

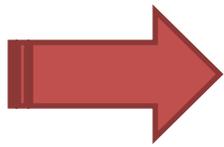


*Step-by-Step*  
**TIEC VOLUNTEER PORTAL**

V5.0 FEB 2019

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

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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)

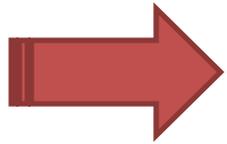
### 3. You can communicate with your Team or Discipline Manager, and keep up with your Positions from your Dashboard.

See (5)

### 4. That's it.

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

**Step #1. You must create your "Profile".**



<https://volunteers.tryon.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 "**Sign 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. Then press "**Sign Up**".

**(c)** You will immediately receive an email asking you to "confirm" your email address. Click on the "confirm" link in the email.

**Sign up**

Sign up to start the process of becoming a volunteer at Tryon International Equestrian Center.

**Sign up**

Sign up with

**Sign up**

Email \*

Password \*

8 characters minimum.

Password confirmation

**Sign up**

Log in

Sign up with [TIEC Volunteers and 11 more pages - Microsoft Edge](#)

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

**TRYON**

Mail - Please confirm your eMail to activate your account [3/18/20] 1 of 155

no-reply@volunteers.tryon018.com 8:58 AM (D...)

**TIEC Volunteers**

**Welcome to TIEC Volunteers!**

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

You can confirm your account email through the link below:

[Confirm your email](#)

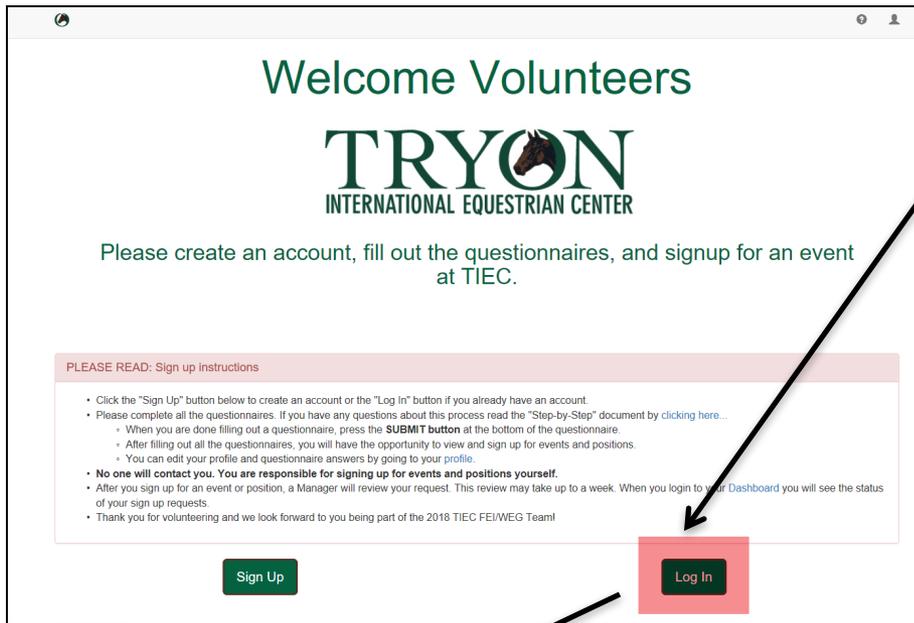
**Sign up**

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

- Highlight and copy the link below.
- Open your preferred email client and paste the link into the address bar.
- Please enter to navigate to the link.

