



FEI Online Entry System Instruction Booklet

This Booklet was created by Equestrian Australia to assist Organising Committees with the administration required for all FEI Show Jumping Competitions.

Effective 1st July 2013

Version 1

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Introduction: The FEI Online Entry System

The FEI have created an online IT platform to host all information regarding all FEI events. This system will host all schedule information and become the platform for all entries and results for each FEI event.

This program will be gradually introduced over the next couple of years for all disciplines and as of **1st January 2013** it started with all CSI events in the northern hemisphere and as of the **1st July 2013** all CSI including FEI World Cup Show Jumping Events.

The FEI Schedule which the Organising Committee (OC) completes every year for their FEI class is submitted and approved by the FEI. This schedule is now uploaded into the FEI Online System and with it all the details of the competition and this is where the entries are to be listed as well.

This means that for this season's events and ongoing seasons you must submit to Equestrian Australia (EA), your list of entries for the FEI Class you are holding at your event.

You can still accept entries and payment for these entries by your preferred method as **NO payment** is taken by the FEI online System or EA. Once you have finalised these entries you must submit the list with FEI numbers for both horse and rider to Equestrian Australia so they can be uploaded onto the FEI online system to sit with your schedule and event details.

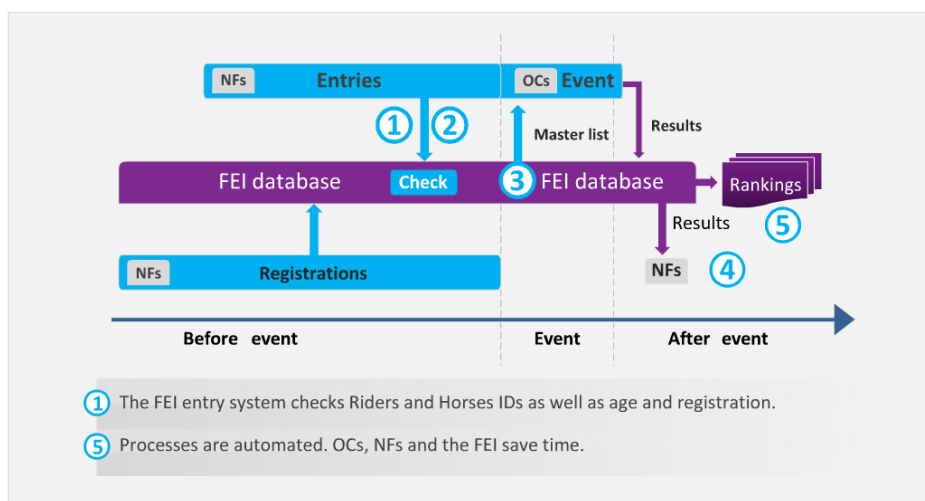
Therefore it is recommended for the Organising Committee close their nominated entries 2 weeks prior to the event, to allow time for the list to be uploaded onto the system 10 days prior to the event.

Any additional entries or substitutions which apply after the nomination date can be added to the FEI Online System by EA but it will be up to the organisers to inform EA with the details of the entry.

The Overall Process

The image from the FEI and the steps listed below outlines the process which occur involving Equestrian Australia (EA) and Organisation Committees (OC):

1. Organising Committees complete their FEI Draft Schedule for approval by the FEI
2. Organising Committees submit the FEI Class (World Cup) Nominated Entries to Equestrian Australia
3. Equestrian Australia upload the entries to the FEI Online System before the definite entry date (2wks before the event)
4. After the Definite Entry date Organising Committees are to log into the FEI Online System and 'Accept' the entries the day after the definite entry date (10days before the event).
5. 3 days after the completion of the event OCs must supply EA with the final results in the FEI Spread Sheet.



Step by Step Guide

Step 1: The information OCs need to provide to Equestrian Australia.

A list of all the entries for the FEI Classes (World Cup) ONLY in any format available e.g. excel/word doc etc. which include the following information:

- Rider Name
- Rider FEI ID Number
- Horse Name
- Horse FEI ID Number
- FEI Class entered

Step 2: Finding FEI ID Numbers for Horses

All horses competing in FEI (CSI-W) events must be registered with the FEI **PRIOR** to starting in the class. For ease of checking that registrations are current the World Cup Committee (WCC) recommends that FEI registration numbers are to be provided on your entry forms.

