

Annex – Challenge Platform Administration Process:

In 2016 the FEI Solidarity department started using the same system as the IT NF Platform offered to National Federations in order to monitor/administer the FEI World Challenges. Since 2017, National Federations have had to appoint an administrator for the Challenges IT Platform.

In accordance with the rules of both series, the administrator of the Challenges for each NF is responsible to:

1. Create Athletes and Horses' profiles in the platform
2. Manage/update their registration
3. Manage Competition Entries
4. Input Competition Results

Note: Although the Administrator has access to the Calendar, amendments to the **Calendar are NOT ALLOWED** and must be communicated to the FEI.

1. Create Athletes and Horses' profiles in the platform:

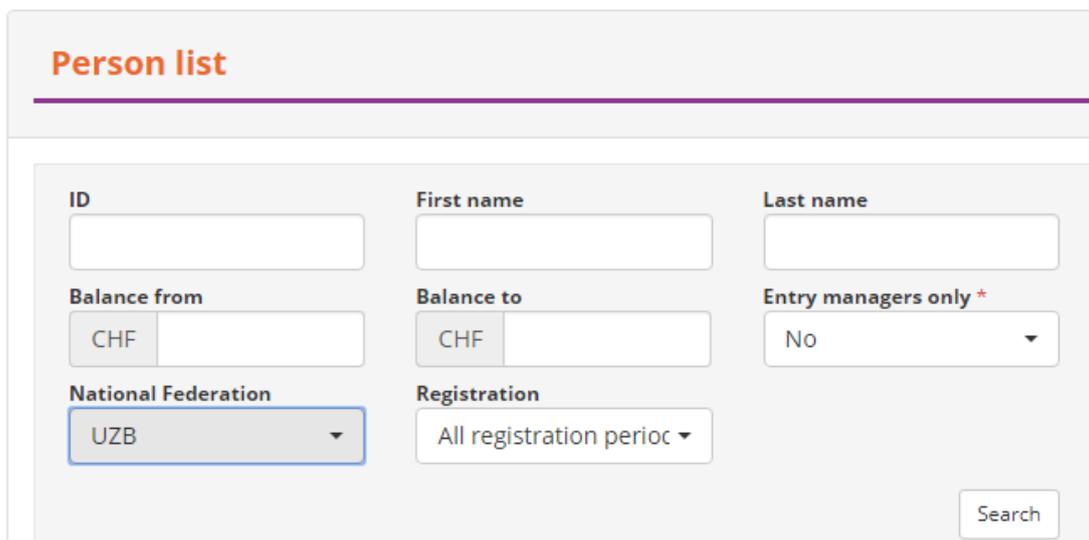
IMPORTANT: All information entered in the platform must be consistent with existing information which might be recorded in the FEI Database, it is the responsibility of the administrator to make sure the spelling corresponds to pre-existing data.

Step 1: Logon to the Challenges IT platform using the information that will have been provided to you via email from worldchallenges@fei.org.

Step 2: Before creating new profiles, check the data to see if the athlete or horse has already been created to avoid double entries.

a) Athletes

Under "Persons" search using the athlete's first or last name.

A screenshot of the 'Person list' search interface. The title 'Person list' is at the top left. Below it are several search filters: 'ID' (text input), 'First name' (text input), 'Last name' (text input), 'Balance from' (CHF dropdown), 'Balance to' (CHF dropdown), 'Entry managers only *' (No dropdown), 'National Federation' (UZB dropdown), and 'Registration' (All registration period dropdown). A 'Search' button is located at the bottom right of the filter area.

- ⇒ If the person **already exists** then move on to point 2 - Registration.
- ⇒ If the person **does not exist**, enter the required information as indicated below:

New person

Civility	<input type="text" value="Nothing selected"/>	Phone number	<input type="text"/>
Gender *	<input type="text" value="Male"/>	Email	<input type="text"/>
First name *	<input type="text"/>		
Last name *	<input type="text"/>		
Date of birth	<input type="text"/>		
Age group :	Undefined		
National Federation *	<input type="text" value="BAR"/>		
Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
Zip code & City	<input type="text"/>	<input type="text"/>	
Country *	<input type="text" value="Switzerland"/>		

Step 3: Once the new profile has been created and saved, click on “register for current period”.

Registration period	Fee	Payer	Registration date
No registration associated			
			Register for the current period(CHF0.00)

b) Horses

Under "Horses" search using the horse's name or part of its name.

Horse list

UID

Name

Studbook

Select a studbook ▼

National Federation

All National Federation ▼

Registrations

All registrations ▼

Owner

- ⇒ If the horse **already exists** then move on to point 2 - Registration.
- ⇒ If the horse **does not exist**, enter the required information as indicated below:

Add a horse

Current name *

Birth name *

Gender *

Male

Female

Gelding

Is pony **Height**

Toisage date

Birth date *

Is enabled

Coat ▼

Father

Mother

Mother's father

Document No file chosen

Other info

FEI ID

UELN

Chip ID

National Federation * ▼

Studbook ▼

Registration period *
Fee *
Payer name
Registration date *
Actions

Add a registration

Step 3: Once the new profile has been created and saved, click on “register for current period”.

Registration period	Fee	Payer	Registration date
No registration associated			
Register for the current period(CHF0.00)			

2. Manage/update athletes and horses’ registration

In order to be able to enter athletes and horses in a competition, these must be registered for the current period.

There are two ways to updated registrations:

- Under “persons” and/or “horses”, go under each individual profile and click on “register for current period” as demonstrated in point 1.
- Under “persons” and/or “horses” use the general list to directly update registrations simply by clicking on the “🔄” symbol.

