



# USEA Volunteer Incentive Program

*Presented by Sunsprite Warmbloods*

Getting started with  
[EventingVolunteers.Com](http://EventingVolunteers.Com)

# Efficiently manage your volunteers with the online portal.

- Easily set up your volunteer needs for each of your events.
- Ask your volunteers to make an account and sign up online for their desired positions.
- Monitor fill rate of each position with the dashboards.
- Communicate directly with your volunteers.
- Track volunteer hours automatically.



# Volunteer Dashboard



# Volunteers have a clear overview of their signups.

**NEW:** Download the Eventing Volunteers mobile app for iPhone & iPad or Android.



## Volunteer dashboard


My Signups [My Leaderboards](#) [Open Events](#) [Past Events](#)

### Virginia CCI/CIC and Horse Trials

October 30th, 2016 (Sunday, Show  
Jumping and Cross Country) XC Jump Judge (All Day)

Approved

Cancel


 I need to leave at noon. Sorry for the late notice, I have an unexpected conflict.

### Virginia CCI/CIC and Horse Trials

October 29th, 2016 (Saturday,  
Dressage, Show Jumping and Cross  
Country) XC Start Timer (All Day)

Approved


Cancel


 No Comments.

### 2016 MDHT USEA Recognized Horse Trials #3

October 9th, 2016 (Sunday, Day of  
Event) Office Help (All Day)

00:16

 1 announcement.

 I'm only signing up for testing. Just add an extra spot. I may be able to help some depending on my wife's ride times.



# Volunteers can easily browse for upcoming events.

**NEW:** Download the Eventing Volunteers mobile app for iPhone & iPad or Android.



## Volunteer dashboard

[My Signups](#)

[My Leaderboards](#)

[Open Events](#)

[Past Events](#)

### **USEA** Events



#### Winona Horse Trials

From May 13th, 2017 to May 14th, 2017

### Other Events



#### 2017 MDHT Cross Derby

From January 21st, 2017 to January 21st, 2017



#### 2017 MDHT Spring Starter Trial #1

From March 26th, 2017 to March 26th, 2017








#### 2017 Loch Moy Farm FADS Show

From April 8th, 2017 to April 8th, 2017




# Event signup pages can include a general information page.



Dashboard / American Eventing Championships 2017

NEW: Download the Eventing Volunteers mobile app for iPhone & iPad or Android.



## American Eventing Championships 2017

August 26th, 2017 to September 4th, 2017

25 International Blvd, Mill Spring, NC, 28756 ✉

Information Events Days ▾

## USEA American Eventing Championships


### Aug 30 - Sept 3, 2017

Volunteers are needed from Saturday, August 26th through Monday, September 4th


#### How to sign up?

- Determine the day(s) you want to work. Days are listed above in blue. Click on the day to see the positions available.
- Select the sign up button next to the shift you want to work (please only sign up for 1 full day or 2 half day positions PER DAY)
  - If there is no button, then that means that all slots for that position have been filled
- Any special needs / requests, etc - please use the comments field to convey these - we will do our best to accommodate
- When signing up for someone else, please put the person's name doing the position in the comments section.

**NOTE:** We prefer to have full day volunteers where noted, however, if you are only able to work a partial day, please add a comment on the signup or contact the steward below to see what accommodations can be made.




# Event day signup page contains a list of available positions.

 Organizer Dashboard ? Nicolas (Admin)

Dashboard / Oktoberfest at Stable View

NEW: Download the Eventing Volunteers mobile app for iPhone & iPad or Android.























## Oktoberfest at Stable View

September 18th, 2018 to September 30th, 2018  
117 Stable Dr, Aiken, SC, 29801 ✉

Information Event Days ▾

Oktoberfest-Saturday CIC\*\*\*/Nationals September 29th, 2018 Search:

Position	Shift	Information	Status	Action
Cross-Country				
XC Control - Assistant	7:00 AM to 4:30 PM	   	1	
XC Crossing Guard	7:30 AM to 4:30 PM	   	1 5	<button>Sign up</button>
XC Finish Timer	7:00 AM to 4:30 PM	   	1	
XC Jump Judge	7:00 AM to 4:30 PM	   	29 6	<button>Sign up</button>
XC Score Runner	7:30 AM to 4:30 PM	   	2	



# Organizer and Coordinator Dashboard





# Create an account as an organizer to get started.



The banner features the USEA logo on the left, which includes a silhouette of a rider on a horse jumping over a blue diamond obstacle, with the letters 'VIP' in large blue font below it. To the right of the logo is a large blue rectangle with the text 'USEA Volunteer Incentive Program' in white serif font. Below this rectangle, the text 'Presented by Sunsprite Warmbloods' is written in a smaller, italicized black font. At the bottom of the banner are two blue buttons with white text: 'I'm a volunteer' on the left and 'I'm an organizer' on the right. Blue arrows point from the text below to these buttons.

