

VOLUNTEER: SIGN UP & SHIFT SELECT



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Overview

Volunteer and shift requests are managed through EMS. Once approved, the volunteer receives an email confirming the approval. A second email is sent to the volunteer to provide Shift Selection timeline details. After the shift request deadline, the requests are reviewed to appropriately complete assignments for the competition. The volunteer is then able to review the Volunteer Schedule, for the competition, via EMS.

Volunteer Control Process

Volunteer Control is commonly used at local competitions. Volunteers can sign up and assign themselves to available shifts for your competition. Volunteers and selected shifts are automatically approved, giving volunteers full control of their schedules.

1. Volunteer submits a request
 - a. Contains personal information
 - b. Provides volunteer experience and skill set
2. Volunteer selects a preferred shift based on a first-come first-served basis

Non-Member Account Creation

Individuals that are not members of U.S. Figure Skating will create a non-member account. This account provides access to sign up for volunteer opportunities during the competition. Compliance is also established and tracked.

Step	Actions
1	<p>Access Members Only: www.usfsaonline.org</p> <p>*** Helpful Tip: It is recommended to use a Google browser. ***</p>
2	<p>Click Non-Member? Create Account.</p> <div style="border: 1px solid red; padding: 5px; margin-top: 10px;">  </div>
3	<p>Click I am a Volunteer.</p> <div style="border: 1px solid red; padding: 10px; margin-top: 10px;"> <h3 style="color: #0056b3;">Account Creation</h3> <p>If you are a member of Learn to Skate USA or a U.S. Figure Skating club, you already have an ID and account. Return to the login page to enter your ID and password to gain access to your account or use Forgot Password. If you need further assistance, email Member Services - memberservices@usfigureskating.org</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>▶ I am a Volunteer</p> <p>To volunteer at any club or U.S. Figure Skating activity, an account must be created.</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>▶ I am a Foreign Athlete, Coach, Official</p> <p>To compete and/or coach at a sanctioned non-qualifying competition, individuals that belong to ISU member countries must create a U.S. Figure Skating account.</p> </div> </div>

4 Provide your personal information in the required field. Click I'm not a robot.

5 Click Save & Continue.

6 You are assigned an account number. Record the number to access your new account. Create a password; save for your records.

7 Click Save & Continue.

Submit a Volunteer Request

Volunteer Opportunities are accessible to any user that has an U.S. Figure Skating account.

Step	Actions
1	<p>From the <i>Members Only</i> or the <i>EMS Main</i> page, click VOLUNTEER OPPORTUNITIES. Refer to <u>Non-Member Account Creation</u> for instructions to access EMS.</p> <div style="display: flex; align-items: center; justify-content: center;"> <div data-bbox="318 506 618 684" style="border: 1px solid red; padding: 5px;"> <p>Quick Access Links</p> <p>Scholarship Applications</p> <p>Nominations</p> <p>Volunteer Opportunities</p> </div> <div style="margin: 0 20px;">or</div> <div data-bbox="797 533 1474 632" style="border: 1px solid red; padding: 5px;">  <p>VOLUNTEER OPPORTUNITIES</p> </div> </div>
2	<p>Locate the competition of your choice and click Volunteer Now!</p> <div data-bbox="367 814 1414 1167" style="border: 1px solid red; padding: 10px;"> <p>Volunteer Opportunities</p> <p>Thank you for your interest in volunteering at a U.S. Figure Skating sanctioned competition. Listed below are the competitions currently available for sign-up. If the event you are looking for is not listed below, refer to the competition website for additional information or check back soon!</p> <p><u>Upcoming club competitions</u> No Competitions Current Available</p> <p><u>Upcoming USFS Competitions</u></p> <p>2019 U.S. Adult Figure Skating Championships - 4/2/2019 - 4/7/2019 (Salt Lake Sports Complex) Volunteer Now!</p> <p>2019 U.S. Synchronized Skating Championships - 2/28/2019 - 3/2/2019 Volunteer Now!</p> </div> <p><i>Note:</i> The “Coming Soon” message populates if the opportunity is for a future date.</p>
3	<p>From the “General Information” page, verify that your information is complete. If your details require correction, click My Profile to update.</p> <div data-bbox="488 1360 1295 1906" style="border: 1px solid red; padding: 10px;"> <p>Volunteer Accreditation Request - General Information</p> <p>Personal Information → To update your information, access My Profile</p> <p>First Name*: Michelle Last Name*: Collins</p> <p>Date of Birth*: Gender*: Female</p> <hr/> <p>Street Address*: Address Line 2:</p> <p>City*: State*: Select</p> <p>Zip Code*:</p> <p>Cell Phone*: Email*:</p> <hr/> <p><small>IN CASE OF EMERGENCY, PLEASE NOTIFY</small></p> <p>Name*: <input type="text"/> Relation to You*: <input type="text"/></p> <p>Phone*: <input type="text"/></p> <p style="text-align: right;">Save & Continue</p> </div>

4 Review the “IN CASE OF EMERGENCY” section. Ensure that the following details are correct:

- “Name”
- “Relation to You”
- “Phone”

5 Click **Save & Continue** to secure the changes.

6 Click **EMS** to return to the Volunteer Sign-up and Shift Select process.



7 Complete the following:

- Provide any volunteer experience you have
- Agree to terms & conditions
- Consent to criminal history records check

Note: This is at the discretion of the local organizing committee (LOC). By clicking this button you are consenting to the check, not beginning one.

