

## How to Claim Practice Times via a DIBs Session

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### Getting Started

You must be logged into your NGIN account, and be a member of the Big Willow website to have access to the Dibs sessions and claim Dibs items.

On the Big Willow website, click on the Dibs tab (far right).

The screenshot shows the website header for Minnetonka Big Willow Baseball, established in 1939. The user is logged in as Dana Johnson. The 'Dibs' tab is selected in the navigation menu. Below the header, there is a user profile section for Dana Johnson with a link to 'My Dibs: View all of my currently claimed Dibs items.' The main content area shows a table of available Dibs sessions. The first session, 'Practice Field Sign-up', is highlighted, and a green box with the letter 'A' is placed next to it. An arrow points from the text above to this 'A'.

Dib Session	Profile	Progress
<a href="#">Practice Field Sign-up</a>	Dana Johnson	0 Claimed Items

### Selecting a Session

You will see a listing of available Dibs sessions. In this list, you may see sessions for things other than claiming practice fields (e.g., volunteer shifts).

For practice fields, there may be separate sessions for a particular division or group of divisions to ensure proper field use and practice time length. **Be careful to select the appropriate Dibs session for your team.**

Select the appropriate session by clicking on the hyperlink in the "Dib Session" column (see "A" above).

## Searching Available Items

Once you select the appropriate Dibs session, you will see a listing of available practice times.

**Note:** There may be more than one page (see "B" below).

**Dana Johnson** My Dibs: View all of my currently claimed DIB items.

Dibs > Practice Field Sign-up My DIB Sessions: Practice Field Sign-up

**Practice Field Sign-up**  
Dana Johnson has completed 0 credits.

List View Calendar View

Has Date/Time From 04/25/2013 Location: All Category: Any  
 Has no Date/Time to 04/26/2013

**B** Filter DIB Items

Page 1 of 2  
Displaying Results 1 - 30 of 41

1 2 Next

DIB Item	Location	Date/Time	Category
<a href="#">Friday 4/26</a>	Field A	04/26/2013, 5:30pm CDT - 07:30 PM	Practice Fields
<a href="#">Friday 4/26</a>	Field A	04/26/2013, 5:30pm CDT - 07:30 PM	Practice Fields
<a href="#">Friday 4/26</a>	Field A	04/26/2013, 5:30pm CDT - 07:30 PM	Practice Fields
<a href="#">Friday 4/26</a>	Field A	04/26/2013, 5:30pm CDT - 07:30 PM	Practice Fields
<a href="#">Friday 4/26</a>	Field A	04/26/2013, 5:30pm CDT - 07:30 PM	Practice Fields
<a href="#">Friday 4/26</a>	Field A	04/26/2013, 5:30pm CDT - 07:30 PM	Practice Fields
<a href="#">Friday 4/26</a>	Field A	04/26/2013, 5:30pm CDT - 07:30 PM	Practice Fields
<a href="#">Friday 4/26</a>	Field B	04/26/2013, 5:30pm CDT - 07:30 PM	Practice Fields
<a href="#">Friday 4/26</a>	Field A	04/26/2013, 5:30pm CDT - 07:30 PM	Practice Fields

Select the practice time you would like to claim by clicking on the appropriate hyperlink in the DIB Item column.

Once you have selected an item from the list, the following screen will appear with the details of the item and the option to claim the item.

Click "Claim This DIB Item" to claim it (see "C" below) or click on the session name to return to the list (see "D" below).

**Dana Johnson** My Dibs: View all of my currently claimed DIB items.

Dibs > Practice Field Sign-up > Friday 4/26

**Friday 4/26**

04/26/2013, 5:30pm CDT - 07:30 PM  
Shared Field  
Location: Field C  
Category: Practice Fields  
Dib Session(s): Practice Field Sign-up

**C** CLAIM THIS DIB ITEM

**D**

**Cancellation Prohibited: 1 day before event.**  
After claiming this item, responsibility can be canceled until Thu, Apr 25th, 13, 5:30pm CDT

## Claiming an Item

After clicking on "Claim This DIB Item" the following screen will appear.

Enter the following information:

Person Fulfilling DIB Item: **Head Coach Name and Team number (F1, F2, M1, M2, etc.)** ("E" below)

Contact Phone Number: **Head Coach Phone Number** ("F" below)

**Important:** Even if an assistant coach is claiming the item, it is very important to put the Head Coach's name and team number in the fields below. This will allow us to track how many items each team has claimed. Any items claimed under a name other than a head coach, or not identifiable with the team number, will be released back into the system.

When finished entering the required information, click on "Claim DIB Item" ("G" below).

If you decide you do not want to claim this item, select "Cancel" in the upper right corner ("H" below).

