



USEA Volunteer Incentive Program

Presented by Sunsprite Warmbloods

Getting Started with
EventingVolunteers.Com



Efficiently manage your volunteers with the online portal.



Step 1: Create the Organizer Account

The show organizer or owner of the event must create the organizer account. A USEA ID is required for this step.

The organizer can then delegate the task of setting up the event and managing volunteer sign-ups to the volunteer coordinator(s).



Go to <https://www.eventingvolunteers.com/>



Click "I'm an organizer" to create an organizer account.







Sign up with existing accounts.

Sign up

Volunteers: sign up to start volunteering at events across the nation.

Organizers: sign up to manage and recruit volunteers for your events.

[Sign up](#)

Sign up with    

Click one of these icons to sign up with existing Facebook, Google, Microsoft, or USEA accounts.







Create a new account.

Sign up

Volunteers: sign up to start volunteering at events across the nation.

Organizers: sign up to manage and recruit volunteers for your events.

[Sign up](#)

Sign up with    

Click “Sign up” to create a new account.



Create a new account.

Sign up

Email *

Do you need to create multiple accounts with one email address? [Click here for help.](#)

Password *

8 characters minimum.

Password confirmation

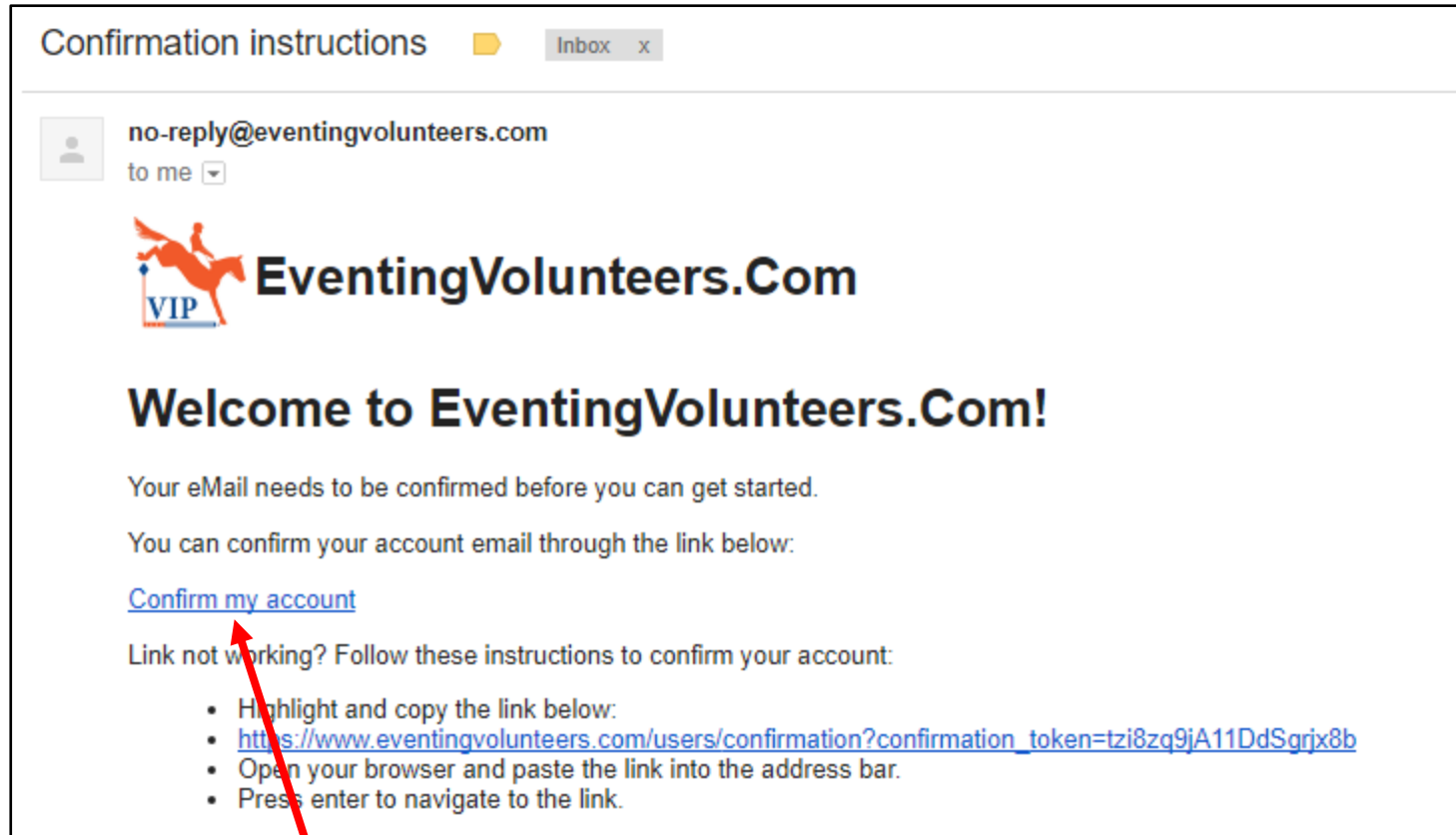
[Log in](#)

[Didn't receive confirmation instructions?](#)

Enter the requested information, then click "Sign up".



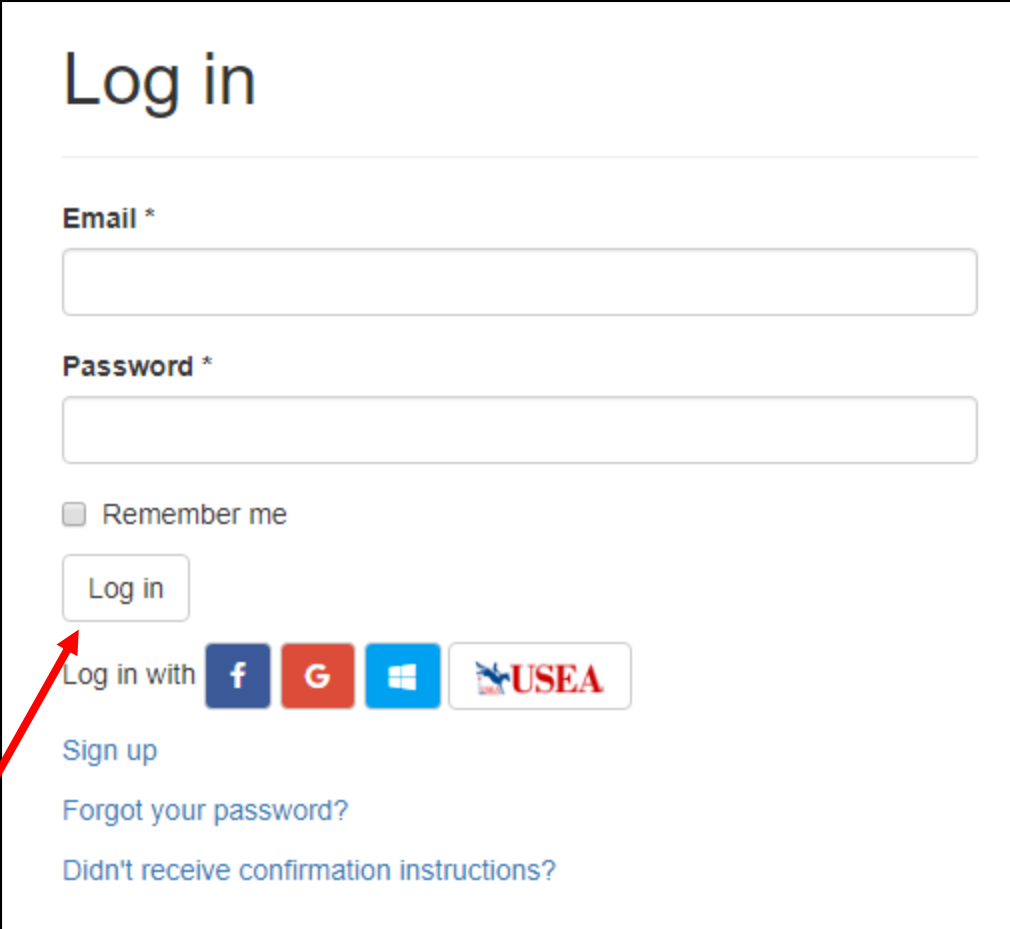
Confirm your account.



Check your email for the confirmation instructions.
Click the "Confirm my account" link to set up your
account profile.



Log in to your organizer account.



The screenshot shows a login form with the following elements:

- Log in** (title)
- Email *** (text label above a text input field)
- Password *** (text label above a password input field)
- ☐ Remember me
- Log in** (button)
- Log in with** (text label) followed by social media icons: Facebook (f), Google (G), Windows, and USEA.
- [Sign up](#)
- [Forgot your password?](#)
- [Didn't receive confirmation instructions?](#)

A red arrow points from the bottom left towards the "Log in" button.

Enter your email address and password, then click “Log in”.



Navigate to the Organizer Dashboard.

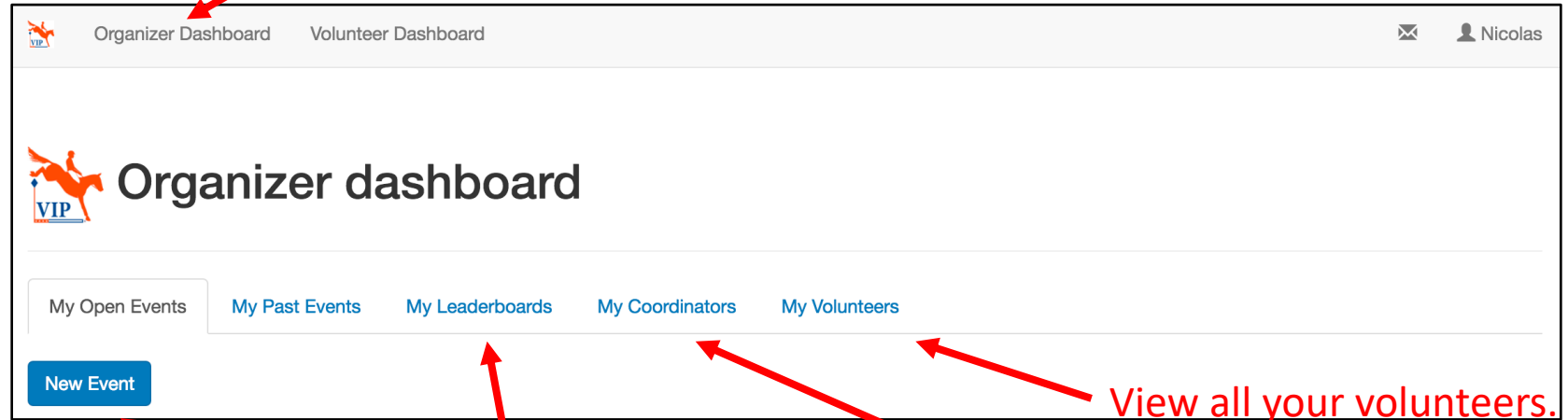


Click "I'm an organizer" to go to the Organizer Dashboard.



