

SIoux FALLS FLYERS

DIBS Training
September 2017



Introduction



In this training, you'll learn how to:

- Login to your account on the SiouxFallsFlyers.com website.
- Access Dibs.
- Claim a Dib item.
- View a claimed Dib item.
- Verify completion of a claimed Dib item.
- Cancel a claimed Dib item.

Introduction



Why Volunteer?

- The Sioux Falls Youth Hockey Association (SFYHA) relies on volunteers to keep the association running smoothly for everyone.
- Volunteers are necessary to allow for more HOME ice opportunities.
- Volunteers make the hockey experience GREAT for the kids playing.

**If everyone volunteers their time the association
will continue to grow.**

Introduction



What is DIBS?

DIBS Volunteer Program is a tool the SFYHA utilizes to track the volunteer hours for the SFYHA players.

Why DIBS?

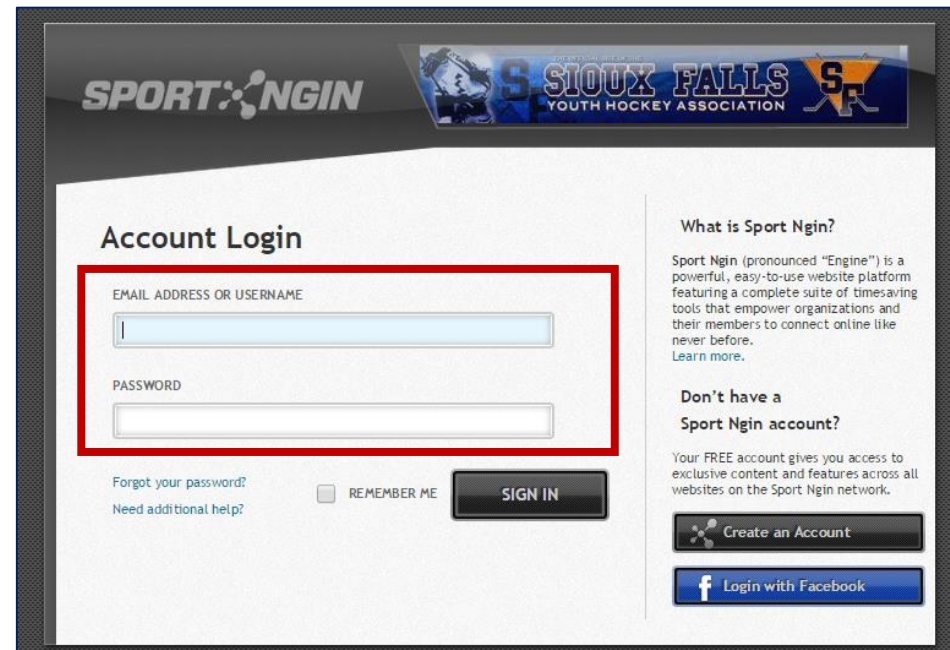
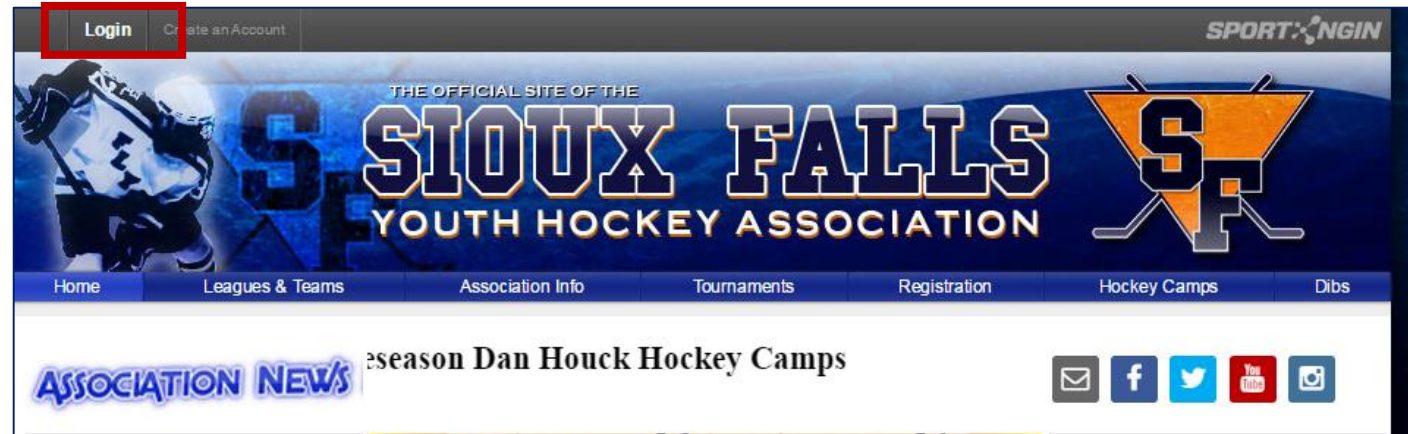
- Automating the volunteer program is crucial to a successful organization.
- DIBS speeds up the process for claiming and verifying completion of volunteer hours.

