

PROGRAMME

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 <u>the spelling corresponds to pre-existing data</u>.

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

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.

D	First name	Last name
son list	Balance to	Entry managers only *
CHF	CHF	No •
National Federation	Registration	
UZB .	All registration perioc -	

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

Civility	Nothing selected	•	Phone number	
Gender *	Male	-	Email	
First name *				
Last name *				
Date of birth				
Age group :	Undefined			
National Federation *	BAR	•		
Address				
Zip code & City				
Country *	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	Registrations	Owner
All National Federation 🕶	All registrations	•
		Searc

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

Current name *			FEI ID		
Birth name *			UELN		
Gender *	 Male Female Gelding 		Chip ID National Federation *	Nothing selected	-
s pony	Height		Studbook	Nothing selected	•
Foisage date					
Birth date *					
s enabled	⊻				
Coat	Nothing selected	•			
Father					
Mother					
Mother's father					
Document	Enter the document name		Choo	se File No file chosen	
Other info					
Registration period *	Fee *	Payer name	Registi	ration 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. <u>Manage/update athletes and horses' registration</u>

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 " C " symbol.

ID	First nar	ne	Last name		
Balance from	Balance	to	Entry mana	agers only '	*
CHF	CHF		No		•
National Federation	Registra	tion			
				1	Search
♦ First name	Last name 🗘	National B Federation	Balance 🗘 Regi	stered ¢	Search Actions
 First name ‡ 	Last name 🗘	National E Federation \$	3alance ≑ Regi	stered \$	Search Actions
 First name \$ 1003161 Xeniya 	Last name 🗢 Zaytseva	National B Federation \$ UZB	Balance \$ Regi	stered ¢	Search Actions
 First name 003161 Xeniya 003078 Khusniddin 	Last name 🕈 Zaytseva BORATALIEV	National B Federation ¢ UZB UZB	Balance 🕈 Regi	stered ¢	Search Actions
 First name 2003161 Xeniya Xoniya X	Last name 🗢 Zaytseva BORATALIEV Shakirov	National B Federation CUZB UZB UZB UZB	Balance ≑ Regi	stered	Search
 First name First name Xeniya Xeniya Khusniddin Xuoni209 libragim Xuoni209 Dilmurod 	Last name 🕈 Zaytseva BORATALIEV Shakirov Abdurakhmanov	National E Federation CZB UZB UZB UZB VZB	Balance 🗘 Regi	stered ¢ ✓ G G	Search Actions

3. <u>Manage Competition Entries</u>

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 **DISOUALIFIED**.

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.

My informatio	on My Natio	nal Federatio	My Events	y Account Pe	sons Hors	ses National Fed	leration directo	ory Officials	Calendar	Entries
Calen	dar									
Event ID			Disciplines		Event de	esignation		Competition	types	
			All	•				All		*
From	Disciplines Event designation Competition types All Image: Competition types To Entries opened from Image: Competition types									
Upcoming Event Id 🗢	ents Past f	Events Designati	on \$	F	rom 🗘	то \$	Closing	•		Actions
		8					8			
201700208	Open	Central Hi	ppodrome - Tashkent	C	6/10/2017	06/10/2017	05/10/201	17	Entries	Results

Step 2: Click on the "Entries" button, then select the right competition (category/class) and then click on "Create Entry".

My Information	My National Federation	My Events Hippod	My Account	Persons Horses	National Federation directory	Officials	Calendar Entries	Results	Rankings	Palmares		Provided b	
itatus : Open		From : 06/10/20 To : 06/10/2017	017	Organis UZB	r:	(1 - Dressage	Compe FEI World Dre	etition * ssage Challe	enge Prix St-Ge	eorges - 2017 -	>	
Start date	Athlete access				s	Horse access conditions					Finance		
06/10/2017	Required qualificatio • None	ns	Required class • 16-16 • 17+	ses of age	Required competition licences None 		Required qualifica • None	ations	Horse •	From 7 To -		Entry Prize mo	fee : CHF0.00 ney : CHF0.00
					Entrie	s							
There are no ent	tries for this competition												
					Return 1	o calendar	Download entries file	es Cop	y athletes em	ail adresses	Download sta	rt list (pdf)	Create entry

<u>Reminder</u>: 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	Nothing selected 🗸
Horse	Nothing selected 👻
Competition	1 - Dressage FEI World Dressage Challenge Prix St-I 🔻
	Validate Cancel

Proceed as above for all "Competitions".

