



# 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.


Organizer Dashboard   Coordinator Dashboard   Volunteer Dashboard   ?   Nicolas

**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
<p> I need to leave at noon. Sorry for the late notice, I have an unexpected conflict.</p>			

### Virginia CCI/CIC and Horse Trials

October 29th, 2016 (Saturday, Dressage, Show Jumping and Cross Country)	XC Start Timer (All Day)	Approved	Cancel
<p> No Comments.</p>			

### 2016 MDHT USEA Recognized Horse Trials #3

October 9th, 2016 (Sunday, Day of Event)	Office Help (All Day)	00:18	
<p> 1 announcement.</p> <p> 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.</p>			



# 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.



The screenshot shows a web browser window with a navigation bar at the top containing social media icons for Facebook, Twitter, and a user profile. Below the navigation bar is a breadcrumb trail: "Dashboard / American Eventing Championships 2017". A light blue banner below the breadcrumb contains the text: "NEW: Download the Eventing Volunteers mobile app for iPhone & iPad or Android." The main content area features the USEA logo on the left, followed by the event title "American Eventing Championships 2017" and the dates "August 26th, 2017 to September 4th, 2017". Below the title is the address "25 International Blvd, Mill Spring, NC, 28756" with an envelope icon. At the bottom of the screenshot, there are two tabs: "Information" and "Events Days" with a dropdown arrow.

## 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   Coordinator Dashboard   Volunteer Dashboard   Nicolas

Dashboard / Grand Oaks December Schooling Event

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

 **Grand Oaks December Schooling Event** December 6th, 2017 to December 10th, 2017  
3000 Marion County Road, Weirsdale, FL, 32195

Events Days ▾

**Day 2 - Cross-country** December 10th, 2017

Hospitals Helper - AM	
Hospitality Helper	1

Hospitals Helper - PM	
Hospitality Helper	1 <a href="#">Sign up</a>

Parking Cars - AM	
Parking Cars Parking cars for spectators that are coming to watch the event	3 <a href="#">Sign up</a>



# Organizer and Coordinator Dashboard





# Create an account as an organizer to get started.



I'm a volunteer

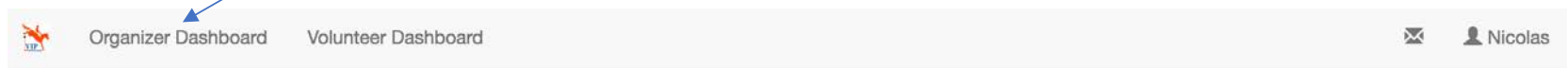
I'm an organizer

Volunteer coordinators and volunteers sign up by clicking here.

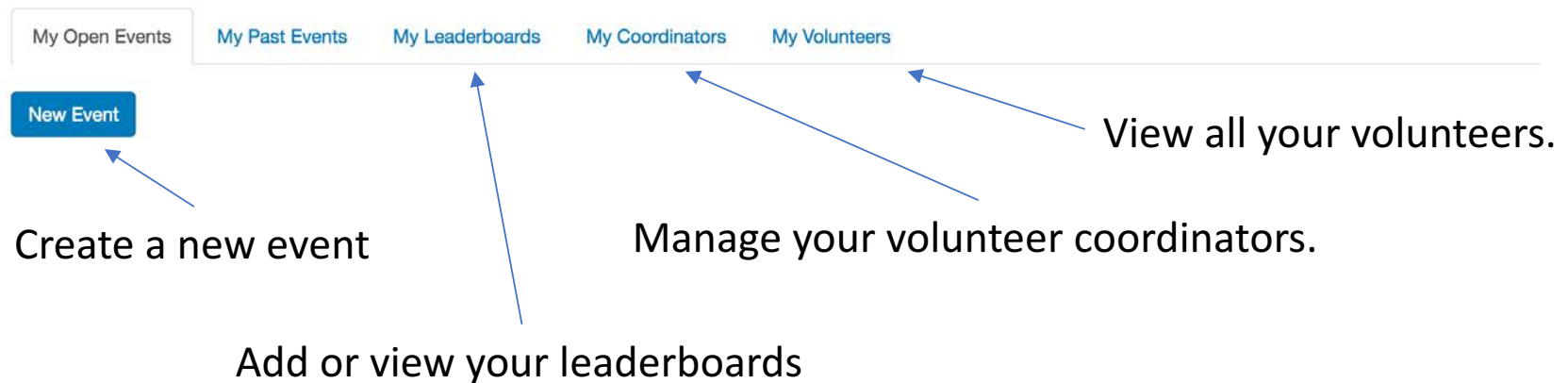
Organizers: Click here to sign up.