Login



1. Enter www.siouxfallsflyers.com in your internet browser.
2. Click **Login** in the upper left corner of the web page.
3. Log in using the username and password you used when registering your player.
4. Click **SIGN IN**.

Once you are signed in, you will see your username in the upper left corner of the webpage.



Access Dibs



Click the **Dibs** tab.

The Dibs page displays.

A screenshot of the website's navigation bar. The top header includes the user name 'pmalwitz', a globe icon, and a 'Log Out' link. The main banner features a hockey player and the text 'THE OFFICIAL SITE OF THE SIOUX FALLS YOUTH HOCKEY ASSOCIATION' with the association's logo. Below the banner is a navigation menu with tabs for 'Home', 'Leagues & Teams', 'Association Info', 'Tournaments', 'Registration', 'Hockey Camps', and 'Dibs'. The 'Dibs' tab is highlighted with a red border. At the bottom of the navigation bar, there is a link for 'ASSOCIATION NEWS', a promotional message 'Check out and get registered for upcoming I', and social media icons for email, Facebook, Twitter, YouTube, and Instagram.

Claim a Dib Item



The Dib Session column displays the link to claim Dibs items.

The Athlete column displays the name of your hockey player. The oldest player is listed if you have more than one player.

The Progress column displays your required volunteer hours and the number of hours completed.

1. Click 2017-2018 Single Player City League Family, 2017-2018 City League Family with 2 or More Players, 2017-2018 Single Player Travel Family or 2017-2018 Travel Family with 2 or More Players link in the Dib Session column.

The screenshot shows the website for the Sioux Falls Youth Hockey Association. The header includes the association's name and logo, along with navigation links for Home, Leagues & Teams, Association Info, Tournaments, Registration, Hockey Camps, and Dibs. Below the header is a section for 'dibs CLAIM RESPONSIBILITY'. The user profile for Penny Malwitz is displayed, with a link to 'My Dibs: View all of my currently claimed Dib items'. There are two tabs: 'Active' (selected) and 'Archived'. A table lists the Dibs sessions, with the first row highlighted in orange and a red box around the link. The table has three columns: Dib Session, Athlete, and Progress.

Dib Session	Athlete	Progress
2015-2016 Family with 2 or More Players	Braden Malwitz	56% 8.5 Completed 0.0 Claimed 15.0 Needed

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Claim a Dib Item



Browse for a Dibs item to claim responsibility for.

- Filter the list by a date range, location, category, or credit value.
- Select a status of All, Unclaimed, or Claimed.
- Click **Filter Dib Items** after you select your search criteria.
- Click a column header to sort by that column. For example, to sort by Item, click the Item column header.
- Click the page number link to navigate to the next or previous page.
- Click the Calendar View tab to view the Dibs items on a calendar instead of a list.

