

## INSTRUCTIONS FOR SIGNUP GENIUS

Be sure to add SignUp Genius to your email Contacts folder – SignUp Genius as the company and info@signupgenius.com as their email address. This will prevent your email service provider from rejecting emails about volunteering at Eagles' Wings.

You should know that all volunteer signups are reviewed and approved by our Student Coordinator, Volunteer Coordinator, and our Instructors - **the correct matching of riders, horses, and volunteers is extremely important.**

Once you have signed up to volunteer, it is up to you to monitor your volunteer schedule to ensure there are no conflicts with your personal schedule. You can delete a slot that you are signed up for when you need to, but you must delete it before two days of the sign up. Of course, emergency situations will require a text or email to Amy Young, our Volunteer Coordinator.

Our Fall Sign Ups are all open - To review a live sign up, register for SignUp Genius, and fill one or more of our volunteer opportunities, go to our website - <https://www.eagleswingsstable.org/> and sign up under the Volunteer Tab, or scan this code:



# SignUp Genius


SignUp Genius is an online software tool for volunteer management, and it simplifies the process of organizing events and people by providing online sign ups. We use SignUp Genius at Eagles' Wings to manage our therapeutic riding classes and the volunteers needed to conduct those classes.


## SignUp Genius Account Registration

For added security, Eagles' Wings requires you to have an account at SignUp Genius to sign up. Login or register below to continue. Membership is FREE and makes it easy to create a sign up or manage the items you sign up for!

Name

Email

Password  

I'm not a robot  reCAPTCHA  
Privacy - Terms

[Register Now](#)

By clicking Register Now, you agree to the SignUpGenius [Terms of Service](#) and [Privacy Policy](#).

Already a member? [Login](#)

## [Signing Up to Volunteer](#)

We need eighty-one volunteers each week (assuming a horse leader and two side walkers per rider) which nets out at **six hundred and forty-eight volunteers** for an eight-week session. Now you know why we use technology to help accomplish our mission. Our sign ups are arranged in a tab group webpage – when you click on one of the tabs, you can view the sign up.

### EAGLES' WINGS FALL SESSION 2023



For example, if you clicked on the Tuesday Tab, and as you scroll down you would see that Carter and Elle need a horse leader for all eight classes of the session. So, if you wanted to volunteer to be that person, you would click on all eight dates in the session. We encourage primary volunteers to sign up for all eight dates as the consistency of volunteers benefits the rider's socialization skills.

## Signing Up to Volunteer

Available Slot	Date	Time	
<b>CARTER - ELLE</b> HORSE LEADER	09/12/2023 Tuesday	5:30pm-6:30pm <b>1 slot available</b>	<b>Sign Up</b>
	09/19/2023 Tuesday	5:30pm-6:30pm <b>1 slot available</b>	<b>Sign Up</b>
	09/26/2023 Tuesday	5:30pm-6:30pm <b>1 slot available</b>	<b>Sign Up</b>
	10/03/2023 Tuesday	5:30pm-6:30pm <b>1 slot available</b>	<b>Sign Up</b>

After you have signed up, then click on Save and Continue at the bottom of the page.

**Save & Continue**

## Signing Up to Volunteer

Then you will be asked to fill in information about yourself - all the entries are required.

Name	<input type="text" value="First"/>	<input type="text" value="Last"/>
Email	<input type="text"/>	
<a href="#">Already have a SignUpGenius account? Login</a>		
Address 1	<input type="text"/>	
Address 2 (Optional)	<input type="text"/>	
City	<input type="text"/>	
State/Zip Code	<input type="text" value="Select State/Province"/>	<input type="text"/>
Country (Optional)	<input type="text" value="United States"/>	
Phone	<input type="text"/>	<input type="text" value="Mobile"/>

After you have answered all the questions, Sign Up Now.

<input type="button" value="Sign Up Now"/>	<input type="button" value="Cancel"/>
<small>©2023 SignUpGenius, Inc. All Rights Reserved. <a href="#">Do Not Sell My Personal Information</a></small>	

# SIGNED UP TO VOLUNTEER

Available Slot	Date	Time
<b>ELLIOT - TOMMIE</b> HORSE LEADER	<b>09/16/2023</b> Saturday	9:00am-10:00am All slots filled Full Lynn Richied <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">LR</span>
	<b>09/23/2023</b> Saturday	9:00am-10:00am All slots filled Full Lynn Richied <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">LR</span>
	<b>09/30/2023</b> Saturday	9:00am-10:00am Full

## [EDIT/SWAP/DELETE YOUR SIGN UP](#)

FRANK - SIMON SIDE WALKER	09/16/2023 Saturday	9:00am-10:00am 1 of 2 slots filled Gary Kuziensky    	Sign Up
	09/23/2023 Saturday	9:00am-10:00am 1 of 2 slots filled Gary Kuziensky    	Sign Up
	09/30/2023		Sign Up