



Saddle Up! Wranglr Training

What is Wranglr?



Wranglr is a Volunteer Management Software specifically designed for therapeutic riding centers that you can access from your phone or computer. Volunteers can:

- Sign up for lessons on your own
- View your schedule by day and time
- If you are going to miss a lesson, you will be able to remove yourself from the day and time.
 - Update your availability when you are on vacation
 - You can even set an end date to your availability (ex. for HS/college students, seasonal volunteers)
- You will be able to choose how you are notified by text, email (or both) of lesson openings and schedule changes.
- Saddle Up! will know your availability, so we don't have to bug you with additional emails/texts on days you are not available.

Welcome Email & Logging In

- **Step 1**

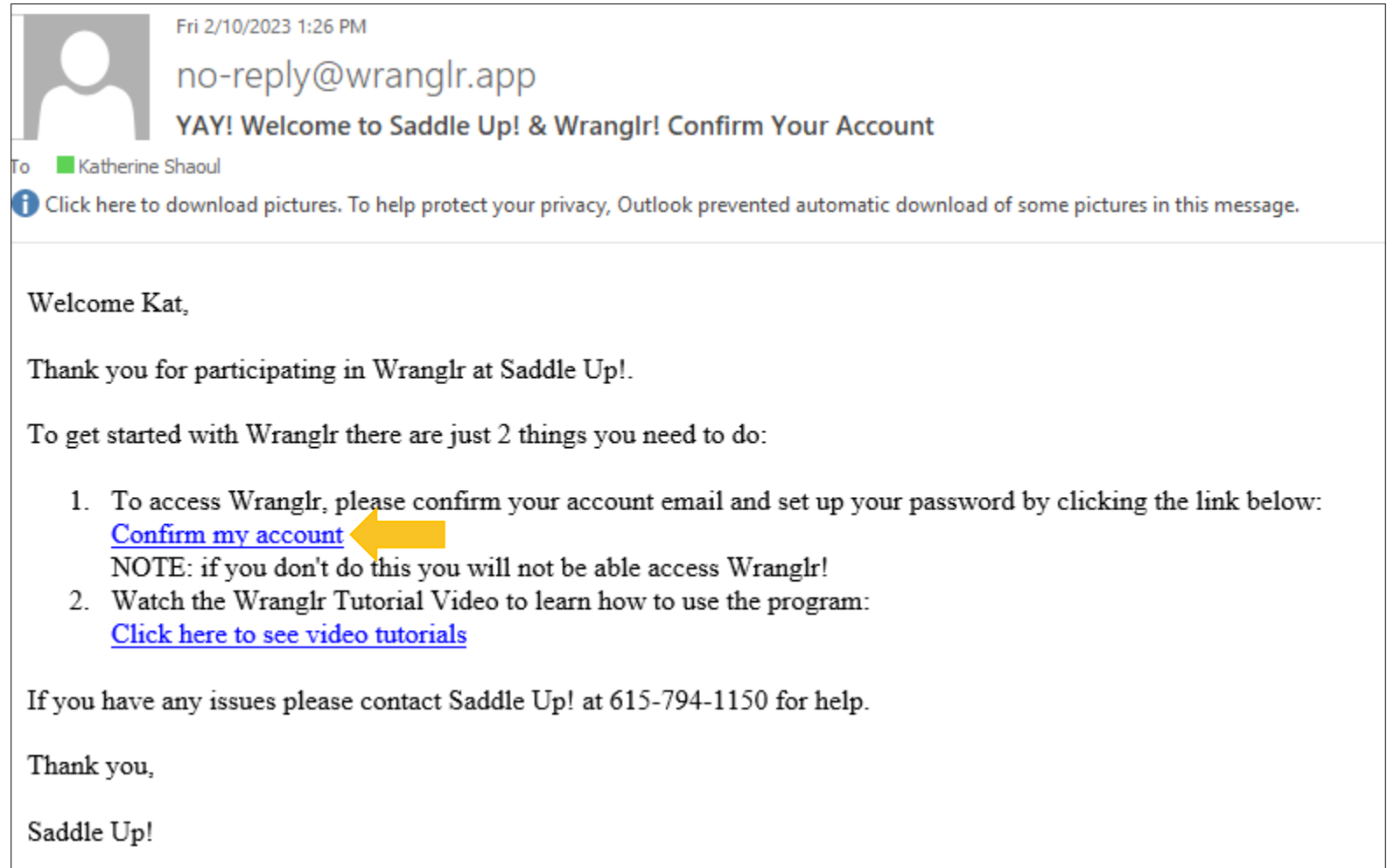
- You will receive a Welcome email from Wranglr asking you to **confirm your account**.

