



USEA Volunteer Incentive Program

Presented by Sunsprite Warmbloods

Entering Leaderboard Hours on
EventingVolunteers.Com



Ensure your volunteers are eligible for USEA Volunteer awards.

- Easily set up your event to track volunteer hours.
- You do not need to use the portal to manage your volunteers.
- Add only the volunteers (and positions) who would like to be eligible for USEA Volunteer awards.
- Volunteers can view their leaderboard hours online.
- Volunteers earn hours in both the National leaderboard and the Area leaderboard.



Step 1: Ask your volunteers to create accounts

Note: Volunteers only need to create an account if they would like to be eligible for USEA Volunteer awards.



Go to

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



USEA Volunteer Incentive Program

Presented by Sunsprite Warmbloods

I'm a volunteer **I'm an organizer**

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

[Sign up](#)


[Log in](#)


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


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



Confirm the account.

Confirmation instructions  Inbox x

 no-reply@eventingvolunteers.com
to me ▾

 **EventingVolunteers.Com**

Welcome to EventingVolunteers.Com!

Your eMail needs to be confirmed before you can get started.

You can confirm your account email through the link below:

[Confirm my account](#)

Link not working? Follow these instructions to confirm your account:

- Highlight and copy the link below:
- https://www.eventingvolunteers.com/users/confirmation?confirmation_token=tzi8zq9jA11DdSgrjx8b
- Open your browser and paste the link into the address bar.
- Press enter to navigate to the link.

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



Volunteers only need to create accounts for themselves.

Once the volunteer has created the account, the organizer or volunteer coordinator will enter the volunteer's hours for the event. Volunteers will receive email notifications for these hours for their information. They should not need to log back in to the portal.



Step 2: Ask your volunteer coordinator to create an account

Note: If the organizer will be entering the volunteer hours, you can skip this step.



Go to

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



USEA Volunteer Incentive Program

Presented by Sunsprite Warmbloods

[I'm a volunteer](#) [I'm an organizer](#)

Your volunteer coordinator will follow the procedure given in Step 1 to create a volunteer account; the organizer will then “promote” them to a volunteer coordinator in the portal.



Step 3: Create the organizer account

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



Go to

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



USEA Volunteer Incentive Program

Presented by Sunsprite Warmbloods

I'm a volunteer

I'm an organizer

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







You 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 your existing Facebook, Google, Microsoft, or USEA accounts.







You 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.



You 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

[Sign up](#)

