



**TO:** U.S. FEI Organizers and Athletes  
**FROM:** Cavan W. Allen, International Competition Consultant  
**DATE:** 01 June 2018  
**RE:** FEI Entry System Late Fee Policy

Dear Organizers and Athletes,

The FEI requires that the National Federation (USEF) and the US FEI Organizing Committees (OCs) **MUST** be compliant with FEI General Regulations Article 102.3, which states that the National Federation (NF) must enter all athletes and horses for all FEI competitions.

In order to be compliant, we have set up an entry portal on the [USEF](#) website for **Dressage, Driving, Endurance, Eventing, and Show Jumping** entries. There is no fee to submit an entry through this system for US Events. However, in addition to using the USEF entry portal, athletes **MUST** continue to enter the events (and pay the entry fees) with the OC or the entry software providers as they would normally do through a typical entry process.

Entries must be submitted in the **USEF portal by 3pm ET on the Definite Entry Deadline**. This date is published in the Approved FEI Schedule and is listed on the USEF FEI Entry page. After the definite entry date, all entries must be manually submitted to the FEI by USEF staff.

Effective June 15, 2018, the USEF will charge \$75 per horse for entries submitted on behalf of an athlete by USEF staff after the Definite Entry Deadline, provided late entries are permitted according to discipline policy, and will be accepted by the OC. The charge will be invoiced to the athlete.

U.S. Athletes are required to enter FEI Events through the USEF portal at:  
<https://athletes.usef.org>

**Please Note** - The FEI Entry System will not accept entries without the following:

- FEI Registration - be sure that athletes and horses are registered with the FEI before the entry closing date. FEI Registrations must be renewed annually.
- If registering a horse for the first time in the FEI, the microchip number must be on file with USEF before an entry can be made.

Please email all questions regarding the FEI Entry System to [feientries@usef.org](mailto:feientries@usef.org).