

## ***Use of DIBS System***

We will be using the DIBS system in SportsEngine. This will be your one stop place to “CLAIM” volunteer items, to “CANCEL”, “VERIFY COMPLETION” of your volunteered items, and to “TRACK” your progress and fulfillment of required credits.

Games, cleanings, and open skates will be assigned to each level based on a rotation system and home/away games. However, you do not have to only work what’s in your level. Everyone is encouraged to help in any level they can.

**TO CLAIM A VOLUNTEER ITEM:** (Sign up for a volunteer item)

1. Go to the OHA website (<http://www.oahehockey.org/>)
2. Log In using your SportsEngine ID (the one you registered your child under).
3. Select the Dibs tab.
4. Under the Dibs session select your credits session.
  - This brings you to a List View of ALL Volunteer items.
  - Here is where you can FILTER DIB ITEMS by Date, Category, and/or Status.
5. Select the Volunteer item you would like to work.
6. Select “Claim this Dib item”
7. Complete the form with the required information and then click on “Claim Dib Item”.
8. You will then receive an email confirmation of the volunteer item you just claimed.

**TO CANCEL A VOLUNTEER ITEM:** (Items may have a cancellation deadline)

1. Go to the OHA website (<http://www.oahehockey.org/>) and log in using your SportsEngine ID.
2. Select the Dibs tab and then select your credits session.
3. Change the Status (far right) to Claimed and select FILTER DIBS ITEMS.
4. Find and Select the Volunteer item you would like to cancel.
5. Select “Request Cancellation”
6. In the new pop up, select “Request Cancellation”
  - You are STILL RESPONSIBLE for this Dib item until your request is granted by the Admin.

**TO VERIFY COMPLETION OF ITEM:** (To Log your work)

1. Go to the OHA website (<http://www.oahehockey.org/>) and log in using your SportsEngine ID.
2. Select the Dibs tab and then select your credits session.
3. Change Status (far right) to Claimed and select FILTER DIBS ITEMS.
4. Find and Select the Volunteer item you worked.
5. Select “Verify Completion” on the righthand side.
6. In the new pop up, select “Request Verification”
  - The Admin will verify the task was worked before it shows up in your profile.

**TO TRACK YOUR REQUIRED CREDITS STATUS:**

1. Go to the OHA website (<http://www.oahehockey.org/>)
2. Log In using your SportsEngine ID and select the Dibs tab.
3. Under Progress (right side), you can see what % you are currently at and it shows how many credits is Completed, Claimed, and Needed for the Season.

For any of your credits worked that are not on the Volunteer Item list. Please email Director of Players with the following information (Name/ Level/ Date/ Task worked/ Time) for the task to be verified complete.

# LIST OF VOLUNTEER ITEMS

## Family with oldest skater Squirt Level or Older (Season 19/20)

Tawnya Pfeifer My Dibs: View all of my currently claimed Dibs Items.

Dibs > Family with oldest skater Squirt Level or Older (Season 19/20) My Dibs Sessions: Family with oldest skater Squirt Level or Older (Season 19/20)

**FAMILY WITH OLDEST SKATER SQUIRT LEVEL OR OLDER (SEASON 19/20)**  
 Riley Pfeifer has currently fulfilled 45 of 50 required credit(s). The maximum credits allowed for this Dibs Session is 999.  
 90%

LIST VIEW CALENDAR VIEW

Has Date/Time From: 09/02/2019 To: 09/02/2019 Location: [All] Category: [Any] Credit Value: [blank for any] Status: [All]

Filter DIB ITEMS:

| ITEM                       | CREDITS | LOCATION | ATHLETE | FULLFILLER | STATUS    | DATE/TIME | CATEGORY     |
|----------------------------|---------|----------|---------|------------|-----------|-----------|--------------|
| Bantam A Coordinator       | 25      | Expe     | -       | -          | Unclaimed | -         | -            |
| Bantam B Coordinator       | 25      | Expe     | -       | -          | Unclaimed | -         | -            |
| Director of Communications | 30      | Expe     | -       | -          | Unclaimed | -         | Board Member |
| Director of Fundraising    | 30      | Expe     | -       | -          | Unclaimed | -         | Board Member |
| Expe Risk Manager          | 50      | Expe     | -       | -          | Unclaimed | -         | Risk Manager |
| Girls U14 Coordinator      | 25      | Expe     | -       | -          | Unclaimed | -         | -            |
| Jersey Manager             | 15      | Expe     | -       | -          | Unclaimed | -         | -            |
| Learn To Skate Coordinator | 25      | Expe     | -       | -          | Unclaimed | -         | -            |
| Membership Director        | 20      | Expe     | -       | -          | Unclaimed | -         | -            |
| Miss Mite Coordinator      | 25      | Expe     | -       | -          | Unclaimed | -         | -            |

# CLAIM DIB ITEM

Tawnya Pfeifer My Dibs: View all of my currently claimed Dibs Items.