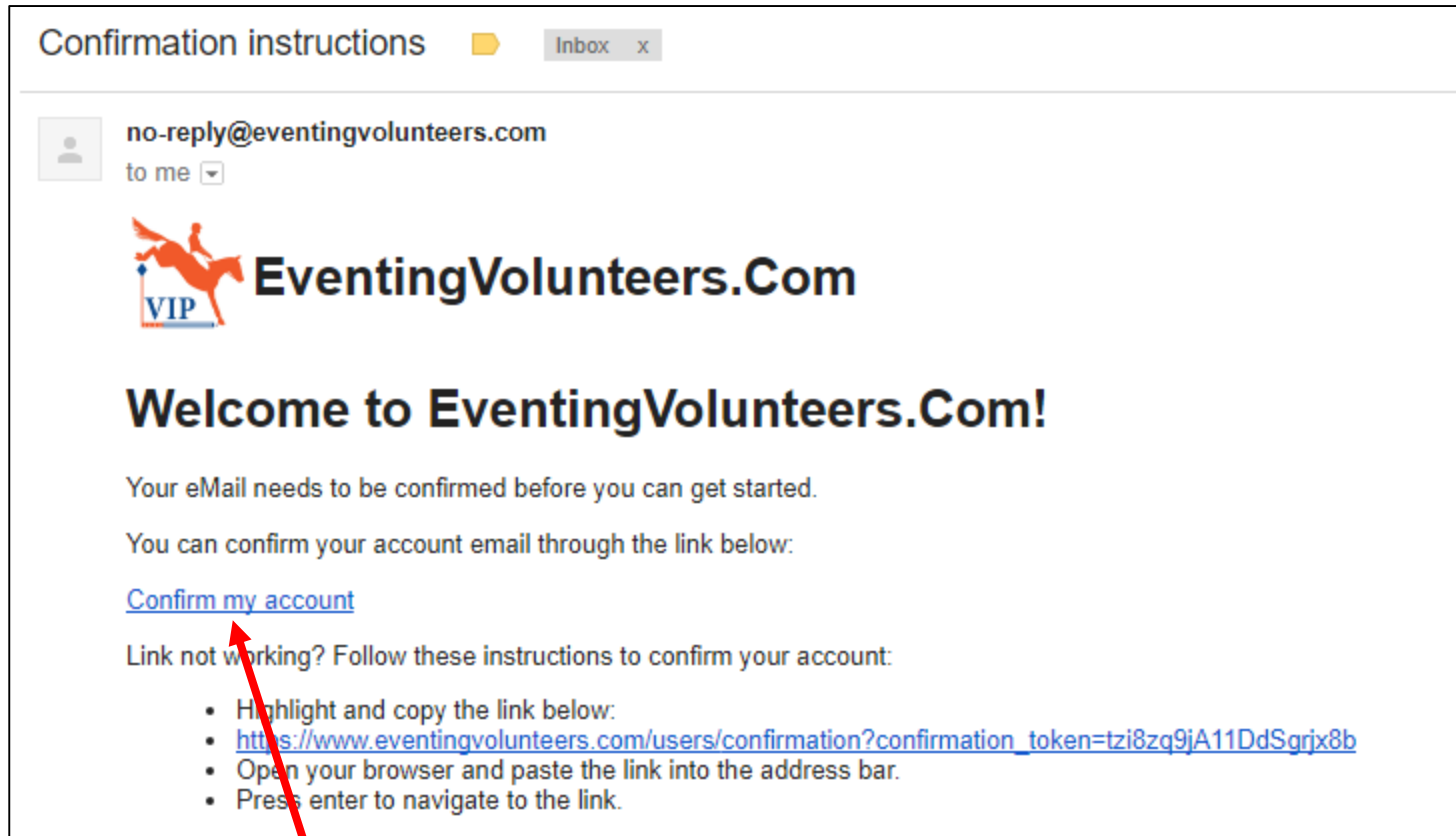
[Log in](#)

[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.

Log in

Email *

Password *

Remember me

Log in with    

[Sign up](#)

[Forgot your password?](#)

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

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



Navigate to the Organizer Dashboard.