Penny Malwitz

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

[Dibs](#) > 2015-2016 Family with 2 or More Players My Dib Sessions: 2015-2016 Family with 2 or More Players ▾

2015-2016 Family with 2 or More Players

Braden Malwitz has currently fulfilled 8.5 of 15 required credit(s).

56%

List View
Calendar View

Has Date/Time From

Has no Date/Time to

Location:

Category:

Credit Value: (blank for any)

Status:

Page 1 of 5 **1 2 3 4 5 Next** →

Displaying Results 1 - 30 of 148

Item	Credits	Location	Date/Time	Category	Status	Athlete/Fulfiller
Rental Gear Check Out	2.5	Iceplex	09/26/2015, 8:30am CDT - 11:00am	-	Claimed	HudsonB Emily Battey
Rental Gear Check Out	2.5	Iceplex	09/26/2015, 8:30am CDT - 11:00am	-	Claimed	MemphisP Abby Wilson
Rental Gear Check Out	2.5	Iceplex	09/26/2015, 8:30am CDT - 11:00am	-	Claimed	IanS Ian
Rental Gear Check Out	2.5	Iceplex	09/26/2015, 8:30am CDT - 11:00am	-	Claimed	IanS Chris Scherbring
Rental Gear Check Out	2.5	Iceplex	09/26/2015, 8:30am CDT - 11:00am	-	Claimed	MemphisP David Wilson

Claim a Dib Item



Once you have selected a Dib item, click the item link to view information about the Dib item.

Penny Malwitz [My Dibs: View all of my currently claimed Dib items.](#)

[Dibs](#) > 2015-2016 Family with 2 or More Players My Dib Sessions: 2015-2016 Family with 2 or More Players ▾

2015-2016 Family with 2 or More Players
Braden Malwitz has currently fulfilled 8.5 of 15 required credit(s).
56%

List View Calendar View

Has Date/Time From Location: Category: Credit Value: (blank for any)
 Has no Date/Time to

Status: Filter Dib Items

Page 1 of 2 1 2 Next →
Displaying Results 1 - 30 of 53

Item	Credits	Location	Date/Time	Category	Status	Athlete/Fulfiller
Rental Gear Check Out	2	Iceplex	10/10/2015, 8:45am CDT - 10:45am	-	Unclaimed	-
Rental Gear Check Out	2	Iceplex	10/10/2015, 8:45am CDT - 10:45am	-	Unclaimed	-
Rental Gear Check Out	2	Iceplex	10/10/2015, 8:45am CDT - 10:45am	-	Unclaimed	-
Rental Gear Check Out	2	Iceplex	10/10/2015, 8:45am CDT - 10:45am	-	Unclaimed	-
Rental Gear Check Out	2	Iceplex	10/10/2015, 8:45am CDT - 10:45am	-	Unclaimed	-
Rental Gear Check Out	2	Iceplex	10/10/2015, 8:45am CDT - 10:45am	-	Unclaimed	-
Let's Try Hockey Attendant	1.5	Iceplex	10/10/2015, 2:15pm CDT - 3:45pm	Let's Try Hockey	Unclaimed	-

Claim a Dib Item



On the left, the date, time, description of the Dib item, and location displays.

On the right, the Credit Value assigned to the Dib item displays.

The Status shows whether the Dib item is available to claim.

Cancellation Prohibited lets you know the time frame for cancellation should you need to cancel.