Person list

Search filters: ID, First name, Last name, Balance from/to, National Federation, Registration. Search button.

ID	First name	Last name	National Federation	Balance	Registered	Actions
P00003161	Xeniya	Zaytseva	UZB		✓	
P00003078	Khusniddin	BORATALIEV	UZB		✓	
P00001209	Ibragim	Shakirov	UZB		🔄	
P00001208	Dilimurod	Abdurakhmanov	UZB		🔄	
P00001207	Bazarbay	Sadykov	UZB		🔄	

Horse list

Search filters: UID, Name, Studbook, National Federation, Registrations, Owner. Search button.

UID	Name	Studbook	Owner	Registered	Actions
102314	Ashton Valley				🔄
102313	Artur			✓	
102312	Polet			✓	
102311	Reyting				🔄
102296	Helok				🔄
102295	Fiable				🔄

3. Manage Competition Entries

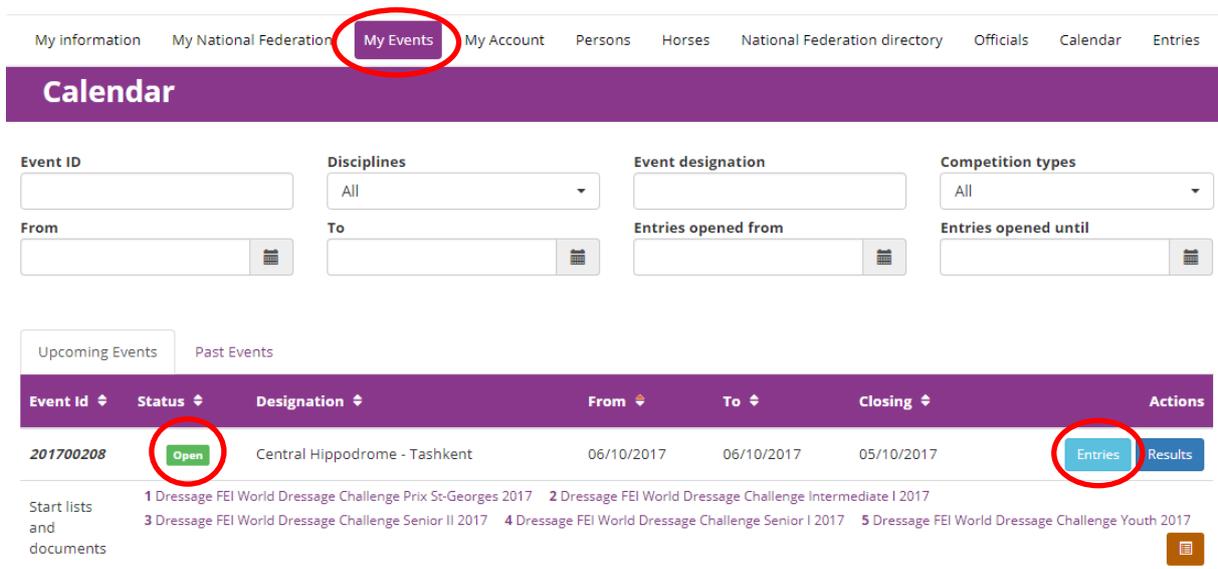
It is the NF’s responsibility to check that all athletes taking part in the FEI World Challenges are eligible to do so.

Prior to entering combinations in a competition, each administrator must check with its NF that they comply with the rules (see corresponding articles in the respective rules as stated in the **MEMO on NF Responsibilities**).

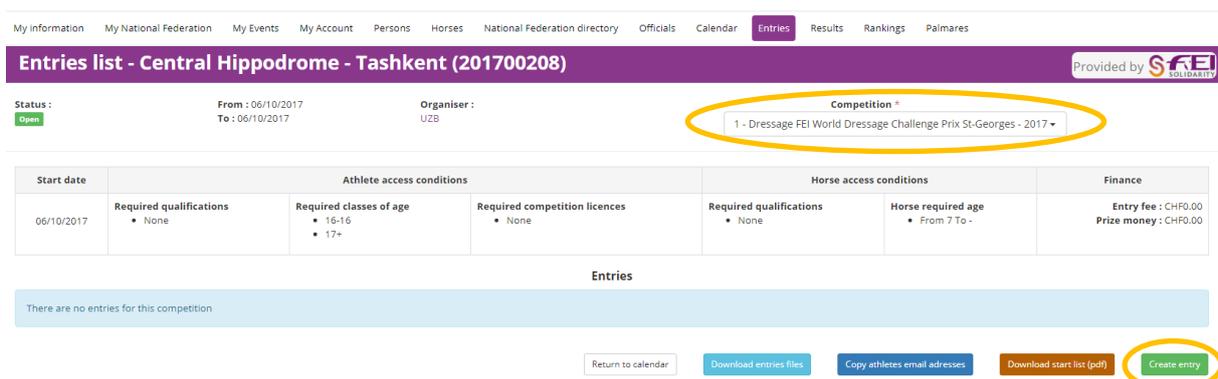
All combinations that are entered and do not comply with the rules will be **DISQUALIFIED**.

Once the eligibility of athletes/combinations have been checked administrators can proceed with the entries.

Step 1: Under “My Events” select the corresponding event for which you wish to create entries.



Step 2: Click on the “[Entries](#)” button, then select the right competition (category/class) and then click on “Create Entry”.