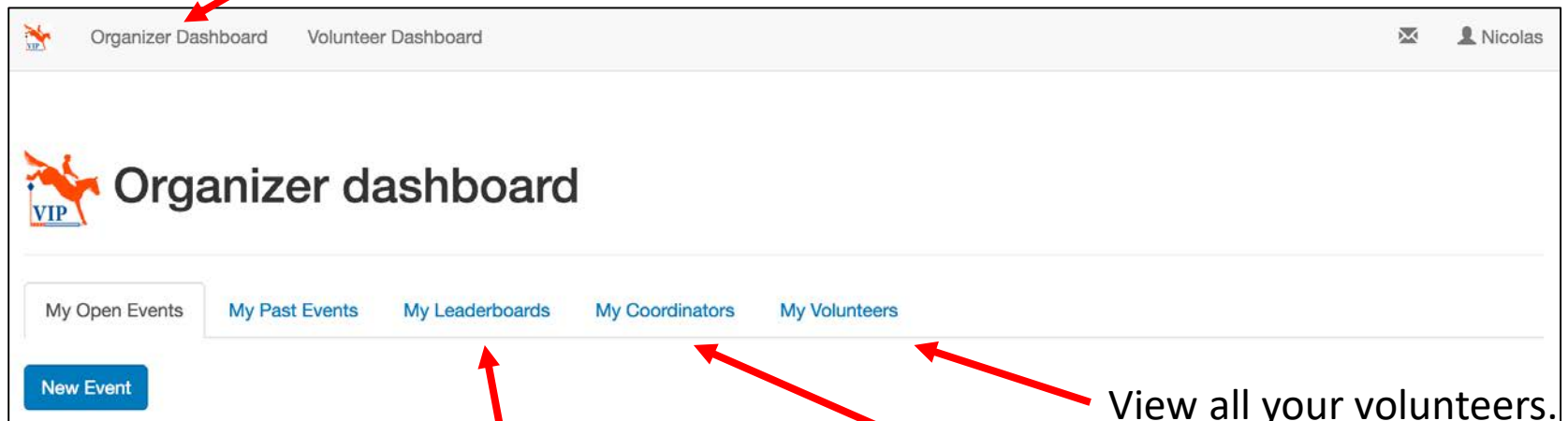


Click "I'm an organizer" to go to the Organizer Dashboard.



Navigate to the Organizer Dashboard.

Click here anytime to access the organizer dashboard.



View all your volunteers.

Create a new event

Manage your volunteer coordinators.

Add or view your leaderboards



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

Click Add Coordinator, then search for your volunteer coordinator's name or email to add him/her as a coordinator for your event. You can add more than one coordinator for your event.

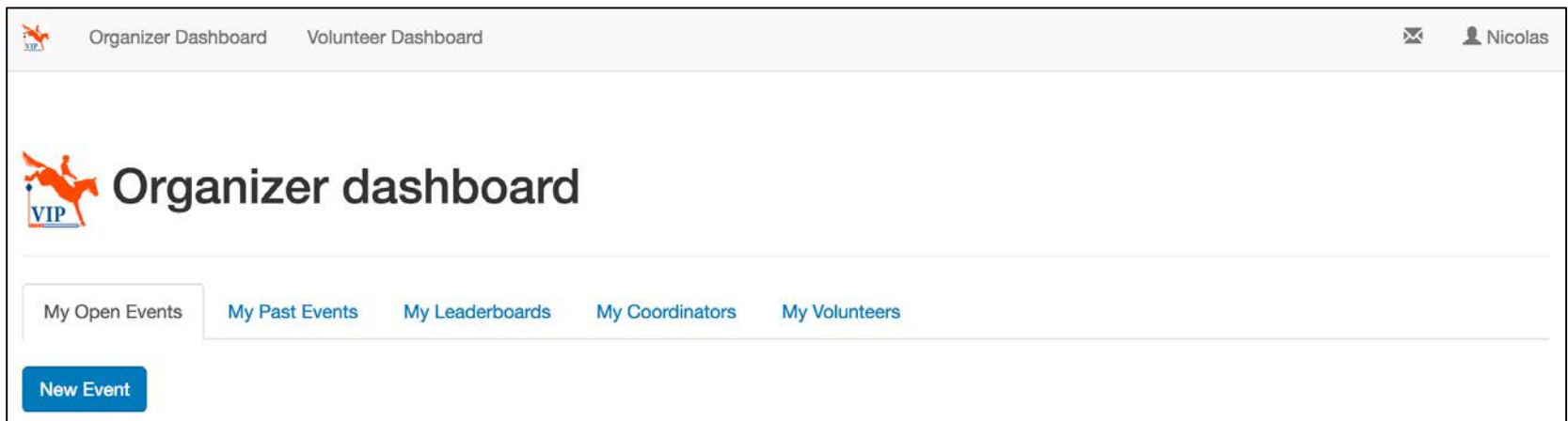


Step 4: Set up the event

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



Create a new event.



The screenshot shows the Organizer Dashboard interface. At the top, there are navigation links for "Organizer Dashboard" and "Volunteer Dashboard", along with a user profile icon and the name "Nicolas". The main heading is "Organizer dashboard" with a logo on the left. Below the heading, there are five tabs: "My Open Events", "My Past Events", "My Leaderboards", "My Coordinators", and "My Volunteers". A blue button labeled "New Event" is located at the bottom left of the dashboard area.

Click New Event to create your event.



Fill out the new event form.

New event

Name *

Area

Time zone *

Leaderboard(s)

Select the leaderboards this event belongs to.