To obtain a current list of FEI registered horses please follow these steps:

1. Go to FEI website <http://www.fei.org/>
2. Click on FEI Database (top left hand corner)
3. Select 'Horses' from the menu

The screenshot shows the FEI Database 'HORSE SEARCH' interface. A red box highlights the search criteria and the 'Search' button. The criteria are:

- 1. Administering NF = AUS
- 2. Registration = Registered
- 3. Discipline = Jumping

Now click **Search** and a full list of registered horses will appear.

The interface includes fields for Name, FEI ID, Sex, Administering NF (set to AUS - Australia), Registration (set to Registered), Discipline (set to Jumping), Year (set to 2013), and From/To date range. A 'Search' button is located at the bottom right.

Step 3: Finding FEI ID Numbers for Riders

All riders competing in FEI (CSI-W) events must be registered with the FEI **PRIOR** to starting in the class. For ease of checking that registrations are current the World Cup Committee (WCC) recommends that FEI registration numbers are to be provided on your entry forms.

To obtain a current list of FEI registered riders please follow these steps:

1. Go to FEI website <http://www.fei.org/>
2. Click on FEI Database (top left hand corner)
3. Select 'Person' from the menu

Complete the following 3 boxes:

1. Group = Athlete (wait for the page to refresh)
2. Administering NF = AUS
3. Discipline = Jumping

Now click **Search** and a full list of registered riders will appear.

FEI ID	Name	Registration	NF	Gender	Discipline(s)
10012333	BROWN, Harley	S	AUS	Male	Jumping
10074145	BRUGGEMANN, N	S	AUS	Female	Jumping
10082288	BULLER, Evie	S	AUS	Female	Jumping
10016055	CAMERON, David	C10 S	AUS	Male	Jumping
10093506	CAMPBELL, Brook	S	AUS	Female	Jumping

When you have pressed search a list of all horses or riders will appear below the search and in the left hand column next to their name will be their FEI ID number. If the dot point is green they are currently registered, if it is orange then they are not currently registered (see image below). If they do not appear then they are not registered and they will need to contact the EA office.

FEI ID	Name	Studbook	Registration	Pony	Type	Sex	Date of birth	Admin NF
103HK92	BIBLAH		C11	ID	Gelding		02/09/2005 (8 y)	AUS
103KX18	BICKLEY BROOK BELLA		S	P	Mare		04/12/2002 (11 y)	AUS
103SU72	BICKLEY BROOK BIANCA		S	P	Mare		03/01/2004 (9 y)	AUS
AUS41553	BIG BUCKS		S09	ID	Gelding		08/09/1992 (21 y)	AUS
AUS40108	BIG MICK		C10	ID	Gelding		25/10/1993 (20 y)	AUS
NZL01211	BUOU		C	P	Gelding		01/08/1998 (15 y)	AUS
GBR08310	BILL			ID	Gelding		01/01/1987 (26 y)	AUS
103QX60	BILLABONG FARM LYRICAL		C12	ID	Gelding		03/11/2000 (13 y)	AUS

Step 4: Organising Committee 'Accepting' Nominations in the FEI Online System.

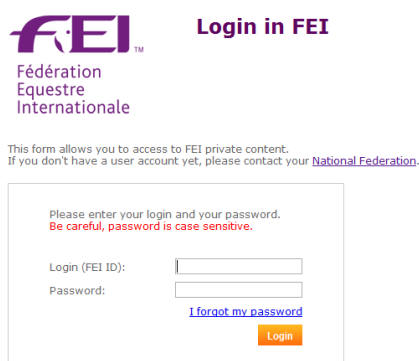
Once EA have uploaded the entries into the FEI Online Entry System the organising committees (OC) will receive an email from the FEI Online System informing them that a definite list has been created by their NF for their event. Once this has been done the OC will need to log into the system, find their event and accept the entries **BEFORE** the day of the event.

