

<https://volunteers.tryon2018.com/>



FEI WORLD
EQUESTRIAN GAMES™

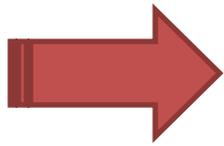
Step-by-Step

VOLUNTEER'S DASHBOARD

V3.0 APR 2018

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<https://volunteers.tryon2018.com/>



The Basic Concept

Here's how it works:

1. Every **Event** (such as “Dressage”) has **Positions** (such as “Scribe for 3PM-9PM on “Day #1”) associated with it.
2. You **Volunteer** for a **Position**.
3. Everyone needs to follow these steps.

1. You login to your “Dashboard”

See (1)

If you haven't **Registered**, you need to do that **first**.

Your “Dashboard” is a “one-stop” area where you volunteer for positions and maintain your own schedule.

2. Your Dashboard shows each of the Positions you have volunteered to work.

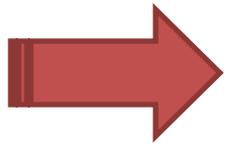
See (3)

3. You can communicate with your Team or Discipline Manager, and keep up with your Positions from your Dashboard.

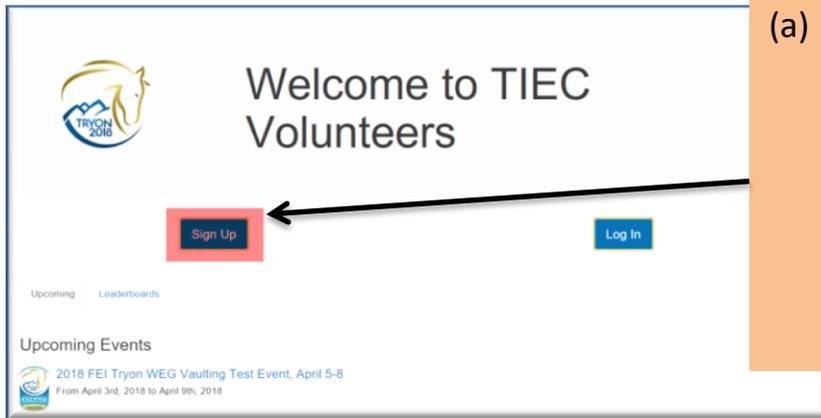
See (5)

4. That's it.

(1) How-to Register. (page 1 of 3)



<https://volunteers.tryon2018.com/>



(a) **Everyone** must “Register” and create a “Profile” before using the Volunteer system. If you have not yet “registered” on the “new system (this one), click the “**Set Up**” button. This is where you create your “**Profile**”. You create your Profile only once.

(b) Complete the form that pops up. Put in your email address and make up a password. It’s a **long form** – so complete everything ... including your uniform sizing info. When **everything** is filled in press “**Sign Up**”.

(c) You will immediately receive an email asking you to “confirm” your email address. Once that is done, you are **ready to use the system**.

(1) How-to Register. (page 2 of 3)

Edit volunteer profile

Profile **Questionnaires**

All profile information contained in this application is confidential. Your profile picture, if uploaded can be made visible to other volunteers.

First name *

Last name *

Age *

All Volunteers must be 18 years or older at time of application

I possess a valid U.S. Drivers License

Contact information

Phone *

All Volunteers are required to have a mobile phone number

Primary residence, mailing address *

City *

Complete **all the forms** that pop up. It's quite long, so **complete everything**. There are items of a personal nature (including your passport and drivers license) which is **necessary** for FEI Credentialing. This information is encrypted and is unavailable to **anyone** except those officials who must valid it.

Vetting Questions

The following questionnaire will be used to determine the best volunteer position for you. It is targeted toward the volunteer that is supporting the World Equestrian Games Test Events this spring and actual event this fall. If you are not interested in volunteering for WEG related events, please disregard those questions.