- **Step 2**

- Click on link that will take you to Wranglr to set your password.
- Then, you will be able to log in to Wranglr!

- **Step 3**

- Click second link to view a **Wranglr Tutorial Video** to learn the basics of using Wranglr.



Volunteer Tutorial Video

Click on QR code to view video



- How do I **create my account**?
- How do I **log in**?
- How do I **navigate the site**?
- How do I manage my **communication preferences**?
- How do I share/update my **availability**?
- How do I view the **lesson schedule**?
- How do I **sign up for a lesson**?
- How do I **cancel myself** for a lesson?
- Who is the **instructor, rider or horse**?
- How can I request **help**?



My Account

Manage your Account

- In your account, you can:
 - Manage your **contact information**
 - Manage your **notification settings** (*more on next slide*)
 - Manage your **availability** (*more on future slide*)


Your Account Details

[RETURN TO USER LIST](#) [MSG HISTORY](#) [CHANGES](#) [DOWNLOAD ACTIVITY](#) [LOGIN AS](#)

[General Info](#) [Availability](#) [Permissions/Approvals](#) [Files/Documents](#) [Notifications](#) [Calendar](#)

General Info

created on 01/12/2023 at 4:46PM



Address:
1549 Old Hillsboro Road
Franklin, TN 37069

Emergency Contact
Connor Clark
Spouse
6157941150

Notes (admin only):
none entered

Birth Date: 05/04/1993
Start Date at Saddle Up!: 02/01/2021
T-Shirt Size: n/a

Kat Shaoul
Display Name ⓘ Kat S (Staff)
kshaoul@saddleupnashville.org
6157941150

[EDIT](#) [EDIT AVAILABILITY](#) [CHANGE EMAIL](#) [SEND PASSWORD RESET EMAIL](#) [RESET USER PASSWORD](#) [CANCEL](#)

Click here to edit your account information

Click here to edit your availability

Manage Notifications

Manage how you would like to receive notifications

- Select to receive notifications by email and/or text. You can select one or both. **You MUST select at least one of these options to be notified of important info (cancellations, etc.)**
- Select to receive daily or weekly schedule reminders (optional)

Your Account Details

RETURN TO USER LIST MSG HISTORY CHANGES DOWNLOAD ACTIVITY LOGIN AS

General Info Availability Permissions/Approvals Files/Documents **Notifications** Calendar

Notification Settings

Send Notifications?:No
Receive Texts?:Yes
Receive Emails?:Yes

Schedule Reminders

Daily? No
Weekly? Yes

Daily reminders will send an email with your schedule for the following day. Weekly reminders will be sent on Saturday for the following week. You'll only receive reminders if you have something on your schedule for the next day or week.

EDIT EDIT AVAILABILITY CHANGE EMAIL SEND PASSWORD RESET EMAIL RESET USER PASSWORD CANCEL

Click here to manage your notifications

My Availability

Manage your Availability

- **Set your Availability**

- Once you set your Availability in your Account section, **keep your availability updated to ensure you are shown lessons that fit with your schedule.**

- **Option to put your Availability On Hold**

- You can put your availability **On Hold** by setting an end date (e.g. if you are taking the Summer off, are going away to college, moving out of state, etc.)

- **Option to put your Days Off/Vacation Days**

- You can put in your **Days Off/Vacation Days** for days you are unable to volunteer. That way, those lessons you are unavailable for will not appear on your schedule of openings, and you can easily cancel for any lessons you are already scheduled for on those days.