**USEA Volunteer Incentive Program**

*Presented by Sunsprite Warmbloods*

[I'm a volunteer](#)

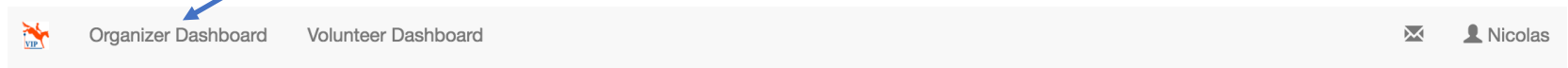
[I'm an organizer](#)

Volunteer coordinators and volunteers sign up by clicking here.

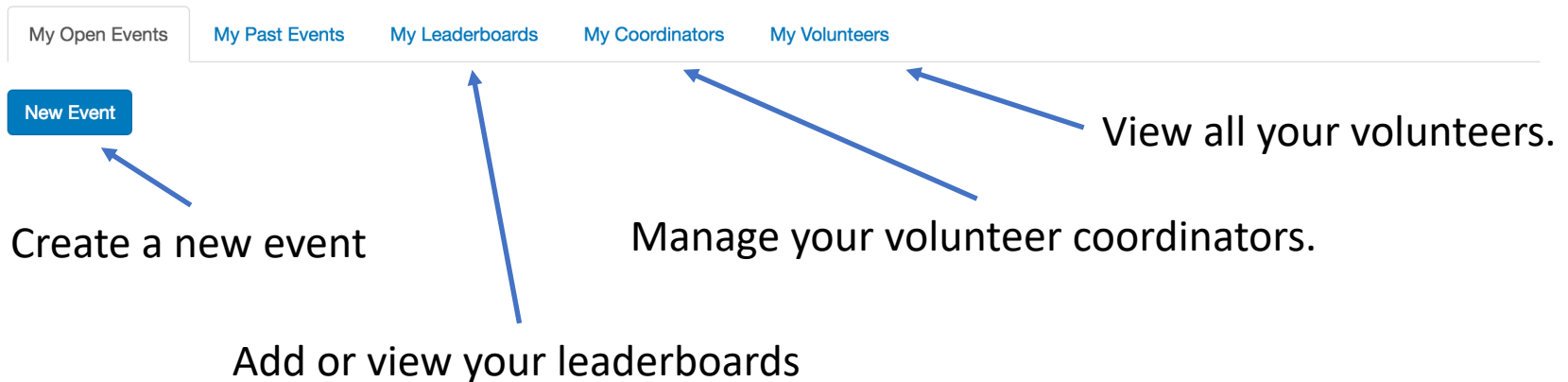
Organizers: Click here to sign up.

# Access your organizer dashboard once signed up.

Click here anytime to access the organizer dashboard.



## Organizer dashboard



Important: only show organizers (owners) can represent an event. Add volunteer coordinators to your account to delegate the work.



# Fill out the new event form to create a new event.

## New event

Name *	<input type="text" value="Maryland HT Sprint Starter #3"/>
Area	<input type="text" value="II"/>
Time zone *	<input type="text" value="(GMT-05:00) Eastern Time (US &amp; Canada)"/>
Leaderboard(s)	<input type="text"/>
	Select the leaderboards this event belongs to.
Logo	<input type="text"/> <input type="button" value="i"/> <input type="button" value="Manage logos"/>
Information Page	<input type="text"/> <input type="button" value="i"/> <input type="button" value="Manage information pages"/>
Street *	<input type="text" value="1235 Park Mills Road"/>
City *	<input type="text" value="Adamstown"/>
State *	<input type="text" value="Maryland"/>
Zipcode *	<input type="text" value="21710"/>
Country *	<input type="text" value="United States"/>
	<input type="button" value="Create Event"/>



# Add at least one day to the event.

[Organizer Dashboard](#)[Coordinator Dashboard](#)[Volunteer Dashboard](#)[Nicolas](#)[Dashboard](#) / [Maryland HT](#)

## Maryland HT November 30th, 2017 to November 30th, 2017

[Mailbox](#)[Signup Link](#)[Publish Event](#)[Edit Event](#)[Copy Event](#)[Delete Event](#)[+](#)

### Add a day to the event

**Name \***

Examples: Saturday, Prep Day

**Date \*****Copy From**

Select an event day to copy.

