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

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.
⇒ 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 form](image)

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

![Registration form](image)
b) Horses

Under “Horses” search using the horse’s name or part of its name.

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

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.

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]

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.
**Step 2:** Click on the “Results” button, then select the right competition (category):

![Results - Kiaro Farm Equestrian Club / Lusaka (201700240)](image)

**Step 3:** 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)](image)

- 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:**

On the basis of the Excel result sheet, fill out the platform with the corresponding information, values:

- Position = Final Placing
- $R1 + R2$ penalties = $1^{st}$ Round Penalties / $2^{nd}$ Round Penalties
- $R2$ Time = $2^{nd}$ 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)
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 / DQ = Eliminated / WD = Withdrawn / RT = Retired
⇒ 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:

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)
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 / DQ = Eliminated / WD = Withdrawn / RT = Retired
⇒ **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:

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