Availability for Kat Shaoul

[RETURN TO USER](#) [HISTORY](#)

Wranglr uses your availability to decide when to ask for your help volunteering. It also uses your availability to know when to send you notices. If you are normally not available on certain days or times, enter them below. You can over ride your availability but Wranglr will not bother you when you are not available.

Daily Availability

Choose days and times you are available:

Day	start	End
<input checked="" type="checkbox"/> Sun	5 AM	8 PM
<input checked="" type="checkbox"/> Mon	5 AM	8 PM
<input checked="" type="checkbox"/> Tue	5 AM	8 PM
<input checked="" type="checkbox"/> Wed	5 AM	8 PM
<input checked="" type="checkbox"/> Thur	5 AM	8 PM
<input checked="" type="checkbox"/> Fri	5 AM	8 PM
<input checked="" type="checkbox"/> Sat	5 AM	8 PM

Put Your Availability On Hold (End Date)

If you are a seasonal volunteer or student, you can enter an end date for your availability. After this date Wranglr will not send you notices or ask for your help volunteering. You can also use this if you would like to pause volunteering at Saddle Up! temporarily. When you are ready to start up again, come here and remove the end date.

END DATE:

[SAVE AVAILABILITY](#) [CANCEL](#)

Days Off / Vacation Days

If you have days off or vacation days add them below. You can add a single date by selecting one date. Or you can add multiple by clicking on the date to start your vacation and then clicking a second time on the end date of your vacation. NOTE: You don't need to remove old days off. Wranglr will skip over those since they are in the past!

DAYS OFF:

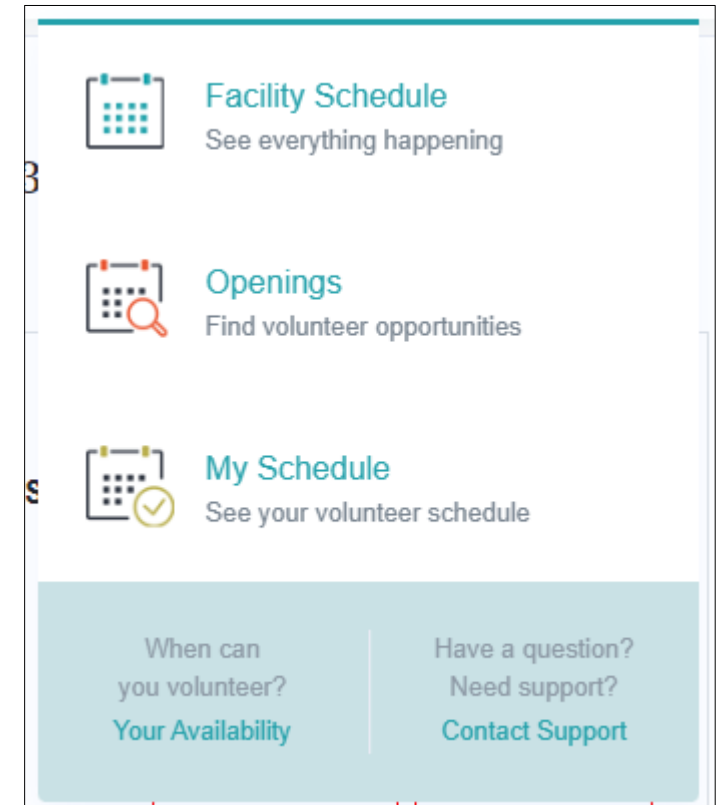
[ADD](#)

CURRENT DAYS OFF
none entered yet

Schedule Views

Difference between **My Schedule** and **Openings**

- **“My Schedule”** shows **volunteer spots that you are signed up for**.
- **“Openings”** shows **programs/lessons that have open volunteer spots**.
- **“Facility Schedule”** will show **all planned activities at our facility** (in the future, this will New Volunteer Trainings, Leader Trainings, New Participant Assessments, Herd Care Events, etc.) that may or may not include volunteer sign-ups.