1 What dates are you available to volunteer for the 2018 World Equestrian Games? Please select all days that apply.

Monday, September 3rd, 2018

Tuesday, September 4th, 2018

Wednesday, September 5th, 2018

Thursday, September 6th, 2018

Friday, September 7th, 2018

Saturday, September 8th, 2018

Sunday, September 9th, 2018

Monday, September 10th, 2018

Tuesday, September 11th, 2018

Wednesday, September 12th, 2018

Thursday, September 13th, 2018

Friday, September 14th, 2018

Saturday, September 15th, 2018

Next, fill in the **Vetting Questions** to help determine where you can best help. When finished press **“Submit”**.

Uniform Package

The Uniform package is only for volunteers that are supporting the World Equestrian Games, September 11 - 23. If you are not volunteering for the WEG, then you do not need to purchase a uniform.

Take a look at the sizing chart from the uniform manufacturer below. Scroll down to the questionnaire and provide us with your clothing sizes. WEG Volunteers must purchase a uniform package for \$35. This package includes, at the minimum: a hat, a pon, and a number of shirts reflective on the number of consecutive days scheduled to volunteer. Volunteers are expected to wash and wear shirts multiple times.

Women Size Chart - Jackets, Shirts & Tops

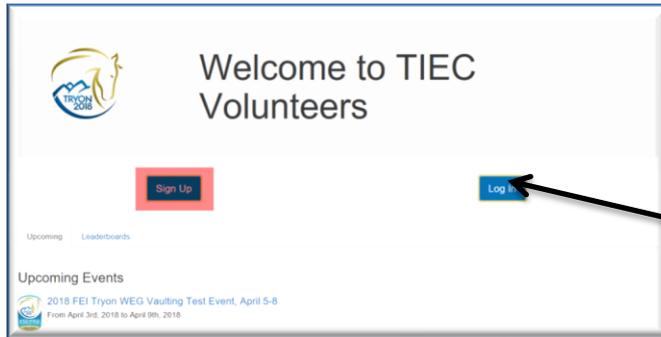
ORDER SIZE	XXS	XS	S	M	L	XL	XXL
UK	6	8	10	12	14	16	18
EUROPEAN	34	36	38	40	42	44	46
USA	2	4	6	8	10	12	14
BUST (INCHES)	32 1/2	33	35	37	39	41	43
BUST (CM)	76-80	81-85	86-90	91-95	96-100	101-105	106-110
WAIST (CM)	61-65	66-70	71-75	76-80	81-85	86-90	91-95
HIP (CM)	83-87	88-92	93-97	98-102	103-108	109-113	114-118

Unisex Size Chart - Jackets, Shirts & Tops

ORDER SIZE	XXS	XS	S	M	L	XL	XXL
UK	6	8	10	12	14	16	18
EUROPEAN	34	36	38	40	42	44	46
USA	2	4	6	8	10	12	14
BUST (INCHES)	32 1/2	33	35	37	39	41	43
BUST (CM)	76-80	81-85	86-90	91-95	96-100	101-105	106-110
WAIST (CM)	61-65	66-70	71-75	76-80	81-85	86-90	91-95
HIP (CM)	83-87	88-92	93-97	98-102	103-108	109-113	114-118

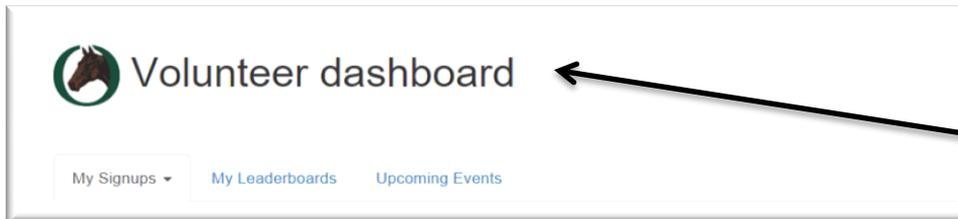
Lastly, fill in the **Uniform Package**. Everyone volunteering will wear the same uniform. Everyone must have a uniform.