Navigate to the Organizer Dashboard.

Click here anytime to access the organizer dashboard.



The screenshot shows the 'Organizer Dashboard' interface. At the top, there is a navigation bar with 'Organizer Dashboard' and 'Volunteer Dashboard' links, and a user profile 'Nicolas'. Below this, the main heading is 'Organizer dashboard' with a VIP logo. A horizontal menu contains five items: 'My Open Events', 'My Past Events', 'My Leaderboards', 'My Coordinators', and 'My Volunteers'. A blue button labeled 'New Event' is positioned below the 'My Open Events' item. Red arrows point from text labels to these elements: 'Click here anytime to access the organizer dashboard.' points to the 'Organizer Dashboard' link; 'Create a new event' points to the 'New Event' button; 'Add or view your leaderboards' points to 'My Leaderboards'; 'Manage your volunteer coordinators.' points to 'My Coordinators'; and 'View all your volunteers.' points to 'My Volunteers'.

Create a new event

Add or view your leaderboards

Manage your volunteer coordinators.

View all your volunteers.



Optional Step 1A: Set up volunteer coordinator account(s)

If the organizer will be managing the volunteer sign-ups, you can skip this step. If the volunteer coordinator(s) will be managing the volunteer sign-ups, follow these steps to set up the coordinator accounts.



Go to <https://www.eventingvolunteers.com/>



Ask the volunteer coordinator will follow the procedure given in Step 3 to create a volunteer account; the organizer will then “promote” them to a volunteer coordinator in the portal.




Promote your volunteer coordinator to the Volunteer Coordinator role.

[My Open Events](#) [My Past Events](#) [My Leaderboards](#) [My Coordinators](#) [My Volunteers](#)

[+ Add Coordinator](#)

Name	Access	Action
Doo, Irene	All Events	Edit Access Remove



On the Organizer dashboard, click Add Coordinator, then search for the volunteer coordinator's name or email to add him/her as a coordinator. You can add more than one coordinator.

The coordinator would manage the rest of the steps outlined in this tutorial.



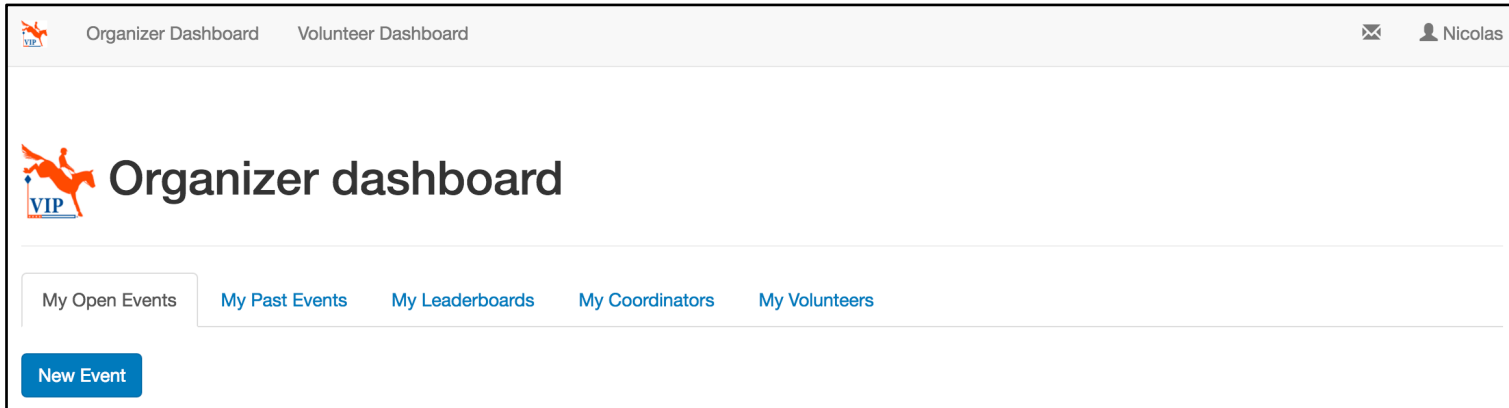
Step 2: Set Up the Event

Either the organizer or volunteer coordinator can set up the event.

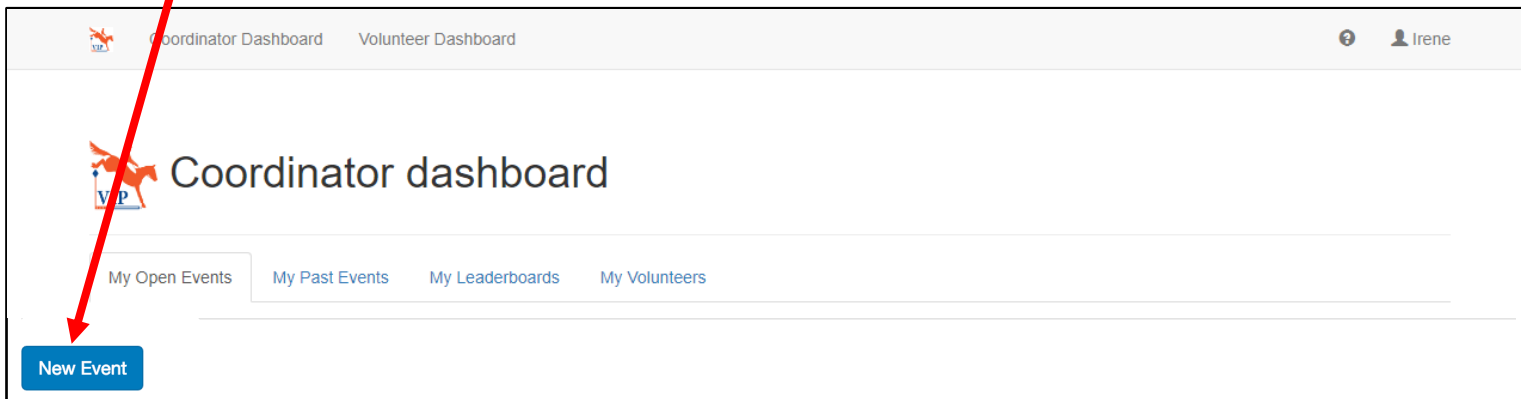
The first time you set up an event, you must enter all of the shifts from scratch. The next time, you can copy a previous event to quickly set up the new event!



Create a new event.



From either the Organizer or Coordinator Dashboard, click New Event.



Fill out the new event form.

Fill in all fields indicated with *.
You must also select the Area and Leaderboard(s) for the event.


Use the information page to create a welcome page for your volunteers on the event's public signup page.

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 & Canada)"/>
Leaderboard(s)	<input type="text"/> <small>Select the leaderboards this event belongs to.</small>
Logo	<input type="text"/> <input type="button" value="Manage logos"/>
Information Page	<input type="text"/> <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 the event days.

 Organizer Dashboard Coordinator Dashboard Volunteer Dashboard

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

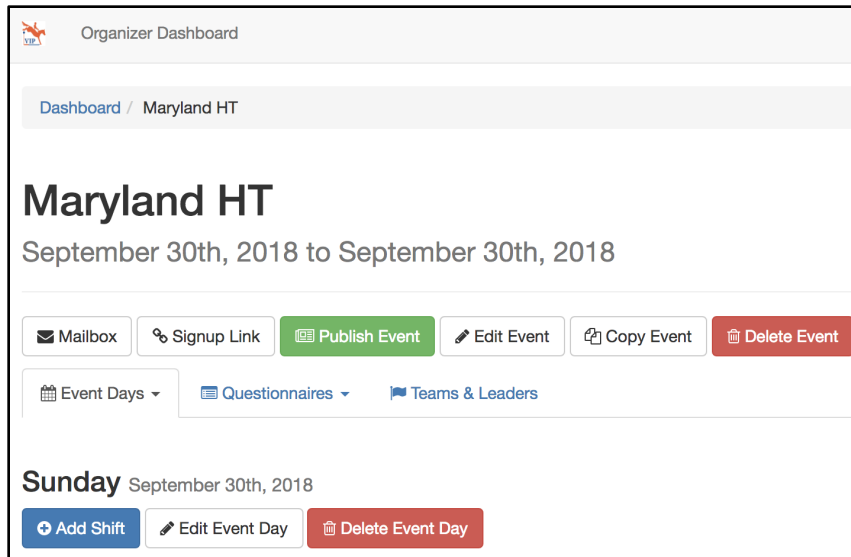
Select an event day to copy.

Create Eventday

Enter a descriptive name for each event day so your volunteers can quickly see the general “theme” for each day.



Add the desired shifts to each event day.



Select an event day, then click
Add Shift to create a new shift
for that day.



Add the desired shifts to each event day.

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.](#)

You only need to specify the Position, number of Spots and Period for the shift. The other fields are recommended but optional.



Add the desired shifts to each event day.

Saturday October 6th, 2018

+ Add Shift

✎ Edit Event Day

🗑 Delete Event Day

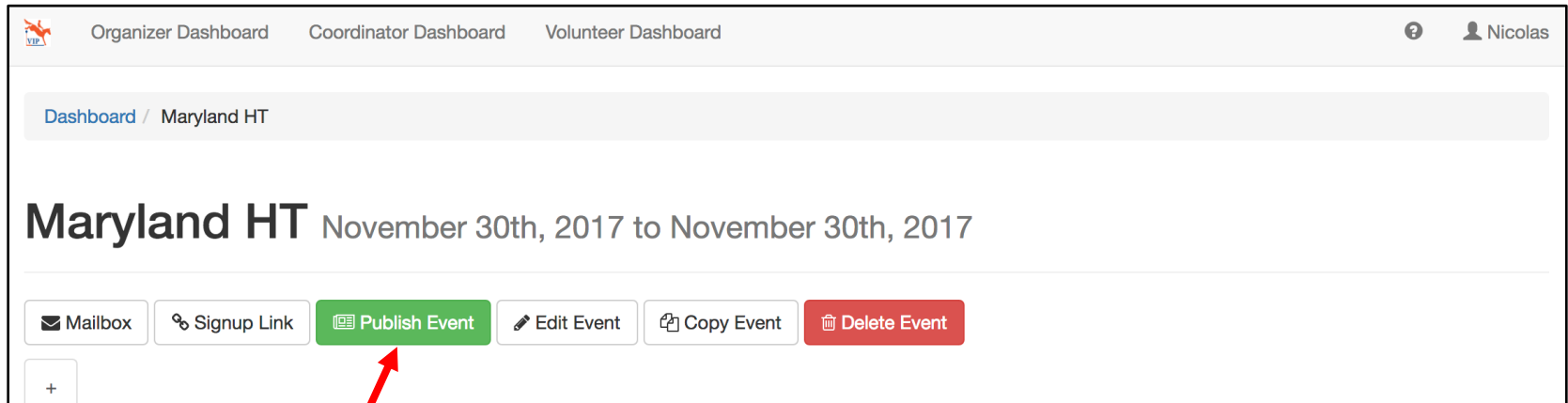
Search:

	Position	Shift	Label	Status
Cross-Country				
+	XC Finish Timer	9:00 AM to 4:45 PM		1
+	XC Jump Judge	8:30 AM to 5:00 PM		5 21
+	XC Start Timer	9:00 AM to 4:45 PM		1
+	XC Starter	9:00 AM to 4:45 PM		1
+	XC Warm Up 📅	11:30 AM to 3:30 PM		2
+	XC Warm Up 📅	9:00 AM to 12:00 PM		1 1
Dressage				
+	Dressage Bit Check	11:30 AM to 3:30 PM		2
+	Dressage Bit Check	7:45 AM to 11:45 AM		2
+	Dressage Score Runner	10:30 AM to 12:30 PM		2
+	Dressage Score Runner	8:30 AM to 10:30 AM		1
+	Dressage Score Runner	12:30 PM to 3:30 PM		1

Continue adding all of the shifts for each day. The red bar to the right of each shift indicates the number of unfilled spots for that shift.