[Create Eventday](#)

# Add the desired shifts to the event day.

Organizer Dashboard

Dashboard / Maryland HT

## Maryland HT

September 30th, 2018 to September 30th, 2018

[Mailbox](#) [Signup Link](#) [Publish Event](#) [Edit Event](#) [Copy Event](#) [Delete Event](#)

[Event Days](#) [Questionnaires](#) [Teams & Leaders](#)

### Sunday September 30th, 2018

[Add Shift](#) [Edit Event Day](#) [Delete Event Day](#)

Position	Shift	Label
No data available in table		

## New shift

**Position \***  [Position descriptions.](#)

**Spots**

**Shift \***

**Approximate Shift**  to

**Specific Shift**  :  to  :

☐ Hide shift from public signup page.

☐ Allow double booking to allow volunteers to signup to two shifts that overlap in time.

**Label**   
Example: Ring 1, Ring 2...

**Add Description**   
Add to the default position description.

**Replace Description**   
Replace the default position description.


☐ Hide training video.

**Custom Position Group**  [Manage custom position groups.](#)

[Save](#)



# The event dashboard displays the current status of your volunteers.

 Organizer Dashboard 🔔 👤 Nicolas (Admin)

Dashboard / Ocala Jockey Club International 3-Day Event

## Ocala Jockey Club International 3-Day Event

November 11th, 2017 to November 19th, 2017









📧 Mailbox 6 🔗 Signup Link 📱 Post 🚫 Unpublish Event ✎ Edit Event 📄 Copy Event 🗑 Delete Event

Volunteers ▾ [Events Days ▾](#) +

**Saturday, Day 4** November 18th, 2017

📧 eMail Volunteers 📄 Export to Excel 🔊

Search:

Name	Position	Period	Status	Action	Checked-in at	Checked-out at	Volunteered for
 Gail	XC Start Timer	AM	Confirmed	Select... ▾	Set Check-In Time		
 Gail	XC Start Timer	PM	Confirmed	Select... ▾	Set Check-In Time		
 Neave	SJ Jump Crew	Mid AM to Early PM	02:55	Select... ▾	2:27 PM	5:23 PM	02:55 <input checked="" type="checkbox"/>
 Tara	XC Jump Judge	AM	Checked-In	Select... ▾	6:16 AM	Set Check-Out Time	
 Linda	XC Jump Judge	PM	Confirmed	Select... ▾	Set Check-In Time		
 Linda	XC Jump Judge	AM	11:31	Select... ▾	6:52 AM	6:23 PM	11:31 <input checked="" type="checkbox"/>
 Jerry	XC Jump Judge	AM	08:37	Select... ▾	7:20 AM	3:58 PM	08:37 <input checked="" type="checkbox"/>
 Lynne	XC Jump Judge	AM	08:30	Select... ▾	7:00 AM	3:30 PM	08:30 <input checked="" type="checkbox"/>

Click here to switch days.



# The event dashboard displays the current status of the shifts.

 Organizer Dashboard ? Nicolas (Admin)

[Dashboard](#) / Plantation Field International CIC3\*, CIC2\*, CIC1\* - 2018

## Plantation Field International CIC3\*, CIC2\*, CIC1\* - 2018

September 18th, 2018 to September 24th, 2018

 Mailbox **1**

 Signup Link

 Post

 Unpublish Event

 Edit Event

 Copy Event

 Delete Event


 Volunteers ▾


 Event Days ▾



 Questionnaires ▾

 Teams & Leaders

### Saturday, competition day September 22nd, 2018






 Add Shift

 Edit Event Day

 Delete Event Day 

Click on a position name to manage volunteers.

Search:

	Position	Shift	Label	Status
Cross-Country				
	<a href="#">XC Control - Assistant</a>	AM		<div>2</div>
	<a href="#">XC Crossing Guard</a>	AM		<div>3</div>
	<a href="#">XC Finish Timer</a>	AM		<div>2</div>
	<a href="#">XC Jump Judge</a>	AM		<div>206</div>
	<a href="#">XC Score Runner</a>	AM		<div>1</div>



# Manage your volunteers from the shift page.



Organizer Dashboard



Nicolas (Admin)

[Dashboard](#) / [Ocala Jockey Club International 3-Day Event](#) / [Saturday, Day 4](#) / XC Jump Judge