1. Click CLAIM THIS DIB ITEM to claim the Dib.


A screenshot of a web interface for claiming a Dib item. The user is logged in as Penny Malwitz. The breadcrumb trail is "Dibs > 2015-2016 Family with 2 or More Players > Rental Gear Check Out". The main heading is "Rental Gear Check Out" with a stick figure icon. The event details are: "10/10/2015, 8:45am CDT - 10:45am", "Sort & Check out Rental Gear", "Location: Iceplex", and "Dib Session(s): 2015-2016 Family with 2 or More Players". A red box highlights the "CLAIM THIS DIB ITEM" button. On the right, there are three informational boxes: "Credit Value: 2" (Credit issued upon completion), "Status: Available" (This Dib Item is available to be claimed), and "Cancellation Prohibited: 3 days before event." (After claiming this item, responsibility can be canceled until Wed, Oct 7th, 15, 8:45am CDT).

Claim a Dib Item



1. Enter the first and last name of the person who will complete the Dib Item in the Fulfiller Name field.
2. Enter the phone number of the person fulfilling the Dib item in the Fulfiller Phone Number field.
3. Enter the email address of the person fulfilling the Dib item in the Fulfiller Email Address field.
4. Click Claim Dib Item.

EDIT CANCEL

 **Claim "Rental Gear Check Out"**
Are you sure you want to claim responsibility for this Dib Item?

Dib Item: Rental Gear Check Out
Date: 10/10/2015, 8:45am CDT - 10:45am
Description: Sort & Check out Rental Gear
Credit Value: 2.0
Athlete: Braden Malwitz
* Dib Session: 2015-2016 Family with 2 or More Players

* Fulfiller Name:
First and last name of person who will complete the Dib Item.

* Fulfiller Phone Number:

* Fulfiller Email Address:

Claim Dib Item

Claim a Dib Item



When you have claimed a Dib item, you'll receive the Successfully claimed Dib Item message.

You will also receive an email at the email address provided when claiming the Dib item.

- Click the **click here** link to view all of your claimed Dib items. **Note:** this only displays immediately after claiming a Dib item.

or

- Click the **My Dibs: View all of my currently claimed Dib items** link to view all of your claimed Dib items.

A screenshot of a web interface. At the top, a yellow notification box contains a speech bubble icon and the text: "Successfully claimed Dib Item. You will receive an email receipt soon. Claim another Dib Item or [click here](#) to view all of your claimed Dib Items." Below this is a dark grey header bar with a profile icon and the name "Penny Malwitz" on the left, and a link "My Dibs: View all of my currently claimed Dib items." on the right. Underneath is a breadcrumb trail "Dibs > 2015-2016 Family with 2 or More Players" and a dropdown menu "My Dib Sessions: 2015-2016 Family with 2 or More Players". The main content area shows a stick figure icon, the title "2015-2016 Family with 2 or More Players", and the text "Braden Malwitz has currently fulfilled 8.5 of 15 required credit(s)." Below this is a blue progress bar showing 56% completion.

View a Claimed Dib Item



The Active Sessions section displays the DIB session, athlete and progress.

The Claimed Items section displays all of the items you claimed and their status.

- The status displays claimed when you claim the item.
- The status displays completed when you complete the volunteer task and verify completion.

The screenshot shows the Dibs website interface. At the top left is the "dibs CLAIM RESPONSIBILITY" logo. To the right is 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.

The "Active Sessions" section shows a table with columns for DIB SESSION, ATHLETE, and PROGRESS. The first row is for "2015-2016 Family with 2 or More Players" by "Sioux Falls Youth Hockey Association", with athlete "Braden Malwitz" and a progress bar at 56% (8.5 Completed, 2.0 Claimed, 15.0 Needed).

The "Claimed Items" section shows a table with columns for DIB ITEM (CREDITS), SESSION, DATE / TIME, ATHLETE / FULFILLER, and STATUS. Two items are listed: "Registration Form Delivery" (Completed) and "Rental Gear Check Out" (Claimed).