# 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

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



# Add at least one day to the event.

## 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 \*

11/30/2017

Copy From

Select an event day to copy.

Create Eventday



# Add the desired positions to the event day.

Organizer Dashboard Coordinator Dashboard Volunteer Dashboard

Dashboard / Maryland HT

## Maryland HT

November 30th, 2017 to November

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

Sunday - November 30th, 2017 +

### Sunday

November 30th, 2017

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

## New position

**Type \*** Competitor / Volunteer Dinner Set Up

[Position names and descriptions.](#)

**Spots**

**Period \*** All Day

**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



# 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 ✓
fara	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 ✓
Jerry	XC Jump Judge	AM	08:37	Select...	7:20 AM	3:58 PM	08:37 ✓
Lynne	XC Jump Judge	AM	08:30	Select...	7:00 AM	3:30 PM	08:30 ✓

Click here to switch days.



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

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

[Add Position](#) | [Edit Event Day](#) | [Delete Event Day](#)

Hospitality Helper	AM	1	1
Hospitality Helper	PM	1	1
Hospitality Steward	All Day	1	0
SJ In Gate	Mid AM to Early PM	2	0
SJ Jump Crew	Mid AM to Early PM	2	1
SJ Steward	Mid AM to Early PM	1	0
SJ Warm Up	Mid AM to Early PM	0	1
SJ Warm Up	Mid AM to Early PM	1	0
XC Finish Timer	AM	0	1
XC Finish Timer	PM	0	1

Click on a position name to manage volunteers.



# Manage your volunteers from the position page.

## 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 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
<a>+</a> Gail	@hotmail.com	94	Confirmed Confirmed Confirmed Confirmed
<a>+</a> Neave	@gmail.com	11	02:55
<a>+</a> Christopher	@gmail.com	19	Checked-In Approved Approved Checked-In
<a>+</a> Tara	@bellsouth.net	7	Checked-In
<a>+</a> Bridget	@gmail.com	30	06:05
<a>+</a> Linda	@bellsouth.net	59	Confirmed 11:31 04:55
<a>+</a> Michelle	@comcast.net	57	05:30
<a>+</a> Jerry	@centurylink.net	31	08:37 08:38
<a>+</a> Lynne	@gmail.com	12	08:30 04:30
<a>+</a> Melissa	@gmail.com	36	06:32
<a>+</a> Alyssa	@yahoo.com	4	Confirmed Confirmed
<a>+</a> Tracey	@gmail.com	02	08:23 08:08