Signing Up for a Lesson: Openings Schedule (by Day)

5:30pm - 6:30pm Adaptive Riding - Indoor Arena

Instructors:

MARGO KLASSEN

HP:

Staff:

Shows available
volunteer spots:

Participant:

Elise S

Horse:

BOOMER

Mounting Areas:

SB (Stationary Block)

Volunteers:

SW: Volunteer

Horse Leader

SW: Volunteer

HL: Volunteer



Participant:

Liam M

Horse:

BARON

Mounting Areas:

SB

Volunteers:

SW: Volunteer

HL: Volunteer

Participant:

Rivers D

Horse:

JELLY BEAN

Mounting Areas:

SB

Volunteers:

SW: Volunteer

HL: Volunteer

Signing Up for a Lesson: Openings Schedule

- Once you click on an open volunteer spot, you will be shown **all future instances of that volunteer opening.**

For example, if you click on an open Horse Leader spot in Margo's Thursday 5:30 lesson, you will be shown all Horse Leader openings in Margo's Thursday 5:30 lesson for the selected participant for the remainder of the session. This will allow you to sign up for more than one volunteer spot at a time.

- If you just want to sign up for the one lesson opening that you clicked on, you do not need to check any other boxes. **Just click the teal "Volunteer for Selected Dates" button to confirm your selection.**

The screenshot displays a web interface for signing up as a volunteer. A modal window titled "Confirm Signup" is centered on the screen. The background shows a list of lesson openings with details for participants and horses. The modal contains the following text and elements:

- Confirm Signup**
- There are 7 dates available, which ones would you like to volunteer for?
- Check/Uncheck All
- 07/13/2023
- 07/20/2023
- 07/27/2023
- Scroll to see more dates ^
- NOTE:** some dates in the future may already have this position filled and will not be shown below. If you are not available for any dates they will not be shown either.
- VOLUNTEER FOR SELECTED DATES** (teal button)
- CLOSE/CANCEL** (grey button)

The background interface includes sections for "Participant", "Horse", "Mounting Areas", and "Volunteers". The "Volunteers" section shows "SW: Volunteer" and "HL: Volunteer" buttons. A "Horse Leader" label is highlighted in yellow.

Other Schedule Views: Openings Schedule (Monthly)


Openings

August 2023

< > today
 month
week
list

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
	9:30a Waves Indoor Arena	9:30a Therapy Service Indoor Arena	9:30a Speech Therapy Indoor Arena	9:15a Physical Therap Indoor Arena	8:30a Occupational TI Indoor Arena	9a Adaptive Riding Indoor Arena
	10:30a Adaptive Ridin Indoor Arena	10a Therapy Services Indoor Arena	10:30a Speech Therap Indoor Arena	10a Alumni Transitions Indoor Arena	9a Adaptive Riding Indoor Arena	9:30a Adaptive Riding Indoor Arena
	12p Adaptive Riding Indoor Arena	10:30a Therapy Servi Indoor Arena	11:30a Speech Therap Indoor Arena	10:30a Physical Thera Indoor Arena	9:30a Occupational TI Indoor Arena	10:30a Adaptive Ridin Indoor Arena
	3p Adaptive Riding Indoor Arena	11a Therapy Services Indoor Arena	2:30p Adaptive Riding Indoor Arena	1:30p Physical Therap Indoor Arena	10:30a Adaptive Ridin Indoor Arena	11a Adaptive Riding Indoor Arena
	4p Adaptive Riding Indoor Arena	11:30a Therapy Servi Indoor Arena	3p Adaptive Riding Indoor Arena	2:30p Physical Therap Indoor Arena	10:30a Occupational T Indoor Arena	12:15p Adaptive Ridin Indoor Arena
	4:30p Adaptive Riding Indoor Arena	1:30p Adaptive Riding Indoor Arena	4p Adaptive Riding Indoor Arena	3:30p Adaptive Riding Indoor Arena	11:30a Occupational T Indoor Arena	12:30p Adaptive Ridin Indoor Arena
	6p Adaptive Riding Indoor Arena	1:30p Therapy Servi Indoor Arena	5:30p Adaptive Riding Indoor Arena	4p Adaptive Riding Indoor Arena	1p Occupational Ther Indoor Arena	1:45p Adaptive Riding Indoor Arena
		2:30p Therapy Servi Indoor Arena		5:30p Adaptive Riding Indoor Arena	2p Occupational Ther Indoor Arena	2p Adaptive Riding Indoor Arena
		3p Adaptive Riding Indoor Arena		6:30p Interactive Vault Indoor Arena	3:30p Adaptive Riding Indoor Arena	3:15p Adaptive Riding Indoor Arena
		3:30p Adaptive Riding Indoor Arena		7p Adaptive Riding Indoor Arena	4p Adaptive Riding Indoor Arena	3:30p Adaptive Riding Indoor Arena
		4p Adaptive Riding Indoor Arena			5p Adaptive Riding Indoor Arena	
		4:30p Adaptive Riding Indoor Arena			5:30p Adaptive Riding Indoor Arena	