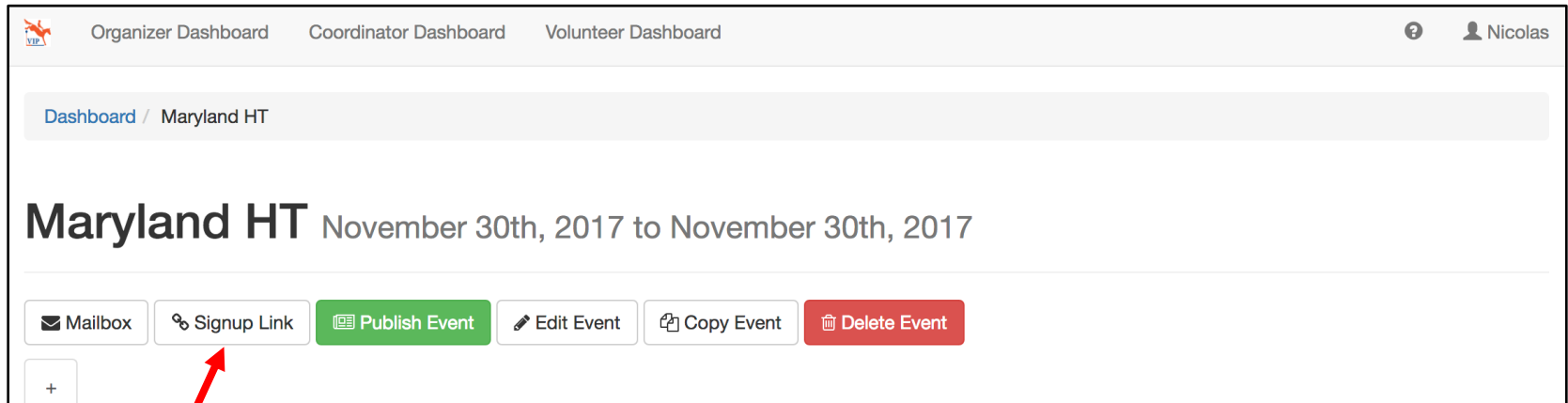
Publish the event.



After you have entered all of the event days and shifts, return to the show home page and click Publish Event. Your event is now ready for volunteer sign-up!



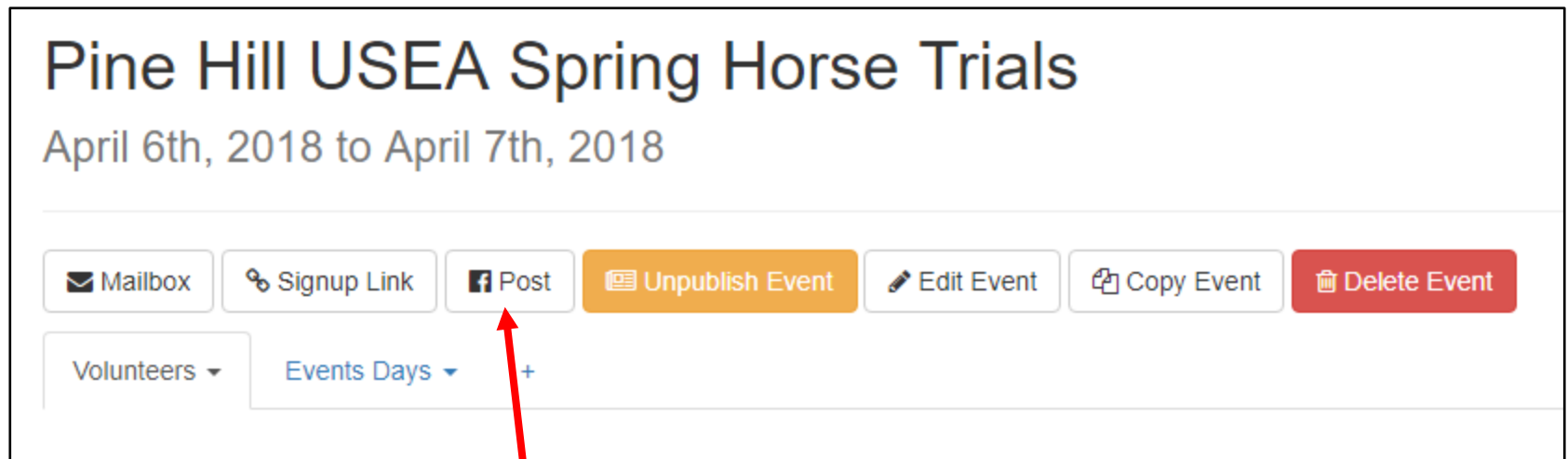
Publish the event.



Volunteers can sign up by searching for your event on the Volunteer Dashboard, or you can send them a direct link to the volunteer signup page for your event.



Publish the event.



You can also post a custom message
to the eventingvolunteers.com
Facebook page.



Step 3: Recruit Volunteers

Now that the event is set up, you are ready to recruit volunteers your event.

If your volunteers have not used the VIP portal previously, they will need to create their accounts. The next time they use the VIP portal, they can go directly to the sign-up step.

Send the directions for Step 3 to your volunteer group to help them get started.



Step 3A: Volunteers create their accounts

If your volunteers have used the VIP portal previously, they can skip to Step 3B. Otherwise, ask each volunteer to follow the directions in Step 3A to create a Volunteer account on the VIP portal.



Go to <https://www.eventingvolunteers.com/>



Click "I'm a volunteer" to create a volunteer account.







Volunteers can sign up with existing accounts.

Sign up

Volunteers: sign up to start volunteering at events across the nation.

Organizers: sign up to manage and recruit volunteers for your events.

[Sign up](#)

Sign up with    

Click one of these icons to sign up with existing Facebook, Google, Microsoft, or USEA accounts.







Volunteers can also create a new account.

Sign up

Volunteers: sign up to start volunteering at events across the nation.

Organizers: sign up to manage and recruit volunteers for your events.

[Sign up](#)

Sign up with    

Click “Sign up” to create a new account.



Volunteers can also create a new account.

Sign up

Email *

Do you need to create multiple accounts with one email address? [Click here for help.](#)

Password *

8 characters minimum.

Password confirmation

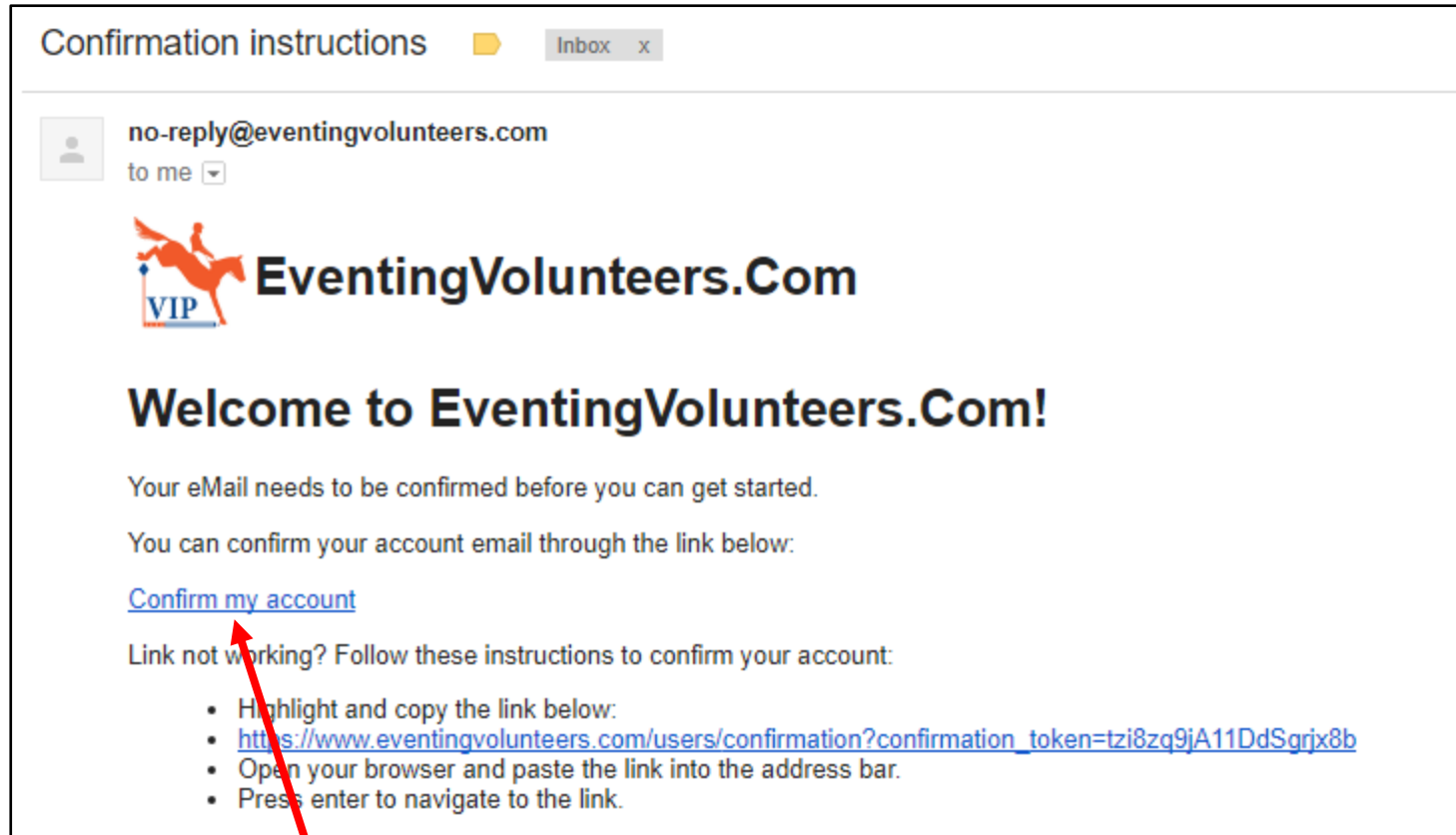
[Log in](#)

[Didn't receive confirmation instructions?](#)

Enter the requested information, then click "Sign up".