Reminder: Entries are **OPEN** 2 weeks prior to the beginning of the competition and **CLOSE** the day prior. Once Entries are CLOSED = No late additions can be made without prior approval from the FEI.

Step 3: Enter the name of the Athlete and Horse from the drop down list which will become available and click on "Validate" to confirm the entry.

Create a new entry
×

Athlete

Horse

Competition

Proceed as above for all "Competitions".

Reminder: **Foreign Athletes** from another Challenge NF can only be entered by the FEI in accordance with article 101.2 of the General Regulations.

4. Input Competition Results

Step 1: Under "My Events" select the corresponding event for which you wish to create entries.

Note: Only when entries are **CLOSED** can results be inputted.

My information
My National Federation
My Events
My Account
Persons
Horses
National Federation directory
Officials
Calendar
Entries

Calendar

Event ID

From

Disciplines

To

Event designation

Entries opened from

Competition types

Entries opened until

Upcoming Events
Past Events

Event Id	Status	Designation	From	To	Closing	Actions
201700240	Closed	Kiara Farm Equestrian Club / Lusaka	23/09/2017	24/09/2017	22/09/2017	<input type="button" value="Entries"/> <input style="border: 2px solid red; border-radius: 50%; padding: 2px;" type="button" value="Results"/>
Start lists and documents <input type="button" value="Print"/> <input type="button" value="Download"/> 						

Step 2: Click on the “ [Results](#) ” button, then select the right competition (category):

Results - Kiara Farm Equestrian Club / Lusaka (201700240) Provided by 

Competition * [2 - Jumping FEI World Jumping Challenge Category B - Competition 2 - 2017](#) Competition date: 09/2017 From : 23/09/2017 To : 24/09/2017 Organiser : ZAM (C00000044) Status : [Closed](#)

Entries

Status	Position	Athlete	NF	Horse	R1 penalties	R2 penalties	R2 Time	Total obs. penalties	Time penalties	Declared	Actions
Ranked	1	Nicholas Nicolle P00003002	ZAM	Guinevere 101786			63.900	0	0	<input checked="" type="checkbox"/>	
Ranked	2	Madeline Nicolle P00003001	ZAM	Gazelle 101794	4.00		56.150	4	-3.88	<input checked="" type="checkbox"/>	
Ranked	3	Jaiden Wilde P00002961	ZAM	De La Grey 104385	4.00		61.390	4	-1.26	<input checked="" type="checkbox"/>	
Ranked	4	Anna Bunty Howard P00000757	ZAM	Southern Cross All Baba 101789	8.00		58.250	8	-2.82	<input checked="" type="checkbox"/>	
Ranked	5	Nina Bicknell P00001220	ZAM	Asta Manyana 104473	12.00	5.00	76.340	17	6.22	<input checked="" type="checkbox"/>	
Withdrawn		Nina Bicknell P00001220	ZAM	Jean Pol 102325				0	N/A	<input checked="" type="checkbox"/>	

[Return to calendar](#) [Import a result file](#) [Validate results](#) [Save changes](#)

Step 3: Once on the corresponding class/category result page, click on “ [Save changes](#) ” button before going further (this is a new feature since the last update of the platform and it is mandatory in order for results to be uploaded from a file).

Step 4: Input the results in the platform. There are two ways to input the results 1) manually, 2) by uploading the corresponding CSV file. The later is strongly recommended to avoid errors.

Option 1 – Manual Input (not recommended):

FEI Dressage World Challenge:

Results - Country Club Cochabamba / Cochabamba (201800045) Provided by 

Competition * [1 - Dressage FEI Dressage World Challenge Prix St-Georges - 2018](#) Competition date: 10/2018 From : 10/03/2018 To : 10/03/2018 Organiser : BOL (C00000066) Status : [Closed](#)

Entries

Status	Position	Athlete	NF	Horse	Judge C	Judge E	Total	Percentage (%)	Actions
Ranked		Laura Prömmel P00003933	BOL	Charliz Z 103428			65		
Ranked		Nicolas Alvestegui P00003934	BOL	Domino 105510			62.5		

[Return to calendar](#) [Import a result file](#) [Validate results](#) [Save changes](#)

Final Placing	Name of Rider	Rider's NF	Rider's Nationality	Name of Horse	Judge C	Judge E	Total points	%	# of Errors	Error % deduction*	Final % after Error deduction
1	Emma Thomson	SIN	GBR	Firebolt	208,00	203,50	411,50	60,515	1	2	58,515

- On the basis of the Excel result sheet, fill out the platform with the corresponding information, values:
 - ⇒ Position = Final Placing
 - ⇒ Judge C & E = Total **MARKS** per judge **NOT PERCENTAGE**
 - ⇒ Percentage = **Final %** (3 decimals) after deduction of % error if applicable
- Select under "Status" the appropriate option: Ranked, Eliminated, Withdrawn (did not start the round) or Retired (started but abandoned during the test).
- Once the data has been entered, click on "Save changes".