Step 4.1: Logging onto the FEI Online Entry System

The first step to log into the FEI Online System using the link below and your log in details:

https://cas.fei.org/cas/login?service=https%3A%2F%2Fentry.fei.org%2Findex.php%3Fpage%3DPFO_Entries_NF_EventSearch

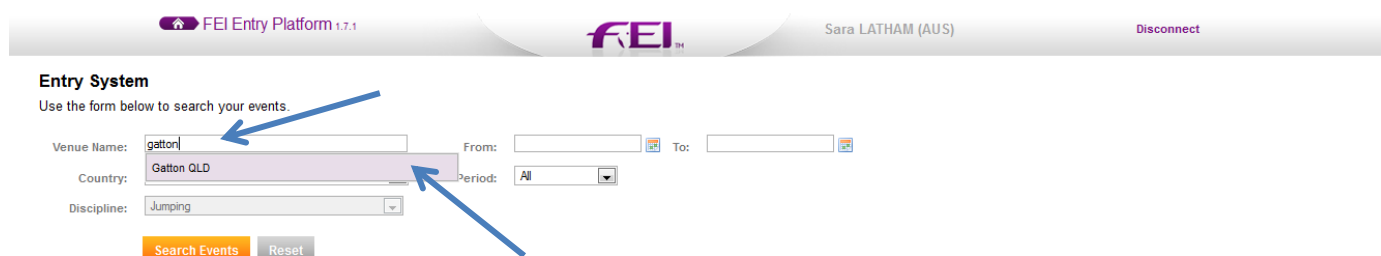
The image below will appear once you have clicked on the link and you will need to log in to enter the system.



The image shows the FEI login page. At the top left is the FEI logo with the text 'Fédération Equestre Internationale'. To the right is the text 'Login in FEI'. Below this is a message: 'This form allows you to access to FEI private content. If you don't have a user account yet, please contact your [National Federation](#).' The main form area contains the text 'Please enter your login and your password. Be careful, password is case sensitive.' followed by two input fields: 'Login (FEI ID):' and 'Password:'. Below the password field is a link 'I forgot my password' and a 'Login' button.

Step 4.2: Finding your listed event on the FEI Online Entry System

Once logged in you will need to find your event by filling in the search fields. When you write your event name into the *Venue Name* field, you do not press enter, it will appear in the purple drop down box below the field and you click on that drop down box as shown in the image below.



The image shows the FEI Entry Platform search interface. At the top is a header bar with the FEI logo, the text 'FEI Entry Platform 1.7.1', the user name 'Sara LATHAM (AUS)', and a 'Disconnect' link. Below the header is the 'Entry System' section with the text 'Use the form below to search your events.' The search form includes fields for 'Venue Name:', 'Country:', and 'Discipline:'. The 'Venue Name' field contains the text 'gallon' and a purple drop-down box below it shows 'Gallon QLD'. The 'Country' field is empty. The 'Discipline' field is set to 'Jumping'. There are also 'From:' and 'To:' date fields and a 'Period:' dropdown set to 'All'. At the bottom are 'Search Events' and 'Reset' buttons. Two blue arrows point to the 'Venue Name' field and the 'Gallon QLD' option in the drop-down box.

Step 4.3: How to access the entries for your event

Once you have clicked on the name of the venue the FEI classes for that event will appear below the search fields. To the right of the class details you will find *Entries* which you click on to access your uploaded entries for that class, as shown below.

FEI Entry Platform 1.7.1

FEI

Sara LATHAM (AUS) Disconnect

Entry System
Use the form below to search your events.

Venue Name: From: To:

Country: Period:

Discipline:

Venue Name	Country	Event Code	From	To	Nominated	Definite	Period/Ending	Athletes (AUS)	Horses (AUS)	Entries	Schedule
Calgary, Spruce Meadows AB	Canada	CSIS-W	05/06/2013	09/06/2013	30/04/2013	Event	09/06/2013	0	0	Entries	Schedule
Calgary, Spruce Meadows AB	Canada	CSIOS-W-NC NAM	13/06/2013	18/06/2013	07/06/2013	Definite	07/06/2013	0	0	Entries	

Step 4.4: How to 'Accept' or 'Reject' an entry for your FEI Class

After clicking on the *Entries* button you will see the screen shot below which listed all the riders which have been entered for this event. You will see to the right hand side of the screen an *Accept* or *Reject* button for both horse and rider. You need to select one of these to complete making the list become the definite start list for the class. If you select rider it will automatically select the horse as well unless the rider has listed more horses than allowed (max 2 horses per rider) then you will need to accept the horse individually of the rider.