(1) How-to Register. (page 3 of 3)



(d) You will immediately receive an email asking you to “confirm” your email address. Once that is done, you are **ready to use the system.**

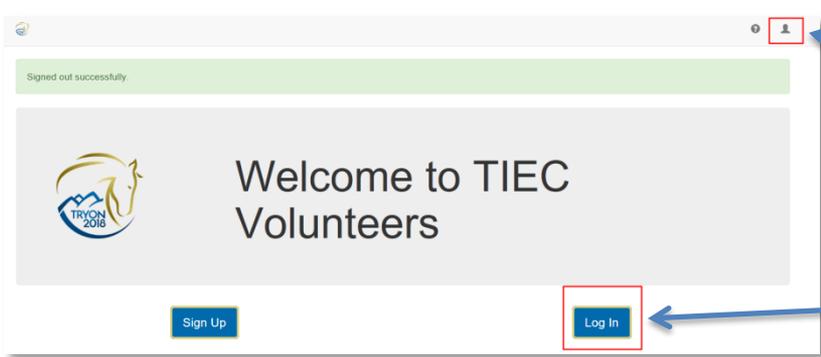
(e) **After** confirming your email, go back into the system at (<https://volunteers.tryon2108.com>) and **Log In** at the Welcome screen.



(f) After filling out your Profile, you are taken to your **Volunteer Dashboard.** This is where all the Events and Venues are listed and this is where you determine where and when you want to volunteer.

(g) When you return again to your “Dashboard”, you will need to “**Log In**” (next section).

(2) Your Welcome screen

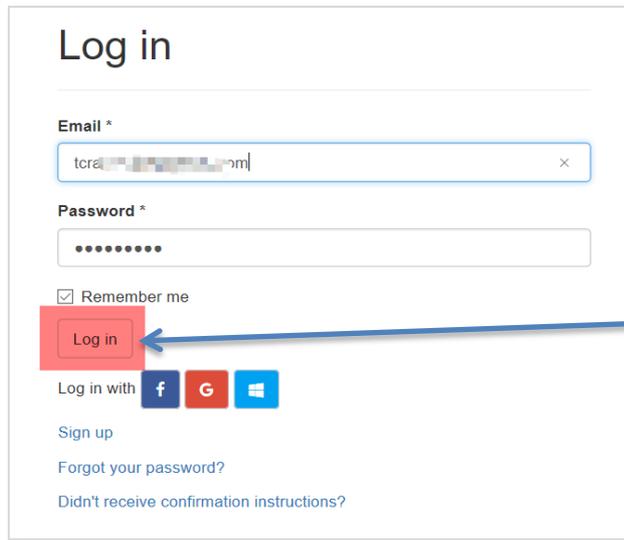


The screenshot shows a web browser window displaying the 'Welcome to TIEC Volunteers' page. At the top, a green banner reads 'Signed out successfully'. Below this is the TIEC logo and the text 'Welcome to TIEC Volunteers'. At the bottom, there are two buttons: 'Sign Up' and 'Log In'. The 'Log In' button is highlighted with a red box. A blue arrow points from an orange callout box to the user icon in the browser's top right corner. Another blue arrow points from a second orange callout box to the 'Log In' button.

You are not yet logged in
(**your name** will be displayed when you are logged in.)

Click here to “**Log in**”

(2) Login screen



The screenshot shows the 'Log in' form. It includes an 'Email *' field with the text 'tera...@...com', a 'Password *' field with masked characters, and a 'Remember me' checkbox which is checked. A red box highlights the 'Log in' button. A blue arrow points from an orange callout box to this button. Below the form are social media login options for Facebook, Google, and Windows, along with links for 'Sign up', 'Forgot your password?', and 'Didn't receive confirmation instructions?'.

Enter your login information
(your email + your password)
then press “**Login in**”.

(3) Your Volunteer Dashboard

This is **your personal area**.
You do everything from here including
volunteering, maintain your schedule and
update your Profile.

(a) You will see a list of every Event that
is open for Volunteers listed on this
page.

