

**FEI GUIDELINES**



**Athlete Portrait Photos**

**October 2014**



**Fédération  
Équestre  
Internationale**

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**Introduction**

Some FEI Events generate substantial media coverage and the need to provide easy access to athletes' portrait photos is important.

Athlete portrait photos will gradually become compulsory for FEI Events and this concept will start with the Western European League FEI World Cup™ Series 2014-2015 for both Jumping and Dressage.

We already have many photos for athletes who competed at the Alltech FEI World Equestrian Games™ 2014 as well as in the Furusiyya FEI Nations Cup™ Jumping Final 2014; all these photos are on the athlete's biography page: <http://fei.org/bios>.



If you need any further information, please do not hesitate to contact us: [entries@fei.org](mailto:entries@fei.org)

Note: the screenshots displayed in this document are for demonstration purposes only.




## Making Entries

When entries are made on the FEI Entry System, athletes who already have a photo on FEI Biographies will have a green pictogram displayed next to their name.

Athletes who are missing a photo will have a red pictogram; a photo will need to be uploaded to make this entry definite.




^Athletes & Horses	NF	FEI ID	Entry Status	Nom. Def.	Entry Actions
<input type="radio"/> DJUPVIK Morten Alexander (NOR) 	NOR	10002340	Contact Info		Delete Comment Log
<i>Groom</i>					
CHANELLE Z		103EZ78	Shavings		Delete Comment Log
VALLE BLANCHE		103CI73	Shavings		Delete Comment Log
VALLEY STREAM B		103AP34	Shavings		Delete Comment Log
<input type="radio"/> GULLIKSEN Geir (NOR) 	NOR	10011409	Geir Gulliksen		Delete Comment Log
<i>Groom Beate Terkelsen</i>					
EDESA S BANJAN		102PP72	Shavings		Delete Comment Log
GRAND BALOU 4		102OV16	Shavings		Delete Comment Log

Clicking on the red 'missing photo' pictogram displays a message in a window, explaining that an action needs to be performed.

^Athletes & Horses	NF	FEI ID	Entry Status	Nom. Def.	Entry Actions
<input type="radio"/> DJUPVIK Morten Alexander (NOR) 			<div style="border: 1px solid red; padding: 5px;">                     A portrait photo is required for this event.                      Add a photo now  </div>		Delete Comment Log
<i>Groom</i>					
CHANELLE Z		103EZ78	Shavings		Delete Comment Log
VALLE BLANCHE		103CI73	Shavings		Delete Comment Log
VALLEY STREAM B		103AP34	Shavings		Delete Comment Log
<input type="radio"/> GULLIKSEN Geir (NOR) 	NOR	10011409	Geir Gulliksen		Delete Comment Log
<i>Groom Beate Terkelsen</i>					
EDESA S BANJAN		102PP72	Shavings		Delete Comment Log
GRAND BALOU 4		102OV16	Shavings		Delete Comment Log

Clicking on the **Add a photo now** link opens the athlete's page on [www.fei.org/bios](http://www.fei.org/bios) where you will be able to upload a photo of the athlete.

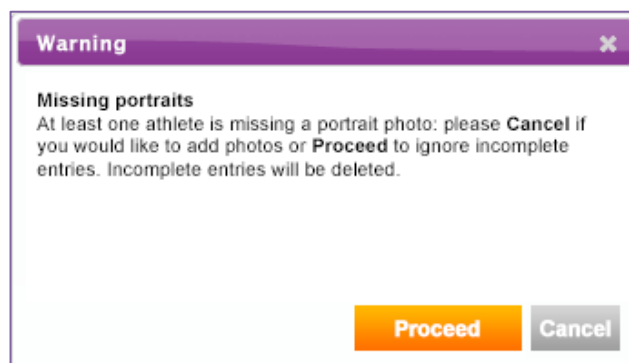
Clicking on the **green** 'photo exists' pictogram displays the photo as a thumbnail in a window.