Entry Lists **Entries** Pending Substitutions Pending Additions

Filter Entries: NF:

Athletes & Horses NF FEI ID Entry

To accept an entry, click on the corresponding Accept link

The Organising Committee can see all the entries at any time and accept or reject them before the show

Athletes & Horses	NF	FEI ID	Entry	Accept	Reject	Contact NF	Log
ABT Stefan (GER)	GER	10002823	Definite	✓ Accept	Reject	Contact NF	Log
ABADASCH	GER40897		Definite	✓ Accept	Reject		Log
ACE OF LOVE			Definite	✓ Accept	Reject		Log
BADOUX Pierre (SUI)			Definite	✓ Accept	Reject	Contact NF	Log
VOLTINO CH			Definite	✓ Accept	Reject		Log
BALERI Daniela (SUI)			Definite	✓ Accept	Reject	Contact NF	Log
ALEA CH		103AK42	Definite	✓ Accept	Reject		Log
BAUDACH Marc (GER)	GER	10073009	Definite	✓ Accept	Reject	Contact NF	Log
KAISERWINNER 2		102VV78	Definite	✓ Accept	Reject		Log
BAUHOFFER Marc (GER)	GER	10008974	Definite	✓ Accept	Reject	Contact NF	Log
KANNELLA		102SR62	Definite	✓ Accept	Reject		Log
BECK Timo (GER)	GER	10016918	Definite	✓ Accept	Reject	Contact NF	Log

***Please note the MUST be done before the start of the event.**

Once you have accepted the rider or horse, the entry will now be labelled as *Accepted* as you can see in the screen shot below. If you need to reject an entry please see Annex I

NF	FEI ID	Entry Status	N						
GER	10002823	Accepted							
	GER40897	Accepted							
	103RV59	Accepted							
SUI	10008180	Definite							
	102UW14	Definite							
SUI	10056176	Definite							
	103AK42	Definite							
GER	10073009	Definite							
	102VV78	Empty	Stal	Definite					
GER	10008974	Definite							
	102SR62	Definite							
GER	10016918	Definite							

The entry's status is now labeled as **Accepted**

Once you have gone through the list the colours of the entries will change to reflect their status, **Green** - *Accepted*, **Orange** - *Pending* and **Grey** are *Rejected* as shown below:

^Athletes & Horses	NF	FEI ID	Entry Status	Nom.
ABT Stefan (GER)	GER	10002823	Accepted	
ABADASCH	GER40897	Accepted		
	103RV59	Accepted		
SUI	10008180	Definite		
	102UW14	Definite		
BAERTS NICO (BEL)	BEL	10024718	Accepted	
AAGJE DE BIOAGRICO	103FJ77	Accepted		
MADOX CH	102VGS1	Accepted		
BAETEN Louke (BEL)	BEL	10087366	Definite	
KANTJE'S AMETHIST	103KU03	Straw	Definite	
MANOIR DE LA LANDE	102VF13	Definite		

The entry's colour also reflects its status

^Athletes & Horses	NF	FEI ID	Entry Status	Nom.
ABT Stefan (GER) Subst.	GER	10002823	Contact Person Accepted	
ABADASCH Subst.	GER40897	Box Info Accepted		
ACE OF LOVE Subst.	103RV59	Box Info Accepted		
BAUDACH Marc (GER)	GER	10073009	Rejected	
REJ: Too many athletes for this NF				
KAISERWINNER 2	102VV78	Empty	Stal Rejected	
BAUHOFFER Marc (GER) Subst.	GER	10008974	Contact Person Definite	
KANNELLA Subst.	102SR62	Box Info Definite		
BECK Timo (GER) Subst.	GER	10016918	Contact Person Definite	
ACLATRON Subst.	103FG44	Box Info Definite		
WACANTOS Subst.	103EX23	Box Info Definite		

Once you have confirmed all the entries these will be automatically logged and you can now print or download the list of confirmed entries for your class if you wish. This list will have all the details of the horse and rider combinations with FEI IDs which you can use to log you results as well as horse inspection list being available to you. See image below:

BECK Timo (GER)	GER	10016918	Definite						
ACLATRON	103FG44	Definite							
WACANTOS	103EX23	Definite							
BOVAT Anna-Clarie (SUI)	SUI	10066658	Definite						
AMALIA	103CC89	Definite							
To be confirmed as the owner is in the process of selling it									
CZVALINA Inga (GER)	GER	10006870	Definite						

Accept All Definite Entries

Horse Inspection List Download (Excel) Download (XML)

Once you have accepted the entries and downloaded the list of entries then the next step is to submit the results of the class to EA at the end of the event.

