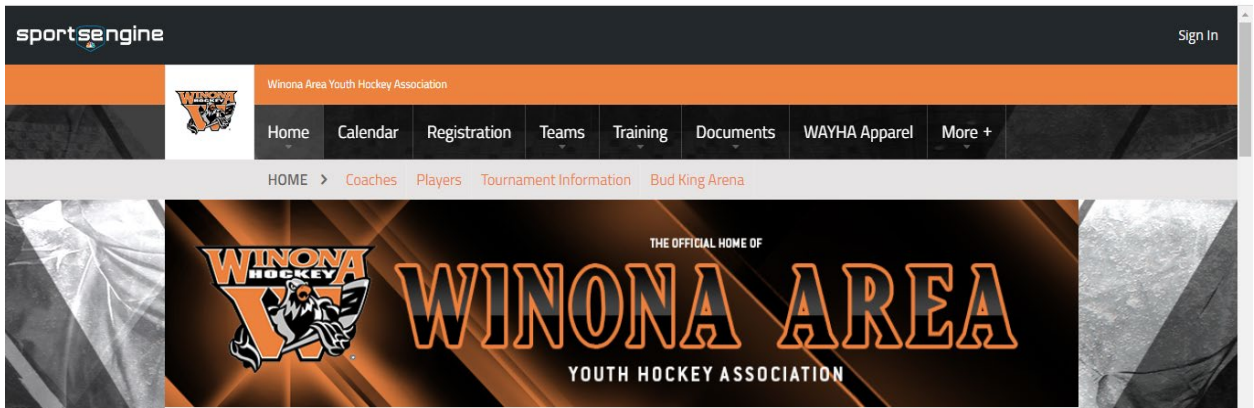
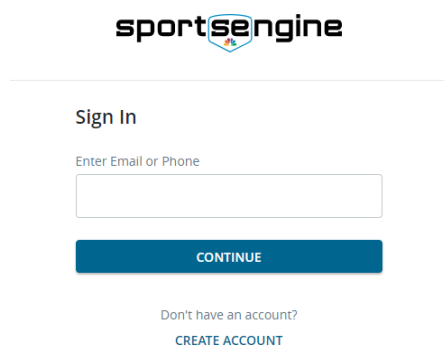


Signing up for Dibs through the Winona Area Youth Hockey website

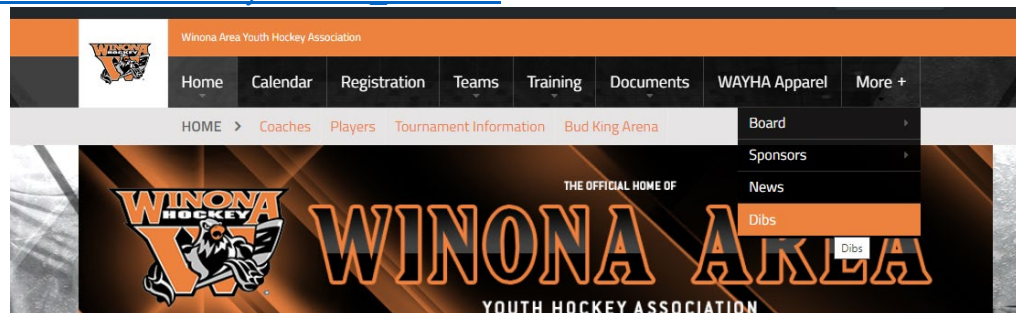
1. Log on to <https://www.winonahockey.com/> and click the “Sign In” link at the top right corner



2. Enter your username and password for your SportsEngine account.



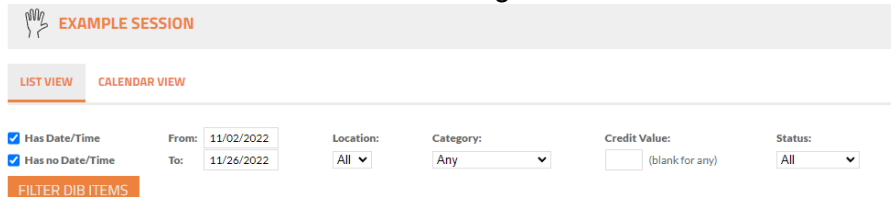
3. Click on the “More +” to get to DIBS. You can also use the link https://www.winonahockey.com/dib_sessions



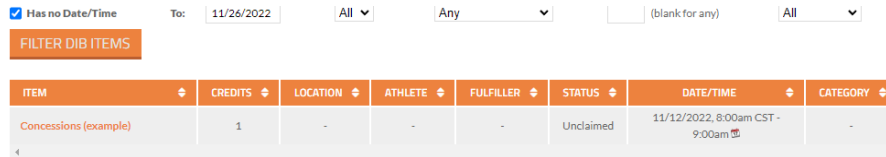
4. Select a DIBS Session



5. Ensure that both boxes are checked and the date range is accurate.



6. Select an Unclaimed item.



7. Click “Claim this DIB Item”



8. Fill out the starred fields and click “Claim DIBS Item.” (***)*Your phone number and email address are only visible to association admins*(***) **NOTE:** the “Athlete” should have the **SKATER’S** name listed, **NOT** the parent/adult name. **DIBS** are tracked by

skater.

EDIT CLOSE

CLAIM "CONCESSIONS (EXAMPLE)"
Are you sure you want to claim responsibility for this Dibs Item?

Dibs Item: Concessions (example)
Date: 11/12/2022, 8:00am CST - 9:00am
Credit Value: 1.0
* Athlete: Amelia Patzner
* Dibs Session: EXAMPLE SESSION
* Fulfiller Name:
First and last name of person who will complete the Dibs Item.
* Fulfiller Phone Number:
* Fulfiller Email Address:

Claim Dibs Item

9. You may cancel claim to an item up to 48 hours before the start time. To do this click "Cancel Claim." If you need to cancel within 48 hours of the start time, you can click on "Cancel Claim" but it needs to be approved by an admin.

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Dibs > Go to Session... > Concessions (example)

CONCESSIONS (EXAMPLE)
11/12/2022, 8:00am CST - 9:00am
Dibs Session(s): EXAMPLE SESSION

Credit Value: 1
Credit issued upon completion.

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

Athlete: Amelia Patzner
Fulfiller: Amanda Patzner

Cancellation Prohibited: 2 days before event.
Responsibility can be canceled until Thu Nov 10th 2022, 8:00am CST.
[Cancel Claim](#)

10. **THIS IS THE MOST IMPORTANT STEP.** Upon completion of work, click the "Verify Completion" link to notify the association that you have completed your Dibs Claim. An email will be sent to the DIBS coordinator. Once the DIBS coordinator marks your claim completed, you will then see the hour(s) tracked on your Sportsengine dashboard. **If you do not complete this step, you WILL NOT receive credit for the claimed item.**

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Dibs > Go to Session... > Concessions (example)

CONCESSIONS (EXAMPLE)
11/12/2022, 8:00am CST - 9:00am
Dibs Session(s): EXAMPLE SESSION

Credit Value: 1
Credit issued upon completion.

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