Volunteer Accreditation Request - Event Selection

Experience

What volunteer experience do you have? * Check all that apply and describe

Figure Skating

Special Events

Business Events

Other

None

Volunteer Skillsets:

Terms & Conditions

* I agree to the terms & conditions of this application.

* I consent to a criminal history records check, if necessary.

Submit

8 Click **Submit**.

9 Your request has been submitted.

Note: Approval is immediate for events using Volunteer Control. Your submission will await approval when the event is managed by LOC Control.

Requested Competitions			
Quick Search: <input type="text"/>			
Competition	Location	Date	Nex...
2019 U.S. Adult Figure Skating Championships	Salt Lake City, UT	4/2/2019 - 4/7/2019	Awaiting Approval

10 You will receive an email providing the request status after the Volunteer Request Deadline Date.

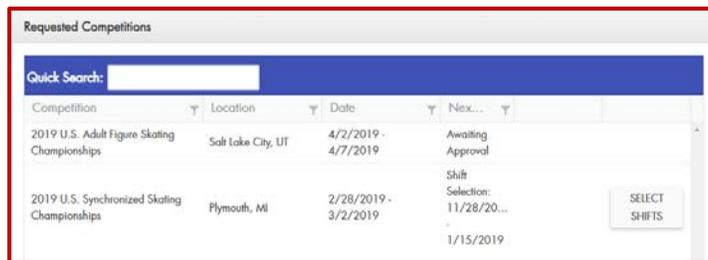
Note: Contact the Host Club for inquiries or to obtain the status of a request.

Shift Request

As an approved volunteer, you will have the opportunity to request shifts, via EMS, after receiving the Volunteer Approval email. Requests are submitted by selection during the Shift Request period. You are not limited to a number of shifts. All requests are subject to LOC approval.

Step	Actions
1	<p>From the <i>Members Only</i> or the <i>EMS Main</i> page, click VOLUNTEER OPPORTUNITIES. Refer to <i>Non-Member Account Creation</i> for instructions to access EMS.</p> <div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid red; padding: 5px; margin-right: 20px;"> <p style="background-color: #0056b3; color: white; padding: 2px;">Quick Access Links</p> <p style="padding: 2px;">Scholarship Applications</p> <p style="padding: 2px;">Nominations</p> <p style="padding: 2px;">Volunteer Opportunities</p> </div> or <div style="border: 1px solid red; padding: 5px; margin-left: 20px;"> <p style="background-color: #ccc; padding: 2px; margin: 0;">VOLUNTEER OPPORTUNITIES</p> </div> </div>

2 You are able to request shifts from the *VOLUNTEER OPPORTUNITIES* page

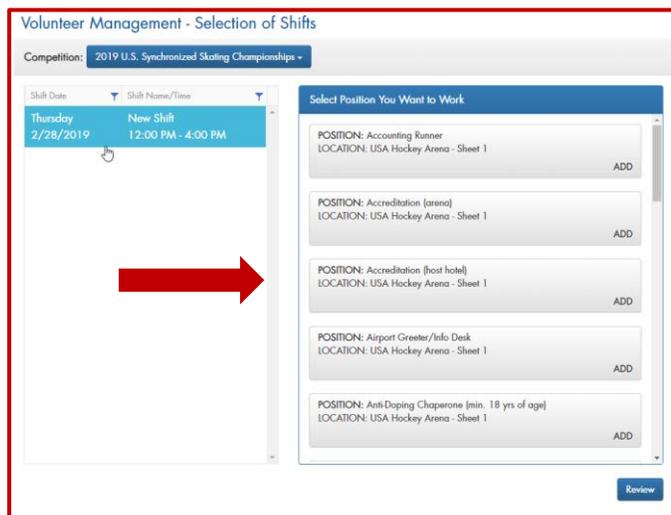


or click **Shift Selection** and select the correct competition.



3 A list of available shifts appears on the left-hand side. Select the desired shift to review positions available.

Note: Shifts are associated with date and time. Positions are volunteer roles during the shift.

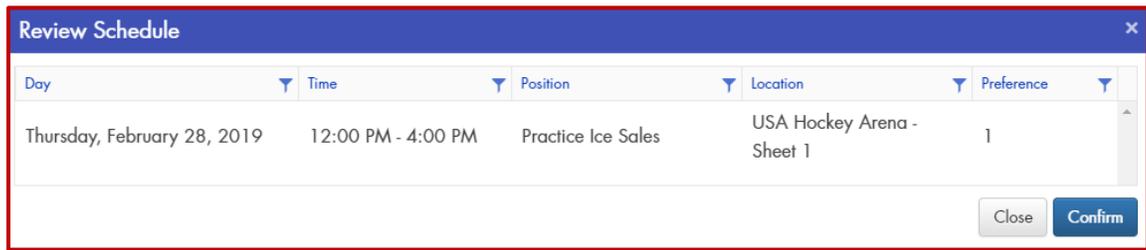


4 Select the desired position from the “Select Position You Want to Work” column.
Note: When under Volunteer Control, the position is not visible when shifts are no longer available.