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

4. <u>Input Competition Results</u>

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

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

My informatio	on My Na	tional Federa	tion My Events	My Account Pers	ons Horses	National Federati	on directory	Officials	Calendar	Entries
Calen	dar									
Event ID			Disciplines		Event design	ation	Co	mpetition	types	
rom			All To	•	Entries open	ed from	En	All itries opene	d until	•
										
Un anni an Fu		4 5								
Event Id 🗢	Status \$	Designat	ion 🕈		From 🗢	то 🕈	Closing	÷		Actions
201700240	Closed	Kiara Fari	m Equestrian Club / Lu	saka	23/09/2017	24/09/2017	22/09/201	17	Entries	Results
Start lists and documents	1 Jumping F 3 Jumping F	El World Jumpi El World Jumpi	ng Challenge Category A ng Challenge Category C	Competition 2 2017 Competition 2 2017	2 Jumping FEI World	Jumping Challenge C	ategory B - Com	petition 2 20	17	

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Step 2: Click on the "Results" button, then select the right competition (category):

2 - Jumping FE	Competition *	ge Category B - Competition 2	Com ! - 2017 -	petition date:	From : 23/09/20 To : 24/09/201	117 7	Organiser : ZAM (C0000044)	St.	Status : Closed			
					Entries							
atus 🗢	Position \$	Athlete 🕈	NF 🗘 I	Horse 🕈	R1 penalties 🕈	R2 penalties	R2 Time \$	Total obs. penalties	Time penalties	Declar	ed Ac	
Ranked 👻	• 1	Nicholas Nicolle P00003002	ZAM	Guinevere 101786			63.900	0	0	Ø		
anked 👻	2	Madelaine Nicolle P00003001	ZAM	Gazelle 101794	4.00		56.150	4	-3.88	Ø		
anked 🝷	3	Jaiden Wilde P00002961	ZAM	De La Grey 104385	4.00		61.390	4	-1.26	¥		
anked 🝷	4	Anna Bunty Howard P00000757	ZAM	Southern Cross Ali Baba 101789	8.00		58.250	8	-2.82	Ø		
anked 👻	· 5	Nina Bicknall P00001220	ZAM	Asta Manyana 104473	12.00	5.00	76.340	17	6.22	۲		
'ithdrawn 👻	•	Nina Bicknall P00001220	ZAM	Jean Pol 102325				0	N/A	Ø		
							Return to calendar	ort a result file	lidate results	Sav	e char	

Step 3: Once on the corresponding class/category result page, click on "Sweethings" 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:

Resul	ts - Country Club	Cochabam	nba /	Cochaban	nba ((20180	0045)				Provide	
1 - Dressage	Competition * PFEI Dressage World Challenge Priv	Competiti x St-Georges - 2018 ▼	on date:)18	Fron To :	n:10/03/ 10/03/2	/2018 2018		Org BOL (C	aniser : :00000066)		Status : Closed	
					Entries	5						
Status 🖨	Position 🗢	Athlete 🗢	NF ¢	Horse 🖨		Judge	с :		Judge E 🗧 T	otal	Percent	tage (%) 🕇 Actions
Ranked	•	Laura Prömmel P00003933	BOL	Charliz Z 103428					65			
Ranked	•	Nicolas Alvestegui P00003934	BOL	Domino 105510					62	.5		
		-					Return to c	alen Jar	Import a resul	t file	Validate results	Save changes
	Placing Name of Rider	Rider's NF	Rider's Nationality	Name of Horse		Judge C	Judge E	Total points	%	# of Errors	Error % deduction*	deduction
Ex	an <mark>te:</mark> 1 Emma Thomsol	n 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:
 - \Rightarrow Position = Final Placing
 - \Rightarrow Judge C & E = Total **MARKS** per judge **NOT PERCENTAGE**

 \Rightarrow 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:
 - \Rightarrow Position = Final Placing
 - \Rightarrow R1 + R2 penalties = 1st Round Penalties / 2nd Round Penalties
 - \Rightarrow 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.

<u>REMINDER</u>: only the **<u>FEI</u>** validates the results, **<u>NOT</u>** 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)

Status : Closed		F	rom:09/07/2 o:09/07/2017	017 7		Organiser : BAR			1 - Dressa	Cor age FEI D	npetit ressag	ion * e World Chall	enge Prix St-	Georges - 2	017•	
Start	date			Athl	lete access	conditions				Horse a	ccess	onditions			Finance	
09/07/	09/07/2017 • None • Required classes o • 16-16 • 17+						uired competitio None 	n licences	Required qualifications None 			Horse requi • From	ired age 7 To -	Entry fee : CHF Prize money : CHF		CHF0.0 CHF0.0
							En	tries								
Start 🖨	÷	Athlete 🗧	÷		Class of	Registered	National	Horse ≑	Gender	Pony	Age	Registered	Engageur	Fee 🖨	Status /	Actio
					age ≑	¢	Federation 🗢									
		Kerstin A	koele Roachfor	d		2017	BAR	Galantino	Male	No	17	2017	BAR (organiser)	CHF0.00	C	
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B)

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<u>Step 2 – optional</u>: 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).