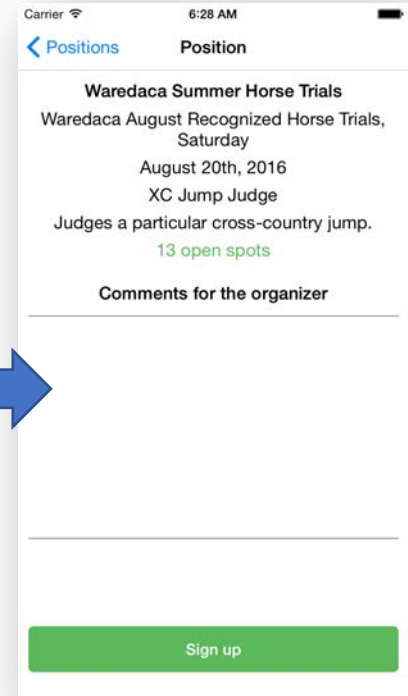
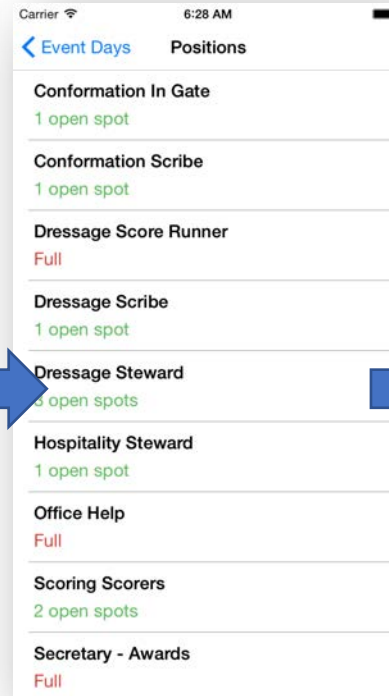
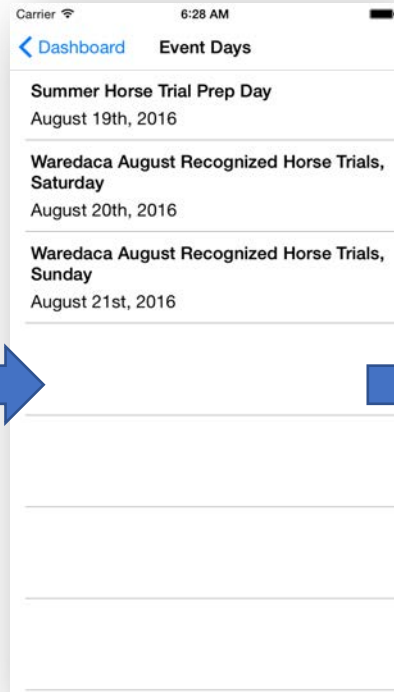
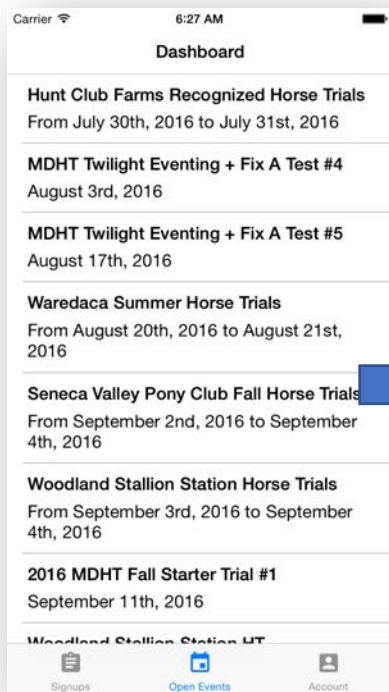
Click the + sign to show more information.



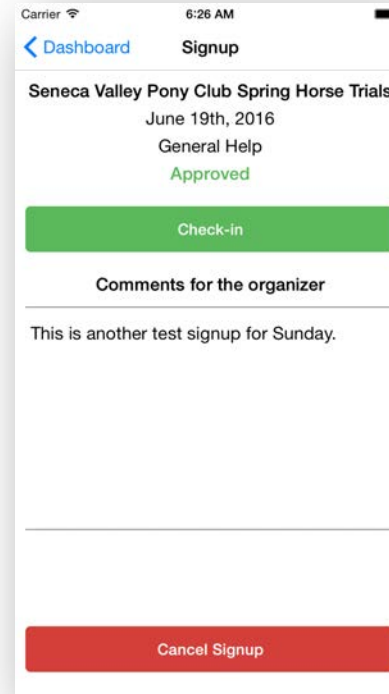
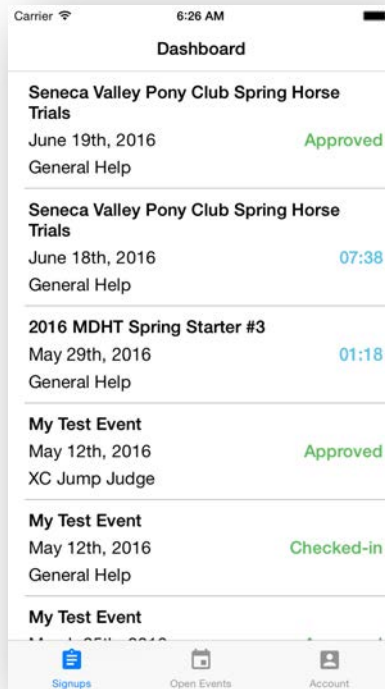
# Eventing Volunteers App



# Sign up for an event

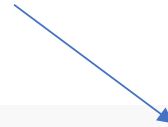


# Check-in at an event



# Contact Us

Contact us through our support portal.



The banner includes the USEA logo (a horse and rider silhouette) and the text 'VIP' with three stars. The main title 'USEA Volunteer Incentive Program' is displayed in large white letters on a dark blue background. Below the title, it says 'Presented by Sunsprite Warmbloods'. At the bottom, there are three buttons: 'I'm a volunteer', 'I'm a coordinator', and 'I'm an organizer'.