



**TO:** FEI Competing Athletes – US FEI Online Entry Process

**FROM:** Kristin Posner, Athlete Services Assistant & FEI Registrations

**DATE:** March 24, 2017

**RE:** USEF FEI Entry Process

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Dear Athletes,

The FEI requires that the National Federation (USEF) and the US FEI Organizing Committees (OCs) **MUST** be compliant with the 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 athlete dashboard on the US Equestrian website. There is no fee to submit an entry through this system for US events. In addition to using the USEF athlete dashboard, athletes **MUST** continue to enter the events (and pay 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 athlete dashboard by 3:00PM ET on the definite entry deadline date. This date is published in the approved FEI schedule and is listed on the USEF FEI entry page. After that date, all entries must be manually submitted to the FEI by USEF staff.

**Please note** the following must be completed before you can submit your entry through the dashboard:

- FEI Registrations – Both athletes & horses must be renewed every year in order to compete. These must be done before submitting entries through the online dashboard.
- Passport Approval – Passports must be approved before you can enter the competition

A few notes about the online process:

- Please enter through your USEF athlete dashboard as soon as you enter a FEI competition or before. There are no fees & it is imperative we have your entry.
- You can make changes to the entries you submitted in the athlete dashboard prior to your 3PM definite entry date. This means you have the ability to go back into the competition and add or withdraw a horse or withdraw your entries completely.
- Once 3PM ET has passed on your definite entry date your entries are considered late and must be hand entered by USEF staff. Please email [FEIEntries@usef.org](mailto:FEIEntries@usef.org) if you missed the definite entry deadline. We need your name, FEI number, horse name, horse FEI number, competition & division you are competing in.



## USEF Athlete Dashboard Directions

All entries must be submitted through the rider's athlete dashboard. USEF can only enter US athletes. Please make sure you have a current year FEI rider registration or you will not have access to the entry process.

- Go to [www.usef.org](http://www.usef.org) and log into your user account.
- Click on My USEF.
- Once you are there scroll down & click on the blue tile that says ATHLETE DASHBOARD.
- Once you click on it, you will find two blue tiles of importance. One says Commonly Ridden Horses and the other is FEI Entry.
- You need to add your horses in the Commonly Ridden Horses tile first before you can do your FEI Entry.
- Once you have added them there, they will always be there. You can add, delete or update as needed.
- After your horses are there, click on FEI Entry & then national, select discipline & then pick your show.

## Member Dashboard



## Athlete Dashboard