## XC Jump Judge AM

+ Add Volunteer ▾









✉ eMail Volunteers

✎ Edit Position

🗑 Delete Position

Type	XC Jump Judge
Description	Responsible for observing and recording the approach and negotiation of an assigned obstacle. Able to communicate effectively with officials and controller usually via hand held radio. Must be able to accurately record events at the assigned obstacle. Most jump judges are required to attend a briefing which takes place prior to cross-country in which officials outline the rules for cross-country and expectations of the day. Jump judging can be performed by anyone who is capable of sitting for several hours watching horses jump an obstacle and often is an entry level position for eventing.
Spots	30
Period	AM


### Volunteers

Name	Status	Action	Checked-in at	Checked-out at	Volunteered for
 Tara	Checked-in	Select... ▾	6:16 AM	Set Check-Out Time	
 Linda	11:31	Select... ▾	6:52 AM	6:23 PM	11:31 <input checked="" type="checkbox"/>
 Jerry	08:37	Select... ▾	7:20 AM	3:58 PM	08:37 <input checked="" type="checkbox"/>
 Lynne	08:30 	Select... ▾	7:00 AM	3:30 PM	08:30 <input checked="" type="checkbox"/>
 Tracey	08:08	Select... ▾	7:00 AM	3:08 PM	08:08 <input checked="" type="checkbox"/>
 Bess	Confirmed 	Select... ▾	Set Check-In Time		





# The event dashboard also provides an overview of all the volunteers.

 Organizer Dashboard 🔔 👤 Nicolas (Admin)

Dashboard / Ocala Jockey Club International 3-Day Event

## Ocala Jockey Club International 3-Day Event

November 11th, 2017 to November 19th, 2017

📧 Mailbox 6 🔗 Signup Link 📱 Post 🗑️ Unpublish Event ✎ Edit Event 📄 Copy Event 🗑️ Delete Event

Volunteers ▾ Events Days ▾ +

### All Volunteers

📧 eMail Volunteers 📄 Export to Excel 🔔

Search:

	Name	eMail	Phone	Status
+	Gail	@hotmail.com	94	Confirmed Confirmed Confirmed Confirmed
+	Neave	@gmail.com	1	02:55
+	Christopher	@gmail.com	19	Checked-In Approved Approved Checked-In
+	Tara	@bellsouth.net	7	Checked-in
+	Bridget	@gmail.com	30	06:05
+	Linda	@bellsouth.net	39	Confirmed 11:31 04:55
+	Michelle	@comcast.net	557	05:30
+	Jerry	@centurylink.net	31	08:37 05:38
+	Lynne	@gmail.com	12	08:30 04:30
+	Melissa	@gmail.com	36	06:32
+	Alyssa	@yahoo.com	4	Confirmed Confirmed
+	Tracey	@gmail.com	02	06:23 08:08

