

## Step 1: Login under the account used to register players for this session

Make sure you are logged into NGIN under the account used to register your players.



## Step 2: Click on Dibs tab

Once you are logged in, click on Dibs tabs on the far right of the home page.



## Step 3: Choose your Session

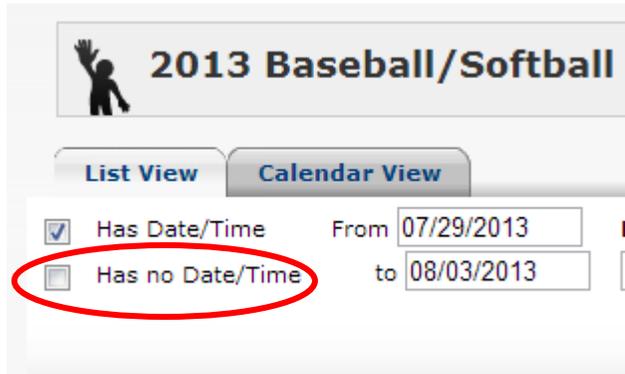
Click on the Dibs session that applies to the season for which you are currently registered.



## Step 4: Filter Down the List

Filter the list of Dibs items down to the range that you are interested in.

- A) Click on “Has no Date/Time” to remove those from the list. Those are extra credit given to the coaches and don’t apply to those trying to sign up for shifts.



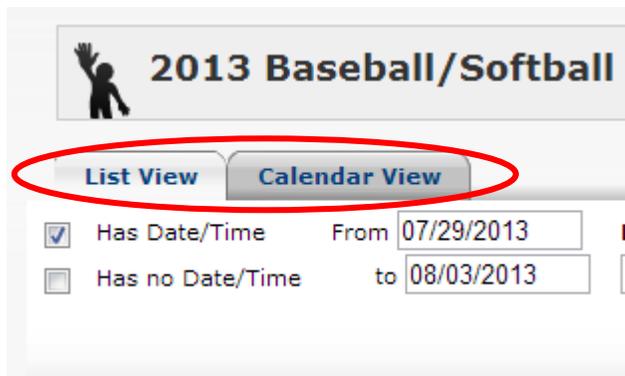
2013 Baseball/Softball

List View Calendar View

Has Date/Time From 07/29/2013

Has no Date/Time to 08/03/2013

- B) Decide whether you want to see a list view or calendar view.



2013 Baseball/Softball

List View Calendar View

Has Date/Time From 07/29/2013

Has no Date/Time to 08/03/2013

- C) If you already know which day(s) you are interested in, use **list view**.

- D) If you are looking for open shifts within an entire month, use **calendar view**.

- E) Location and Category are not used consistently in our system, so leave those as “Any” and “All”



Location: All

Category: Any

- F) Hit the “Filter” button and those shifts/ranges you have chosen will show.



Filter Dibs Items

## Step 5: Choose a shift for more details

This will only show you the list of shifts that are available. Any shifts already claimed will not show. Click on the shift you are interested in.

Page 1 of 8  
Displaying Results 1 - 30 of 211

Dib Item	Credits	Location	Date/
Friday Night Set Up - 8/3 Softball Tourney	2	Krattley Field	08/02/20
Friday Night Set Up - 8/3 Softball Tourney	2	Krattley Field	08/02/20
Concessions - 8/3 Softball Tourney	4	Grandview Complex	08/03/20
Concessions - 8/3 Softball Tourney	4	Town Hall Fields	08/03/20
Concessions - 8/3 Softball Tourney	4	Krattley Field	08/03/20
Concessions - 8/3 Softball Tourney	4	Town Hall Fields	08/03/20
Concessions - 8/3 Softball Tourney	4	Grandview Complex	08/03/20
Concessions - 8/3 Softball Tourney	4	Krattley Field	08/03/20
Concessions - 8/3 Softball Tourney	4	Town Hall Fields	08/03/20
Concessions - 8/3 Softball Tourney	4	Grandview Complex	08/03/20

## Step 6: Claim the Shift

The details of that shift will be shown, including the # of credits given. Sometimes the credits are equal to the hours worked, sometimes they are more, depending on the shift.

Click "CLAIM THIS DIB ITEM" and you will claim it, and receive a confirmation email that you have done so.



 **Concessions - 8/3**

**08/03/2013, 6:30am CDT - 09:30 AM**  
Help set up & run concessions  
Location: Grandview Complex  
Category: Concessions  
Dib Session(s): **2013 Baseball/Softball**

**CLAIM THIS DIB ITEM**