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

6	5.6.	÷				2019_DRESSAGE_Wo	rld_Challenge_Res	ults_Import - Excel			m —		×
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1	В	С	D	Е	F	G	н	1	J	к	L	M	
1	athleteUid	gender	firstname	lastname	horseUid	horseName	status	percentage	judgeC	judgeE	position	orize	
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							
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 \Rightarrow <u>Status:</u> RK = Ranked / EL = Eliminated / WD = Withdrawn / RT = Retired / DQ = Disqualified \Rightarrow <u>Prize:</u> Not mandatory – can leave field blank



4

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:

Dressag	Competition * e FEI Dressage World Challe	Competition enge Prix St-Georges - 2017 •	date:	Fro T	09/07/2017 • 09/07/2017	Organiser : BAR (C0000002)	Status : Closed
					Entries		
us 🗢	Position 🗢	Athlete ≑	NF \$	Horse 🗢	Judge C 🗢	Judge E 🗢 Total	Percentage (%) 🗢 Acti
nked	• 1	Kerstin Akoele Roachford P00001195	BAR	Galantino 102297	229.0	229.0 458	60.263
inked	• 2	Gina Hunte P00001198	BAR	Man in Black 102300	219.5	228.5 448	58.947
					Return to calend	dar Import a result file	Validate results Save chang
	Please sel	ect a .csv file *	1	Impo	rt results		

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.

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

- \Rightarrow <u>One</u> copy of the competition programme.
- \Rightarrow Copy of the results signed by the official FEI Judges
- \Rightarrow The FEI Foreign Judge's report + Vet Delegate's report
- \Rightarrow Photographs + Press clippings of the competition.
- $\Rightarrow\,$ Show information document completed and signed
- \Rightarrow Checklist for the Organiser
- $\Rightarrow\,$ 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)

	list - W	'hitehall	Equesti	rian Cei	ntre / Sa	016000	001)				Provided by Stole			
		5	2/2016											
losed		To: 31/12/2	2016	BAR	iser :		1 - Ju	umping I	FEI Jump	oing World Ch	allenge Catego	ry B - Compe	tition 1 - 2	2016 -
Start date			Athlete	access conditi	ons			Но	orse acc	ess condition	IS		Finance	
14/10/2016	Required qu • None	alifications	Required class • 14-15 • 16-16 • 17+	sses of age	Required con • None	npetition licences	Required • No	l qualific ne	ations	Horse r	r equired age None	l Priz	Entry fee : e money :	CHF0.00 CHF0.00
						Entries								
Start 🗢	At	hlete 🗢	Class of	Registered	National	Horse 🗢	Gender	Pony	Age	Registered	Engageur 🖨	Fee 🖨	Status	Actions
			age 🗢		Federation 🖨									
	S	ara Jones		2017	BAR	Sir Glacken	Gelding	No	12	2018	National	CHF0.00	×	
	(1	200001314)				(102451)					Federation			
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						Return to calendar	Downie	bad entrie	es mes	Copy ath	ietes email adress	Do	whioad sta	rt list (par)
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<u>ы</u> с					entries_201	8_2019012810023	32 - Excel							
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1 Athle	ete UID	Gender	First nai	me	Last	name	Horse		Curr	ent nam	е			
2 P000	003070	IVI M	Cabriel	Carlos	Gonz Atob	alez Torres	10	5463	Doto	uenta				
4 P000	003877	M	Julian H	ernando	Barr	agan Pedraza	10	3301	MR		1			
5 P000	002100	F	Sofia	emanuo	Jara	millo Faiardo	10	5465	Chu		•			
6 P000	003883	M	Andres	Feline	Mora	lles Garcia	10	5405	Δde	lle				
7 P000	003898	M	Federic	n enpe	Vele		10	1586	Ario	n				
8 P000	000351	M	Feline		Echa	- varria Villegas	10	3187		Cirene				
9 P000	001994	F	Mariana	1	Sala	ar	10	3190	Save	annah				
10 P000	003884	F	Lucero		Desr	ochers	10	5472	Car	nentea (del Juncal			
11 000	002132	F	Elissa		Galle	ao Montes	10	3297	MAF	RTIN FIF	RRO			
	000070			0 1	Gonz	alez Torres	10	3297	MAF		RRO			
12 P000	003876	М	Roberto	Carlos										
12 P000 13 P000	003876	M M	Roberto Roberto	Carlos	Gonz	alez Torres	10	5473	Onix	Valle				
12 P000 13 P000 14	003876	M M	Roberto Roberto	Carlos Carlos	Gonz	alez Torres	10	5473	Onix	Valle				
12 P000 13 P000 14 15	003876	M M	Roberto Roberto	Carlos	Gonz	alez Torres	10	5473	Onix	Valle				-
12 P000 13 P000 14 15	003876 003876 entr	M M ies 2018 20	Roberto Roberto	Carlos Carlos	Gonz	alez Torres	10	5473	Onix	Valle				•



