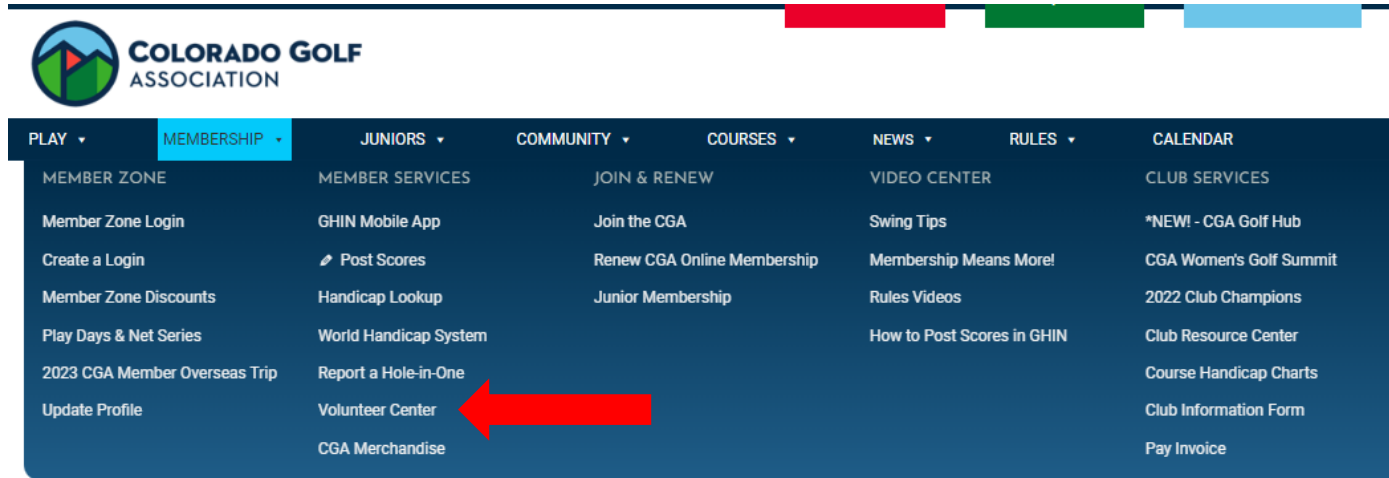




VOLUNTEERHUB HOW TO GUIDE

CREATE AN ACCOUNT

1. Navigate to CGA Volunteer Center at Coloradogolf.org



Once in Volunteer Center Navigate to Rules Volunteer section, and click on event sign-up. This is where VolunteerHub Login Page will be located.

^ RULES VOLUNTEERS

Event Sign-Up

2023 Event Sign-Up: Utilize VolunteerHub to sign up as a rules referee for a CGA event.

2. Click "Create New Account".



Welcome to the Colorado Golf Association Volunteer Portal!

In order to view events you must register/sign in. If you are interested in becoming a rules referee or if you have any questions, please contact bvasa@coloradogolf.org.

Note: When creating a profile you will be asked to submit information for a background check.

Sign In

Username

Password

Keep me logged in

[Forgot Password or Username?](#)

SIGN IN

Don't have an account? [Create New Account](#)





3. Create a Username and Password of your choosing. Click Next.

Account

Affiliations

Profile

Background Screening

You will need to create an account to get started. Please start by choosing a username and password that's easy for you to remember.

Username

ashleycga

Password

.....

Verify Password

.....

NEXT



4. If these options apply, check the box. Click next.



Affiliations

Profile

Background Screening

Check all that apply.

Select any that apply from the list provided.

- I am interested in working with junior golfers.**
- I have a officiated for another state AGA**
You worked for or officiated for another state golf association.

PREVIOUS

NEXT



5. Complete the form (you only have to fill this information out the first time!). Click Next.

Full Name

*

Date of Birth

Month: Day: Year: *

Gender

*

Email

*

Home Address

*

City State Zip

Home Phone

Work Phone

Mobile Phone

*

SMS Opt-In

May we send event reminders to your mobile phone? (carrier charges may apply)

*



6. Click Initiate Background Check. You'll be locked out until...you'll receive an email when eligible. 3-4 days.



Background Check Required

You're almost finished! Before you may begin signing up for volunteer opportunities, you must complete a background check by clicking on the "Initiate Background Check" button. You will then be taken to a third-party site and asked to re-enter some basic information to verify your identity.

