

National Federation Initial Setup form for the FEI Entry System

Please fill in this form in order to set up the basic parameters for the FEI Entry System specific to your National Federation.

Please send the form back to entries@fei.org

National Federation information:

National Federation (NF NOC code)	
Contact Person for the Entry system process	
Technical Contact Person	

User information:

Please fill in the following table for each authorized person who will be using the FEI Entry System in your National Federation:

First Name	Last Name	FEI ID (if known)	Function within the NF	Email address

Your settings for the FEI Entry System

A. Entries for Jumping Events abroad

The following setting will be the same for all NFs when they make the entries of their Athletes and Horses at all Jumping events outside of the NF's country:

- The invited NF has to enter the Athletes and Horses
- The OC has to validate the Entries.

Please make a selection for each of the following (B, C & D) :

B. Entries by the Host NF for Jumping Events in the country of the Host NF

You can make different choices for lower and higher level events.

Choice # 1: Standard procedure:

- The Host NF enters the Athletes and Horses; the OC has to validate the Entries.

Choice # 2: Without confirmation of Entries by the OC:

- The Host NF enters the Athletes and Horses, the Entries are automatically validated, without formal validation by the OC.

Choice # 3: With full delegation of rights to the OC:

- The Host NF delegates its rights to the OC. In this case, the OC enters home Athletes and Horses administered by the host NF, on behalf of the host NF. However, the host NF remains responsible for all Entries made on its behalf (such as but not limited to registrations, late additions, substitutions).

We draw your attention to the fact that if you delegate your rights to the OC (choice #3 above) the following points have to be considered:

- The OC will be able to enter Athletes on behalf of your NF (only Athletes which are administered by your NF).
- If an Athlete is not registered, the OC will be able to register him/her and your NF will be invoiced for the registration.
- The OC will be able to enter any Horse on behalf of your NF.
- If a Horse is not registered with the FEI, the OC will be able to register it and your NF will be invoiced for the registration.
- The OC will be able to accept/reject Entries on behalf of your NF.
- Your NF is responsible for all actions carried out by the OC on behalf of your NF in connection with the FEI Entry System.

Choice #3 above is offered only to allow NFs that do not follow regulatory procedures for entries to use the FEI Entry System, however this option must be considered as temporary.

C. Late Entries for Jumping Events in the country of the host NF

You can make different choices for lower and higher level events.

For the Jumping Events held in your country, you can choose to delegate your rights to the OC **for late entries only**, which start (xx) days before the Event (the number of days is to be defined by each NF using this entry option).

In this case the OC enters home Athletes and Horses administered by the host NF **for late entries only**, on behalf of the host NF. However, the host NF remains responsible for all Entries made on its behalf (such as but not limited to registrations, late additions, substitutions).

We draw your attention to the fact that if you delegate your rights to the OC the following points have to be considered:

- The OC will be able to enter Athletes on behalf of your NF (only Athletes which are administered by your NF).
- If an Athlete is not registered, the OC will be able to register him/her and your NF will be invoiced for the registration.
- The OC will be able to enter any Horse on behalf of your NF.
- If a Horse is not registered with the FEI, the OC will be able to register it and your NF will be invoiced for the registration.
- The OC will be able to accept/reject Entries on behalf of your NF.
- Your NF is responsible for all actions carried out by the OC on behalf of your NF in connection with the FEI Entry System.

Setting C. above is offered only to allow NFs that do not follow regulatory procedures for entries to use the FEI Entry System, however this option must be considered as temporary.

D. Horse substitution(s) by Organising Committees

You, as the NF, can authorize the Organising Committee (OC) to make Horse substitution(s) during an Event for Athletes entered by your National Federation.

We draw your attention to the fact that if you agree to allow the OC to make Horse substitution(s), the following points have to be considered:

- The OC will be able to substitute and/or add any Horse on behalf of your NF.
- If a Horse is not registered with the FEI, the OC will be able to register it and your NF will be invoiced for such registration.
- Your NF is responsible for all actions carried out by the OC on behalf of your NF in connection with the FEI Entry System.

Please fill in the table below to allow us to set up the parameters for the access to the FEI Entry System for your federation:

A. Entries for Jumping Events Abroad		Same for all NFs		
B. Which procedure would you like to choose for entries for your home Events?	for lower level events ¹	<input type="checkbox"/> 1. Standard procedure	<input type="checkbox"/> 2. Without confirmation	<input type="checkbox"/> 3. With full delegation of rights
	for higher level events ²	<input type="checkbox"/> 1. Standard procedure	<input type="checkbox"/> 2. Without confirmation	<input type="checkbox"/> 3. With full delegation of rights
C. If you ticked choice # 1 for B, do you want to delegate your rights to the OC to make late entries for Events held in your country (where you are the host NF)?	for lower level events ¹	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	for higher level events ²	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
D. Do you authorize the OC to make Horse substitution(s) during an Event for Athletes entered by your National Federation at home as well as abroad Jumping Events?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Name and Signature of NF Secretary General for approval:

Reminder of Event levels:

¹Lower level Events:

CSI1*	CSIYH1*	CSIY-B	CSIV-B
CSI2*	CSIYH2*	CSIJ-B	CSIAm-B
		CSIch-B	CSIU25-B

²Higher level Events:

CSIO5*	CSI5*-W	CSIYR-A	CSI5*
CSIO4*	CSI4*-W	CSIJ-A	CSI4*
CSIO3*	CSI3*-W	CSIP	CSI3*
CSIO2*	CSI2*-W	CSIch-A	
CSIO1*	CSI1*-W	CSIV-A	
CSIOYR	CSIAm-A		
CSIOJ	CSIU25-A		
CSIOP			
CSIOCh	Championship	Games	