Equestrian Queensland

Volunteer

Induction / Education Day

Welcome

Sign Up

- Welcome & Introduction
- Planning made easy
- Create a SignUp
- Manage your SignUp
- General recommendations
- Questions

Planning Made Easy

SignUp.com
Formerly VolunteerSpot

Planning Made Easy!

Timeline

- Create a plan of jobs required, start/finish/break times once rough draw/schedule established
- Create sign up
- Release Draw and Sign up preferably 1 week minimum from event
- Close Sign up with minimum 2 days before event
- Fill remaining jobs in last 2 days
- Send reminders day before

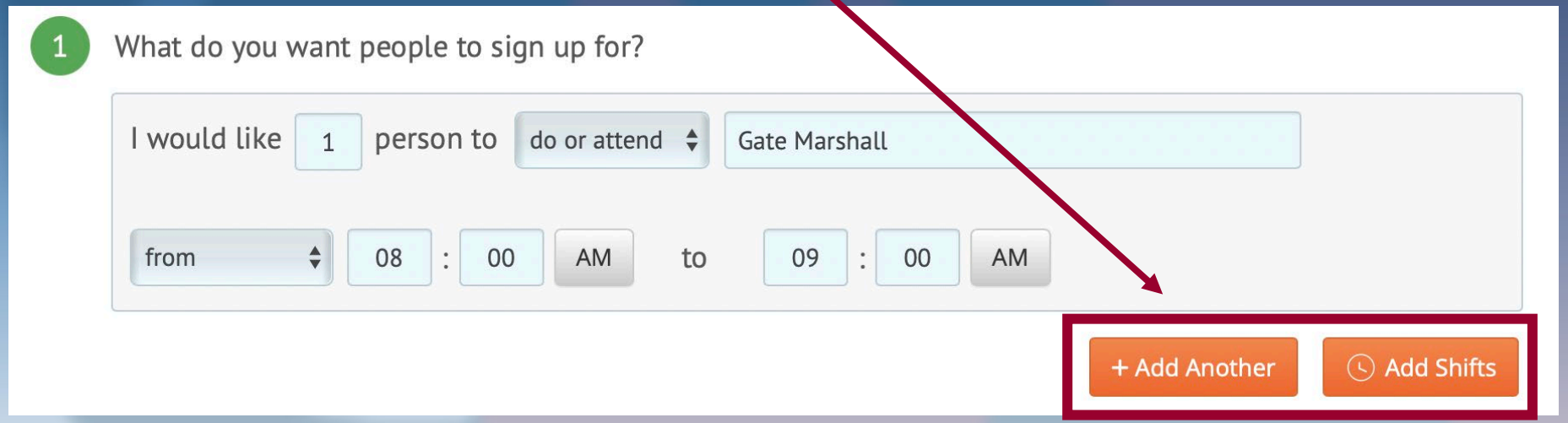
qld.equestrian.org.au/get-involved/volunteer