Logo

Information Page

Street *

City *

State *

Zipcode *

Country *

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

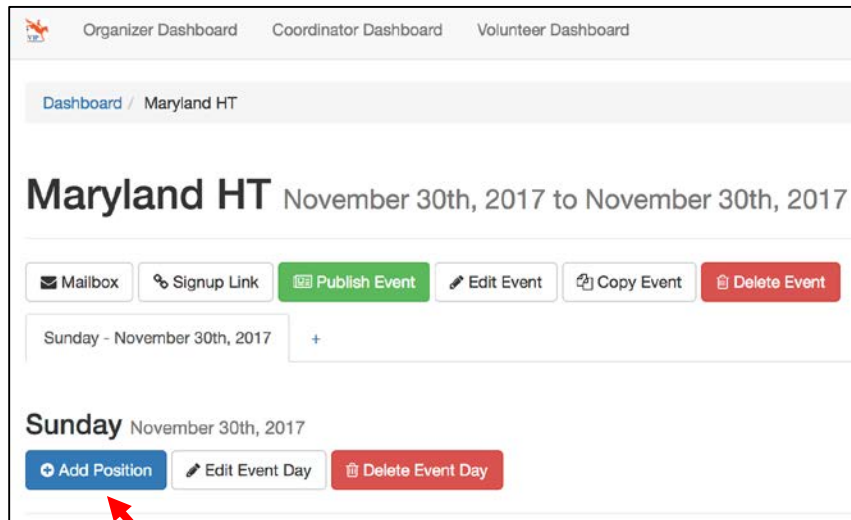
Date *

Copy From
Select an event day to copy.

Note: Since you are only using the portal to enter volunteer hours, you can add all positions to the same event day.



Add the desired positions to the event day.



Click Add Position to create a new position.

Note: You only need to add the positions for the volunteers who would like to be eligible for USEA Volunteer awards.



Add the desired positions to the event day.

New position

Type * Position names and descriptions.

Spots

Period *

Approximate Period to

Specific Period : to :

Label
Example: Ring 1, Ring 2...

Add Description
Add to the default position description.

Replace Description
Replace the default position description.

Hide Training Video

Note: You only need to specify the Type, number of Spots and Period for the position. The volunteer hours are entered later and do not need to correspond exactly to the Period.



Step 5: Enter the volunteer hours

Note: Either the organizer or volunteer coordinator can enter the hours for each volunteer.



Navigate to the event.



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

Displaying **all 5** events

Pine Hill

Pine Hill USEA Fall Horse Trials

Published

[Information page](#)



From October 20th, 2017 to October 21st, 2017



Meadowcreek Park-Fall Social Event

Published

[Information page](#)



From September 15th, 2017 to September 17th, 2017

Pine Hill

Pine Hill USEA Spring Horse Trials

Published

[Information page](#)



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

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



Navigate to the event day.

Pine Hill USEA Fall Horse Trials

October 20th, 2017 to October 21st, 2017

Mailbox Signup Link Publish Event Edit Event Copy Event Delete Event

Volunteers ▾ Events Days ▾ +

Friday - October 20th, 2017
Saturday, Show Day - October 21st, 2017

All Volunteer

eMail Volunteers Export to Excel

Select the event day from the “Event Days” dropdown list. If there is only one event day, it will be listed in place of the dropdown list.



Add volunteer(s) to each position.

Pine Hill USEA Fall Horse Trials

October 20th, 2017 to October 21st, 2017

Mailbox Signup Link Post Unpublish Event Edit Event Copy Event Delete Event

Volunteers Events Days +

Saturday, Show Day October 21st, 2017

Add Position Edit Event Day Delete Event Day

Dressage Bit Check	Early AM to Late AM	3
Dressage Score Runner	Early AM to Late AM	1
Dressage Scribe	Early AM to Late AM	2
Dressage Steward	Early AM to Late AM	1
Floater	All Day	1

Select the position from the list.

Note: The red bar to the right of the position indicates the number of unfilled spots.



Add volunteer(s) to each position.

Dressage Steward Early AM to Late AM

+ Add Volunteer | **eMail Volunteers** | **Edit Position** | **Delete Position**

- Existing Volunteer
- Guest Volunteer

Dressage
Dressage Steward
The dressage steward is responsible for the smooth running of the dressage. Keep warm-up areas safe and controlled. Maintain contact with the steward. Work in tandem with the in-gate steward to control the flow of riders through the arena.