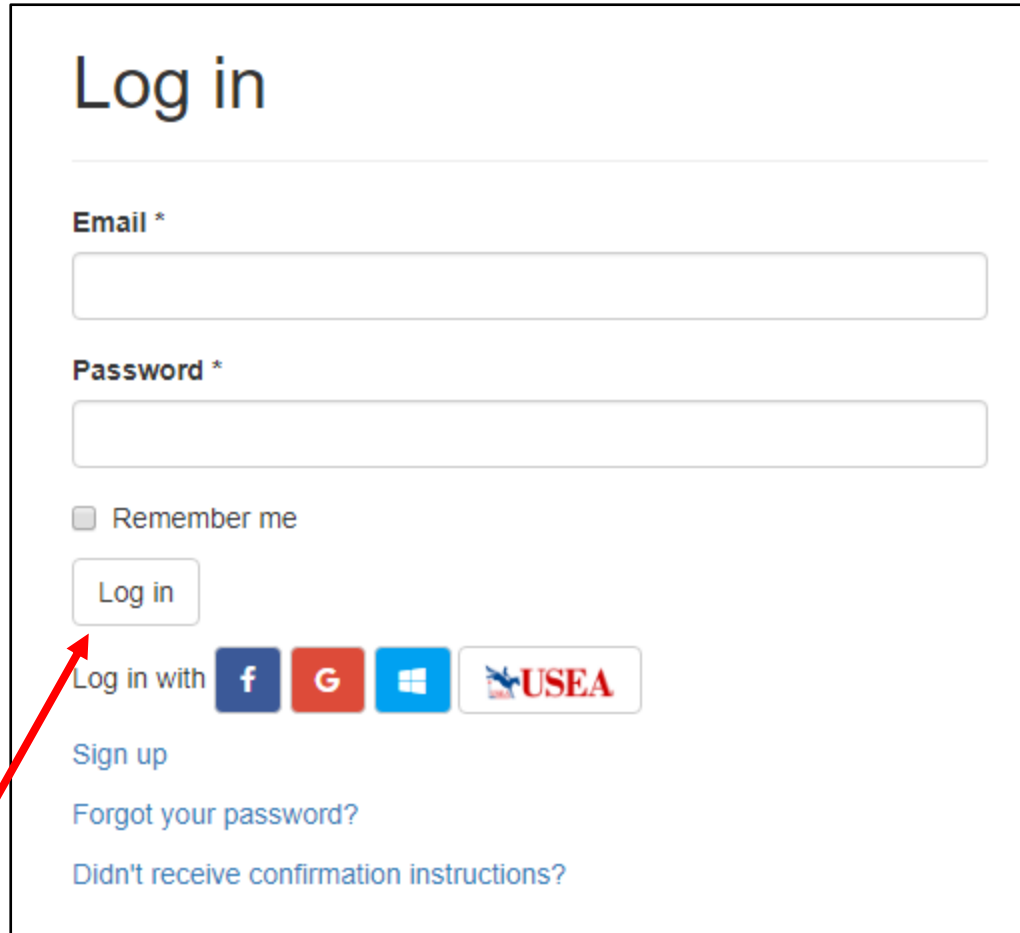
Confirm the account.



Check email for the confirmation instructions. Click the "Confirm my account" link to set up the account profile.



Log in to the volunteer account.







Log in

Email *

Password *

☐ Remember me

Log in with    

[Sign up](#)


[Forgot your password?](#)

[Didn't receive confirmation instructions?](#)

Enter the email address and password, then click “Log in”.



Complete the volunteer profile.

 Volunteer Dashboard

New volunteer

Enter the information to complete the volunteer profile. All fields indicated with * must be completed. Other fields are optional.

First name *

Last name *

Age *

☐ I own a driving license

Comments

Contact information

Phone *

Mobile phone preferred

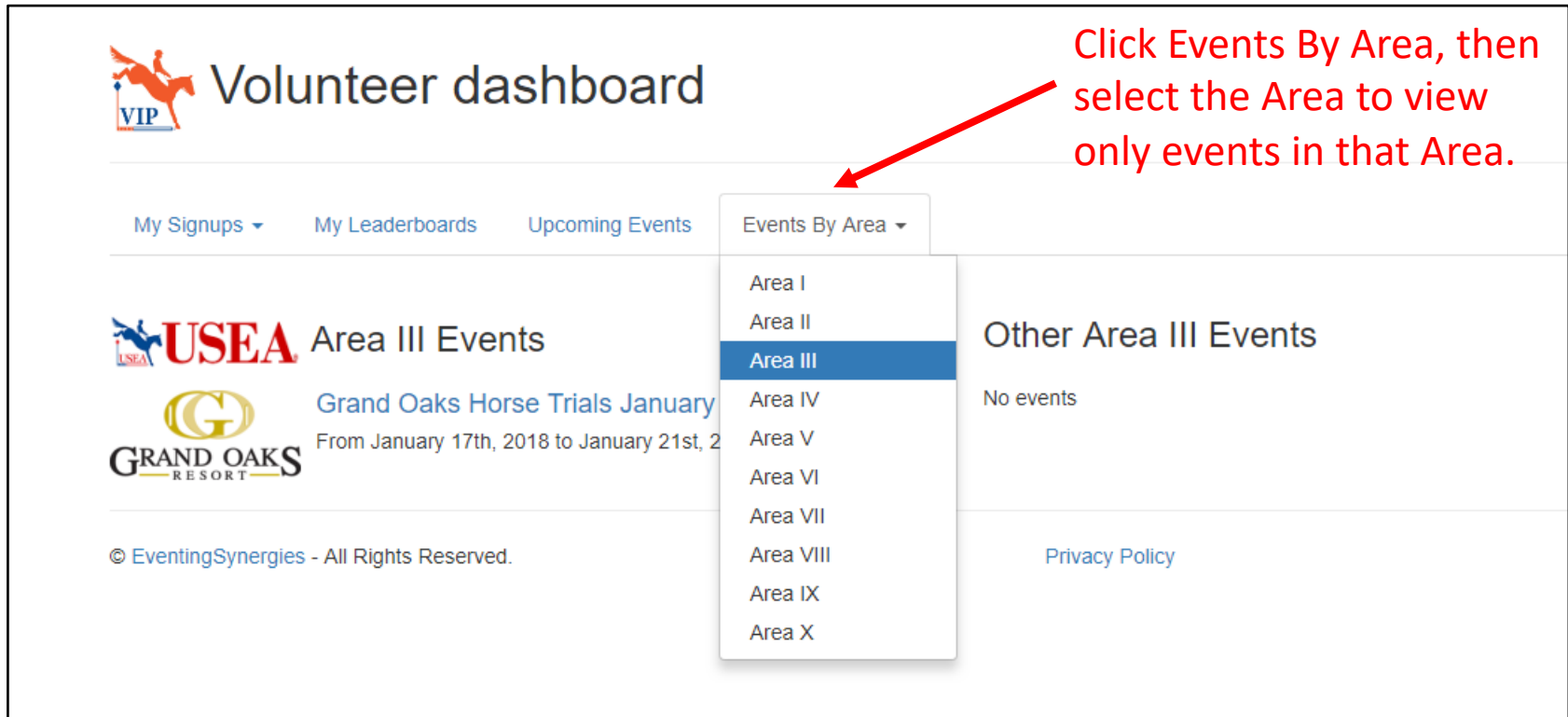


Step 3B: Volunteers sign up for the event

Once volunteers have accounts on the VIP portal, they can sign up to volunteer at your event.



Browse for events on the Volunteer dashboard.



The screenshot shows the 'Volunteer dashboard' with a navigation bar containing 'My Signups', 'My Leaderboards', 'Upcoming Events', and 'Events By Area'. The 'Events By Area' dropdown menu is open, showing a list of areas from Area I to Area X, with 'Area III' highlighted. A red arrow points from the text 'Click Events By Area, then select the Area to view only events in that Area.' to the 'Events By Area' dropdown. The main content area displays 'Area III Events' with the USEA logo and 'Grand Oaks Horse Trials January' from January 17th, 2018 to January 21st, 2018. Below this, it says 'Other Area III Events' and 'No events'. A 'Privacy Policy' link is at the bottom right. The footer contains '© EventingSynergies - All Rights Reserved.'

Volunteer dashboard

My Signups ▾ My Leaderboards Upcoming Events Events By Area ▾

Area I
Area II
Area III
Area IV
Area V
Area VI
Area VII
Area VIII
Area IX
Area X

USEA Area III Events

Grand Oaks Horse Trials January
From January 17th, 2018 to January 21st, 2018

Other Area III Events


No events

Privacy Policy

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Browse for events on the Volunteer dashboard.



Volunteer dashboard


[My Signups ▾](#) [My Leaderboards](#) [Upcoming Events](#) [Events By Area ▾](#)

**USEA** Events




Grand Oaks Horse Trials January 19 - 21, 2018

From January 17th, 2018 to January 21st, 2018



2018 USEA FEH/YEH/NEH Qualifier


From April 14th, 2018 to April 14th, 2018



2018 USEA FEH/YEH/NEH Qualifier


From May 26th, 2018 to May 26th, 2018

Other Events




2018 MDHT Winter Cross Derby I

From January 20th, 2018 to January 20th, 2018



2018 MDHT Winter Cross Derby II

From February 17th, 2018 to February 17th, 2018



2018 MDHT Spring Cross Derby


From March 10th, 2018 to March 11th, 2018

Click Upcoming Events to browse all events in all Areas.



Click an event to sign up to volunteer.

If the event has an Information page, you can read details about the event. Then click on Event Days and select a day.



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.



Sign up for a volunteer shift.



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

Position	Shift	Information	Status
Cross-Country			
XC Control - Assistant	7:00 AM to 4:30 PM		<div><div>1</div></div>
XC Crossing Guard	7:30 AM to 4:30 PM		<div><div>1</div><div>5</div></div> <div>Sign up</div>
XC Finish Timer	7:00 AM to 4:30 PM		<div><div>1</div></div>
XC Jump Judge	7:00 AM to 4:30 PM		<div><div>28</div><div>7</div></div> <div>Sign up</div>
XC Score Runner	7:30 AM to 4:30 PM		<div><div>2</div></div>
XC Starter	7:00 AM to 4:30 PM		<div><div>1</div></div>

Click these icons to view the shift check list or training video.

