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Introduction

The suggestion platform has been put in place to facilitate the correction of mistakes or omissions existing in the content of our database.

The platform allows authenticated people from our equestrian community working at international shows to suggest corrections, modifications or additional data via the FEI Suggestion platform, in order to improve the quality of data present on the FEI Database in relation to athletes and horses.

NF Members, OC Members, Athletes, Grooms, Officials, Owners and Trainers with an active FEI ID account can all make suggestions on both horse and athlete information via the FEI Entry System, the FEI Database and FEI Biographies.

When a suggestion is made, the corresponding National Federation will receive an email to notify them that a suggestion has been made to modify or correct some information.

It is the responsibility of the National Federation to verify the proposed information and to accept or reject the suggestion.

The final goal is to allow the people working with the data on a constant basis during equestrian events, to have correct information to display in the different formats at their events, e.g. starting lists, scoreboard, TV screens, websites, results, etc.

This document will explain how to make suggestions and what information can be modified.

Certain suggestions will need a second approval from the FEI.

Please Note: all screenshots are displayed as examples only.

Should you have any questions or difficulties with the FEI Suggestion platform, please don’t hesitate to contact the FEI: usersupport@fei.org or +41 21 310 47 47.
**Who can make a suggestion?**

Any Athlete, Groom, Official, Owner, Trainer, OC Member or NF Member with an active FEI ID account can make a suggestion.

You need your FEI ID number and password that you use to access our FEI IT platforms, e.g. FEI Database, FEI Entry System, FEI SportApp.

You will need to be signed in to make a suggestion.

http://data.fei.org

If you do not have an active account then please contact: usersupport@fei.org

**What can you make a suggestion on?**

Suggestions can be made on specific fields for both Horses and Athletes.

For Horses this can be related to the Name, Horse Info, ID and Passport information as well as Owner information.

For Athletes it is limited to their Names, Nationality and Dates.
Where can you make a suggestion from?

Suggestions can be made from the **FEI Database** on either the **Horse Detail** page or the **Athlete Detail** Page.

People with access to the **FEI Entry System** will see a blue message displayed which informs them that they can click on the FEI ID number of the horse/athlete; this will take them to the Horse/Person detail page on the **FEI Database**.

There is also a link on each athletes profile on **FEI Biographies**.
Making a suggestion

Once you have found the Athlete/Horse and have arrived on their FEI Database profile page you will need to click on the Suggest updated information button.

This will open the suggestions page.

By placing the mouse on the line of information where you want to make a suggestion, a typing box will appear.

Here you can type in the suggestion you would like to make.
You can make numerous suggestions for the same Horse/Athlete.

Once you have made your suggestions you will need to submit them for validation.

There is a comment box if necessary.

Your suggestion will now need to be validated by the National Federation administering the Horse/Athlete as well as the FEI in certain cases.

Please Note: Your suggestions will not appear on the profile page of the Horse/Athlete until they have been validated.
Suggestion Platform Dashboard

By clicking on [Go to the Suggestions Dashboard] you will access your Dashboard.

Here you can see the suggestions you have made as well as the status of the validation process.

You can edit your suggestion if you need to make a correction.

You can filter by All, Athletes or Horses.

If you have made a suggestion and want to check the validation status, you can access your Suggestions Dashboard via the tabs on the FEI Database.

You can also access your Suggestions Dashboard by following the direct link:

http://data.fei.org/Suggestion/
**Status of validation process**

Each suggestion contains a **Status** column showing who needs to validate the suggestion and the status of this process.

This action needs both NF and FEI validation

A grey status box means that the suggestion needs to be validated

When the suggestion has been validated the status box turns green

The code on the Dashboard explains the different status’ available.

<table>
<thead>
<tr>
<th>NF</th>
<th>FEI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suggestions requiring NF validation</td>
<td>Suggestions requiring FEI validation</td>
</tr>
<tr>
<td>Suggestions partially validated by NF</td>
<td>Suggestions partially validated by FEI</td>
</tr>
<tr>
<td>All suggestions validated by NF</td>
<td></td>
</tr>
</tbody>
</table>

Once the suggestion has been validated by the NF and FEI if necessary, it will appear on the Horse/Athlete profile on all of our IT platforms.