Openings - Saturday, September 30,

< > TODAY 09/30/2023 MORE 

10:30am - 11:30am Adaptive Riding - Indoor Arena

Other Calendar Views

Instructors: SUSANNAH DENNEY HP: Staff:

Participant: Haziel S Horse: ARROW Mounting Areas: SB Volunteers: SW Volunteer

- At top of Daily Openings page, click on More, and then click on Other Calendar Views to bring up Openings Monthly or Weekly view.

Other Schedule Views: Openings Schedule (Weekly)

Openings

Aug 13 – 19, 2023

< > today

month week list

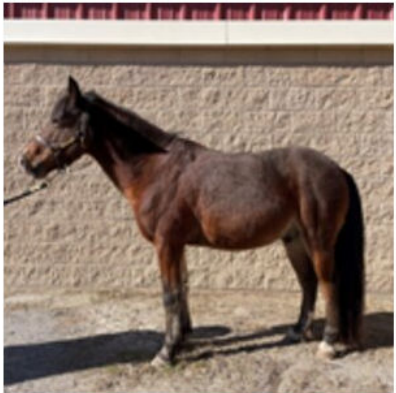
	Sun 8/13	Mon 8/14	Tue 8/15	Wed 8/16	Thu 8/17	Fri 8/18	Sat 8/19
all-day							
8am						8:30 - 9:15 Occupational	
9am		9:30 - 11:00 Waves Indoor Arena	9:30 - 10:15 Therapy	9:30 - 10:15 Speech Therapy	9:15 - 10:15 Physical Therapy	9:00 - 10:00 Adaptive Riding	9:00 - 10:00 Adaptive Riding
10am		10:30 - 11:15 Adaptive Riding	10:00 - 10:30 Therapy	10:30 - 11:15 Speech Therapy	10:00 - 11:30 Alumni Transitions	10:30 - 11:30 Adaptive Riding	9:30 - 10:30 Adaptive Riding
11am			11:00 - 11:15 Therapy	11:30 - 12:15 Speech Therapy		11:30 - 12:15 Occupational	11:00 - 12:15 Adaptive Riding
12pm		12:00 - 1:00 Adaptive Riding Indoor Arena	11:30 - 12:15 Therapy	11:30 - 12:15 Speech Therapy		11:30 - 12:15 Occupational	
1pm						1:00 - 1:45 Occupational	12:15 - 1:15 Adaptive Riding
2pm			1:30 - 2:30 Adaptive Riding Indoor Arena		1:30 - 2:15 Physical Therapy	2:00 - 2:45 Occupational	1:45 - 2:45 Adaptive Riding
3pm		3:00 - Adaptive Riding Indoor Arena	2:30 - 3:15 Therapy	2:30 - 3:30 Adaptive Riding Indoor Arena	2:30 - 3:15 Physical Therapy		2:00 - 3:00 Adaptive Riding
4pm		4:00 - 5:00 Adaptive Riding Indoor Arena	3:00 - 4:00 Adaptive Riding	4:00 - 5:00 Adaptive Riding Indoor Arena	3:30 - 4:30 Adaptive Riding Indoor Arena	3:30 - 4:30 Adaptive Riding Indoor Arena	3:15 - 4:15 Adaptive Riding Indoor Arena
5pm		4:30 - 5:30 Adaptive Riding	4:30 - 5:30 Adaptive Riding		4:00 - 5:00 Adaptive Riding	5:00 - Adaptive Riding	
6pm		6:00 - 7:00 Adaptive Riding Indoor Arena	5:30 - 6:30 Adaptive Riding Indoor Arena	5:30 - 6:30 Adaptive Riding Indoor Arena	5:30 - 6:30 Adaptive Riding Indoor Arena	5:30 - 6:30 Adaptive Riding Indoor Arena	
7pm			6:30 - 7:30 Interactive Vaulting Indoor Arena		6:30 - 7:30 Interactive Vaulting		
8pm					7:00 - 8:00 Adaptive Riding		