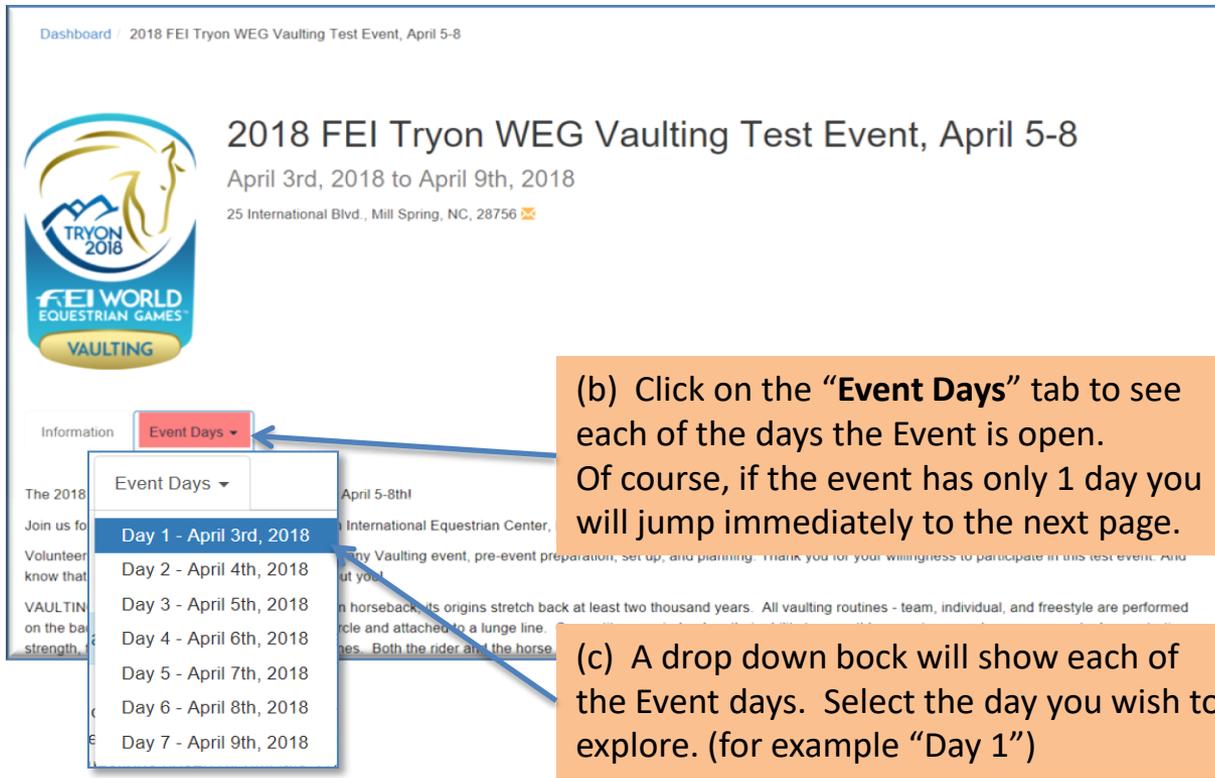
This is your personal
menu (click on it)

The image shows a screenshot of the TIEC Volunteers dashboard. At the top left is the Tryon 2016 logo. The main heading reads "Welcome to TIEC Volunteers". Below this are tabs for "Upcoming" and "Leaderboards". The "Upcoming Events" section lists the "2018 FEI Tryon WEG Vaulting Test Event, April 5-8" from April 3rd to April 9th, 2018. A callout box on the right highlights a user menu for "Craig" with options: Profile, Mailbox, Logos, Information Pages, Groups & Roles, Questionnaires, Notifications, Account, and Logout. A second callout box at the bottom points to a zoomed-in view of the event page, which includes the event title, dates, location (25 International Blvd., Mill Spring, NC, 28756), and detailed information about the vaulting event, including a "Prior to the Event, Please" section with instructions for volunteers.

(b) Select (simply click on) an **Event** for
which you want to volunteer and that
Event will immediately pop up.

(4) Selecting your “Event” and “Date”

(a) After clicking on an Event, you will be given the Event screen. This describes the Event.



The screenshot shows the event page for the 2018 FEI Tryon WEG Vaulting Test Event, April 5-8. The page includes the event logo, title, dates (April 3rd to 9th, 2018), and location (25 International Blvd., Mill Spring, NC, 28756). A navigation bar at the bottom has tabs for 'Information' and 'Event Days'. A dropdown menu is open under 'Event Days', listing seven days from April 3rd to 9th, 2018. Two blue arrows point from text boxes to the 'Event Days' tab and the first dropdown option.