Dibs > Family with oldest skater Squirt Level or Older (Season 19/20) > Bantam A Coordinator

**BANTAM A COORDINATOR**  
 Location: Expe  
 Dibs Session(s): Family with oldest skater Squirt Level or Older (Season 19/20) Family with oldest skater Mite or Mini Mite Level (Season 19/20)

Credit Value: 25  
 Credit issued upon completion.

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

Cancellation Prohibited: 1 day  
 This Dibs Item cannot be cancelled without contacting the Admin.

Claim this Dibs Item

# POP UP CLAIM ITEM

EDIT CLOSE

**CLAIM "BANTAM A COORDINATOR"**  
 Are you sure you want to claim responsibility for this Dibs Item?

Dibs Item: Bantam A Coordinator  
 Credit Value: 25.0  
 Athlete: Riley Pfeifer  
 \* Dibs Session: Family with oldest skater Squirt Level or Older (Season 19/20)  
 \* Fulfiler Name: [First and last name of person who will complete the Dibs Item]  
 Fulfiler Phone Number: [ ]  
 Fulfiler Email Address: [ ]

Claim Dibs Item

# FIND CLAIMED ITEM

Tawnya Pfeifer My Dibs: View all of my currently claimed Dibs Items.

Dibs > Family with oldest skater Squirt Level or Older (Season 19/20) My Dibs Sessions: Family with oldest skater Squirt Level or Older (Season 19/20)

**FAMILY WITH OLDEST SKATER SQUIRT LEVEL OR OLDER (SEASON 19/20)**  
 Riley Pfeifer has currently fulfilled 45 of 50 required credit(s). The maximum credits allowed for this Dibs Session is 999.  
 90%

LIST VIEW CALENDAR VIEW

Has Date/Time From: 09/02/2019 To: 09/02/2019 Location: [All] Category: [Any] Credit Value: [blank for any] Status: [Claimed]

Filter DIB ITEMS:

| ITEM                 | CREDITS | LOCATION | ATHLETE | FULLFILLER     | STATUS  | DATE/TIME | CATEGORY |
|----------------------|---------|----------|---------|----------------|---------|-----------|----------|
| Bantam A Coordinator | 25      | Expe     | RileyP  | Tawnya Pfeifer | Claimed | -         | -        |

# REQUEST CANCELLATION

Tawnya Pfeifer My Dibs: View all of my currently claimed Dibs Items.

Dibs > Family with oldest skater Squirt Level or Older (Season 19/20) > Bantam A Coordinator

**BANTAM A COORDINATOR**  
 Location: Expe  
 Dibs Session(s): Family with oldest skater Squirt Level or Older (Season 19/20) Family with oldest skater Mite or Mini Mite Level (Season 19/20)

Credit Value: 25  
 Credit issued upon completion.

Status: Claimed  
 This Dibs Item has been claimed.

Is this Dibs Item complete?  
 Verify Completion

Athlete: Riley Pfeifer  
 Fulfiler: Tawnya Pfeifer

Cancellation Prohibited: 1 day  
 This Dibs Item cannot be cancelled without contacting the Admin.

Request Cancellation

# POP UP REQUEST CANCELLATION

EDIT CLOSE

**REQUEST DIB ITEM CANCELLATION**  
 Notify the Admin that you would like to cancel your claim on the "Bantam A Coordinator" Dibs Item.

You are still responsible for this Dibs Item until your request is granted by the Admin.

Request Cancellation

# VERIFY COMPLETION

Tawnya Pfeifer My Dibs: View all of my currently claimed Dibs Items.

Dibs > Family with oldest skater Squirt Level or Older (Season 19/20) > Bantam A Coordinator

**BANTAM A COORDINATOR**  
 Location: Expe  
 Dibs Session(s): Family with oldest skater Squirt Level or Older (Season 19/20) Family with oldest skater Mite or Mini Mite Level (Season 19/20)

Credit Value: 25  
 Credit issued upon completion.

Status: Claimed  
 This Dibs Item has been claimed.

Is this Dibs Item complete?  
 Verify Completion

Athlete: Riley Pfeifer  
 Fulfiler: Tawnya Pfeifer

Cancellation Prohibited: 1 day  
 This Dibs Item cannot be cancelled without contacting the Admin.

Request Cancellation

# POP UP VERIFY COMPLETION

EDIT CLOSE

**REQUEST COMPLETION VERIFICATION**  
 Notify the Admin that you have completed the Dibs Item "Bantam A Coordinator".

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

Request Completion Verification

# VIEW PROGRESS OF CREDITS

Ohae Hockey Association Dibs Sessions

Tawnya Pfeifer My Dibs: View all of my currently claimed Dibs Items.

ACTIVE ARCHIVED

"Dibs" is an online tool that helps keep members organized by providing a platform to assign and claim responsibility. Site members can browse Dibs Sessions below and claim responsibility for Dibs Items. Members then complete Dibs Items to fulfill their Dibs Session requirements.

| DIB SESSION  | ATHLETE       | PROGRESS  |
|--|---------------|---|
| FAMILY WITH OLDEST SKATER SQUIRT LEVEL OR OLDER (SEASON 19/20) | Riley Pfeifer | 90%<br>45.0 Completed 0.0 Claimed (999.0 Max) 50.0 Needed |