FEI Jumping World Challenge:

Results - Nairobi (201700063) Provided by 

Competition: 1 - Jumping FEI Jumping World Challenge Category B - Competition 2 - 2017
 Competition date: From: 26/11/2017 To: 26/11/2017
 Organiser: KEN (C00000022)
 Status: closed

Status	Position	Athlete	NF	Horse	R1 penalties	R2 penalties	R2 Time	Total obs. penalties	Time penalties	Declared	Actions
Ranked		Joseph Leteipa P00003641	KEN	Sierra Silver 101187				0	N/A	<input checked="" type="checkbox"/>	
Eliminated		Clare Hewitt-Stubbs P00003638	KEN	Gryffindor 105147				0	N/A	<input checked="" type="checkbox"/>	
Withdrawn		Clare Hewitt-Stubbs P00003638	KEN	Inan 105146				0	N/A	<input checked="" type="checkbox"/>	

[Return to calendar](#) [Import a result file](#) [Validate results](#) [Save changes](#)

Final Placing	Starting Number	Name of Rider	Rider's NF	Rider's Nationality	Name of Horse	Penalties			Time	Total	
						1 st round	2 nd round	2 nd round		Penalties (2 rounds)	Time 2 nd round
Example	10	Emma Thomson	SIN	GBR	Firebolt	4	0	50,34	12	50,34	

- On the basis of the Excel result sheet, fill out the platform with the corresponding information, values:
 - ⇒ Position = Final Placing
 - ⇒ R1 + R2 penalties = 1st Round Penalties / 2nd Round Penalties
 - ⇒ R2 Time = 2nd Round Time
- Select under "Status" the appropriate option: Ranked, Eliminated, Withdrawn (did not start the round) or Retired (started but abandoned during the course).
- If Athletes ride more than one horse in the same Category of the FEI World Jumping Challenge, the "Declared" box must be ticked for the corresponding horse (see rules art. 3.4).

Only the box of the Declared Horse should be checked. The Declared Horse must always start first as per the rules therefore his starting number on the Excel sheet is also an indication, but the Horse Declaration Form is the official document which is mandatory. Also, if an Athlete changes Horse between Competition 1 and 2 for example, then the Horse ridden in Competition 2 is **NOT** the Declared Horse and consequently the box should not be checked. See Memo for Declared Horse rules.

- Once the data has been entered, click on "Save changes".

Once the Administrator has inputted all the results, a copy of the signed results must be sent to the FEI along with all other required documents. The FEI will "Validate" the results upon receipt of all the documents in question. See Memo.

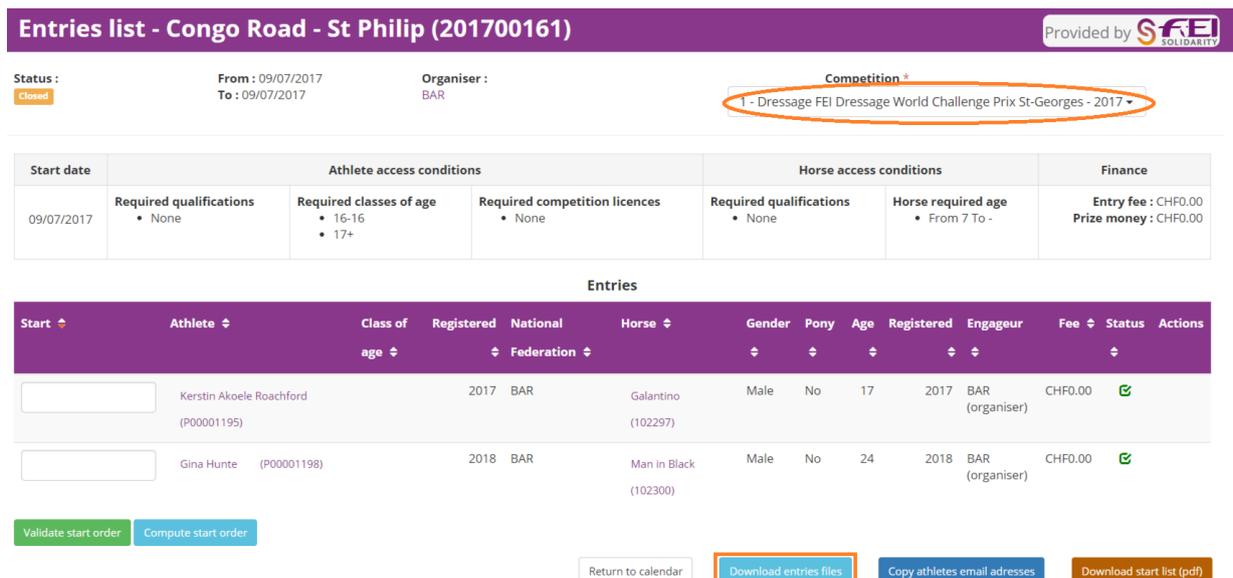
REMINDER: only the **FEI** validates the results, **NOT** the administrator.

Option 2 – CSV Upload (recommended):

FEI Dressage World Challenge:

Step 1: Prepare your result sheet in advance by downloading the Entry Files for each Category (figure A) and copying the relevant fields (athlete/horse UID, name, etc.) in the "Results Sheet for Import" (figure B)

A)



Entries list - Congo Road - St Philip (201700161) Provided by 

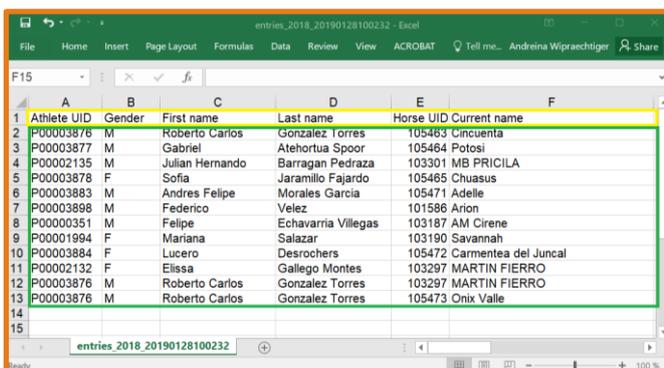
Status: Closed From: 09/07/2017 To: 09/07/2017 Organiser: BAR Competition: 1 - Dressage FEI Dressage World Challenge Prix St-Georges - 2017