Create a SignUp: Register & Details

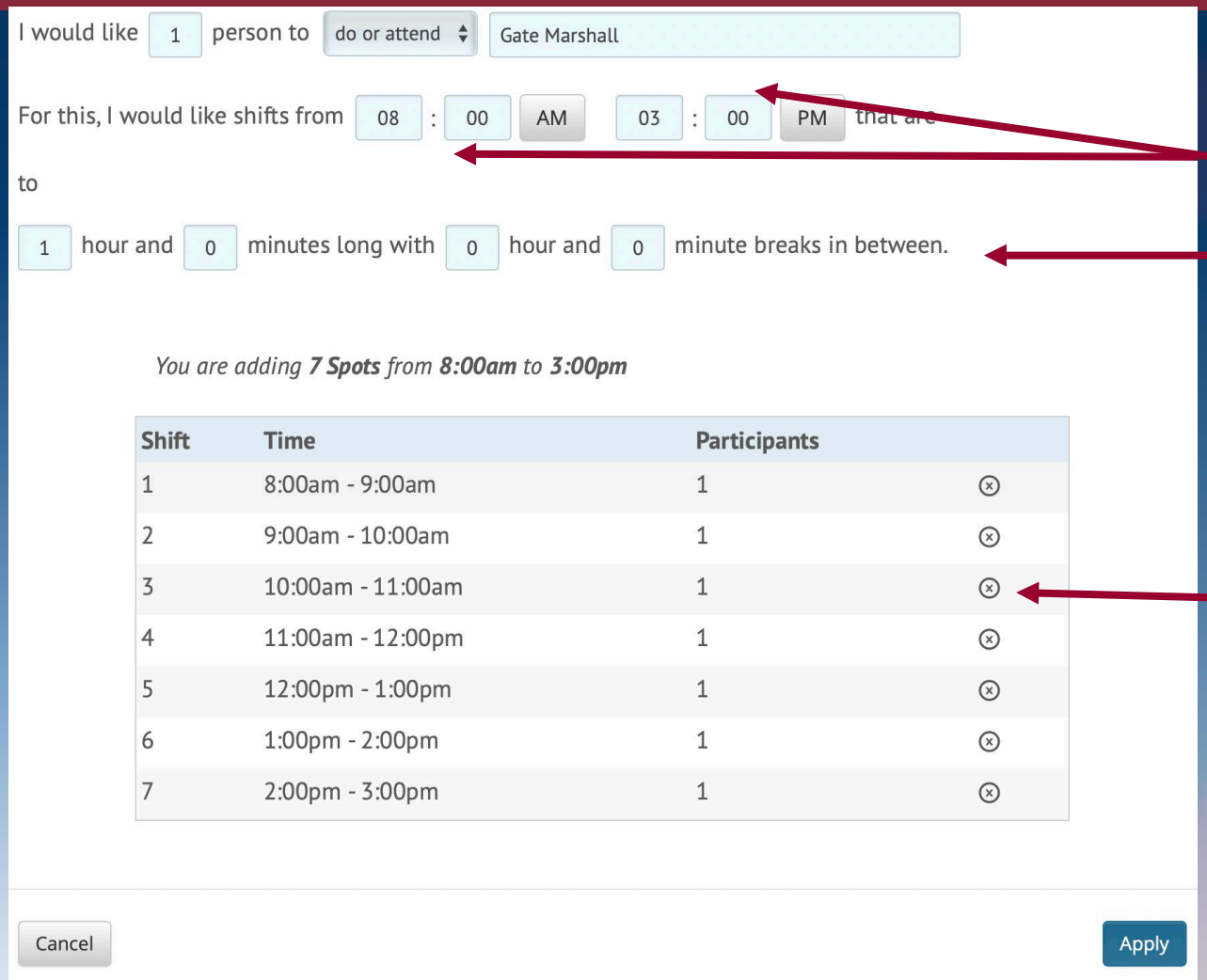
- Register/login
- Create new sign up (or to edit/copy existing sign up click organize -> My Signups)
- Fill in the signup details
  - Sign up Kind: single or multiple days
  - Category: sports (adult or kids depending on the event)
  - Welcome message: include general instructions if required e.g. how many spots required
  - Organizer Info: volunteers will be sent reminders on your behalf so will have access to email
  - Participant Info: Name, Email, Phone no. is helpful on the day!
  - Custom Question (recommended): Rider Name

Create a SignUp: Add Spots

- Click ‘Create new spot’
- Complete sections ‘1’, ‘2’ and ‘3’
- If the Job is repeated throughout the day click ‘add shifts’ or to add different jobs click ‘add another’

