create a wish list for a given Athlete and add an Event, click on the **+** button on the right hand side:

Step 6: Click on the Event that you want to add as choice for this Athlete:

The Event has been succesfully added, your Athlete now has an Event on their wish list and will appear on the list of your Athletes to validate.

Step 7: If you wish to add further Events to your Athlete's wish list, click on another Event with the **+** button.

Step 8: If you would like to change the priority order of your Athlete's choices, click

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on the toggle button on the right hand side. You will then be able to drag and drop the Events to change their order.

To note: If you add an Event with unlimited entries to the Athlete's wish list, they are guaranteed to be entered and accepted in that Event during the invitation allocation process. This means:

- you cannot add two Events with unlimited entries to their wish list
- the Event with unlimited entries must be at the end of their wish list, after the Events using the FEI Invitation System.

Click here to see How to add a Horse or Horse slot to my Athlete's choice on the FEI Invitation System

Please note: Do not forget to confirm the Athlete's wish list before the allocation of invitations.

Click here to see **How to confirm my Athlete's wish list on the FEI Online Invitation System**

Unique solution ID: #1111
Author:
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