Signing in will give you more information about Single Learn more

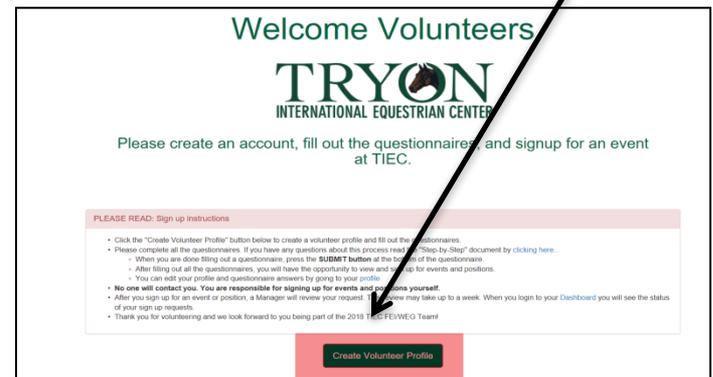
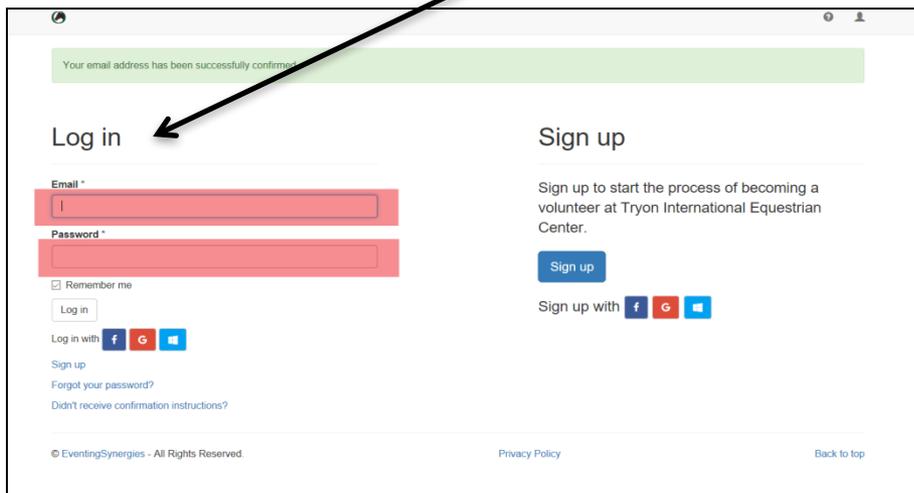
## (1) How-to Register. (page 2 of 3)



(e) After you “confirm” your email you will be taken to a login screen. You can always get to your login screen at <https://volunteers.tryon.com>.

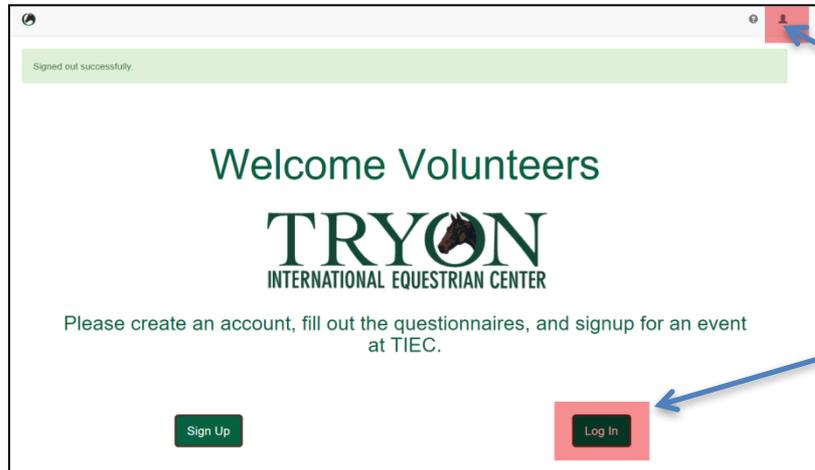
Always **Log In** using your login name and password you just created.

(f) After logging in correctly, you will be asked to **complete creating your Profile**. (see Page 3 of 3). Click here.



## (2) Your Welcome screen

You can now **Log In** at (<https://volunteers.tryon.com>) and begin to use your Volunteer System.



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

Click here to “Log in”

## (2) Login screen

Enter your login information  
(your email + your password)  
then press “**Log 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)

**Volunteer dashboard**

Upcoming Events | My Signups | My Rankings

**2018 FEI WEG Events**

- Accreditation Group  
From August 2nd, 2018 to September 23rd, 2018
- FEI World Equestrian Games™ Tryon 2018 Veterinary Services  
From September 1st, 2018 to September 25th, 2018

(b) **To volunteer:** Select (simply click on) **Upcoming Event**. You will go to a description of how to volunteer and a listing of possible venues and committees. Read this over. Decide where you would like to serve.