^Athletes & Horses	NF	FEI ID	Entry Status	Nom. Def.	Entry Actions
<input type="radio"/> DJUPVIK Morten Alexander (NOR) 	NOR	10002340	Contact Info		Delete Comment Log
<i>Groom</i>					
CHANELLE Z		103EZ78	Shavings		Delete Comment Log
VALLE BLANCHE		103CI73	Shavings		Delete Comment Log
VALLEY STREAM B		103AP34	Shavings		Delete Comment Log
<input type="radio"/> GULLIKSEN Geir (NOR)  		11409	Geir Gulliksen		Delete Comment Log
<i>Groom Beate Terkelsen</i>					
EDESA S BANJAN		102PP72	Shavings		Delete Comment Log
GRAND BALOU 4		102OV16	Shavings		Delete Comment Log

Clicking on the photo opens the athlete's page on [www.fei.org/bios](http://www.fei.org/bios).

### Submitting Entries

Trying to **submit** an entry list that still includes one or more athletes with no portrait photo displays a warning message.



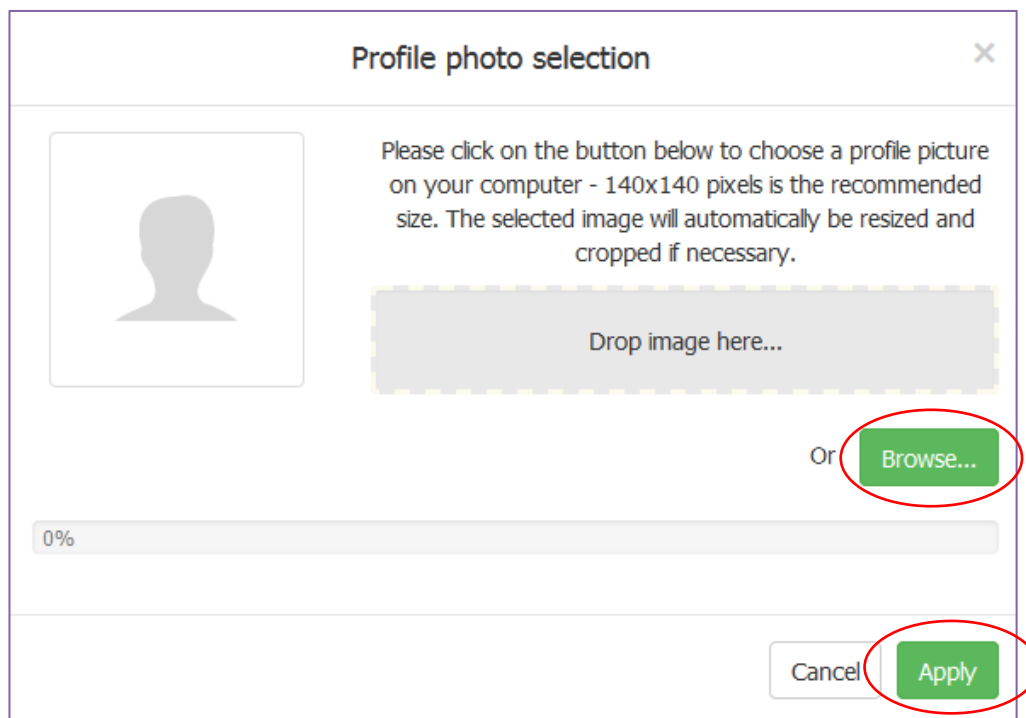
Select **Cancel** to go back and add the missing photos.

If you select **Proceed**, incomplete entries will be ignored and deleted from your list.

## Uploading Photos on FEI Biographies

Having clicked on **Add a photo now**, FEI Biographies will open in a new page.

You will arrive on the **Profile photo selection** screen.



You can browse your computer to upload a photo file, or drag the image into the grey box.

Please provide us with portrait photos of the athlete without helmet, hat or sunglasses against a neutral background.

**Please Note:** Prior to uploading an athlete's portrait photo to the FEI System, the NF shall first seek the permission of the athlete and explain to the athlete that by authorising the NF to upload the photo the athletes shall be deemed to have granted the FEI a worldwide, non-exclusive, perpetual license to use, reproduce, distribute, prepare derivative works of, display the athlete's portrait photo in connection with the FEI's activities, including without limitation for the purpose of promoting and redistributing the athlete's portrait photo in any and all media formats and through any and all media channels.

By clicking on **Apply** the photo will be uploaded onto the athlete's FEI Biography page.

You can now close the FEI Biography page and return to your FEI Entry System page.

Please click on **Refresh** on the FEI Entry System page to see your pictogram turn green.