



TO: U.S. Eventing Athletes
FROM: Jenni Autry, USEF Managing Director of Eventing
DATE: January 6, 2021
RE: Important Reminder – USEF FEI Entry Portal

MEMORANDUM

Dear U.S. Eventing Athletes,

As we look ahead with hope and optimism to the start of the 2021 FEI season, I first and foremost hope you and your family continue to be safe and well. With our first FEI competition fast approaching, we would like to take this opportunity to remind you of these key factors regarding FEI entries:

- If you intend to compete in a U.S. FEI competition, your entry must be submitted in the [USEF FEI Entry Portal](#) no later than 3 p.m. EST on the Definite Entry Date listed on the competition's FEI Schedule.
- You are **not** considered as entered in the competition until your entry is submitted in the [USEF FEI Entry Portal](#).
- **No new entries will be accepted in the [USEF FEI Entry Portal](#) after 3 p.m. EST on the Definite Entry Date.**

FEI Schedules: The FEI Schedule is your official resource for all information regarding U.S. FEI eventing competitions. FEI Schedules can be found by utilizing the [FEI Calendar Search](#) and on [the U.S. FEI Competitions page](#) on the USEF Eventing website. We recommend you [bookmark this page](#) and refer back to it when preparing to enter an FEI competition.

Definite Entry Date: The "Closing Date for Definite Entries" is the most important date to mark on your calendar and can be found under section VII on the FEI Schedule and on the [the U.S. FEI Competitions page](#). This Definite Entry Date may be as early as four weeks prior to the competition but no later than Friday of the week prior to the competition. **The USEF FEI Entry Portal will close and no new entries will be accepted after 3 p.m. EST on the Definite Entry Date.**

Changes to existing entries may be accepted after the Definite Entry Date with the approval of the competition's Organizing Committee no later than 3 p.m. EST on the "**Last date for substitutions**" as stated on the FEI Schedule. These changes are limited to substitution of a qualified horse or athlete or a change of division, i.e. switching from CCI4*-S to CCI3*-S.

Enter early: You can enter an FEI competition through the USEF FEI Entry Portal before the opening date of the competition. There are **no fees** involved when entering through the USEF FEI Entry Portal, and having your entry in the system is a critical piece of a complete entry. You can make changes to or withdraw your entry at any time up until the Definite Entry Date.



It is equally important to remember that if a competition is over-subscribed, only **COMPLETE** entries – which means all fees are paid and the athlete/horse membership, registration and passports are up to date – will be considered for balloting purposes. Remember that the Definite Entry Date for the USEF FEI Entry Portal supersedes the date of entry with the Organizing Committee.

Register first: You will not be able to enter a competition through the [USEF FEI Entry Portal](#) without a current FEI rider registration. Once you have completed your FEI registration, follow these steps to complete your entry:

- Go to www.usef.org and log into your user account.
- Click on My USEF.
- Scroll down and click on the “**Athlete Dashboard**” (blue) tile.
- You will find two important (blue) tiles: one titled “**Commonly Ridden Horses**” and another titled “**FEI Entry.**”
- If you have not already populated information under Commonly Ridden Horses, you must do so before proceeding to the FEI Entry. Once added, information about your horses will always be there for you to select for entries, add/delete information or update as needed.
- Click on FEI Entry, choose U.S. FEI Competitions or Foreign FEI Competition, select discipline, month, and then pick the competition you wish to enter.

Member Dashboard



Athlete Dashboard



Should you have any issues during the entry process, please send an e-mail to feientries@usef.org.

Check your existing passport(s): Make a habit of checking all existing passports every year prior to the spring competition season. Make sure vaccinations are up to date and recorded as necessary. Check the expiration date on FEI passports, and remember the expiration date format on FEI passports is listed as day/month/year.



Please note that due to COVID-19 mailing delays, current processing times for passports are 2-3 weeks, unless you mark the passport as expedited.

New passports and upgrades for breed passports: Review the [Horse Passports 101](#) document before applying for a passport. Once you are ready to apply for a new passport or upgrade for a breed passport, the following scenarios may cause a delay:

- Incomplete vaccination records or insufficient vaccinations.
- Incomplete or incorrect horse description (i.e. whorls, snips, etc. not recorded as required).
- Incomplete information for breed passport upgrades.

We hope you find this information helpful in navigating the [USEF FEI Entry Portal](#). Please feel free to contact Christina Vaughn at 859-225-6917 or cvaughn@usef.org with questions regarding the portal. We wish you all the best for a successful 2021 eventing season.

Sincerely,

Jenni Autry
USEF Managing Director of Eventing