Horse Info: Leader Secrets

[RETURN TO HORSE LIST](#)

Horse Details

created on 02/15/2023 at 7:10PM



Name: Mango

Breed: Welsh

Notes / Tack (shows on schedule):

Tips & Tricks for working with this horse: He does stand still well. He like to stay moving. Please use the top headstall buckle and not the throatlatch. He has sensitive ears. He does not like other horses in his space. He sometimes tries to walk away from the block/ramp before you are ready.

Description:

Status: Active

Max Usage per Day: 3 hours

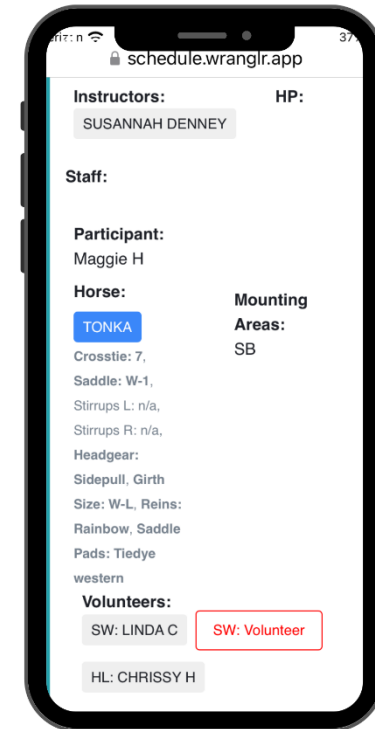
Weight Limit: 75 lbs

- You will find a **Horse List** in Wranglr that includes photos and useful information about our lesson horses.
- **This includes tips & tricks for working with a horse** (Saddle Up!'s Leader Secrets).

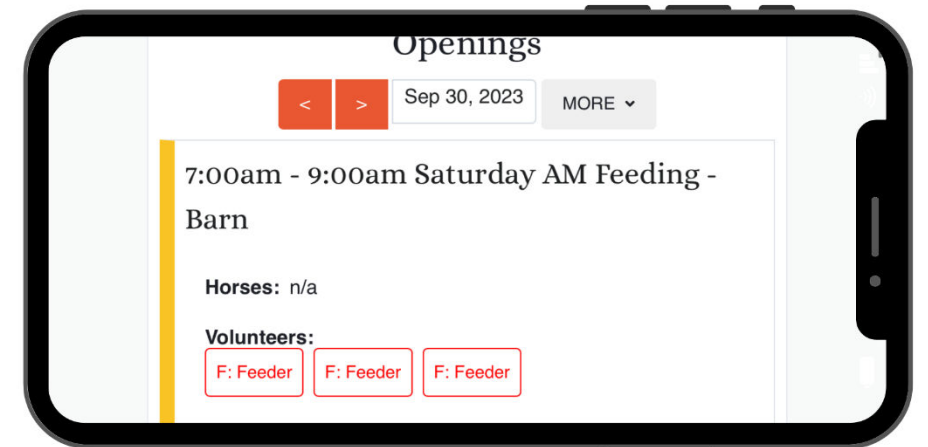
Viewing Wranglr on your mobile device

- You can get to Wranglr on your phone the same way you would on your computer, via your **web browser**. There is no mobile app yet for Wranglr.
- You may find that it is easier to view calendars in Wranglr in the **Landscape** orientation rather than the Portrait orientation.