Spots 3
Period Early AM to Late AM

Volunteers

Select Existing Volunteer from the Add Volunteer dropdown list.



Add volunteer(s) to each position.

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 volunteer(s) to each position.

Add an existing volunteer ×

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

Search for volunteer name or eMail address

- Kemmer, Brandy (brandy.kemmer@vip-usa.com)
- Luna, Brandy (brandy.luna@vip-usa.com)
- Savarese, Brandy (brandy.savarese@vip-usa.com)

Close Add Volunteer

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




Approve the volunteer for the position.

Dressage Steward Early AM to Late AM

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

Group Dressage
Type Dressage Steward
Description The dressage steward is responsible for the smooth running of the dressage phase. Oversee, assist and maintain the comfort of the dressage volunteers. Keep warm-up areas safe and controlled. Maintain contact with the show secretary, officials, and organizational staff to resolve concerns and problems. Work in tandem with the in-gate steward to control the flow of riders through warm-up, bit check and the show ring.
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 for each volunteer added to the position.




Enter the check-in and check-out times for each volunteer.

Dressage Steward Early AM to Late AM

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

Group Dressage
Type Dressage Steward
Description The dressage steward is responsible for the smooth running of the dressage phase. Oversee, assist and maintain the comfort of the dressage volunteers. Keep warm-up areas safe and controlled. Maintain contact with the show secretary, officials, and organizational staff to resolve concerns and problems. Work in tandem with the in-gate steward to control the flow of riders through warm-up, bit check and the show ring.
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... ▾	Set Check-In Time		



Click Set Check-In Time.



Enter the check-in and check-out times for each volunteer.

Pine Hill USEA Fall Horse Trials ×
Saturday, Show Day

Checked in at
Hour ▼ : Minute ▼

Checked out at
Hour ▼ : Minute ▼

Close Update

Select the Hour and Minute for both the Check-in and Check-out times, then click Update.



Enter the check-in and check-out times for each volunteer.

Dressage Steward Early AM to Late AM

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

Group Dressage
Type Dressage Steward
Description The dressage steward is responsible for the smooth running of the dressage phase. Oversee, assist and maintain the comfort of the dressage volunteers. Keep warm-up areas safe and controlled. Maintain contact with the show secretary, officials, and organizational staff to resolve concerns and problems. Work in tandem with the in-gate steward to control the flow of riders through warm-up, bit check and the show ring.
Spots 3
Period Early AM to Late AM

Volunteers

Name	Status	Assignment & Comments	Action	Checked-in at	Checked-out at	Volunteered for
Doo, Irene	04:00		Select... ▾	8:00 AM	12:00 PM	04:00 <input type="checkbox"/>

Check the box to the right of the “Volunteered for” time.




Enter the check-in and check-out times for each volunteer.

Dressage Steward Early AM to Late AM

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

Group Dressage
Type Dressage Steward
Description The dressage steward is responsible for the smooth running of the dressage phase. Oversee, assist and maintain the comfort of the dressage volunteers. Keep warm-up areas safe and controlled. Maintain contact with the show secretary, officials, and organizational staff to resolve concerns and problems. Work in tandem with the in-gate steward to control the flow of riders through warm-up, bit check and the show ring.
Spots 3
Period Early AM to Late AM