This shift has 6 available 5 spots. Click Sign up to signup for the shift.

This shift has 28 filled spots (red bar) and 7 available spot (green bar).



Sign up for a volunteer shift.

Dressage Bit Check (Early AM to Late AM) ×

Checks every competitor's bit for legality, also checks spur and whip length, tightness of the noseband, and ear bonnets for illegal soundproofing. This is not an entry level position. The bit checker must know the current USEA regulations on which bits and spurs are legal, and there are very many legal ones, and very many more illegal ones. Must be comfortable approaching every horse, even fractious ones, and sticking a gloved finger in its mouth to check the bit. Must change the glove between every horse for biosecurity. Must be able to track horses on a clipboard. This is an outdoor position.

Add comments for the organizer














Close

Sign up

Add comments for the organizer or volunteer coordinator, then click Sign up.



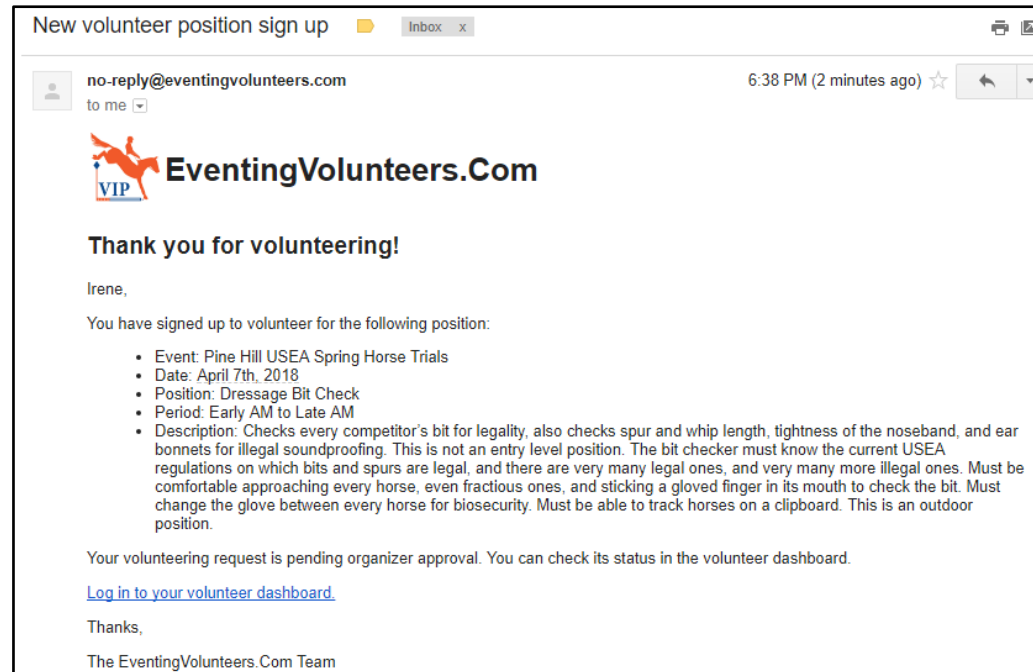
Sign up for a volunteer shift.

Position	Shift	Information	Status	Action
Cross-Country				
XC Control - Assistant	All Day	  	<div>1</div>	
XC Crossing Guard	All Day	 	<div>1</div>	
XC Finish Timer	All Day	   	<div>1</div>	<div>Pending approval</div> <div>Cancel</div>
XC Jump Judge	All Day	   	<div>10</div> <div>8</div>	

Your request is flagged as “Pending approval” and must be approved by the organizer or volunteer coordinator.



Sign up for a volunteer shift.



You will receive an email confirmation for the shift you signed up for.




Sign up for a volunteer shift.



When your shift is confirmed,
you will receive another email
notification.



View current signups on the Volunteer dashboard.

 **Volunteer dashboard**

My Signups ▾

[My Rankings](#)

[Upcoming Events](#)

[Events By Area ▾](#)

Current Signups

2018 MDHT USEA Recognized Horse Trials #3 & BN 3 Day Event ✉

October 13th, 2018 (Saturday, Day of Event)

XC Finish Timer - All Day 📅 🎥

Pending approval

Cancel

💬 Just testing

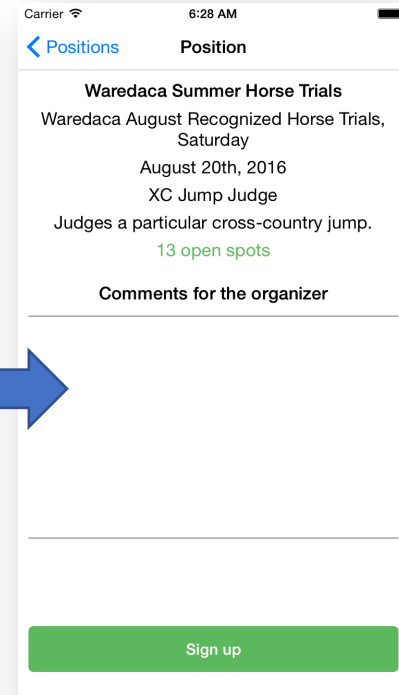
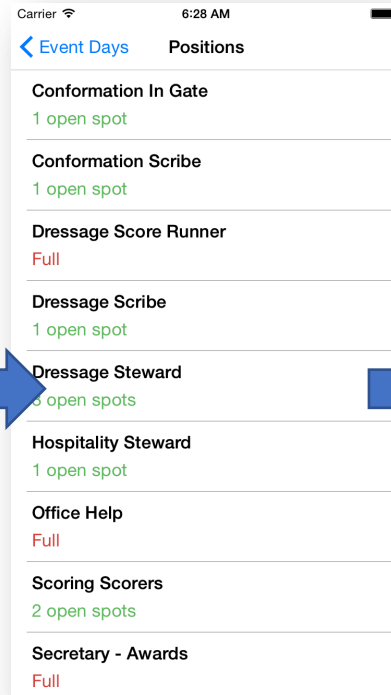
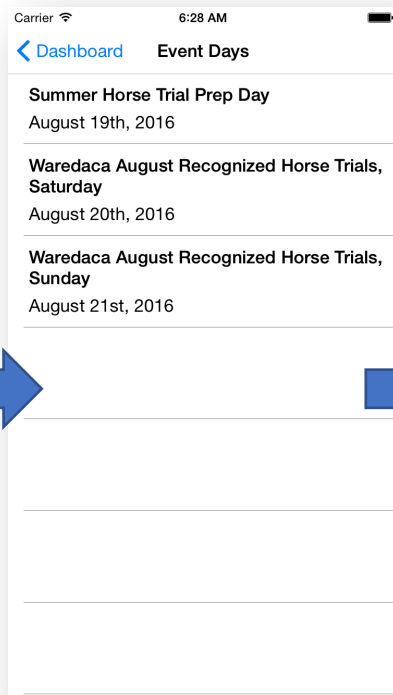
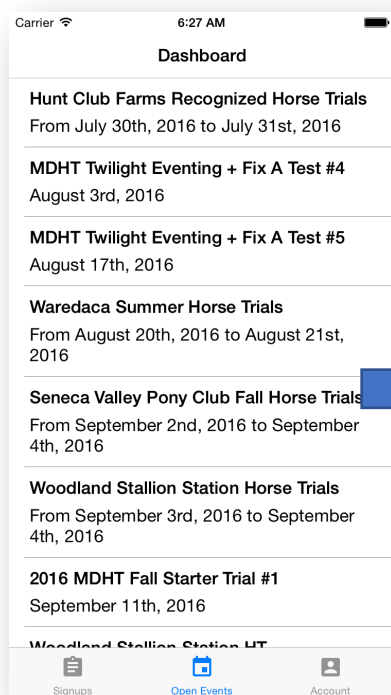
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[Privacy Policy](#)

[Back to top](#)



Volunteers can also sign up on the Eventing Volunteers app.

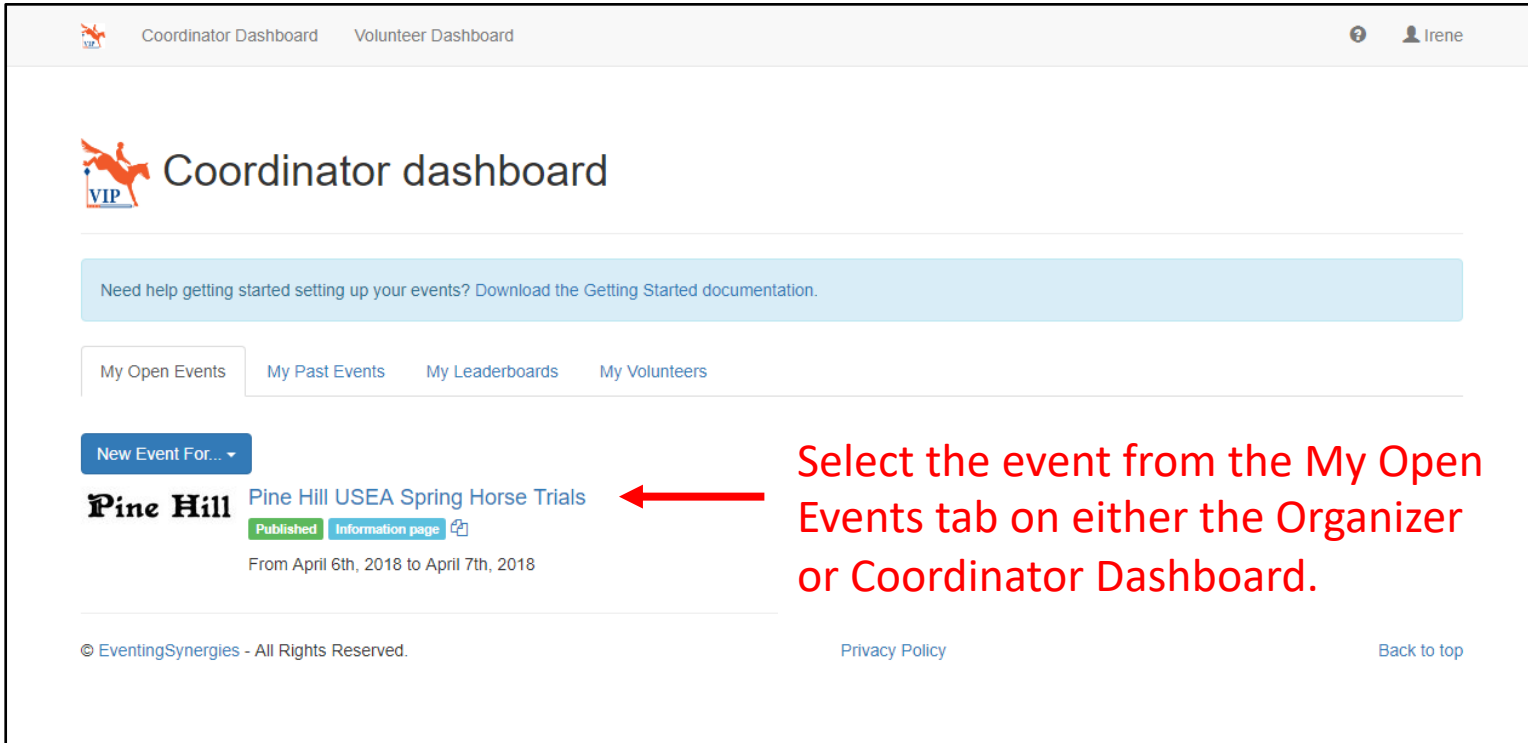


Step 4: Monitor Sign-ups

During the recruitment phase, organizers or volunteer coordinators should monitor sign-ups regularly to approve volunteers and ensure that there are sufficient volunteers for each shift.



