

# How to Claim Volunteer Shifts via a DIBs Session

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## Getting Started

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

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

The screenshot shows the Golden Valley Little League website. The navigation menu at the top includes Home, Teams, Locations/Fields, Calendar, News, League Information, Resources, About Us, and Dibs (highlighted). Below the menu is a banner for the Golden Valley Little League. The main content area shows the user's profile, Dana Johnson, with a link to "My Dibs: View all of my currently claimed Dibs items." Below the profile is a section titled "Active" and "Archived" tabs. Under the "Active" tab, there is a table of Dibs sessions. The table has three columns: "Dib Session", "Profile", and "Progress". The first row shows a session titled "2014 GVLL Volunteer Shifts - EXAMPLE" (highlighted with a green box labeled 'A'), the user's name "Dana Johnson", and a progress of "25%". Below the progress, it says "2.5 Completed 2.5 Claimed (15.0 Max) 10.0 Needed".

Dib Session	Profile	Progress
<a href="#">2014 GVLL Volunteer Shifts - EXAMPLE</a>	Dana Johnson	25% 2.5 Completed 2.5 Claimed (15.0 Max) 10.0 Needed

## Selecting a Session


You will see a listing of available Dibs sessions. In this list, you may see sessions for things other than volunteer shifts. **Be careful to select the appropriate Dibs session for the current year volunteer shifts.**

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 volunteer shifts.


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

 **Dana Johnson**

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

Dibs > 2014 GVLL Volunteer Shifts - EXAMPLE

My Dibs Sessions: 2014 GVLL Volunteer Shifts - EXAMPLE



 **2014 GVLL Volunteer Shifts - EXAMPLE**  
Dana Johnson has currently fulfilled 0 of 10 required credit(s). The maximum credits allowed for this Dibs Session is 15.  
0%

List ViewCalendar View

☒ Has Date/Time From 03/12/2014 Location: All Category: Any Credit Value: (blank for any) Filter Dibs Items

☒ Has no Date/Time to 05/06/2014

Page 1 of 2  
Displaying Results 1 - 30 of 44


  2 Next

Dib Item	Credits	Location	Date/Time	Category
<a href="#">Concession Stand - Opening</a>	2.5	Isaacson	05/05/2014, 5:00pm CDT - 07:30 PM	Concessions
<a href="#">Announcing - 5:30 Game</a>	2.5	Isaacson Field 1	05/05/2014, 5:15pm CDT - 07:45 PM	Announcing
<a href="#">Scoring - 5:30 Game</a>	2.5	Isaacson Field 1	05/05/2014, 5:15pm CDT - 07:45 PM	Scoring
<a href="#">Announcing - 7:30 Game</a>	2.5	Isaacson Field 1	05/05/2014, 7:15pm CDT - 09:45 PM	Announcing
<a href="#">Scoring - 7:30 Game</a>	2.5	Isaacson Field 1	05/05/2014, 7:15pm CDT - 09:45 PM	Scoring
<a href="#">Concession Stand - Closing</a>	2.5	Isaacson	05/05/2014, 7:30pm CDT - 10:00 PM	Concessions
<a href="#">Concession Stand - Closing</a>	2.5	Isaacson	05/05/2014, 7:30pm CDT - 10:00 PM	Concessions
<a href="#">Concession Stand - Opening</a>	2.5	Isaacson	05/06/2014, 5:00pm CDT - 07:30 PM	Concessions

Select the volunteer shift 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 Dibs items.

Dibs > 2014 GVLL Volunteer Shifts - EXAMPLE > Concession Stand - Opening



 **Concession Stand - Opening**


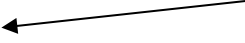
05/05/2014, 5:00pm CDT - 07:30 PM

Location: Isaacson

Category: Concessions

Dib Session(s): [2014 GVLL Volunteer Shifts - EXAMPLE](#)

CLAIM THIS DIB ITEM

**Credit Value:** 2.5  
Credit issued upon completion.

**Status:** Available  
This Dibs Item is available to be claimed.

**Cancellation Prohibited:** 7 days before event.  
After claiming this item, responsibility can be canceled until Mon, Apr 28th, 14, 5:00pm CDT

## Claiming an Item

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

Enter the following information:

Person Fulfilling DIB Item: **Name of person that will be working the shift (“E” below)**

Contact Phone Number: **Phone number for the person listed above (“F” below)**

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 'Concession Stand - Opening'" with a sub-header "EDIT" and a "CANCEL" button in the top right. Below the title is a question: "Are you sure you want to claim responsibility for this DIB Item?". The form contains the following fields and labels:

