



DCYH DIBS User Guide

Welcome to our DCYH Dibs Volunteer Signup Program:

Our DCYH Volunteer Program utilizes a "Dibs" module on our DCYH website to list, claim, and track volunteer Opportunities (*Dibs*). Website members can browse assigned Dibs Sessions and claim responsibility for Volunteer Dibs Items. Members then complete the Dibs Items to fulfill their hour/credit Volunteer Program requirement.

Activating your Dibs Account:

If you registered your player(s) online from our DCYH website, your Dibs Account is already activated and you can access the Dibs Session and start claiming Dibs per the instructions below.

If you registered your player(s) at our walk-in registration or mailed your registration, you will need to have an DCYH Website Administrator activate your Dibs account. You can do this by submitting a *Dibs Signup Request*. The *Dibs Signup Request* form is available on the DCYH website at the following location: <https://dcyh.secure-ngin.com/register/904009578>

The form includes instructions for completing and submitting your Dibs Signup Request.

Accessing the Dibs Session and Claiming Dibs:

To access a Dibs Session that has been assigned to you:

1. **Login** to the organization's website
2. Click on the down arrow next to your Username:



3. Click **Dibs**



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4. Here, you can browse assigned Dib Sessions and **claim** responsibility for Dib Items. You then complete Dib Items to fulfill your Dib Session requirements.

The screenshot shows the DIBS web application interface. At the top, there is a navigation bar with the user name 'wolferob' and a 'Log Out' button. Below the navigation bar, there are tabs for 'Dashboard', 'Messages', 'Dibs', 'Groups', 'Registrations/Surveys', and 'Account Settings'. The main content area is titled 'Assigned Dib Sessions' and contains a table with the following data:

Dib Session	Assigned To	Claimed	Complete	Required	Session Progress	Responsibility Status
2010-2011 Season Dodge County Youth Hockey	Jonathan Wolfe	2	3	13	23%	Unfulfilled Claim Dib Items
2010-2011 Season Dodge County Youth Hockey	Timothy James Wolfe	0	3	13	23%	Unfulfilled Claim Dib Items

On the left side of the interface, there is a 'dibs CLAIM RESPONSIBILITY' logo and a 'wolferob Show All' button.

Click on **2010-2011 Season Dodge County Youth Hockey**



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Viewing the Dibs Session:

List View and Calendar View tabs at the top of the Dibs Session allow you to display available Dibs Items on a filterable list or on monthly calendars. For either view, only available Dibs Items are displayed. Claimed Dibs items will only display for individuals with Administrator access.

Calendar View:

To view Dibs Items on monthly calendars, click on the **Calendar View** tab at the top of the Dibs Session.

Robert Wolfe
My Dibs: [View all of my currently claimed Dibs items.](#)

Dibs > 2010-2011 Season
My Dibs Sessions: 2010-2011 Season ▾

2010-2011 Season

Jonathan Wolfe has currently fulfilled **3** of **13** required credit(s). The maximum credits allowed for this Dibs Session is **29**.

23%

Timothy James Wolfe has currently fulfilled **3** of **13** required credit(s). The maximum credits allowed for this Dibs Session is **29**.

23%

List View
Calendar View

« November 2010 »

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
						Supermite-Termite <small>7:30am-10:30am Dodge County Ice Arena</small>
						Supermite-Termite <small>7:30am-10:30am Dodge County Ice Arena</small>
						Squirt In House Game <small>10:30am-12:30pm Dodge County Ice Arena</small>
						Pee Wee B Game <small>12:30pm-2:30pm Dodge County Ice Arena</small>
						Pee Wee B Game <small>12:30pm-2:30pm Dodge County Ice Arena</small>
						Bantam B Game <small>2:30pm-4:00pm Dodge County Ice Arena</small>
						Bantam B Game <small>2:30pm-4:00pm Dodge County Ice Arena</small>



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Click on the Double Arrows on either side of the Month & Year Heading to switch to the previous month (<<) or next month (>>).

Click on the Dibs Item Link (i.e., **Pee Wee B Game**) to view details and claim the Dibs Item:

[Dibs](#) > [2010-2011 Season](#) > [Pee Wee B Game](#)

Pee Wee B Game

11/06/2010, 12:30pm - 02:30 PM

Location: Dodge County Ice Arena

Category: Concession Stand

Dib Session(s): [2010-2011 Season](#)

[CLAIM THIS DIB ITEM](#)

Credit Value: 2

Credit issued upon completion.

Status: Available

This Dib Item is available to be claimed.

Cancellation Prohibited: 2 days before event.

After claiming this item, responsibility can be canceled until Thu, Nov 4th, 10, 12:30pm

List View:

To view Dibs Item on a filterable list, click on the **List View** tab at the top of the Dibs Session:

List View
Calendar View

Has Date/Time

From

Location:

Category:

Credit Value:

(blank for any)

Dib Item	Credits	Location	Date/Time	Category
Supermite-Termite	3	Dodge County Ice Arena	11/06/2010, 7:30am - 10:30 AM	Concession Stand
Supermite-Termite	3	Dodge County Ice Arena	11/06/2010, 7:30am - 10:30 AM	Concession Stand
Squirt In House Game	2	Dodge County Ice Arena	11/06/2010, 10:30am - 12:30 PM	Concession Stand
Pee Wee B Game	2	Dodge County Ice Arena	11/06/2010, 12:30pm - 02:30 PM	Concession Stand
Pee Wee B Game	2	Dodge County Ice Arena	11/06/2010, 12:30pm - 02:30 PM	Concession Stand
Bantam B Game	1.5	Dodge County Ice Arena	11/06/2010, 2:30pm - 04:00 PM	Concession Stand
Bantam B Game	1.5	Dodge County Ice Arena	11/06/2010, 2:30pm - 04:00 PM	Concession Stand
Squirt In House Game	2.25	Dodge County Ice Arena	11/07/2010, 11:45am - 02:00 PM	Concession Stand
Squirt In House Game	2.25	Dodge County Ice Arena	11/07/2010, 11:45am - 02:00 PM	Concession Stand

Filter Fields at the top of the List View can be used to filter the listing to display select Dibs items. By default, the *From* and *To* filter fields are set to list all available Dibs Items within one month range from the current date. To change the range of dates displayed, enter new dates in the **From** and **To** fields and then click the **Apply** button. Dates should be entered in *mm/dd/yyyy* format (i.e., 04/01/2010).

*NOTE: Since all of our Dibs Items have a date and time the **Has Date/Time** checkbox should be checked or the Dibs Items will not display.*



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Click on a Dibs Item link (i.e., **Bantam B Game**) to view details and claim the Dibs Item.

[Dibs](#) > [2010-2011 Season](#) > **Bantam B Game**

Bantam B Game

11/06/2010, 2:30pm - 04:00 PM

Location: Dodge County Ice Arena

Category: Concession Stand

Dib Session(s): [2010-2011 Season](#)

[CLAIM THIS DIB ITEM](#)

Credit Value: 1.5

Credit issued upon completion.

Status: Available

This Dib Item is available to be claimed.

Cancellation Prohibited: 2 days before event.

After claiming this item, responsibility can be canceled until Thu, Nov 4th, 10, 2:30pm

If you have any questions feel free to contact Bob or Julie Wolfe via email at wolferob@charter.net or wolfejul@charter.net.