View the list of volunteers.



The screenshot shows the 'Coordinator dashboard' interface. At the top, there are tabs for 'Coordinator Dashboard' and 'Volunteer Dashboard', with the user 'Irene' logged in. A blue banner at the top of the dashboard area says: 'Need help getting started setting up your events? Download the Getting Started documentation.' Below this is a navigation bar with four tabs: 'My Open Events', 'My Past Events', 'My Leaderboards', and 'My Volunteers'. Under the 'My Open Events' tab, there is a 'New Event For...' button and a list of events. The first event is 'Pine Hill USEA Spring Horse Trials', which is marked as 'Published' and has an 'Information page' link. A red arrow points from the text 'Select the event from the My Open Events tab on either the Organizer or Coordinator Dashboard.' to the 'Pine Hill USEA Spring Horse Trials' event listing. The event details show it is 'From April 6th, 2018 to April 7th, 2018'. At the bottom of the page, there is a copyright notice '© EventingSynergies - All Rights Reserved.', a 'Privacy Policy' link, and a 'Back to top' link.

Coordinator Dashboard Volunteer Dashboard ? Irene

Coordinator dashboard

Need help getting started setting up your events? Download the Getting Started documentation.

My Open Events My Past Events My Leaderboards My Volunteers

New Event For... ▼

Pine Hill Pine Hill USEA Spring Horse Trials
Published Information page
From April 6th, 2018 to April 7th, 2018

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Select the event from the My Open Events tab on either the Organizer or Coordinator Dashboard.



View the list of volunteers.

The All Volunteers page shows the list of all volunteers for all event days.

Click the double arrows to sort the list by that column.

Pine Hill I
April 6th, 2018

Mailbox Signup Link Post Unpublish Event Edit Event Copy Ev

Volunteers Events Days +

All Volunteers

eMail Volunteers Export to Excel

	Name	eMail	Phone	Status
+	Doo, Irene	@gmail.com		Pending approval

Click the + sign to the left of the volunteer's name to view the shift(s) for that volunteer.

Look at the Status column to see who needs to be approved for the shift.



Approve volunteers.

Pine Hill USE
April 6th, 2018 to Ap

Mailbox Signup Link

Volunteers ▾ Events Days ▾ +

- All Volunteers
- Friday, Parking - April 6th, 2018
- Saturday, Show Day - April 7th, 2018**
- eMail Volunteers
- Export to Excel

Delete Event

Search:

Name	Position	Period	Status	Action	Checked-in at	Checked-out at	Volunteered for
Dressage							
Doo, Irene	Dressage Bit Check	Early AM to Late AM	Pending approval	Approve ▾			

Select a show day from the Volunteers dropdown list to view the volunteers who have signed up for that day.

Click Approve to approve the volunteer for the shift. You can also reassign the volunteer or revoke the sign-up.



Check sign-up status of each shift.

Pine Hill GHCTA Schooling Horse Trials

September 29th, 2018 to September 30th, 2018

Mailbox

Signup Link

Post

Unpublish Event

Edit Event

Copy Event

Delete Event

Volunteers

Event Days

Questionnaires

Teams & Leaders

Sunday, Show Day

Add Shift

Edit Event Day

Delete Event Day

Saturday, Prep Day - September 29th, 2018

Sunday, Show Day - September 30th, 2018

Add Event Day

Search:

	Position	Shift	Label	Status
Cross-Country				
+	XC Control	Late AM to Late PM		1
+	XC Crossing Guard	Late AM to Late PM		1
+	XC Finish Timer	Late AM to Late PM		1
+	XC Jump Judge	Late AM to Late PM		12 1 4

Select the event day from the “Event Days” dropdown list. The color bars show the number of filled shifts (green), open shifts (red) and pending shifts (orange).



Add a volunteer to a shift.

Pine Hill GHCTA Schooling Horse Trials

September 29th, 2018 to September 30th, 2018

Mailbox

Signup Link

Post

Unpublish Event

Edit Event

Copy Event

Delete Event

Volunteers

Event Days

Questionnaires

Teams & Leaders

Sunday, Show Day - September 30th, 2018

Add Shift

Edit Event Day

Delete Event Day

Saturday, Prep Day - September 29th, 2018

Sunday, Show Day - September 30th, 2018

Add Event Day

Search:

	Position	Shift	Label	Status
Cross-Country				
+	XC Control	Late AM to Late PM		1
+	XC Crossing Guard	Late AM to Late PM		1
+	XC Finish Timer	Late AM to Late PM		1
+	XC Jump Judge	Late AM to Late PM		12 1 4

Click a shift to manage the volunteers for that shift.



Manage a shift.

Dressage Bit Check Early AM to Late AM

[+ Add Volunteer](#)[✉ eMail Volunteers](#)[✎ Edit Position](#)[🗑 Delete Position](#)

Group Dressage

Type Dressage Bit Check

Description Checks every competitor's bit for legality, also checks spur and whip length, tightness of the noseband, and ear bonnets for illegal soundproofing. This is not an entry level position. The bit checker must know the current USEA regulations on which bits and spurs are legal, and there are very many legal ones and very many more illegal ones. Must be comfortable approaching every horse, even fractious ones, and sticking a gloved finger in its mouth to check the bit. Must change the glove between every horse for biosecurity. Must be able to track horses on a clipboard. This is an outdoor position.

Spots 3

Period Early AM to Late AM

On the shift page, you can manually add volunteers to a shift, email volunteers, or edit the shift.

Volunteers

Name	Status	Assignment & Comments	Action	Checked-in at	Checked-out at	Volunteered for
------	--------	-----------------------	--------	---------------	----------------	-----------------

Doo, Irene	Approved	✎	Select...	Check-In		
------------	----------	-------------------	---------------------------	--------------------------	--	--



Add a volunteer to a shift.

To manually add a volunteer to the shift, select Existing Volunteer from the Add Volunteer dropdown list.

Dressage Bit Check Early AM to Late AM

+ Add Volunteer ▾✉ eMail Volunteers✎ Edit Position🗑 Delete Position

Existing Volunteer

Guest Volunteer

Dressage

Dressage Bit Check

Checks every competitor's bit for legality, also checks spur and whip length, not an entry level position. The bit checker must know the current USEA reg and very many more illegal ones. Must be comfortable approaching every horse bit. Must change the glove between every horse for biosecurity. Must be able

Spots 3

Period Early AM to Late AM

Volunteers

Name	Status	Assignment & Comments	Action
Doo, Irene	Approved	<div>✎</div>	<div>Select... ▾</div>



Add a volunteer to a shift.

Add an existing volunteer

Use the form below to add an exiting volunteer to this position.

Search for volunteer name or eMail address

Comments

Close

Add Volunteer

Type the name or email address for the volunteer.



Add a volunteer to a shift.

Add an existing volunteer

Use the form below to add an exiting volunteer to this position.

Search for volunteer name or eMail address

brandy

Kemmer, Brandy

Luna, Brandy (br)

Savarese, Brand

Close

Add Volunteer

Select the volunteer from the search list, then click Add Volunteer.




Approve the volunteer for the shift.

Dressage Bit Check Early AM to Late AM

[+ Add Volunteer](#) [✉ eMail Volunteers](#) [✎ Edit Position](#) [🗑 Delete Position](#)

Group Dressage
Type Dressage Bit Check
Description Checks every competitor's bit for legality, also checks spur and whip length, tightness of the noseband, and ear bonnets for illegal soundproofing. This is not an entry level position. The bit checker must know the current USEA regulations on which bits and spurs are legal, and there are very many legal ones, and very many more illegal ones. Must be comfortable approaching every horse, even fractious ones, and sticking a gloved finger in its mouth to check the bit. Must change the glove between every horse for biosecurity. Must be able to track horses on a clipboard. This is an outdoor position.
Spots 3
Period Early AM to Late AM

Volunteers

Name	Status	Assignment & Comments	Action	Checked-in at	Checked-out at	Volunteered for
Doo, Irene	Pending approval		Approve			

Click Approve to confirm the volunteer assignment.