IMPORTANT: When under LOC Control, EMS will inform you if the limit was reached for the selected position.

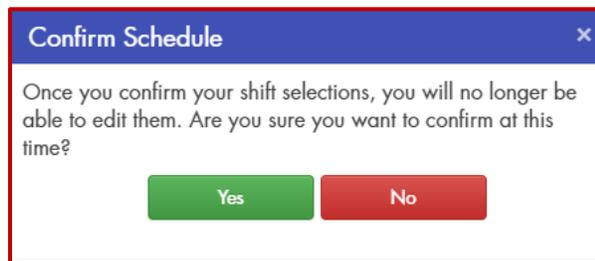
5 Click **Review**.

6 Review the schedule you have selected.



IMPORTANT: Before confirming your schedule ensure that it is correct. Once you confirm the schedule, you will **NOT** be able to make changes.

7 Are you ready to confirm your selection or you will make changes?



If you...	then...
are ready to confirm your selection	<ol style="list-style-type: none"> 1. Click Yes to confirm. 2. Go to <u>Obtain Your Schedule</u>.
will makes changes	<ol style="list-style-type: none"> 1. Click No to make edits. 2. Go to <u>Step 8</u>.

8 Return to Step 2 (Shift Requests) and click **Remove Request** for each shift you are changing.

Note: Once you have confirmed your shift, you can only remove and add shifts using the *Shift Selection* page if changes are necessary. You will contact the LOC Volunteer Manager to ensure changes are complete and correct.

9 Go to **Obtain Your Schedule**.

Obtain Your Schedule

Shifts are NOT guaranteed and are subject to change based on the competition schedule. The LOC may approve shift requests on a rolling basis or on a predetermined date. Once approval is complete, you will have access to view and/or print your personal schedule. Reminder emails regarding your shift(s) will be sent.

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2	<p>Select the appropriate competition and click VIEW SCHEDULE.</p> <div style="border: 1px solid red; padding: 10px; margin: 10px auto; width: 80%;"> <p>Volunteer Opportunities</p> <p>Thank you for your interest in volunteering at a U.S. Figure Skating sanctioned competition. Listed below are the competitions currently available for sign-up. If the event you are looking for is not listed below, refer to the competition website for additional information or check back soon!</p> <p>Upcoming club competitions No Competitions Current Available</p> <p>Upcoming USFS Competitions No Competitions Current Available</p> <p>Requested Competitions</p> <div style="border: 1px solid #0056b3; padding: 2px; margin-bottom: 5px;"> Quick Search: <input type="text"/> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Competition</th> <th style="text-align: left;">Location</th> <th style="text-align: left;">Date</th> <th style="text-align: left;">Nex...</th> <th></th> </tr> </thead> <tbody> <tr> <td>2019 U.S. Adult Figure Skating Championships</td> <td>Salt Lake City, UT</td> <td>4/2/2019 - 4/7/2019</td> <td>Awaiting Approval</td> <td></td> </tr> <tr> <td>2019 U.S. Synchronized Skating Championships</td> <td>Plymouth, MI</td> <td>2/28/2019 - 3/2/2019</td> <td>View Schedule</td> <td style="text-align: center;"> <div style="border: 1px solid #0056b3; padding: 2px; display: inline-block;">VIEW SCHEDULE</div> </td> </tr> </tbody> </table> </div>	Competition	Location	Date	Nex...		2019 U.S. Adult Figure Skating Championships	Salt Lake City, UT	4/2/2019 - 4/7/2019	Awaiting Approval		2019 U.S. Synchronized Skating Championships	Plymouth, MI	2/28/2019 - 3/2/2019	View Schedule	<div style="border: 1px solid #0056b3; padding: 2px; display: inline-block;">VIEW SCHEDULE</div>
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3	<p>Retrieve the schedule details. Click Print for a hard copy.</p> <div style="border: 1px solid red; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;"> 2019 U.S. Synchronized Skating Championships</p> <p style="text-align: center;">Volunteer Management - Personal Schedule</p> <p style="text-align: center;">Thank you for your continued support of Detroit Metro Skating Council. Your volunteer schedule is as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Day</th> <th style="text-align: left;">Time</th> <th style="text-align: left;">Position</th> <th style="text-align: left;">Location</th> </tr> </thead> <tbody> <tr> <td>Thursday, February 28, 2019</td> <td>12:00 PM - 4:00 PM</td> <td>Practice Ice Sales</td> <td>USA Hockey Arena - Sheet 1</td> </tr> </tbody> </table> <p>Questions?</p> <p>Volunteer Manager @simba.usfs (mailto: @simba.usfs)</p> </div> <p style="margin-top: 10px;">Note: Contact the Volunteer Manager with inquiries.</p>	Day	Time	Position	Location	Thursday, February 28, 2019	12:00 PM - 4:00 PM	Practice Ice Sales	USA Hockey Arena - Sheet 1							
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