DIB SESSION	ATHLETE	PROGRESS
2015-2016 Family with 2 or More Players Sioux Falls Youth Hockey Association	Braden Malwitz	8.5 Completed 2.0 Claimed 15.0 Needed 56%

DIB ITEM (CREDITS)	SESSION	DATE / TIME	ATHLETE / FULFILLER:	STATUS
Registration Form Delivery	2015-2016 Family with 2 or More Players Sioux Falls Youth Hockey Association	09/09/2015, 8:00am CDT - 4:30pm	Braden Malwitz Penny Malwitz	Completed
Rental Gear Check Out	2015-2016 Family with 2 or More Players Sioux Falls Youth Hockey Association	10/10/2015, 8:45am CDT - 10:45am	Braden Malwitz PennyMalwitz	Claimed

Verify Completion of a Claimed Dib Item



When you complete a volunteer task for a claimed Dib item, log back into your account and verify completion of the Dib item.

1. Click the **Dibs** tab from the Home page.
2. Click the **My Dibs: View all of my currently claimed Dibs items** Link.
3. Click the Dibs item in the DIB ITEM (CREDITS) column.

The screenshot displays the Dibs website interface. At the top left is the "dibs CLAIM RESPONSIBILITY" logo. To the right is a descriptive text: "Dibs" is an online tool for organizing volunteer opportunities. You can browse and claim responsibility for Dibs Items to fulfill your Dibs Session requirements.

Below the header is a section titled "Active Sessions". It features a table with columns for "DIB SESSION", "ATHLETE", and "PROGRESS". One session is listed: "2015-2016 Family with 2 or More Players" by "Sioux Falls Youth Hockey Association", with athlete "Braden Malwitz". A progress bar shows 56% completion, with 8.5 credits completed, 2.0 claimed, and 15.0 needed.

Below that is a section titled "Claimed Items". It features a table with columns for "DIB ITEM (CREDITS)", "SESSION", "DATE / TIME", "ATHLETE / FULFILLER:", and "STATUS". The table lists several items, with the last one, "Squirt A Tournament", highlighted with a red border.

DIB ITEM (CREDITS)	SESSION	DATE / TIME	ATHLETE / FULFILLER:	STATUS
Registration Form Delivery	2015-2016 Family with 2 or More Players Sioux Falls Youth Hockey Association	09/09/2015, 8:00am CDT - 4:30pm	Braden Malwitz Penny Malwitz	Completed
Rental Gear Check Out	2015-2016 Family with 2 or More Players Sioux Falls Youth Hockey Association	10/10/2015, 8:45am CDT - 10:45am	Braden Malwitz Penny Malwitz	Claimed
Tournament Committee	2014-2015 Family with 2 or More Players Sioux Falls Youth Hockey Association	03/30/2015, 8:15am CDT - 8:30am	Braden Malwitz Penny Malwitz	Completed
Squirt EOY Event	2014-2015 Family with 2 or More Players Sioux Falls Youth Hockey Association	03/24/2015, 7:15pm CDT - 8:30pm	Braden Malwitz Penny Malwitz	Completed
Squirt A Tournament	2014-2015 Family with 2 or More Players Sioux Falls Youth Hockey Association	01/24/2015, 5:45pm CST - 7:15pm	Braden Malwitz Penny Malwitz	Completed
Squirt A Tournament	2014-2015 Family with 2 or More Players Sioux Falls Youth Hockey Association	01/24/2015, 2:00pm CST - 3:30pm	Braden Malwitz Penny Malwitz	Claimed

Verify Completion of Claimed Dib Item



The Dib item displays with information about the item.


1. On the right in the Status section, click **Verify Completion**.
2. Click **Request Completion Verification**.


The Successfully sent Completion Verification Request to Admin message displays.

Your hours completed will update when the Volunteer Coordinator approves the verification.

Dibs


← Dib Sessions and Claimed Items

 **Squirt A Tournament**

01/24/2015, 2:00pm CST - 3:30pm 

Greet team, allow access to assigned locker room when adult is present & securing locker room key

Location: IcePlex Lobby

Dib Session:  2014-2015 Family with 2 or More Players


Credit Value: 1.5
Credit issued upon completion.