The screenshot shows a web form titled "Claim 'Friday 4/26'" with a sub-header "EDIT" and a "CANCEL" button in the top right. The form contains the following fields and information:

- DIB Item:** Friday 4/26
- Date:** 04/26/2013, 5:30pm CDT - 07:30 PM
- Description:** Shared Field
- Claim DIB Item on Behalf of:** Dana Johnson
- \* DIB Session:** Practice Field Sign-up
- \* Person Fulfilling DIB Item:** A text input field containing "Head Coach Name and Team Number (T1, J1, F1, M1, etc.)". Below it is the instruction: "First and last name of person who will complete the DIB Item." A callout box labeled "E" points to this field.
- \* Contact Phone Number:** A text input field containing "Head Coach Phone". A callout box labeled "F" points to this field.

At the bottom of the form, there is a "Claim DIB Item" button (callout "G") and a "CANCEL" button (callout "H").

## Viewing Claimed Items

You may view your claimed items by clicking on “My Dibs: View all of my currently claimed Dib items” (“I” below).

**Dana Johnson** My Dibs: View all of my currently claimed Dib items.

Dibs > Practice Field Sign-up My Dibs Sessions: Practice Field Sign-up

**Practice Field Sign-up**  
Dana Johnson has completed 0 credits.

List View Calendar View

Has Date/Time From 04/25/2013 Location: Category:  
 Has no Date/Time to 04/26/2013 All Any Filter Dib Items

Dib Item	Location	Date/Time	Category
Friday 4/26	Field A	04/26/2013, 5:30pm CDT - 07:30 PM	Practice Fields
Friday 4/26	Field B	04/26/2013, 5:30pm CDT - 07:30 PM	Practice Fields
Friday 4/26	Field A	04/26/2013, 5:30pm CDT - 07:30 PM	Practice Fields
Friday 4/26	Field B	04/26/2013, 5:30pm CDT - 07:30 PM	Practice Fields
Friday 4/26	Field A	04/26/2013, 5:30pm CDT - 07:30 PM	Practice Fields
Friday 4/26	Field C	04/26/2013, 5:30pm CDT - 07:30 PM	Practice Fields

The screen below will appear. If you are member of multiple NGIN sites and have claimed other Dibs items, they will appear here in addition to the items you have claimed with Big Willow.

You can view a particular item’s details by clicking on the item (“J” below).

dana9974 Log Out SPORT:NGIN

CHANGE FILTERS No filters set. Filter your content, then choose "Add To Dashboard" for easy access.

Dashboard Messages 8 Profiles Groups Registrations Purchased Items Dibs My Access Account Settings

**dibs** CLAIM RESPONSIBILITY "Dibs" is an online tool for organizing volunteer opportunities. You can browse and claim responsibility for Dib Items to fulfill your Dib Session requirements.

**Active Sessions**


DIB SESSION	PROFILE	PROGRESS
Practice Field Sign-up Minnetonka Big Willow	Dana Johnson	1 Claimed Item


**Claimed Items**

DIB ITEM (CREDITS)	SESSION	DATE / TIME	PROFILE / FULFILLER:	STATUS
Friday 4/26	Practice Field Sign-up Minnetonka Big Willow	04/26/2013, 5:30pm CDT - 07:30 PM	Dana Johnson Enter your name here (Head Coach)	Claimed
11:00 - Evaluation	2013 Farm Evaluation Time Slots (3/16/13) Minnetonka Big Willow	03/16/2013, 11:00am CDT - 11:30 AM	Brandon Johnson Dana Johnson	Claimed

**Dibs**

← Dibs Sessions and Claimed Items Friday 4/26 Browse Claimed Dibs Items:

 **Friday 4/26**


04/26/2013, 5:30pm CDT - 07:30 PM  
 Shared Field  
 Location: Field C  
 Category: Practice Fields  
 Dibs Session:  Practice Field Sign-up

Claimed By: Dana Johnson  
 Fulfilled By: Enter your name here (Head Coach)

**Cancellation Prohibited: 1 day before event.**  
 Responsibility can be canceled until Thu, Apr 25th, 13, 5:30pm CDT.

[Cancel Claim](#)

K




## Canceling an Item

While viewing the details of an item, you may cancel that particular item clicking on “Cancel Item” (“K” above).

The following screen will appear. Click on “Cancel Claim”

EDIT
CANCEL



**Cancel Claim on Dibs Item**



Cancel your claim on the dibs item Friday 4/26 .


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If you would like to cancel your claim on the dibs item Friday 4/26 , click the Cancel Claim button.

[Cancel Claim](#)


Verify the item has been removed from your claimed list.

 Successfully cancelled claim on Dibs Item Friday 4/26 . 




"Dibs" is an online tool for organizing volunteer opportunities. You can browse and claim responsibility for Dibs Items to fulfill your Dibs Session requirements.

**Active Sessions**

DIB SESSION	PROFILE	PROGRESS
 <b>Practice Field Sign-up</b> <small>Minnetonka Big Willow</small>	Dana Johnson	<b>0 Claimed Items</b>

**Claimed Items**

DIB ITEM (CREDITS)	SESSION	DATE / TIME	PROFILE / FULFILLER:	STATUS
<b>11:00 - Evaluation</b>	 2013 Farm Evaluation Time Slots (3/16/13) <small>Minnetonka Big Willow</small>	03/16/2013, 11:00am CDT - 11:30 AM	Brandon Johnson Dana Johnson	Claimed