Volunteers

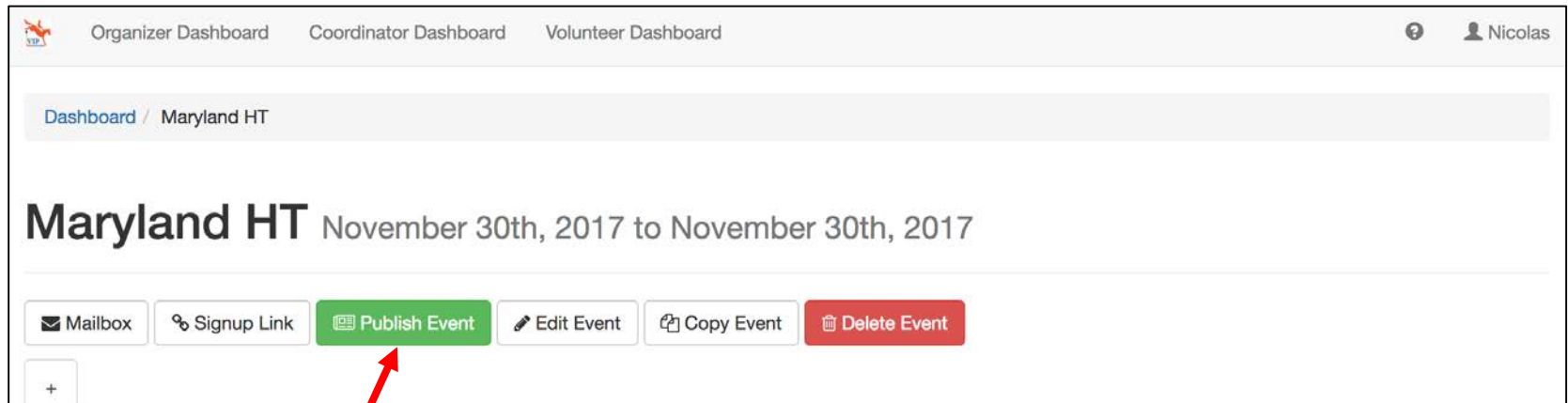
Name	Status	Assignment & Comments	Action	Checked-in at	Checked-out at	Volunteered for
Doo, Irene	04:00		Select... ▾	8:00 AM	12:00 PM	04:00 <input checked="" type="checkbox"/>



The green status indicates that your volunteer hours have been confirmed for this position.



Publish the event.



The screenshot shows a web dashboard with a navigation bar at the top containing 'Organizer Dashboard', 'Coordinator Dashboard', and 'Volunteer Dashboard'. On the right side of the navigation bar, there is a user profile icon and the name 'Nicolas'. Below the navigation bar, a breadcrumb trail reads 'Dashboard / Maryland HT'. The main heading of the page is 'Maryland HT' followed by the dates 'November 30th, 2017 to November 30th, 2017'. A horizontal menu below the heading contains several buttons: 'Mailbox', 'Signup Link', 'Publish Event' (highlighted in green), 'Edit Event', 'Copy Event', and 'Delete Event'. A red arrow points from the text below to the 'Publish Event' button.

After you have entered all of the volunteer hours, return to the show home page and click Publish Event.


Note: You must publish the event so that your volunteers' hours are registered on the leaderboards.



View the Leaderboards



Check Leaderboard standings.



The screenshot shows a horizontal navigation menu with tabs labeled 'Upcoming', 'I', 'II', 'III', 'IV', 'V', 'VI', 'VII', 'VIII', 'IX', 'X', and 'Leaderboards'. The 'Leaderboards' tab is highlighted with a white background and a red arrow points to it from the right. Below the menu is a list of event categories, each with a small icon and text: 'USEA Recognized Events 2017', 'USEA Recognized Events 2018', 'Area I Recognized Events 2017', 'Area II Recognized Events 2017', 'Area III Recognized Events 2017', 'Area IV Recognized Events 2017', 'Area V Recognized Events 2017', 'Area VI Recognized Events 2017', 'Area VII Recognized Events 2017', 'Area VIII Recognized Events 2017', 'Area IX Recognized Events 2017', and 'Area X Recognized Events 2017'. The 'Area IV Recognized Events 2017' item is highlighted with a light gray background.

Upcoming	I	II	III	IV	V	VI	VII	VIII	IX	X	Leaderboards
USEA Recognized Events 2017											
USEA Recognized Events 2018											
Area I Recognized Events 2017											
Area II Recognized Events 2017											
Area III Recognized Events 2017											
Area IV Recognized Events 2017											
Area V Recognized Events 2017											
Area VI Recognized Events 2017											
Area VII Recognized Events 2017											
Area VIII Recognized Events 2017											
Area IX Recognized Events 2017											
Area X Recognized Events 2017											

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



Volunteer hours are updated instantly.



USEA Recognized Events 2017

Leaderboard

Rankings

Events

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	



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