(b) Click on the “**Event Days**” tab to see each of the days the Event is open. Of course, if the event has only 1 day you will jump immediately to the next page.

(c) A drop down box will show each of the Event days. Select the day you wish to explore. (for example “Day 1”)

(3) Selecting your new volunteer “Position”

(a) You will now see every Position for that Event for that Day.

The “Shift” (time slot) for each Position is listed. The requirements for each Position are listed.

This line shows how many volunteers are needed. Red shows how many have already volunteered.

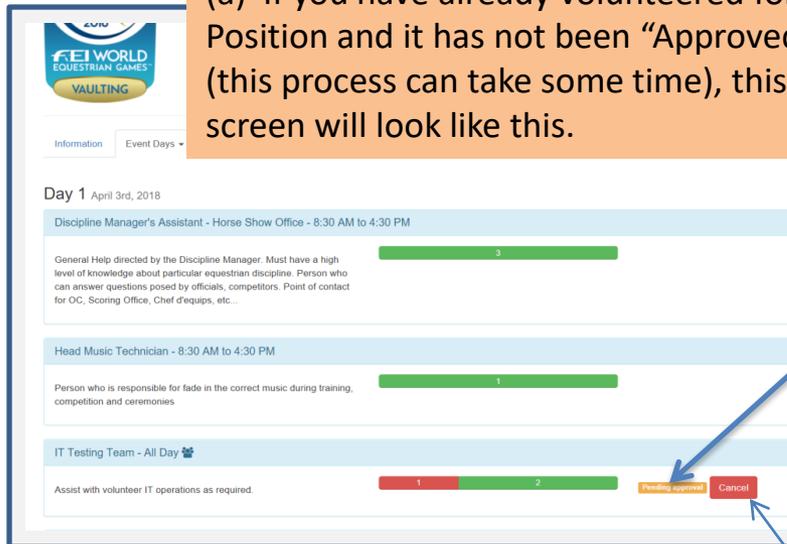
(a) If the Position is still OPEN, you can click on the “Sign Up” button next to the Position. Make sure you meet the requirements.

(b) You will be shown a “sign-up” box where you can made any comments to your Team Manager. Click the “Sign Up” button.

You will receive a thank you confirmation.

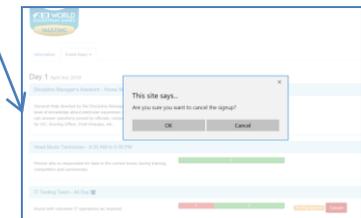
(4) Status of a “Position” you have already volunteered for.

(a) If you have already volunteered for a Position and it has not been “Approved” (this process can take some time), this screen will look like this.