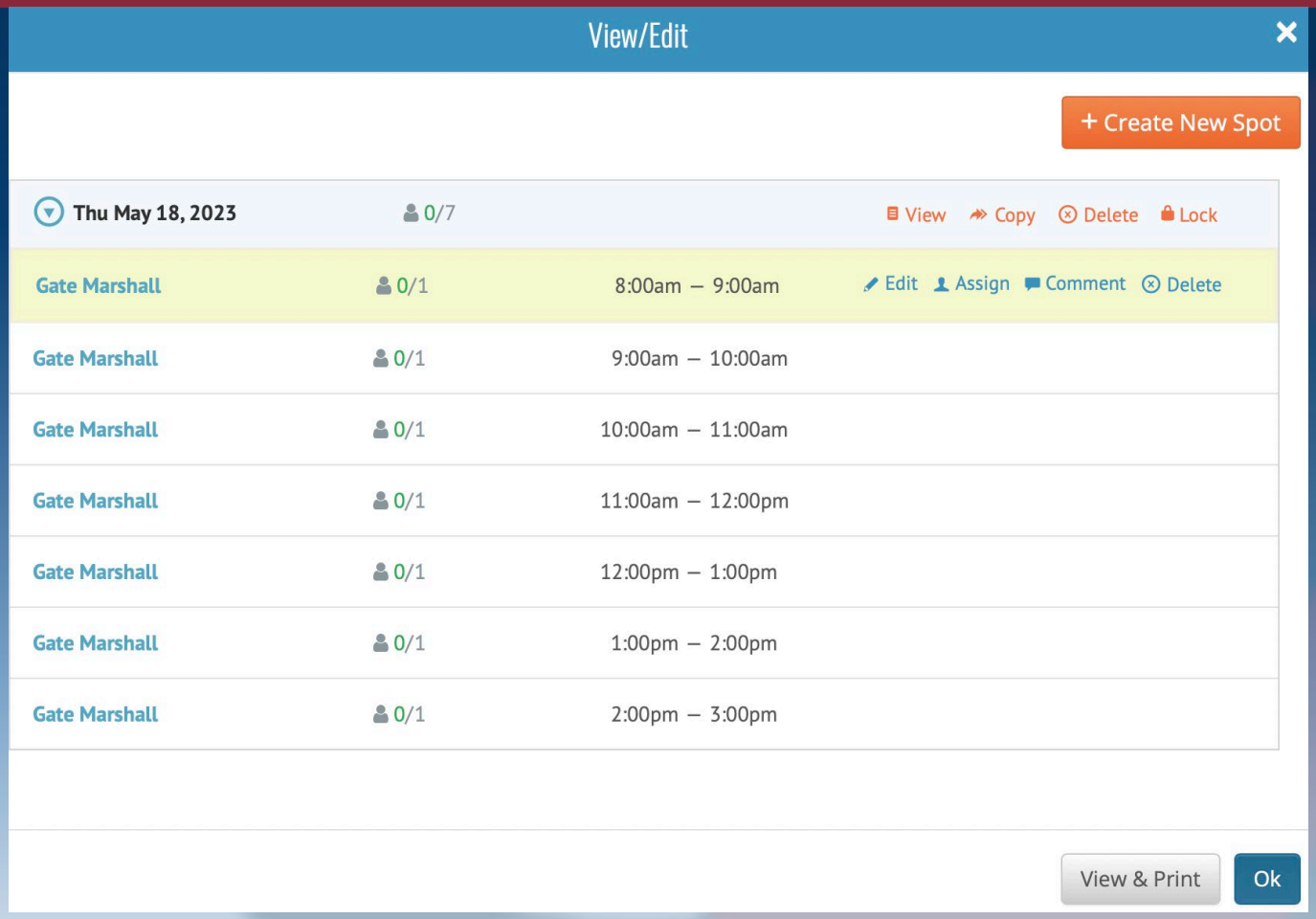


Create a SignUp: Adding shifts



- Change start and finish time for day
- Change Job shift duration
- Can add breaks here or Edit shifts after applying if breaks aren't consistent throughout day
- Can remove a shift e.g. break occurs at 11 to 12 so job not required

Create a Signup: View/Edit



- Copy: copies entire day of jobs to another day
- Lock: locks entire day
- Edit: change details
- Assign: Assign to entrants

Create a sign up: Reports and Check in

- **Report Tab**
  - Signup/Check in Sheet
  - Or, export and create own sign up sheet
  - Tip: include phone number of participant on checklist
- **Online Check in/Physical check**
  - Signup offer online check in for $34.95/month (convenience for volunteers but harder to manage)
  - Physical check in ensures person is at venue and by setting check in 15 mins prior allows job to be filled for no shows

qld.equestrian.org.au/get-involved/volunteer

Managing your SignUp

General Recommendations

- Offer refreshments, especially for long shifts
- Appreciation and thank you letters
- Make ‘reserve’ helper jobs if volunteer numbers allow
- Check in 15 mins prior to start time
- Regular shift changes not always suitable, longer shifts for pencillers
- Tablet familiarisation
- Rails, MT/Lunch runners easy job for kids

qld.equestrian.org.au/get-involved/volunteer

Dressage/Showhorse Recommendations

- Pencillers/writers
- MT/Lunch/AT runners for Judges
- Gate Marshall
- Test collectors (if tablets not used)
- Ring set up/pack up

qld.equestrian.org.au/get-involved/volunteer

Jumping Recommendations

- Pencillers
- MT/Lunch/AT runners for Judges
- Gate Marshall
- Warm up Gate Marshall
- Sheet runners (if tablets not used)
- Rail stewards
- Ring set up/pack up/course change

qld.equestrian.org.au/get-involved/volunteer

Cross Country Recommendations

- Jump Steward, 2 for difficult fences e.g. water Jump
- Sheet collectors (in car/vehicle)
- Controllers
- Warm up Marshall
- Stewards
- Start/Finish

qld.equestrian.org.au/get-involved/volunteer

Questions?

qld.equestrian.org.au/get-involved/volunteer

EQUINESQUE

QUEENSLAND OFF THE TRACK

QSEC

PARK RIDGE ACTIVE RIDING GROUP

QUEENSLAND GOVERNMENT
Department of Agriculture and Fisheries

CPRGROUP
connelly project resources

NOMINATE

SignUp.com

ABC FIRST AID
ADAPT

EVENTING QUEENSLAND

JUMPING QUEENSLAND

DRESSAGE QUEENSLAND

qld.equestrian.org.au/get-involved/volunteer

Equestrian Queensland

Volunteer

Induction / Education Day

EQUESTRIAN
QUEENSLAND

Thank you