Step 5: Sending EA the Results of the Class

The full and completed results entered in the FEI spread sheet format must be submitted to the EA office within 3 days of your WC class taking place. All rider and horse FEI registration details must be included in the FEI Spread Sheet and please note that the FEI have implemented a fine for OCs not complying.

The formats which will be accepted by the FEI are listed below with the link to the download you can use:

- XML Format: <http://www.fei.org/fei/your-role/organisers/xml-format>
- Excel Format: http://www.fei.org/sites/default/files/ranking/Jumping_Results_1.0.12.xlsm (please allow 30 seconds to open)

For more information on these 2 options please click on the link below:

<http://www.fei.org/fei/your-role/organisers/jumping/results-forms>

Other Information regarding your FEI Event

Media

Media is an important part of your event and the World Cup Series – people want to know what is happening. Can OC's please consider allocating a Media Liaison Officer for your event, who can work with the EA office to make sure there is good coverage before and after your event.

FAQs about the FEI Online Entry System:

Can I use an external provider for the management of my entries?

All the entries must be done through the FEI Entry System. There are software programs which are currently used for managing other features such as accommodation. This will continue. The FEI Entry System allows the IT providers to import and integrate the entries in their software (such as Hippobase).

What if I have my own system?

If you have developed your own system, you will need to adjust it in order to import the entry file produced by the FEI Entry System. We are available to work directly with your IT staff if needed – please contact entries@fei.org

How will I handle late entries as an Organising Committee?

Late entries of athletes need to be handled by the NFs. The OCs can do late entries of horses in the FEI Entry System, e.g. substitutions or additions. This can be done only if the NF administering the athlete explicitly allows the OC to substitute or add horses for him/her.

Are Timing companies also concerned?

Because timing companies handle master lists and results, they are concerned. They are going to use the entry file produced by the FEI Entry System to create the master list and all start lists. Because the FEI Entry System will provide accurate and qualitative data, it will drastically reduce problems during the reporting of the results after the event.

Do we have to enter some additional information on the FEI Entry System once the event has started?

You have to check and correct the Athletes' and Horses' information before sending the results to the FEI.

Is it possible for an Organising Committee to not use the FEI Entry System?

No, it will not be possible. All OCs need to use the FEI Entry System to manage the entries for their events.

Will the Organising Committee be able to see when an entry has been withdrawn?

Yes. An automatic notification will be sent by email to the OC when an NF withdraws an athlete or a horse.

Do OCs have to accept all entries or will this be done automatically at the end of the Definite period?

The Organising Committees have to accept all entries made on the FEI Entry System. They can start accepting entries as soon as a National Federation validated the definite entries. In addition, if a rider participates in a competition without having his/her corresponding entry accepted, he will be disqualified during the integration of the results in the FEI Database.

Do OCs have the ability to reject athletes and horses of the NF hosting the event?

Yes, they do. However, the host NF has the ability to connect to the FEI Entry System and access all the entries as the Organising Committee. Meaning that, the NF can cancel any rejected entries and accept them instead of the Organising Committee.

For more FAQs please use the link below to direct you to the FEI website where more information is available. <http://www.fei.org/fei/your-role/nfs/entry-system#OCs>

Contacts:

Your contact at the EA Office for World Cup matters is Sara Latham please feel free to contact her on 02 8762 7777 or e-mail sara.latham@equestrian.org.au.

Annexes

Annex 1- Rejecting an Entry

If you need to reject an entry then it is a similar process to accepting an entry. You will need to click onto the *Reject* link (as shown below) then a comment field will pop up where you can either write or choose from the drop down box the reason why the entry was rejected. It is compulsory to write a comment as to why the entry was rejected.

FEI ID	Entry Status	Nom. Def.	Entry Actions
10002823	Accepted	✓	Contact NF Log
GER40897	Accepted	✓	Log
103RV59	Accepted	✓	Log
10008180	Definite	✓	Accept Reject Contact NF Log
102UW14	Definite		
10056176	Definite		
103AK42	Definite	✓	Accept Reject Contact NF Log
10073009	Definite	✓	Accept <u>Reject</u> Contact NF Log
102VV78	Empty Stal	✓	Accept Reject Log

To reject an entry, click on the corresponding **Reject** link

Rejection ✕

Confirm rejection of Marc BAUDACH's entries.