INITIATE BACKGROUND CHECK

Once you receive an email notifying you that your background check is approved, you will be able to sign up for events.

SIGN UP FOR EVENTS

***You will not be able to do this until your background check is approved (3-4 days after background check is initiated)**



- 7. Go to VolunteerHub and log in using the log in and password you created while creating an account (this is in CGA volunteer center as well). Click Sign In.

Welcome to the Colorado Golf Association Volunteer Portal!

In order to view events you must register/sign in. If you are interested in becoming a rules referee or if you have any questions, please contact bvasa@coloradogolf.org.

Note: When creating a profile you will be asked to submit information for a background check.

Sign In

Username

Password

Keep me logged in

[Forgot Password or Username?](#)

SIGN IN

Don't have an account? [Create New Account](#)



8. Select Sign Up for the event you wish to register for.

SUNDAY, 4/30/2023

ALL DAY

Qualifier #1 : CGA State Junior [SIGN UP](#)

Sun, April 30 3 slots remaining

Elmwood Golf Course, Thatcher Avenue, Pueblo, CO, USA

TUESDAY, 5/2/2023

ALL DAY

Qualifier #1: U.S. Open Local [SIGN UP](#)

Tue, May 2 4 slots remaining

Collindale Golf Course, East Horsetooth Road, Fort Collins, CO, USA

- 9. Fill out the required information. (You'll only need to do this one time) Click Next.
- 10. Acknowledge the waiver and expectation forms (You'll only need to do this for the first event you register for). Click next.
- 11. Click finish.
- 12. You will receive a confirmation email and a reminder email three days before the event.



THINGS TO KNOW

1. Click on the name of the event to see who else is registered.

SUNDAY, 4/30/2023

ALL DAY

[Qualifier #1 : CGA State Junior](#)



Sun, April 30

You are registered for this event



CANCEL REGISTRATION

Elmwood Golf Course, Thatcher Avenue, Pueblo, CO,
USA

TUESDAY, 5/2/2023

ALL DAY

[Qualifier #1: U.S. Open Local](#)