Start date	Athlete access conditions			Horse access conditions			Finance
09/07/2017	Required qualifications • None	Required classes of age • 16-16 • 17+	Required competition licences • None	Required qualifications • None	Horse required age • From 7 To -	Entry fee : CHF0.00 Prize money : CHF0.00	

Entries

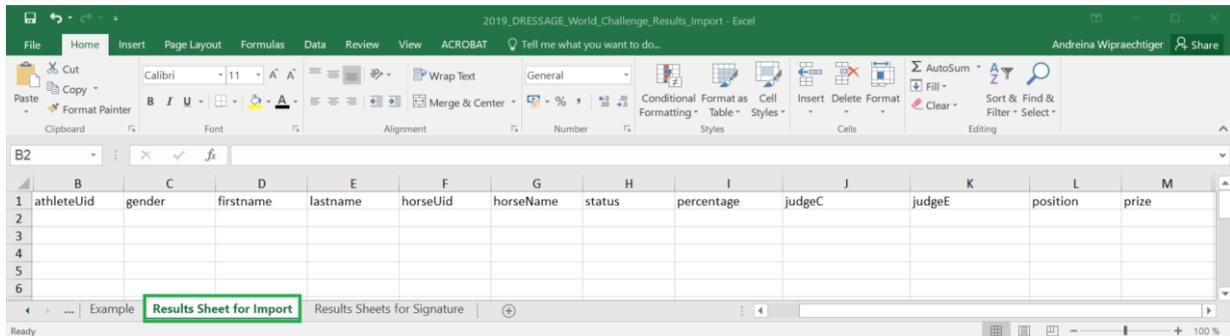
Start	Athlete	Class of age	Registered	National Federation	Horse	Gender	Pony	Age	Registered	Engageur	Fee	Status	Actions
	Kerstin Akeele Roachford (P00001195)		2017	BAR	Galantino (102297)	Male	No	17	2017	BAR (organiser)	CHF0.00	✔	
	Gina Hunte (P00001198)		2018	BAR	Man In Black (102300)	Male	No	24	2018	BAR (organiser)	CHF0.00	✔	

Buttons: Validate start order, Compute start order, Return to calendar, **Download entries files**, Copy athletes email addresses, Download start list (pdf)

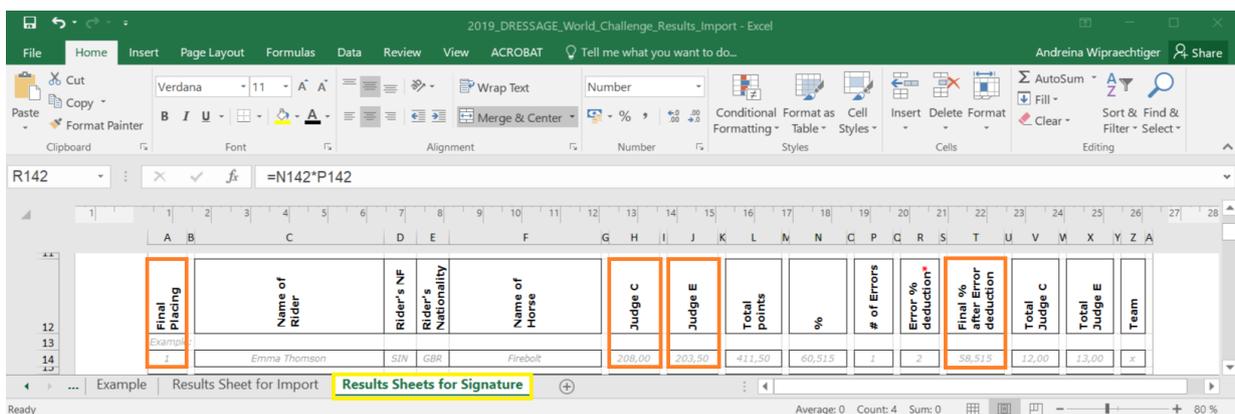


Athlete UID	Gender	First name	Last name	Horse UID	Current name
P00003876	M	Roberto Carlos	Gonzalez I orres	105483	Cincuenta
P00003877	M	Gabriel	Atehortua Spoor	105464	Potosi
P00002135	M	Julian Hernando	Barragan Pedraza	103301	MB PRICILA
P00003878	F	Sofia	Jaramillo Fajardo	105485	Chuasus
P00003883	M	Andres Felipe	Morales Garcia	105471	Adelle
P00003898	M	Federico	Velez	101586	Arion
P00000351	M	Felipe	Echavarria Villegas	103187	AM Cirene
P00001994	F	Mariana	Salazar	103190	Savannah
P00003884	F	Lucero	Sestrochers	105472	Sarmienta del Juncal
P00002132	F	Elissa	Gallego Montes	103297	MARTIN FIERRO
P00003876	M	Roberto Carlos	Gonzalez Torres	103297	MARTIN FIERRO
P00003876	M	Roberto Carlos	Gonzalez Torres	105473	Onix Valle