Portrait



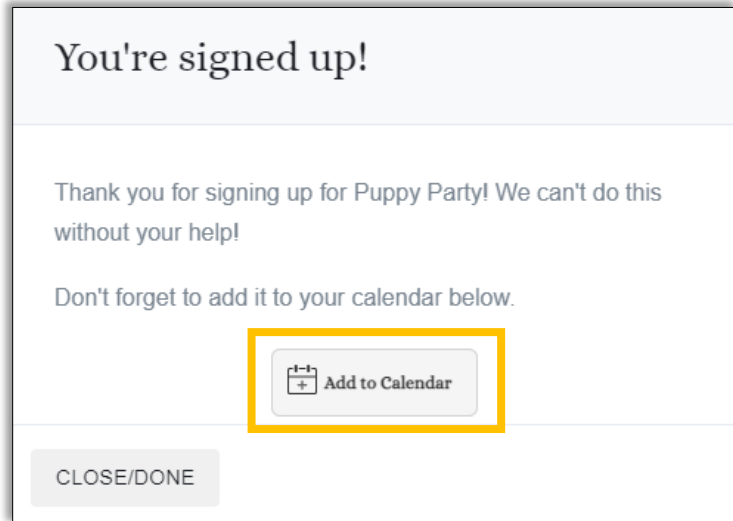
Landscape



Absence Notifications

- **If you need to cancel your volunteer spot within 24 hours, you MUST let us know by:**
 - **Emailing attendance@saddleupnashville.org**
 - **Texting Volunteer Services Director, Robin Johnson, at (615) 948-2623**
 - **Or calling the lesson hotline at (615) 794-1150 x290**

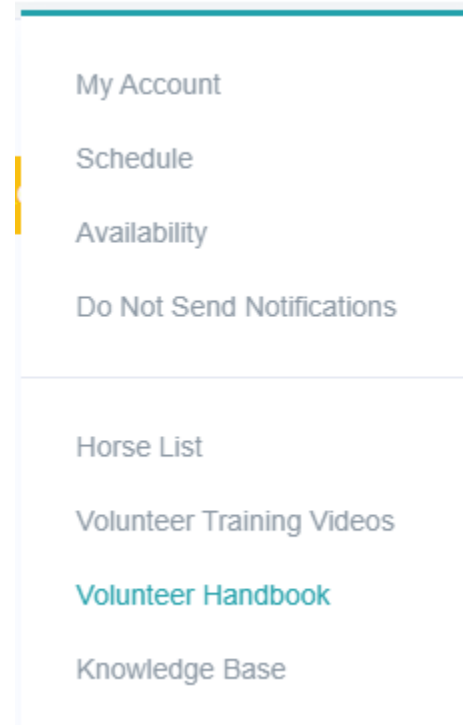
Adding to Personal Calendars



- A note on **Calendars...**
 - You can add your lesson(s) to your Google/Outlook/personal calendar.
 - However, Wranglr does NOT have access to your personal calendar to remove events. This means if you have added an instance to your personal calendar from Wranglr, and can no longer volunteer on that day, **you will need to remove that from your personal calendar yourself.** (i.e. We don't want you showing up and we don't have you on the schedule! 😊)

Volunteer Manual

- You can access the Saddle Up! Volunteer Manual under “Volunteer Handbook” in Wranglr.



Terminology Glossary

Wranglr Term	SU! Term
Handbook	Manual
HL	Horse Leader
SW	Sidewalker
VAV	Vaulting Approved Volunteer
HP	Healthcare Professional (Therapist, if applicable)
SB	Stationary Block
R	Ramp
PB	Portable Block

If you have questions, please email Kat at
kshaoul@saddleupnashville.org