**FEI World Equestrian Games Tryon 2018 Volunteer Signup!**  
September 3rd, 2018 to September 23rd, 2018  
25 International Blvd., Mill Spring, NC, 28756

**ALL VOLUNTEERS MUST BE RESPONSIBLE FOR HOUSING & TRANSPORTATION**

**ALL VOLUNTEERS MUST SPEAK FLUENT ENGLISH**

**ALL VOLUNTEERS MUST HAVE A SMART PHONE**

- Any special needs / requests, etc. please use the comments field to convey these - we will do our best to accommodate
- Dress appropriately - Purchase the official WEG uniform (shorts, polo shirt, no cargo) or slacks, comfortable, closed-toe shoes that are stable to walk on uneven terrain
- Check in (not at Volunteer Parking upon arrival - Sandy Plains Road). You will receive a parking pass closer to the event.
- What do YOU get out of this? A swing bag, great snacks, a meal per shift, the best seats in the event, meet new friends, and the opportunity to learn about the sport from the experts
- Every job is a little different, but in general, plan on being in the sun most of the day and dress for the weather. It is always best to dress in layers. Some items you might want to consider bringing/wearing - a chair, sunscreen, chap stick, hat, closed toe shoes.
- Please feel free to forward this website to anyone you feel might want to come out and help. And on behalf of our Volunteer Coordinator and Event Organizers, THANK YOU!

**FEI WEG Tryon 2018 Discipline Managers**

Dressage / Para Dressage	Thomas Esau	tesau@tryonweg.com
Eventing	Shelley Page	spage@tryonweg.com
Driving	Ellen Eckinger	eckinger@tryonweg.com
Endurance	Jan Stevens	jstevens@tryonweg.com
Jumping	Kathleen Ray	kray@tryonweg.com
Reining	Cheryl Cady	ccady@tryonweg.com
Veterinary Services	Aime Baskett	abaskett@tryonweg.com

	Met	Bunch	
Kathryn's Paddock	Carryn	Talley	
	Fred	Bailey	fbailey@tryonweg.com
	Nancy	Bailey	
Expo Vendors	Kathryn	Freeman	
	Sue	Leslie	
Expo Demonstrations	Dawn	Mason	

#### (4) Selecting your “Event” and “Date”

- (a) After clicking on an Event, you will need to select the day(s) you want to serve.
- (b) Click on **Event Days**, and select a day from the drop-down list. You can select as many days as you like, one after the other.
- (c) You volunteer for one **Event** and one **day** at a time.

FEI WORLD EQUESTRIAN GAMES

## FEI World Equestrian Games Tryon Sign-up!

September 3rd, 2018 to September 23rd, 2018  
25 International Blvd., Mill Spring, NC, 28756

Information **Event Days**

- Pre Competition, Monday - September 3rd, 2018
- Pre Competition, Tuesday - September 4th, 2018
- Pre Competition, Wednesday - September 5th, 2018
- Pre Competition, Thursday - September 6th, 2018
- Pre Competition, Friday - September 7th, 2018
- Pre Competition, Saturday - September 8th, 2018
- Pre Competition, Sunday - September 9th, 2018
- Pre Competition, Monday - September 10th, 2018
- Opening Day, Tuesday - September 11th, 2018
- Competition Day, Wednesday - September 12th, 2018
- Competition Day, Thursday - September 13th, 2018
- Competition Day, Friday - September 14th, 2018
- Competition Day, Saturday - September 15th, 2018
- Competition Day, Sunday - September 16th, 2018
- Reset Day, Monday - September 17th, 2018
- Competition Day, Tuesday - September 18th, 2018
- Competition Day, Wednesday - September 19th, 2018
- Competition Day, Thursday - September 20th, 2018
- Competition Day, Friday - September 21st, 2018
- Competition Day, Saturday - September 22nd, 2018
- Competition Day, Sunday - September 23rd, 2018

**Tryon 2018 WEG is September 11 - 23!**  
Equestrian Center, located at 25 International Blvd., Mill Spring, NC 28756.  
event preparation, set up and planning. Thank you for your willingness to participate in this historic event.

LINE COMMITTEE AND ONE OPERATIONS COMMITTEE. COMMITTEES ARE OUTLINED AT THE BOTTOM OF THE PAGE. YOU AND SIGNUP FOR ALL DAYS AVAILABLE.

