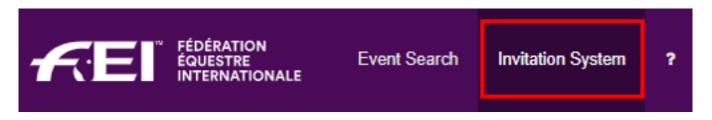
## **Jumping Invitations**

# How to add a horse or horse slot to my Athlete's choices on the FEI Online Invitation System

As a National Federation member, you can manage the horses for your Athlete's Event choices.

**Step 1:** Go to <a href="https://invitation.fei.org">https://invitation.fei.org</a> 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 wish to manage your Athlete's wish list.

Week 40 30/09/2019 - 06/10/2019 Week 41 07/10/2019 - 13/10/2019	<b>Week 42</b> 14/10/2019 - 20/10/2019	Week 43 21/10/2019 - 27/10/2019
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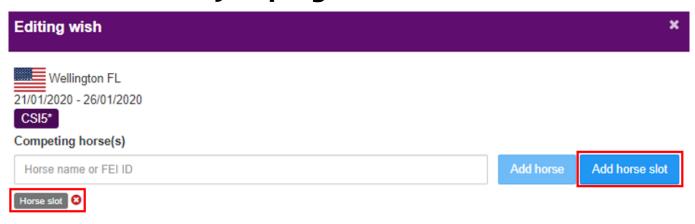
# **Step 4**: Locate your Athlete's choice where you want to add a horse or horse slot and click the "Edit wish" button :

WARD Milain 16002287	© CSIS* Mellington F.L	
	Edit with No horse suggestion  ### Common Co	Edit wish
	OSO SE Wellington FL	
	Edit wish No horse suggestion	Edit wish
	ou can change wishes priorities by using drag and drop on events labels.  ou can add an event with by using the + button.	

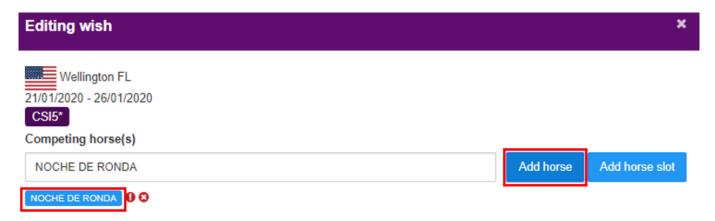
**Step 5**: You can manage horses and horse slots in the pop-up window.

To add a horse slot, click **Add horse slot** and save your changes. You can add a certain number of slots in accordance with the quotas of the Event.

### **Jumping Invitations**



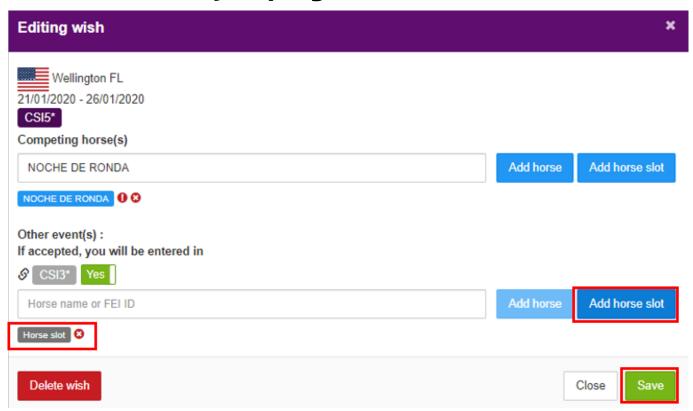
To add a specific horse, type the name or FEI ID of the horse, choose it from the drop down list and click **Add horse** and save your changes.



You can add a certain number of horses in accordance with the quotas of the Event.

**Step 6** (optional): You can select horses or horse slots for other Events at the same Show if a connected Event is available:

# **Jumping Invitations**



Once your Athlete's wish list is confirmed, you will see the corresponding horse symbols:

- grey horse symbol for an empty slot
- black horse symbol for a specific horse (the name appears when you hover the mouse over the symbol)
- "No horse" if no horses or slots were chosen



Unique solution ID: #1173

Author: Ekaterina

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