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

Athlete: Braden Malwitz
Fulfiller: Penny Malwitz

Cancellation Prohibited: 2 days
This Dib Item can no longer be canceled without contacting the Admin.
[Request Cancellation](#)

EDIT CANCEL

 **Request Completion Verification**
Notify the Admin that you have completed the Dib Item "Squirt A Tournament".

If you have finished this Dib Item, click the Request Completion Verification button to notify the Admin that this Dib Item is completed. You will receive credit for the item once the Admin has marked it as completed.

[Request Completion Verification](#)

Cancel a Claimed Dib Item



If you are unable to complete a Dib item, you need to login to your account and cancel the Dib item within the time specified for cancellation.

1. Click the **Dibs** tab from the Home page.
2. Click the **My Dibs: View all of my currently claimed Dibs items** Link.
3. Click the Dib item in the DIB ITEM (CREDITS) column.

The screenshot shows the Dibs website interface. At the top left is the "dibs CLAIM RESPONSIBILITY" logo. To the right is a descriptive text: "Dibs" is an online tool for organizing volunteer opportunities. You can browse and claim responsibility for Dibs Items to fulfill your Dibs Session requirements.

Below the header is a section titled "Active Sessions". It contains a table with columns: DIB SESSION, ATHLETE, and PROGRESS. The table has one row: "2015-2016 Family with 2 or More Players" (Sioux Falls Youth Hockey Association) for athlete "Braden Malwitz". The progress bar shows 8.5 Completed, 2.0 Claimed, and 15.0 Needed, with a 56% completion rate.

Below that is a section titled "Claimed Items". It contains a table with columns: DIB ITEM (CREDITS), SESSION, DATE / TIME, ATHLETE / FULFILLER, and STATUS. The table has two rows:

DIB ITEM (CREDITS)	SESSION	DATE / TIME	ATHLETE / FULFILLER	STATUS
Registration Form Delivery	2015-2016 Family with 2 or More Players Sioux Falls Youth Hockey Association	09/09/2015, 8:00am CDT - 4:30pm	Braden Malwitz Penny Malwitz	Completed
Rental Gear Check Out	2015-2016 Family with 2 or More Players Sioux Falls Youth Hockey Association	10/10/2015, 8:45am CDT - 10:45am	Braden Malwitz PennyMalwitz	Claimed

The "Rental Gear Check Out" row is highlighted with a red border, indicating it is the item to be cancelled.

Cancel a Claimed Dib Item




The Dib item displays with information about the item.



1. On the right in the Cancellation section, click **Cancel Claim**.
2. Click **Cancel Claim**.

The Successfully cancelled claim on Dib Item message displays.

Dibs

← Dib Sessions and Claimed Items

 **Rental Gear Check Out**

10/10/2015, 8:45am CDT - 10:45am 
Sort & Check out Rental Gear
Location: Iceplex
Dib Session:  2015-2016 Family with 2 or More Players


Credit Value: 2
Credit issued upon completion.

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

Athlete: Braden Malwitz
Fulfiller: PennyMalwitz

Cancellation Prohibited: 3 days before event.
Responsibility can be canceled until Wed, Oct 7th, 15, 8:45am CDT.
[Cancel Claim](#)

EDIT CANCEL

 **Cancel Claim on Dib Item**
Cancel your claim on the dib item Rental Gear Check Out.

If you would like to cancel your claim on the dib item Rental Gear Check Out, click the Cancel Claim button.

[Cancel Claim](#)

Summary



- Volunteers serving as minor officials for games and admissions must be 18 or older. This includes scoreboard operator, announcer, penalty boxes, scoring, and admissions.
- Volunteers are encouraged to claim Dibs items outside of their child's league.
- If you have questions contact:
 - Wendy Quam, Volunteer Coordinator at wendyquam@gmail.com

Thank you for being a SFYHA Volunteer!