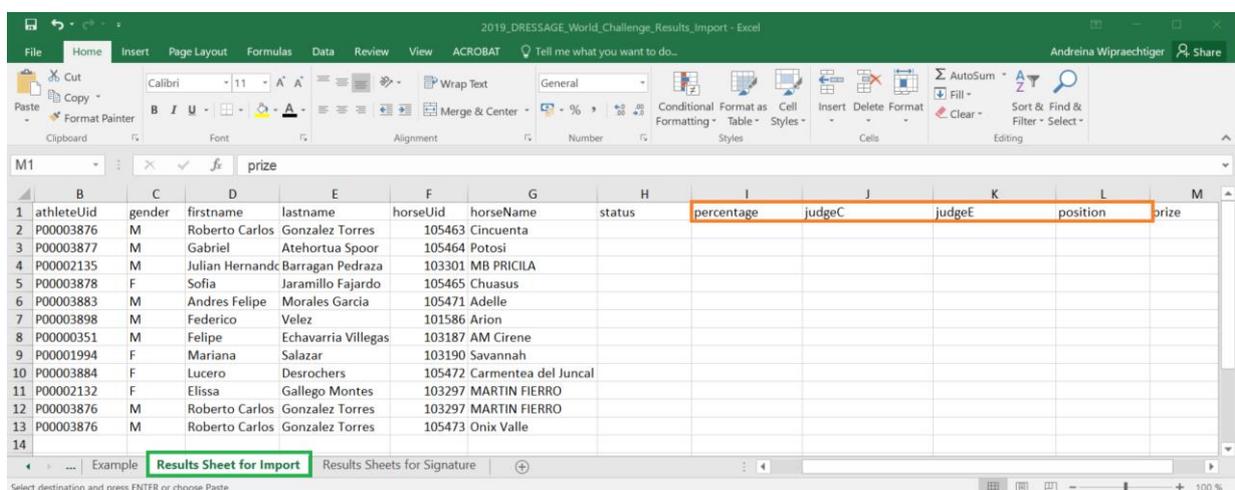
B)



Step 2 – optional: complete the “Results Sheets for Signature” (you may also use your own sheets if you have a different format, but using this sheet is however probably more convenient for the overall processing).



Step 3: complete the missing information/elements (total marks Judge “C”, total marks Judge “E”, Percentage, Position & Status) – then save as **CSV** file.



- ⇒ Status: RK = Ranked / EL = Eliminated / WD = Withdrawn / RT = Retired / DQ = Disqualified
- ⇒ Prize: Not mandatory – can leave field blank

Step 4: Back in the platform, select the appropriate Category and then click on the "Import a result file" at the bottom of the page:

Results - Congo Road - St Philip (201700161) Provided by 

Competition * Competition date: From : 09/07/2017 Organiser : Status :
 1 - Dressage FEI Dressage World Challenge Prix St-Georges - 2017 To : 09/07/2017 BAR (C00000002) Closed

Entries

Status	Position	Athlete	NF	Horse	Judge C	Judge E	Total	Percentage (%)	Actions
Ranked	1	Kerstin Akeele Roachford P00001195	BAR	Galantino 102297	229.0	229.0	458	60.263	
Ranked	2	Gina Hunte P00001198	BAR	Man in Black 102300	219.5	228.5	448	58.947	

Import results ✕

Please select a .csv file *

No file chosen

Step 5: Browse and select the corresponding "csv" file created and saved to your computer. A file must be created for each Category/Class INDIVIDUALLY and imported in the appropriate Category.

Note: It is the responsibility of the NF Administrator to make sure that the results recorded on the platform are correct and match the official signed results.

REMINDER: only the **FEI** validates the results, **NOT** the administrator. Results will only be validated upon receipt of the following documents:

- ⇒ One copy of the competition programme.
- ⇒ Copy of the results signed by the official FEI Judges
- ⇒ The FEI Foreign Judge's report + Vet Delegate's report
- ⇒ Photographs + Press clippings of the competition.
- ⇒ Show information document completed and signed
- ⇒ Checklist for the Organiser
- ⇒ Expense Claim – FEI Contribution towards PGJ Travel and Per Diem (as per the rules) with justifications

FEI Jumping World Challenge:

Step 1: Prepare your result sheet in advance by downloading the Entry Files for each Category (figure A) and copying the relevant fields (athlete/horse UID, name, etc.) in the "Results Sheet for Import" (figure B)

A)