A comment is mandatory:

- ✓ Too many athletes for this NF
- Athlete not invited
- Athlete's rank not high enough

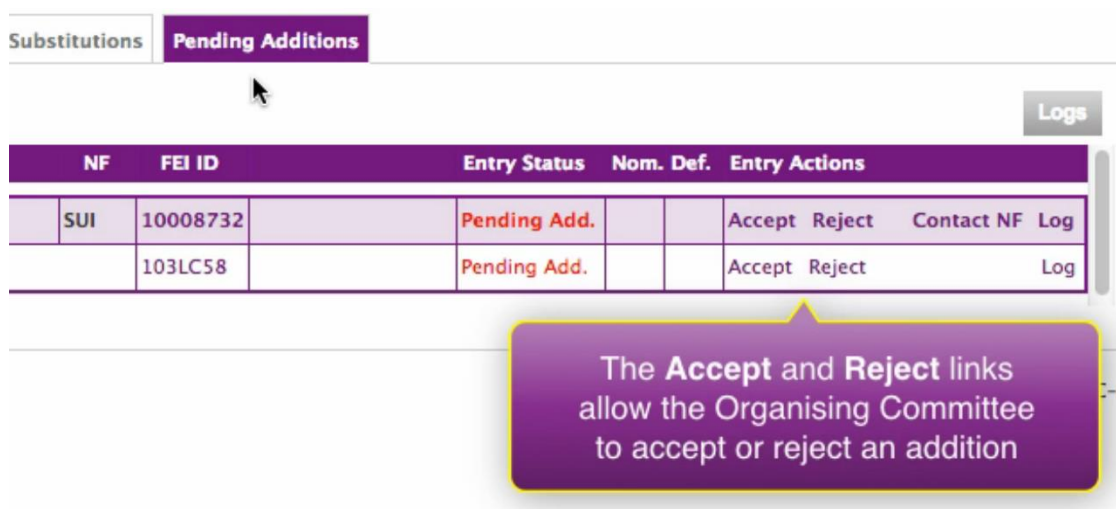
Reject **No**

Once you have rejected the entry it will appear as grey (shown below) in the overall list of entries. To cancel a rejection of an entry then you need to click onto the *Cancel Rejection* link in the grey area as shown below:

SUI	10008180		Definite		✓	Accept	Reject	Contact NF	Log
	102UW14		Definite						Log
SUI	10056176		Definite						F Log
	103AK42		Definite						Log
GER	10073009		Rejected		✓	Cancel Rejection			Log Contact NF
his NF									
	102VV78	Empty	Stal	Rejected		✓	Cancel Rejection		Log

Annex 2- Pending Additions

If a late entry has been added by Equestrian Australia to the list after close of nominated entries then it will appear as a pending addition which the Organising Committee will need to either 'Accept' or 'Reject'. The entry will have 'Pending Add' listed in their entry status instead of 'Definite' as others will be. It is the same method as for previous entries the OC will need to either click on the 'Accept' or 'Reject' the entry. These pending applications **MUST** be completed before the start of the class.



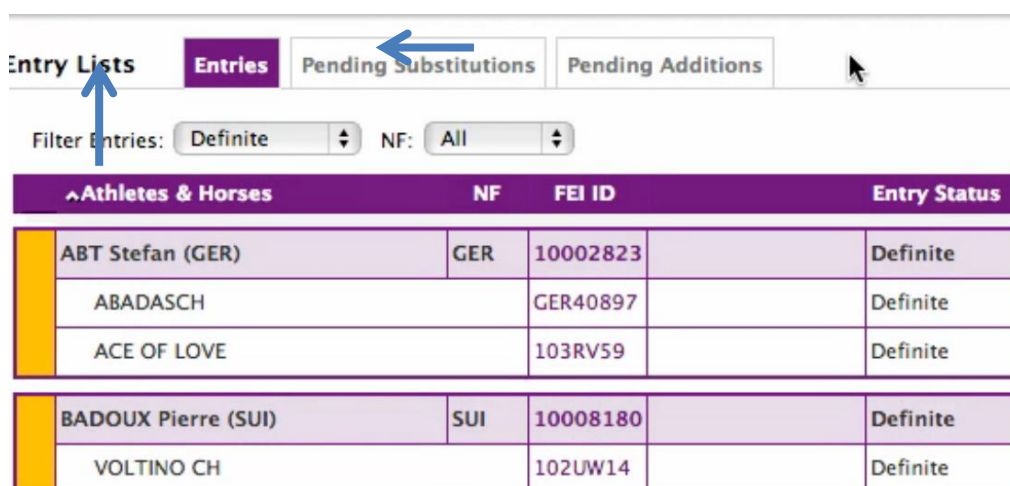
The screenshot shows the 'Pending Additions' tab selected. The table has columns: NF, FEI ID, Entry Status, Nom. Def., and Entry Actions. Two entries are listed, both with 'Pending Add.' status. The first entry has NF 'SUI' and FEI ID '10008732'. The second entry has FEI ID '103LC58'. The 'Entry Actions' column for the first entry includes 'Accept', 'Reject', 'Contact NF', and 'Log'. The second entry includes 'Accept', 'Reject', and 'Log'. A callout box points to the 'Accept' and 'Reject' links, stating: 'The **Accept** and **Reject** links allow the Organising Committee to accept or reject an addition'.

