



DIBS SYSTEM VOLUNTEER SIGN UP INSTRUCTIONS

Thank you for helping make the Chanahassen Winter Storm Classic a success.

- Shifts are first-come, first-served
- Please double-check your site and shift time before tournament weekend
- If a last-minute issue arises, notify the Volunteer Coordinator as soon as possible.

Questions or issues?

Email bballvolunteer@gmail.com

Go to the CAA Basketball website

- Visit www.chanathleticassociation.com and log in to your SportsEngine account.
- *Note: Make sure you're logged in under the same account used for your player registration.*

Navigate to the DIBS page

- From the main menu, hover over Basketball → Volunteer Info (or find the DIBS link by clicking *More+* in the top navigation)
- Select 20XX Chanahassen Winter Storm Classic listed under Available Sessions

Browse available shifts

- You'll see a list of volunteer roles by date, site and time
- Use filters to narrow by date or site location
- Review the role description and time commitment before signing up

Claim your shift

- Click the "Claim this DIB" button next to the shift you'd like
- Confirm your name and contact information, then click Save
- *Note: If you have more than one player in the program be certain to select EACH player from the Athlete drop down list, to ensure you get the appropriate volunteer credit for each player*
- When your signup is successful, you will receive a notification and be brought back to the volunteer page - repeat the process for additional shift/player

Check or change your shift

- From the My Dibs: View all my currently claimed Dibs items
- Click the Dibs item/shift you cannot make - Select "Cancel Claim"
- Once you cancel, please return to the Dibs site and follow the above process to sign up for a shift that supports your schedule
- The Completed will not update until after your shift has been completed

How to cancel a shift

- No changes can be made online 4 days before the tournament
- You will need to find someone to cover your shift. It is your responsibility to make sure your shift is covered