Entries list - Whitehall Equestrian Centre / Saint Peter (201600001) Provided by 

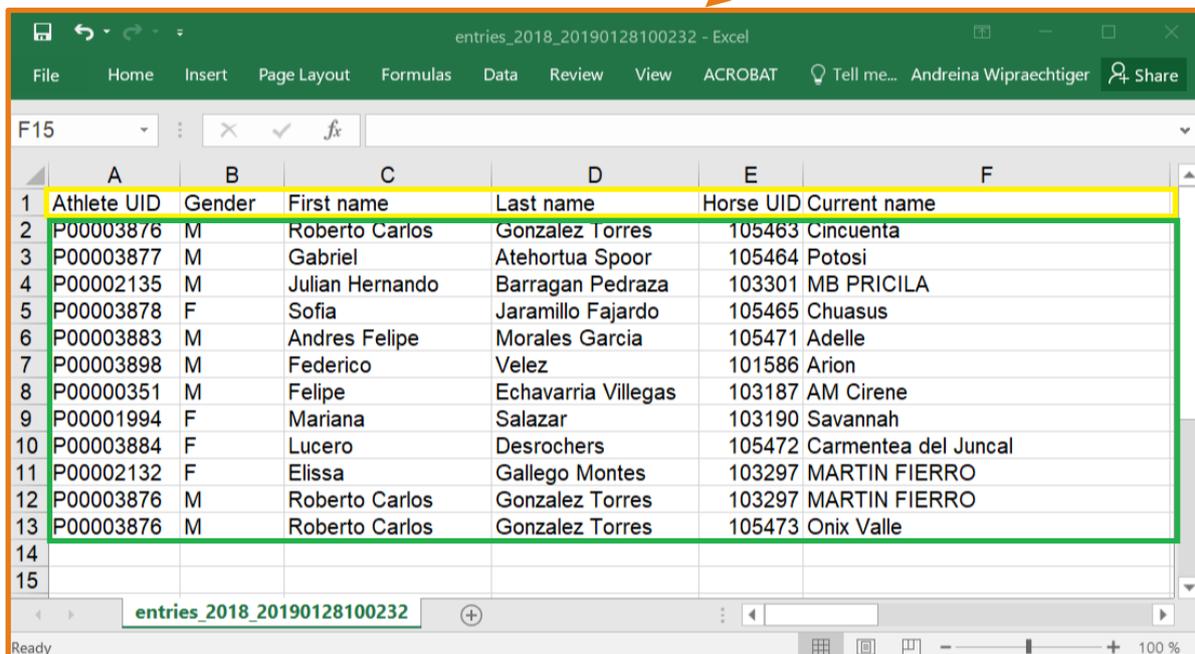
Status: Closed From: 31/12/2016 To: 31/12/2016 Organiser: BAR Competition: 1 - Jumping FEI Jumping World Challenge Category B - Competition 1 - 2016

Start date	Athlete access conditions			Horse access conditions			Finance
14/10/2016	Required qualifications • None	Required classes of age • 14-15 • 16-16 • 17+	Required competition licences • None	Required qualifications • None	Horse required age • None	Entry fee : CHF0.00 Prize money : CHF0.00	

Entries

Start	Athlete	Class of age	Registered	National Federation	Horse	Gender	Pony	Age	Registered	Engageur	Fee	Status	Actions
	Sara Jones (P00001314)		2017	BAR	Sir Glacken (102451)	Gelding	No	12	2018	National Federation	CHF0.00	✘	

Validate start order
Compute start order
Return to calendar
Download entries files
Copy athletes email adresses
Download start list (pdf)

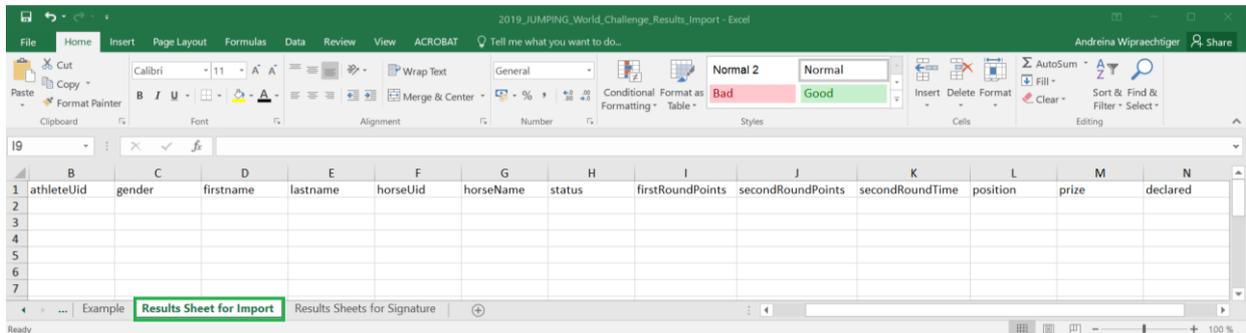


entries_2018_20190128100232 - Excel

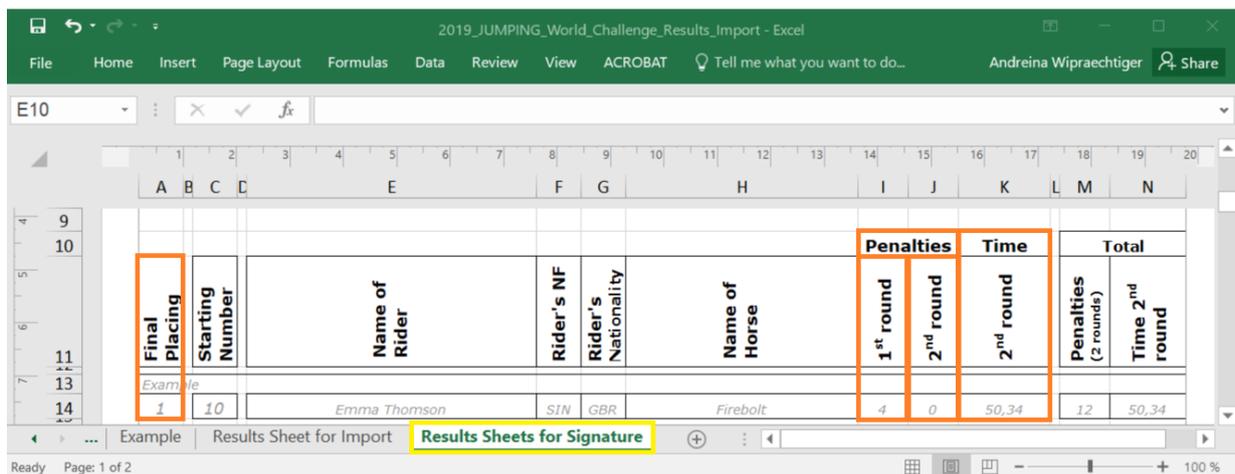
	A	B	C	D	E	F
	Athlete UID	Gender	First name	Last name	Horse UID	Current name
2	P00003876	M	Roberto Carlos	Gonzalez Torres	105463	Cincuenta
3	P00003877	M	Gabriel	Atehortua Spoor	105464	Potosi
4	P00002135	M	Julian Hernando	Barragan Pedraza	103301	MB PRICILA
5	P00003878	F	Sofia	Jaramillo Fajardo	105465	Chuasus
6	P00003883	M	Andres Felipe	Morales Garcia	105471	Adelle
7	P00003898	M	Federico	Velez	101586	Arion
8	P00000351	M	Felipe	Echavarria Villegas	103187	AM Cirene
9	P00001994	F	Mariana	Salazar	103190	Savannah
10	P00003884	F	Lucero	Desrochers	105472	Carmentea del Juncal
11	P00002132	F	Elissa	Gallego Montes	103297	MARTIN FIERRO
12	P00003876	M	Roberto Carlos	Gonzalez Torres	103297	MARTIN FIERRO
13	P00003876	M	Roberto Carlos	Gonzalez Torres	105473	Onix Valle
14						
15						