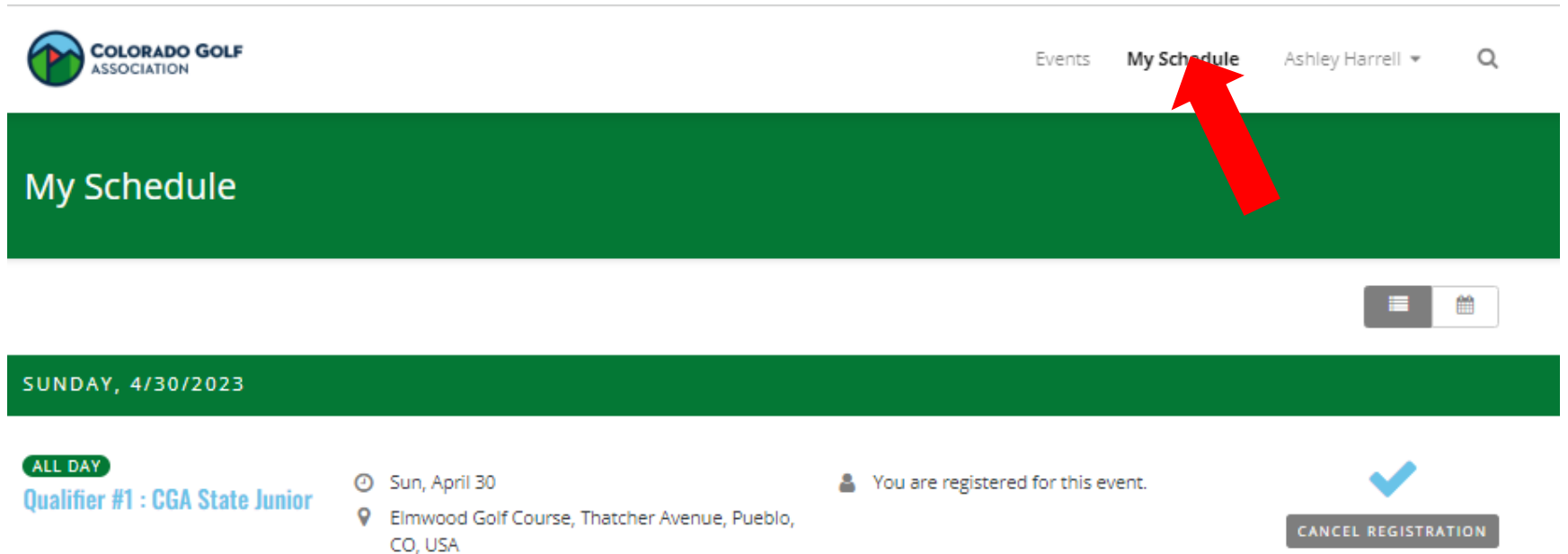
Tue, May 2

4 slots remaining

SIGN UP

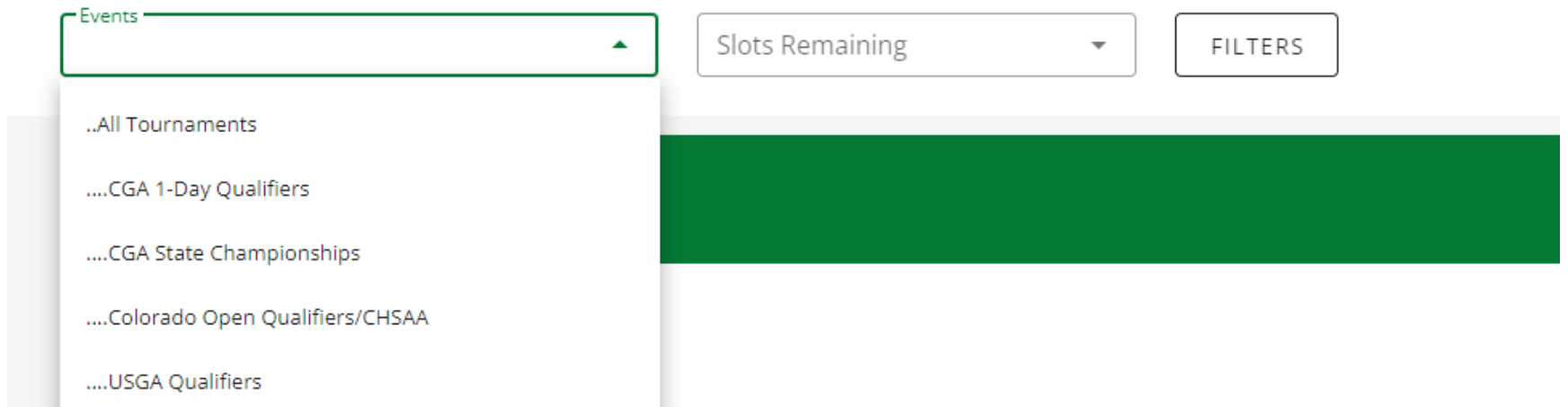
Collindale Golf Course, East Horsetooth Road, Fort
Collins, CO, USA

2. To see the events you registered for, click on “My Schedule” on the top of the screen.



The screenshot shows the Colorado Golf Association website interface. At the top left is the logo. The top navigation bar includes 'Events', 'My Schedule', and the user name 'Ashley Harrell'. A red arrow points to the 'My Schedule' link. Below the navigation bar is a green header with the text 'My Schedule'. To the right of this header are icons for a menu and a calendar. Below the header is a green bar indicating the date 'SUNDAY, 4/30/2023'. The main content area shows event details for 'Qualifier #1 : CGA State Junior' on 'Sun, April 30' at 'Elmwood Golf Course, Thatcher Avenue, Pueblo, CO, USA'. It includes a status 'ALL DAY', a confirmation 'You are registered for this event.', and a 'CANCEL REGISTRATION' button with a checkmark icon.

3. If you are looking for a specified event you can click the drop-down list



The screenshot shows a close-up of the event filter dropdown menu. The dropdown is titled 'Events' and is open, showing a list of categories: '..All Tournaments', '....CGA 1-Day Qualifiers', '....CGA State Championships', '....Colorado Open Qualifiers/CHSAA', and '....USGA Qualifiers'. To the right of the dropdown are two buttons: 'Slots Remaining' with a dropdown arrow and 'FILTERS'.