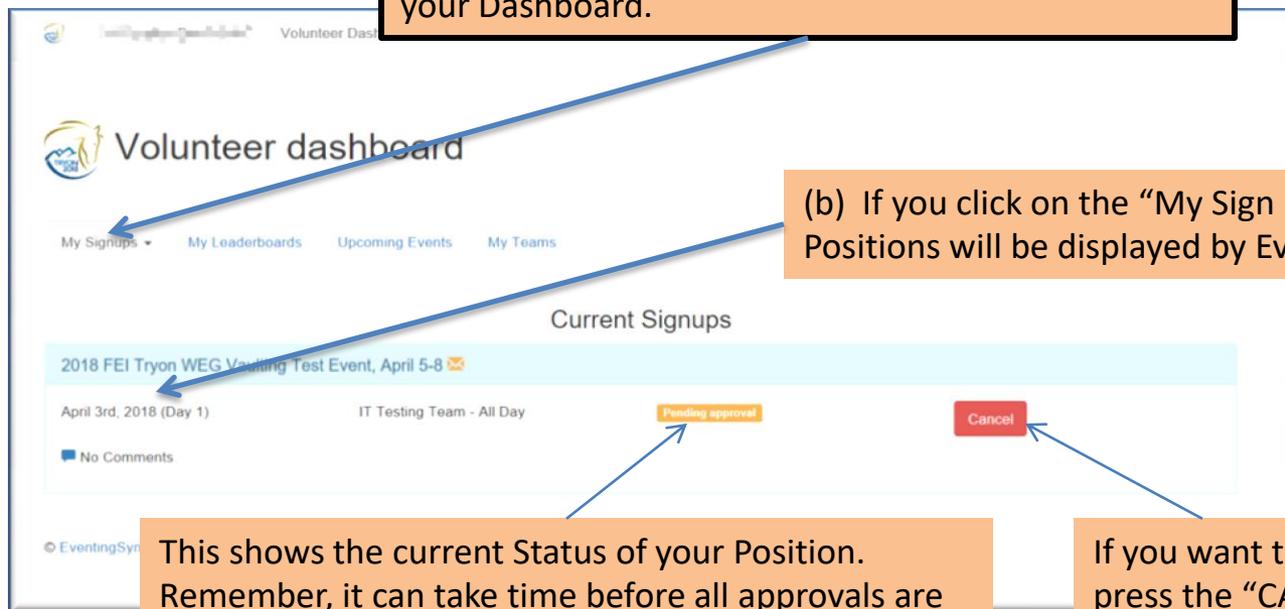
The screen will show that you are “Waiting Approval” with a “CANCEL” button.

If you want to “un”-volunteer for this Position, simply press the CANCEL button. You will be asked to confirm.



(5) Keeping up with your Positions

(a) Once you have signed up for at least one Position, you will have a new **“My Sign Ups”** tab on your Dashboard.

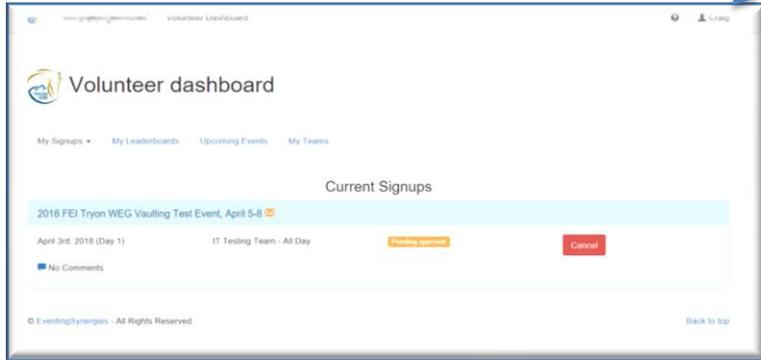


(b) If you click on the **“My Sign Ups”** tab, all of your Positions will be displayed by Event and Date.

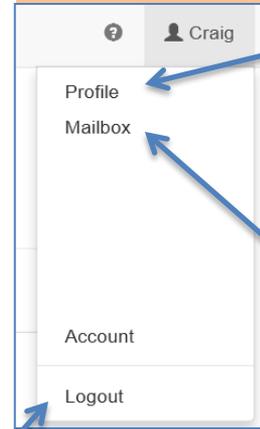
This shows the current Status of your Position. Remember, it can take time before all approvals are completed.

If you want to **“Cancel”** your Position, press the **“CANCEL”** button. You will be asked to confirm.

(5) Your personal Menu

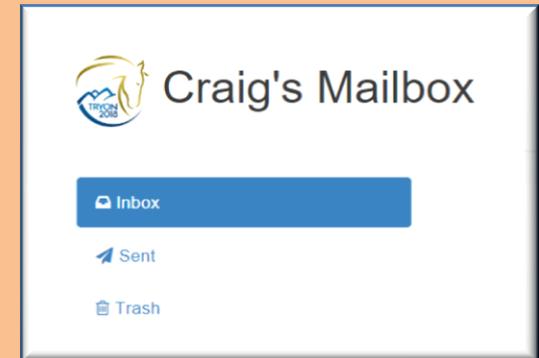


(a) Click on your name and your personal menu drops down.



Change your personal Profile here

Mailbox here



Log Off by clicking here

Here is where you keep in contact with your Team Manager.

Each Position may have a different Manager, so you will want to check this often.