**ATTENTION**

ese - we will do our best to accommodate.  
orts (no cargos) or skirts, comfortable, closed-toe shoes that are stable to walk on uneven terrain.  
receive a parking pass closer to the event.  
best seats in the event, meet new friends, and the opportunity to learn about the sport from the experts.  
day and dress for the weather. It is always best to dress in layers. Some items you might want to bring.

Please feel free to forward this weblink to anyone you feel might want to come out and help. And on behalf of our Volunteer Coordinator and Event Organizers, THANK YOU!

## (5) Selecting your new volunteer “Position”

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

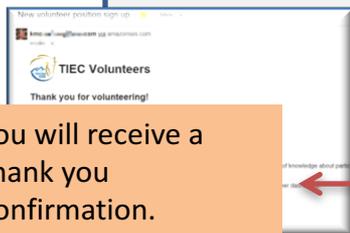
Position	Period	Information	Status	Action
<b>Check In/ Accreditation</b>				
Volunteer Lead - Check In Sandy Plains Office	12:30 PM to 6:30 PM		2	Sign up
Volunteer Lead - Check In Sandy Plains Office	6:00 PM to 9:00 PM		1	Sign up
<b>EXPO - Vendors</b>				
Vendor Marshal	3:00 PM to 6:00 PM		15	Sign up
Vendor Marshal Vendor Row	9:30 AM to 3:30 PM		15	Sign up
<b>Information</b>				
Airport Liason Asheville Airport	All Day		1	Sign up
Airport Liason Charlotte Airport	All Day		1	Sign up
Airport Liason Greenville Spartanburg Airport and Spartanburg Memorial Airport	All Day		1	Sign up
Airport Liason Rutherford and Shelby Airports	All Day		1	Sign up
Information Booth Attendant Covered Arena	7:00 AM to 1:00 PM		3	Sign up
Information Booth Attendant Covered Arena	12:30 PM to 6:30 PM		3	Sign up
<b>Operations</b>				
Airport Liason Asheville Airport	All Day		1	Sign up

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. If the position is all red, it is completely filled.

(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.

IT Testing Team (All Day)  
Assist with volunteer IT operations as required.

Add comments for the organizer

Close Sign up

## (6) 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.

Volunteer Dashboard

Dashboard - 2018 FEI Tryon World Equestrian Games

2018 FEI Tryon World Equestrian Games  
September 3rd, 2018 to September 23rd, 2018  
25 International Blvd., Mill Spring, NC, 28756

Event Days ▾

Pre Competition, Monday September 3rd, 2018

Position	Period	Information	Status	Action
<b>Check In/ Accreditation</b>				
Volunteer Lead - Check In Sandy Plains Office	12:30 PM to 6:30 PM	ⓘ	2	Sign up
Volunteer Lead - Check In Sandy Plains Office	6:00 PM to 9:00 PM	ⓘ	1	Sign up
<b>EXPO - Vendors</b>				
Vendor Marshall	3:00 PM to 8:00 PM	ⓘ	15	Sign up
Vendor Marshall Vendor Row	9:30 AM to 3:30 PM	ⓘ	15	Sign up