entries_2018_20190128100232

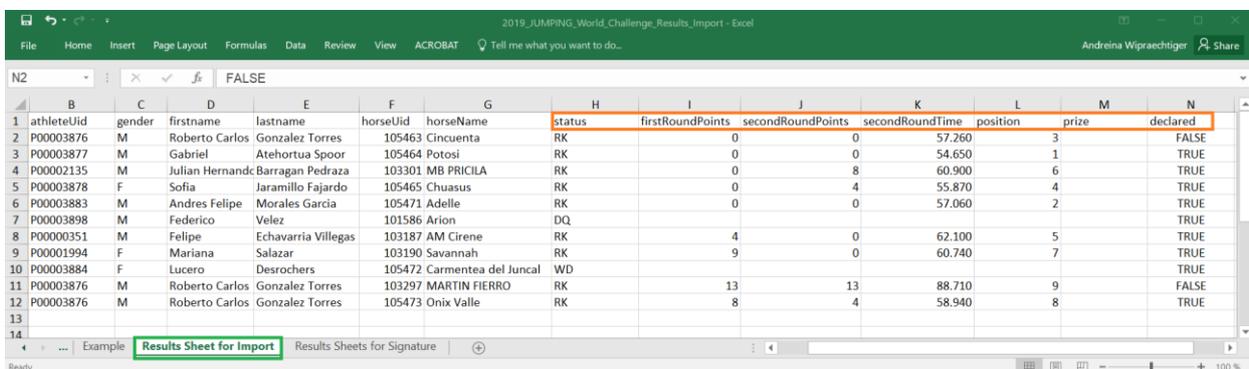
B)



Step 2 – optional: complete the “Results Sheets for Signature” (you may also use your own sheets if you have a different format, but using this sheet is however probably more convenient for the overall processing).



Step 3: complete the missing information/elements (1st Round Points, 2nd Round Points, 2nd Round Time, Position, Status & Declared) – then save as **CSV** file.



- ⇒ **Status:** RK = Ranked / EL = Eliminated / WD = Withdrawn / RT = Retired / DQ = Disqualified
- ⇒ **Prize:** Not mandatory – can leave field blank
- ⇒ **Declared:** **TRUE** if Declared Horse / **FALSE** if 2nd Horse

Step 4: Back in the platform, select the appropriate Category and then click on the "Import a result file" at the bottom of the page:

Results - Whitehall Equestrian Centre / Saint Peter (201600006) Provided by 

Competition * Competition date: From : 12/11/2016 Organiser : Status :
 < - Jumping FEI Jumping World Challenge Category C - Competition 3 - 2016 > To : 12/11/2016 BAR (C00000002) Closed

Entries

Status	Position	Athlete	NF	Horse	R1 penalties	R2 penalties	R2 Time	Total obs. penalties	Time Declared penalties	Actions
Ranked	1	Zoe Archer P00001316	BAR	Millridge Z Two 102453	0.00	0.00	59.240	0	0	<input checked="" type="checkbox"/> <input type="checkbox"/>
Ranked	2	Laura Smith P00001704	BAR	Kings Cross de Champagne 102839	4.00	0.00	59.370	4	0.06	<input checked="" type="checkbox"/> <input type="checkbox"/>
Ranked	3	Mahlea Archer P00001317	BAR	Callpo 102454	4.00	4.00	60.680	8	0.72	<input checked="" type="checkbox"/> <input type="checkbox"/>
Ranked	4	Tristan Blades P00001204	BAR	Essien 102307	16.00	8.00	60.600	24	0.68	<input checked="" type="checkbox"/> <input type="checkbox"/>

Return to calendar Import a result file Validate results Save changes



Step 5: Browse and select the corresponding "csv" file created and saved to your computer. A file must be created for each Category/Class INDIVIDUALLY and imported in the appropriate Category.

Note: It is the responsibility of the NF Administrator to make sure that the results recorded on the platform are correct and match the official signed results.

REMINDER: only the **FEI** validates the results, **NOT** the administrator. Results will only be validated upon receipt of the following documents:

- ⇒ One copy of the competition programme.
- ⇒ Copy of the results signed by the official FEI Judges
- ⇒ Copies of all forms used to declare the official horse when an athlete rides more than one horse. These forms must be signed by the athlete and the Foreign Judge (or President of the Ground Jury).
- ⇒ The FEI Judge's report + Vet Delegate's report
- ⇒ Photographs and Press clippings of the competition
- ⇒ Show information document completed and signed