B)

⊟ 5•∂∵າ					2019_JUN	IPING_World_Challe	nge_Results_Import - E	xcel			3	- 0	×
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1 athleteUid	gender	firstname	lastname	horseUid	horseName	status	firstRoundPoints	secondRoundPoints	secondRoundTime	position	prize	declared	
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5													
7													
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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).



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

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142			·	JL								
	B	C	D	E	F	G	Н	I	J	K	L	M N 🍝
1	athleteUid	gender	firstname	lastname	horseUid	horseName	status	firstRoundPoints	secondRoundPoints	secondRoundTime	position prize	declared
2	P00003876	M	Roberto Carlos	Gonzalez Torres	105463	Cincuenta	RK	0	C	57.260	3	FALSE
3	P00003877	M	Gabriel	Atehortua Spoor	105464	Potosi	RK	0	C	54.650	1	TRUE
4	P00002135	M	Julian Hernando	Barragan Pedraza	103301	MB PRICILA	RK	0	8	60.900	6	TRUE
5	P00003878	F	Sofia	Jaramillo Fajardo	105465	Chuasus	RK	0	4	55.870	4	TRUE
6	P00003883	M	Andres Felipe	Morales Garcia	105471	Adelle	RK	0	C	57.060	2	TRUE
7	P00003898	M	Federico	Velez	101586	Arion	DQ					TRUE
8	P00000351	M	Felipe	Echavarria Villegas	103187	AM Cirene	RK	4		62.100	5	TRUE
9	P00001994	F	Mariana	Salazar	103190	Savannah	RK	9	C	60.740	7	TRUE
10	P00003884	F	Lucero	Desrochers	105472	Carmentea del Juncal	WD					TRUE
11	P00003876	M	Roberto Carlos	Gonzalez Torres	103297	MARTIN FIERRO	RK	13	13	88.710	9	FALSE
12	P00003876	M	Roberto Carlos	Gonzalez Torres	105473	Onix Valle	RK	8	4	58.940	8	TRUE
13												
14												-
	Exam	nple Res	ults Sheet for Im	port Results Shee	ts for Signati	ure (+)						Þ
Read	ly										H I I	+ 100 %

⇒ <u>Status:</u> RK = Ranked / EL = Eliminated / WD = Withdrawn / RT = Retired / DQ = Disqualified

- \Rightarrow <u>Prize</u>: Not mandatory can leave field blank
- ⇒ <u>Declared</u>: **TRUE** if Declared Horse / **FALSE** if 2nd Horse



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

- Jumping	Competition * FEI Jumping World Cl	hallenge Category C	- Con	Competition date: npetition 3 - 2016 -	From : 12/11/2016 To : 12/11/2016		Organiser : BAR (C0000002)		Status : Closed		
					Entries						
atus 🖨	Position 🗢	Athlete ≑	NF	Horse ≑	R1 penalties 🖨	R2 penalties 🗢	R2 Time 🗘	Total obs.	Time	Declared	Action
			÷					penalties	penalties		
Ranked 🔻	1	Zoe Archer P00001316	BAR	Millridge Z Two 102453	0.00	0.00	59.240	0	0	2	Î
Ranked 🝷	2	Laura Smith P00001704	BAR	Kings Cross de Champagne 102839	4.00	0.00	59.370	4	0.06	ĭ.	Î
Ranked 🔻	3	Mahlea Archer P00001317	BAR	Calipo 102454	4.00	4.00	60.680	8	0.72	۲	ii
Ranked 🝷	4	Tristan Blades	BAR	Essien	16.00	8.00	60.600	24	0.68	Ø	
										ſ	
				Ir	nport resu	lts			×		
	Please Choos	select a .c se File No	sv file	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.

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- \Rightarrow <u>One</u> copy of the competition programme.
- \Rightarrow Copy of the results signed by the official FEI Judges
- \Rightarrow 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).
- \Rightarrow The FEI Judge's report + Vet Delegate's report
- \Rightarrow Photographs and Press clippings of the competition
- $\Rightarrow\,$ Show information document completed and signed