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

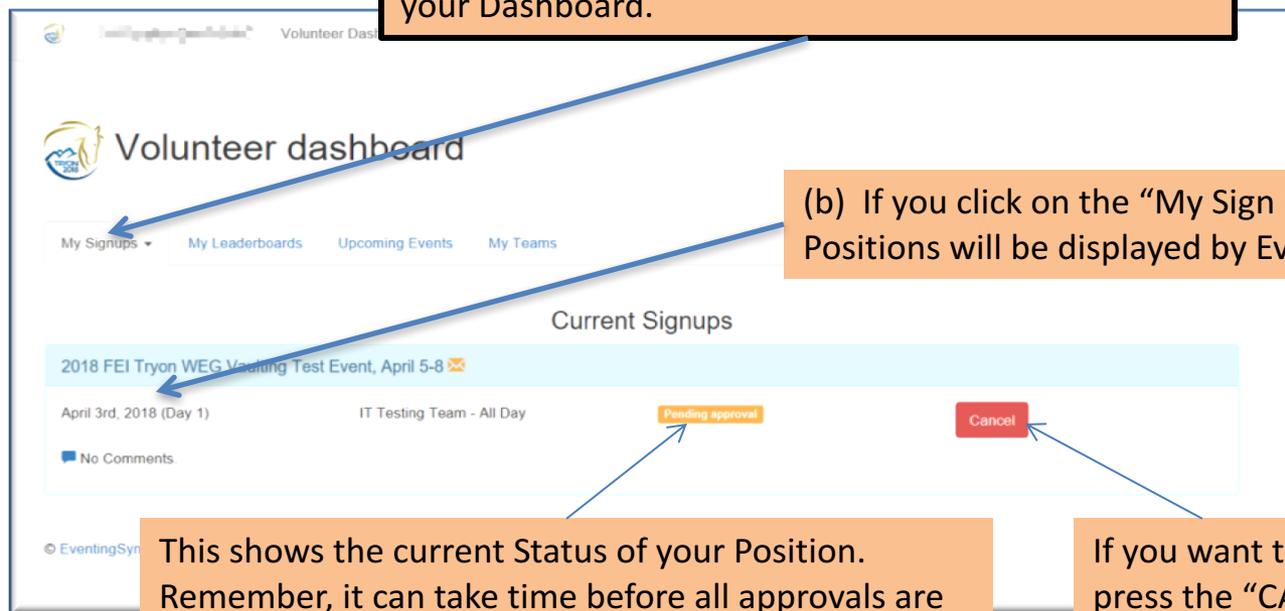
If you want to “un”-volunteer for this Position, simply press the CANCEL button. You will be asked to confirm.

**PLEASE:** Do not volunteer for more than 1 volunteer position on any given shift and day.

This site says...  
Are you sure you want to cancel the sign up?  
OK Cancel

## (7) 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.

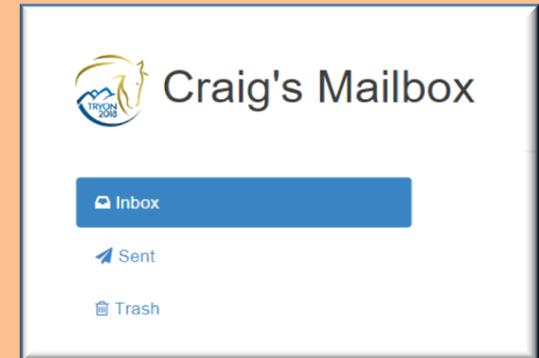
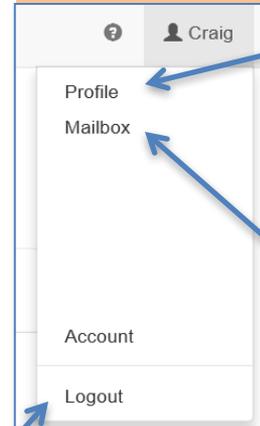
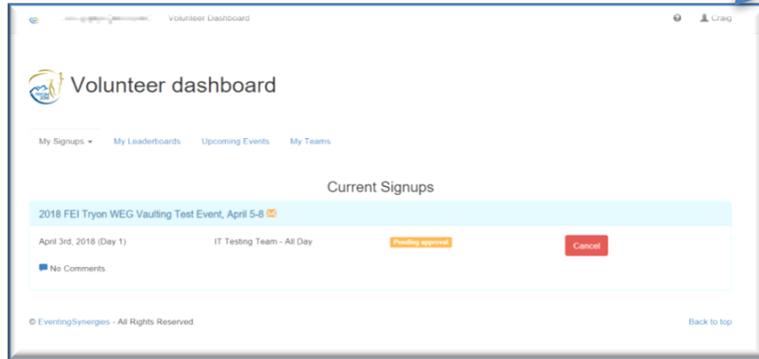
## (8) Your personal Menu

(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.

(9) Questions? Suggestions?

**Thank you !!**

for being part of the TIEC Volunteer Program.

If you are having trouble, and you need additional assistance,  
please email us with your concerns at:

[kmcmahon@tryon.com](mailto:kmcmahon@tryon.com)