NF	FEI ID	Entry Status	Nom. Def.	Entry Actions
SUI	10008732	Pending Add.		Accept Reject Contact NF Log
	103LC58	Pending Add.		Accept Reject Log

The **Accept** and **Reject** links allow the Organising Committee to accept or reject an addition

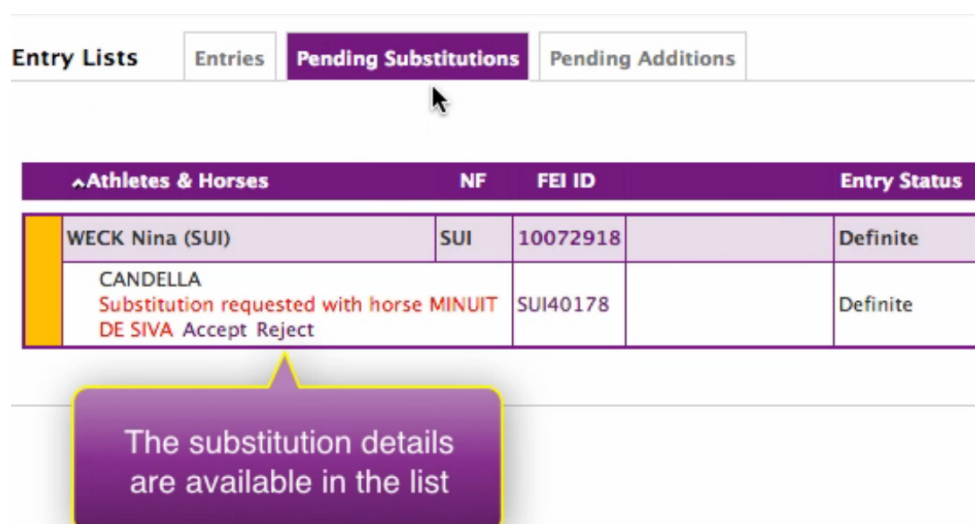
Annex 3- Substitutions

If there have been any late entries (Pending Additions) or changes to rider and/or horse (Pending Substitutions) they will appear on the list of entries as either Pending Substitutions or Pending Additions. These pending applications **MUST** be completed before the class otherwise they cannot be listed as competing. When you are logged into the FEI Online System you will see 2 tabs (shown below) and by clicking on the relevant tab it will list all those entries for your event that are pending.



Entry Lists	Entries	Pending Substitutions	Pending Additions
Filter Entries: Definite NF: All			
^Athletes & Horses	NF	FEI ID	Entry Status
ABT Stefan (GER)	GER	10002823	Definite
ABADASCH		GER40897	Definite
ACE OF LOVE		103RV59	Definite
BADOUX Pierre (SUI)	SUI	10008180	Definite
VOLTINO CH		102UW14	Definite

For substitutions pending (change of horse or rider) it will be shown in red and you can see in the image below the *Accept* or *Reject* links are next to the request. Click on the appropriate link to complete the action.



Entry Lists	Entries	Pending Substitutions	Pending Additions
^Athletes & Horses	NF	FEI ID	Entry Status
WECK Nina (SUI)	SUI	10072918	Definite
CANDELLA Substitution requested with horse MINUIT DE SIVA Accept Reject		SUI40178	Definite

The substitution details are available in the list