- Dib Item:** Concession Stand - Opening
- Date:** 05/05/2014, 5:00pm CDT - 07:30 PM
- Credit Value:** 2.5
- Claim DIB Item on Behalf of:** Dana Johnson
- \* Dib Session:** 2014 GVLL Volunteer Shifts - EXAMPLE
- \* Person Fulfilling DIB Item:** Dana Johnson (with a text input field below it containing the instruction "First and last name of person who will complete the DIB Item.")
- \* Contact Phone Number:** 612-554-9974 (with a text input field below it)

Annotations on the form:

- E:** Points to the "Person Fulfilling DIB Item" text input field.
- F:** Points to the "Contact Phone Number" text input field.
- G:** Points to the "Claim DIB Item" button at the bottom.
- H:** Points to the "CANCEL" button in the top right corner.

## Viewing Claimed Items

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

The screenshot shows the Dibs website interface. At the top is a navigation bar with links: Home, Teams, Locations/Fields, Calendar, News, League Information, Resources, About Us, and Dibs. Below this is a header with the Dibs logo and the text 'CLAIM RESPONSIBILITY'. A user profile for Dana Johnson is displayed, with a link 'My Dibs: View all of my currently claimed Dib items.' An arrow points from this link to a green button with a white 'I' icon. Below the profile, there are tabs for 'Active' and 'Archived'. A descriptive paragraph about Dibs follows. At the bottom, a table shows a single session: '2014 GVLL Volunteer Shifts - EXAMPLE' with 0% progress.

Dib Session	Profile	Progress
<a href="#">2014 GVLL Volunteer Shifts - EXAMPLE</a>	Dana Johnson	0% 0.0 Completed 0.0 Claimed (15.0 Max) 10.0 Needed

The screen below will appear. If you are member of multiple NGIN sites and have claimed other Dibs items (even in previous years), they may appear here in addition to the items you have claimed with GVLL.

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

The screenshot shows the Dibs website interface. At the top is the Dibs logo and a description: "Dibs" is an online tool for organizing volunteer opportunities. You can browse and claim responsibility for Dib Items to fulfill your Dib Session requirements. Below this is a section for 'Active Sessions' with a table showing one session: '2014 GVLL Volunteer Shifts - EXAMPLE' with 25% progress. Below this is a section for 'Claimed Items' with a table showing three items. An arrow points from the 'Scoring - 7:30 Game' item to a green button with a white 'J' icon.


DIB SESSION	PROFILE	PROGRESS
<b>2014 GVLL Volunteer Shifts - EXAMPLE</b> Golden Valley Little League	Dana Johnson	<div><div></div></div> <b>25%</b> 2.5 Completed 2.5 Claimed (15.0 Max) 10.0 Needed

DIB ITEM (CREDITS)	SESSION	DATE / TIME	PROFILE / FULFILLER:	STATUS
<b>Scoring - 7:30 Game</b>	<b>2014 GVLL Volunteer Shifts - EXAMPLE</b> Golden Valley Little League	05/06/2014, 7:15pm CDT - 09:45 PM	Dana Johnson Dana Johnson	Claimed
<b>Concession Stand - Opening</b>	<b>2014 GVLL Volunteer Shifts - EXAMPLE</b> Golden Valley Little League	05/05/2014, 5:00pm CDT - 07:30 PM	Dana Johnson Dana Johnson	Completed
<b>Practice - Monday 6/10/13</b>	<b>J</b> Practice Fields (wk6) - June 10th to June 15th	06/10/2013, 7:45pm CDT - 08:45 PM	Dana Johnson 10AA Harrison Hunter by Dana Johnson	Claimed


## Canceling an Item

### Dibs

[Dib Sessions and Claimed Items](#) | Scoring - 7:30 Game | [Browse Claimed Dib Items](#)



## Scoring - 7:30 Game

05/06/2014, 7:15pm CDT - 09:45 PM  
Location: Isaacson Field 1  
Category: Scoring  
Dib Session:  2014 GVLL Volunteer Shifts - EXAMPLE

K

**Credit Value:** 2.5  
Credit issued upon completion.


**Status:** Claimed  
This Dib Item has been claimed.  
Is this Dib Item complete?  
[Verify Completion](#)

**Claimed By:** Dana Johnson  
**Fulfilled By:** Dana Johnson

**Cancellation Prohibited:** 7 days before event.  
Responsibility can be canceled until Tue, Apr 29th, 14, 7:15pm CDT.  
[Cancel Claim](#)

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

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



### Cancel Claim on Dib Item

Cancel your claim on the dib item Scoring - 7:30 Game.

If you would like to cancel your claim on the dib item Scoring - 7:30 Game, click the Cancel Claim button.

[Cancel Claim](#)

Verify the item has been removed from your claimed list.