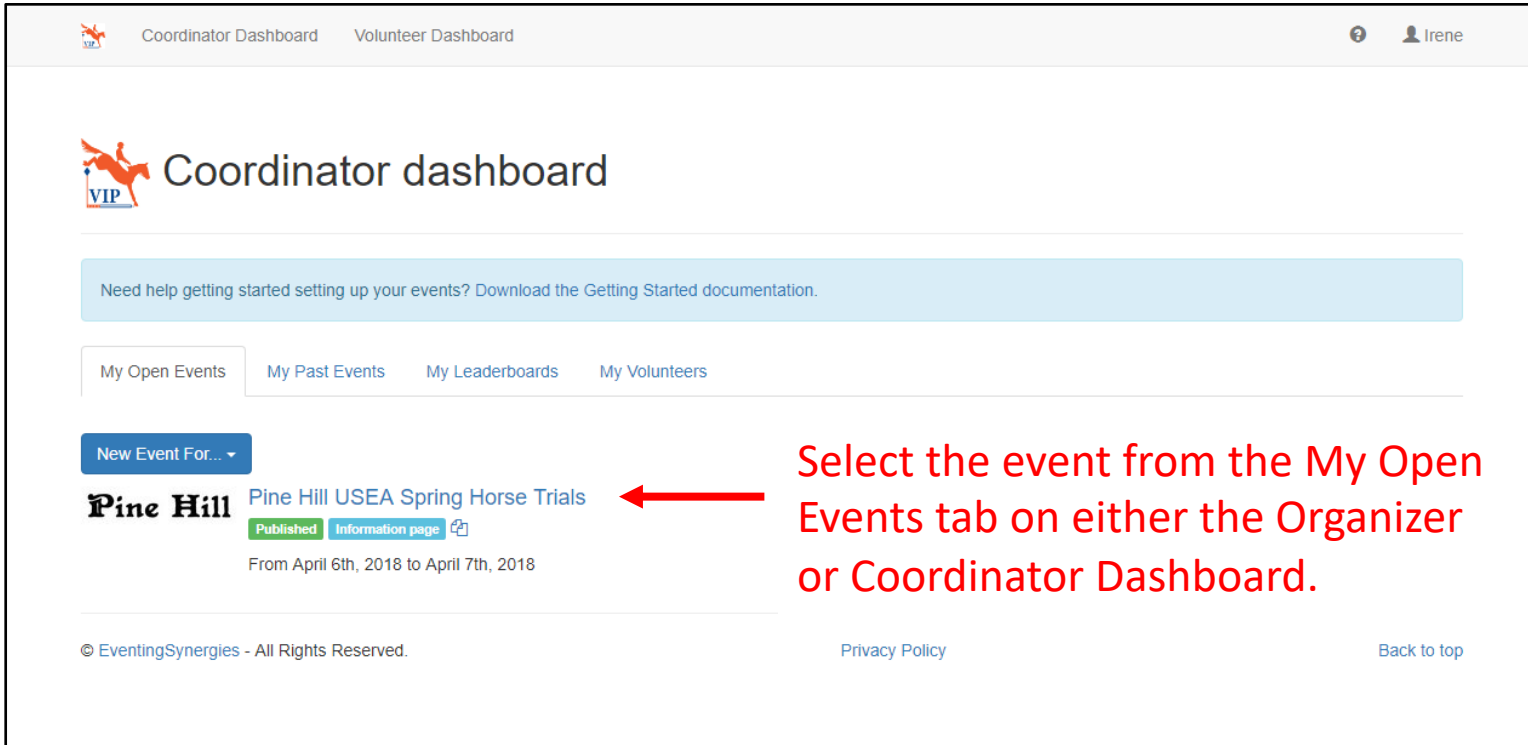


Step 5: Communicate with Volunteers

You can send emails to a group of volunteers or to individual volunteers.



Send email to a group of volunteers.



The screenshot shows the 'Coordinator dashboard' interface. At the top, there are tabs for 'Coordinator Dashboard' and 'Volunteer Dashboard', with the user 'Irene' logged in. Below the dashboard title, a light blue banner offers a 'Getting Started' documentation download. A navigation bar contains four tabs: 'My Open Events', 'My Past Events', 'My Leaderboards', and 'My Volunteers'. Under the 'My Open Events' tab, a 'New Event For...' button is visible. The main content area displays an event titled 'Pine Hill USEA Spring Horse Trials' with a 'Published' status and an 'Information page' link. A red arrow points from the explanatory text to this event listing. The footer includes copyright information for 'EventingSynergies' and links to 'Privacy Policy' and 'Back to top'.

Coordinator Dashboard Volunteer Dashboard ? Irene

Coordinator dashboard

Need help getting started setting up your events? Download the Getting Started documentation.

My Open Events My Past Events My Leaderboards My Volunteers

New Event For... ▼

Pine Hill Pine Hill USEA Spring Horse Trials
Published Information page
From April 6th, 2018 to April 7th, 2018

© EventingSynergies - All Rights Reserved. Privacy Policy Back to top

Select the event from the My Open Events tab on either the Organizer or Coordinator Dashboard.



Send email to a group of volunteers.

Pine Hill USEA Spring Horse Trials

April 6th, 2018 to April 7th, 2018

Mailbox

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
+	Doo, Irene	irene.doo@gmail.com	1-123-456-7890	Approved Approved Approved

Click eMail Volunteers from any of the volunteer pages.



Send email to a group of volunteers.

Select the Event Day and Group to filter the list of volunteers.

eMail Volunteers

Event Day

All Volunteers

Group

All Volunteers

Subject

Greeting

Message

Include greeting, message and signature.

Note: This message will NOT be sent to pending volunteers.

Close

Send eMail



Send email to a group of volunteers.

Dressage Bit Check Early AM to Late AM

+ Add Volunteer ▾

✉ eMail Volunteers

✎ Edit Position

🗑 Delete Position

Group Dressage

Type Dressage Bit Check

Description Checks every competitor's bit for legality, also checks spur and whip length, tightness of the noseband, and ear bonnets for illegal soundproofing. This is not an entry level position. The bit checker must know the current USEA regulations on which bits and spurs are legal, and there are very many legal ones, and very many more illegal ones. Must be comfortable approaching every horse, even fractious ones, and sticking a gloved finger in its mouth to check the bit. Must change the glove between every horse for biosecurity. Must be able to track horses on a clipboard. This is an outdoor position.

Spots 3

Period Early AM to Late AM

Volunteers

Name	Status	Assignment & Comments	Action	Checked-in at	Checked-out at	Volunteered for
------	--------	-----------------------	--------	---------------	----------------	-----------------

Doo, Irene	Approved	✎	Select... ▾	Check-In		
------------	----------	---	-------------	----------	--	--



You can also navigate to the shift page for an event day and click eMail Volunteers to send an email to the volunteers for this shift/day.



Send email to an individual volunteer.

Pine Hill USEA Spring Horse Trials

April 6th, 2018 to April 7th, 2018

Mailbox

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
+	Doo, Irene	irene.doo@gmail.com	1-781-751-1888	Approved Approved Approved

On the All Volunteers page, click the email address for a volunteer to send a private email to that volunteer.



Send email to an individual volunteer.

Pine Hill USEA Spring Horse Trials

April 6th, 2018 to April 7th, 2018

Mailbox

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
+	Doo, Irene	irene.doo@gmail.com	(714) 771-1888	Approved Approved Approved

You can also click on the volunteer's name to pull up the volunteer profile.



Send email to an individual volunteer.

Doo, Irene



Age	Senior (18+)
Driving License	Yes
Comments	
Phone	(714) 922-7611 (home)
eMail	irenedoo17@gmail.com
Address	15881 Nasser Way, Austin, TX, 78757 - United States of America
USEA #	188276
Emergency contact	Regina Marie Doo (Mother)
Emergency phone	(714) 922-0776 (home)
Emergency eMail	regina.m.doo@gmail.com

2018 - 3 signups

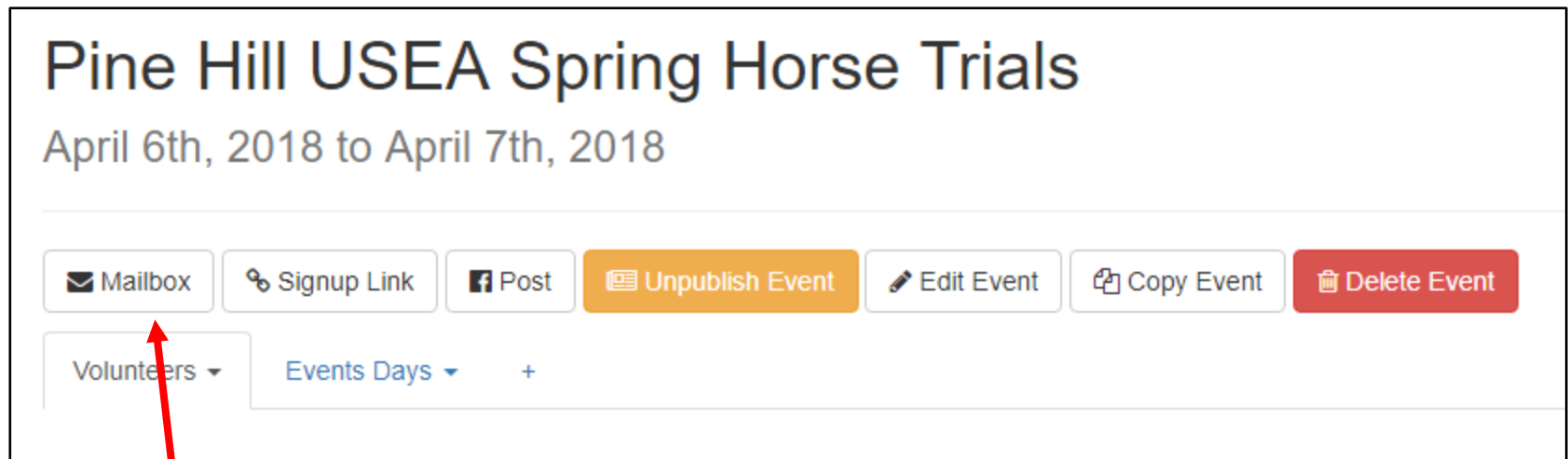
2017 - 2 signups

Close

On the profile page, click the volunteer's email address to send an email to the volunteer.



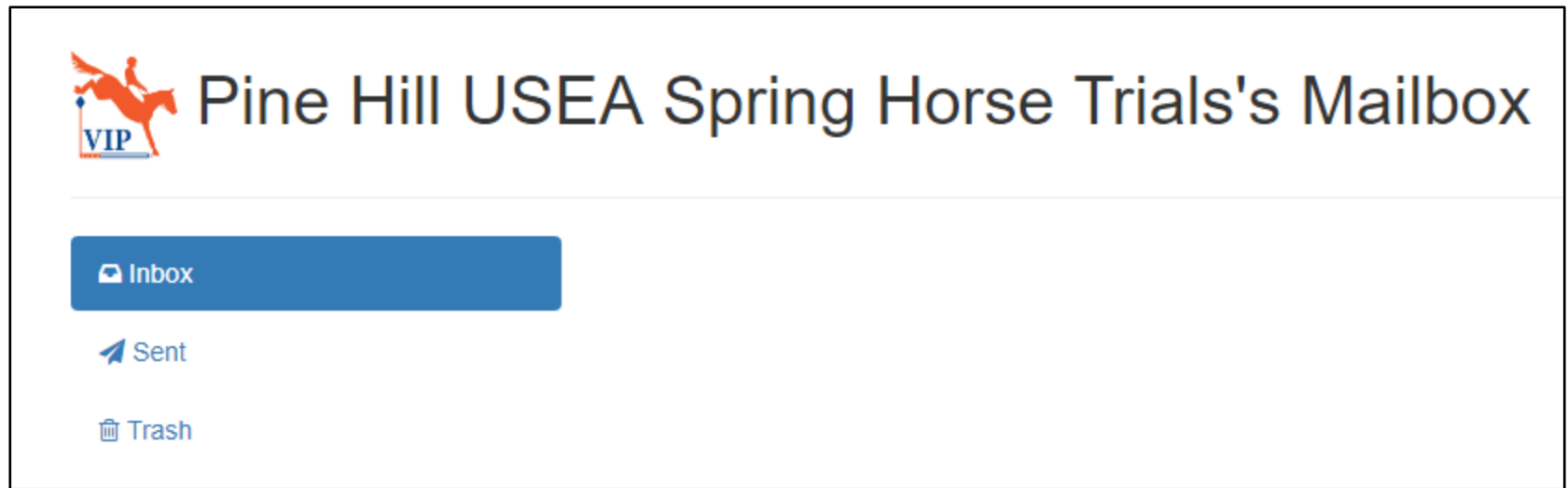
View the event mailbox



Click Mailbox at the top of any of the volunteer or event day pages.