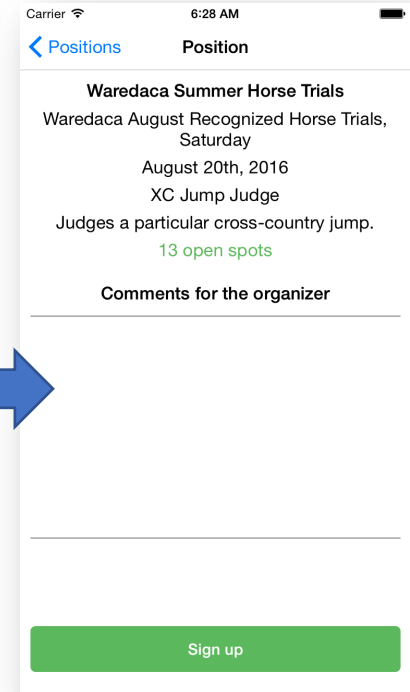
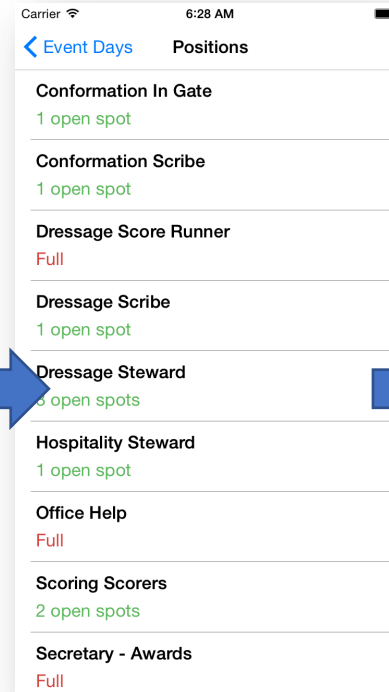
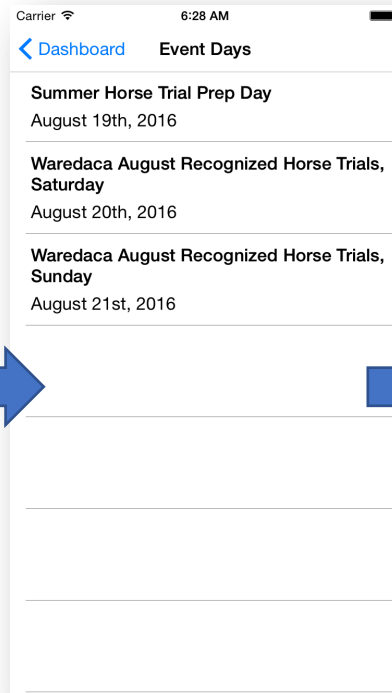
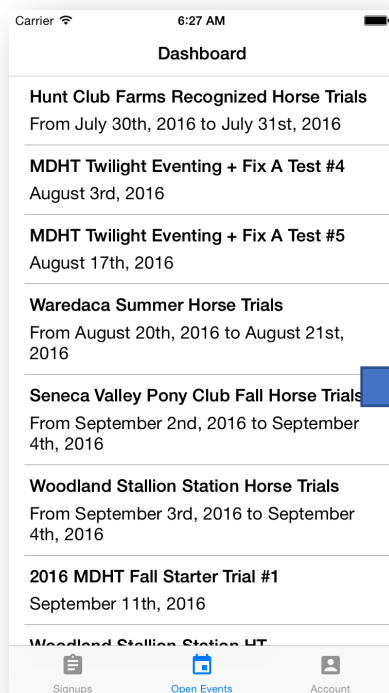
Click the +  
sign to show  
more  
information.



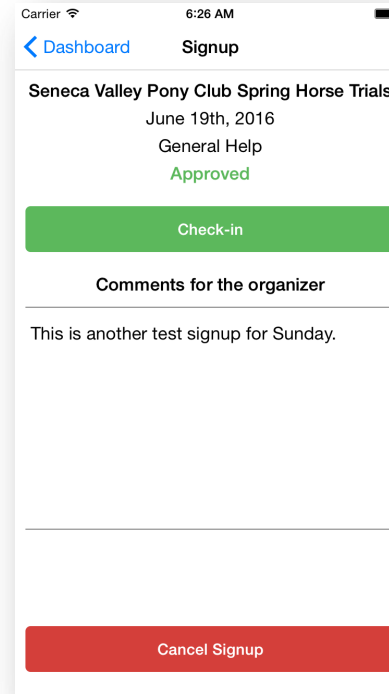
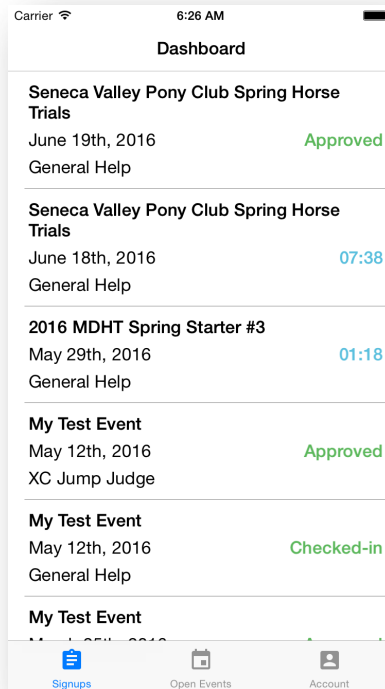
# Eventing Volunteers App



# Sign up for an event

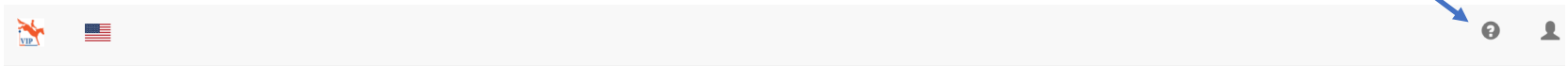
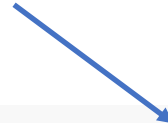


# Check-in at an event



# Contact Us

Contact us through our support portal.



## USEA Volunteer Incentive Program

*Presented by Sunsprite Warmbloods*

I'm a volunteer

I'm a coordinator

I'm an organizer