View the event mailbox



Step 6: Track Volunteer Hours

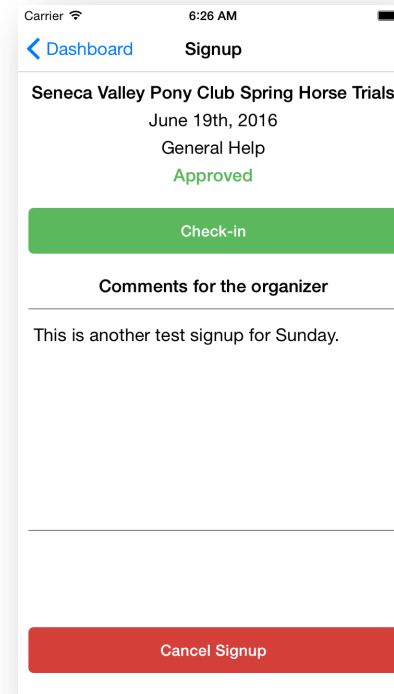
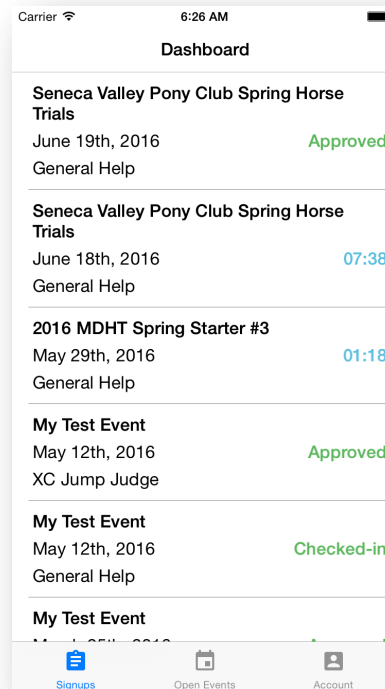
After the event, ensure that your volunteers' hours are correctly recorded towards the Leaderboards.



Volunteer Check-In and Check-Out

At the event, volunteers can check in and check out on the Eventing Volunteers app.

After the event, the organizer or coordinator can verify or modify the volunteer hours for accuracy.



Verify volunteer hours.

All Volunteers

✉ eMail Volunteers

📄 Export to Excel

Search:

	Name	eMail	Phone	Status
+	John - Carter	john@jagadevents.com	414-444-4444	Approved
+	John - Lee	john@jagadevents.com	414-444-4444	Approved
+	John - Wang	john@jagadevents.com	414-444-4444	06:45
+	John - Wang	john@jagadevents.com	414-444-4444	Approved
+	John - Wang	john@jagadevents.com	414-444-4444	00:24
+	John - Wang	john@jagadevents.com	414-444-4444	06:43

On the All Volunteers page, the Status column indicates the volunteer hours that have been **confirmed (Green)** or **need verification (Orange)**. If the volunteer did not check in and check out, the Status column does not show a time.



Verify volunteer hours.

	Name	eMail	Phone	Status
+	Sharon Carter	sharoncarter@vip.com	111-111-1111	Approved
+	Sharon Carter	sharoncarter@vip.com	111-111-1111	Approved
-	Sharon Carter	sharoncarter@vip.com	111-111-1111	06:45

Sunday	SJ Warm Up	Mid AM to Mid PM	06:45	Select...	8:15 AM	3:00 PM	06:45 <input type="checkbox"/>
--------	------------	------------------	-------	-----------	---------	---------	--------------------------------

Click the + sign to the left of a volunteer's name to show the shift(s) for that volunteer.

Check this box to confirm the volunteer's hours.



Verify volunteer hours.

	Name	eMail	Phone	Status
+	Sharon - 123456	sharon@joomla.com	123-456-7890	Approved
+	Sharon - 123	sharon@joomla.com	123-456-7890	Approved
-	Sharon - 123456	sharon@joomla.com	123-456-7890	06:45

Sunday	SJ Warm Up	Mid AM to Mid PM	06:45	Select...	8:15 AM	3:00 PM	06:45
--------	------------	------------------	-------	-----------	---------	---------	-------

Click the Check-In or
Check-Out time to
modify these times.



Verify volunteer hours.

Carlin, Megan

Checked in at

08 AM

:

15

Checked out at

03 PM

:

00

Close

Update

Edit the Check-In or Check-Out times,
then click Update.



Verify volunteer hours.

			Approved		Approved	
Sunday	Dressage Scribe	Early AM to Late AM	Approved	Select... ▼	Set Check-In Time	
Sunday	XC Score Runner	Late AM to Late PM	Approved	Select... ▼	Set Check-In Time	

If the volunteer did not check in or check out, click Set Check-In Time to enter the check-in and check-out times for that volunteer.



Verify volunteer hours.

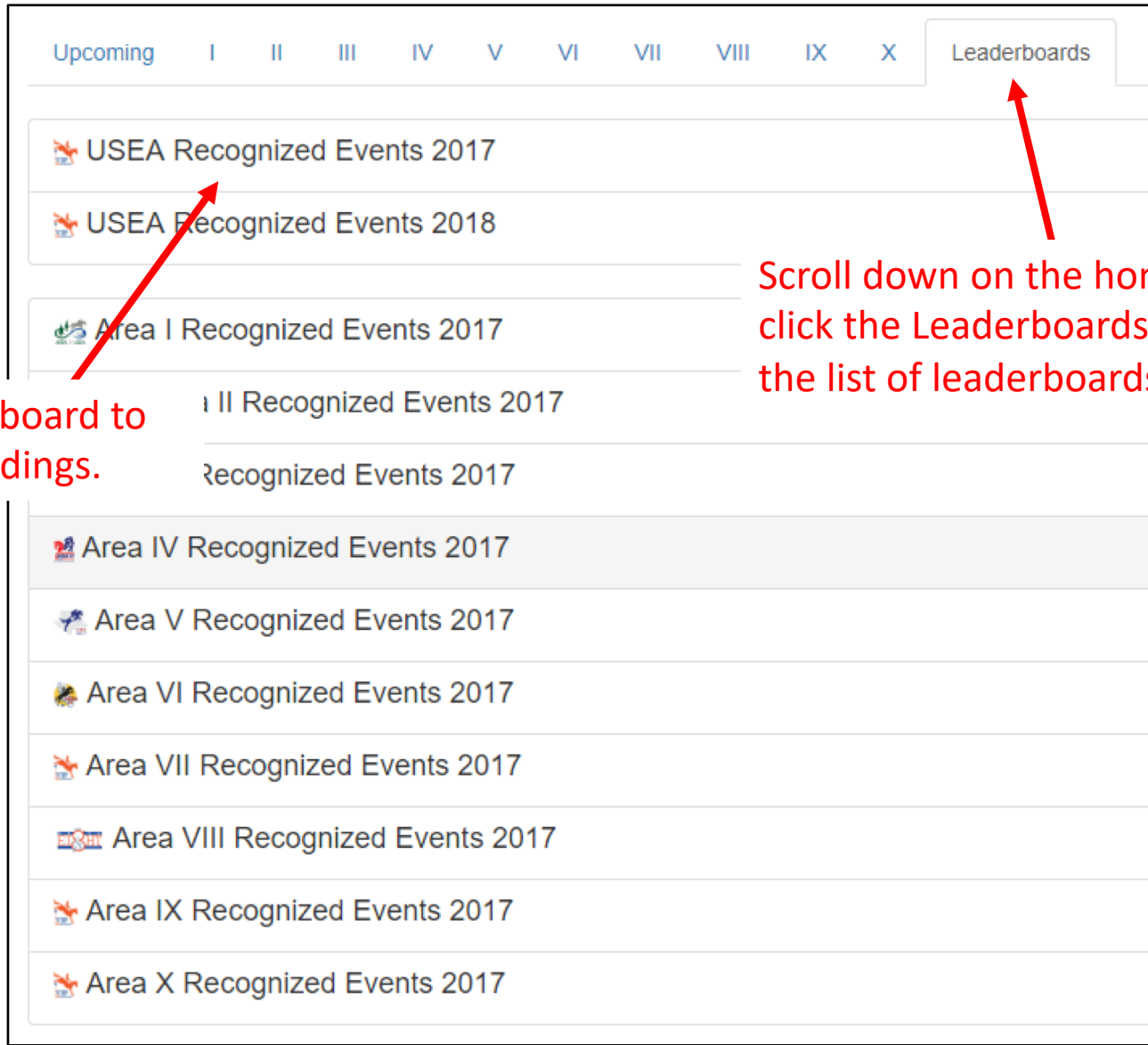
After you have verified or modified all volunteer hours, the Status column will show all times in green.

Search:

⇅	Status	⇅
	06:00	
	05:40 01:15	
	04:32	
	04:25	
	03:30 04:30	
	04:00	
	04:00 04:30	



Check Leaderboard standings.



Click a leaderboard to view the standings.

Scroll down on the home page and click the Leaderboards tab to view the list of leaderboards.



Check Leaderboard standings.



USEA Recognized Events 2017

Leaderboard

Rankings

Events

Volunteer hours are updated automatically. At busy times, leaderboards may take some time to update.

19,616 Hours - 1,414 Volunteers - 72 Events

Last updated 6 days ago.

Rank	Name	Approved Hours	Pending Hours
1	smallwood, michael (MD)	221:01	
2	Lynch, Jane (NC)	216:27	
3	Lynch, Terry (NC)	199:48	
4	Trotter , Donald (CA)	166:00	
5	Ervin, Paige (MD)	140:06	



Frequently Asked Questions

Click the ? at the top right of any page and select FAQs to view the list of Frequently Asked Questions.



Coordinator Dashboard

Volunteer Dashboard



Irene

FAQs
Forums
Contact



USEA Volunteer Incentive Program

Presented by Sunsprite Warmbloods

I'm a volunteer

I'm a coordinator

I'm an organizer



Contact Us

Click the ? at the top right of any page and select Contact to submit a help ticket.



The screenshot shows the top navigation bar of the USEA Volunteer Incentive Program website. It includes links for 'Coordinator Dashboard' and 'Volunteer Dashboard', an American flag icon, and a user profile for 'Irene'. A red arrow points to a dropdown menu containing 'FAQs', 'Forums', and 'Contact'. The main banner features the text 'USEA Volunteer Incentive Program' and 'Presented by Sunsprite Warmbloods'. Below the banner are three buttons: 'I'm a volunteer', 'I'm a coordinator', and 'I'm an organizer'. The USEA VIP logo is visible in the bottom right corner.

Coordinator Dashboard Volunteer Dashboard

FAQs
Forums
Contact

USEA Volunteer Incentive Program

Presented by Sunsprite Warmbloods

I'm a volunteer I'm a coordinator I'm an organizer

VIP