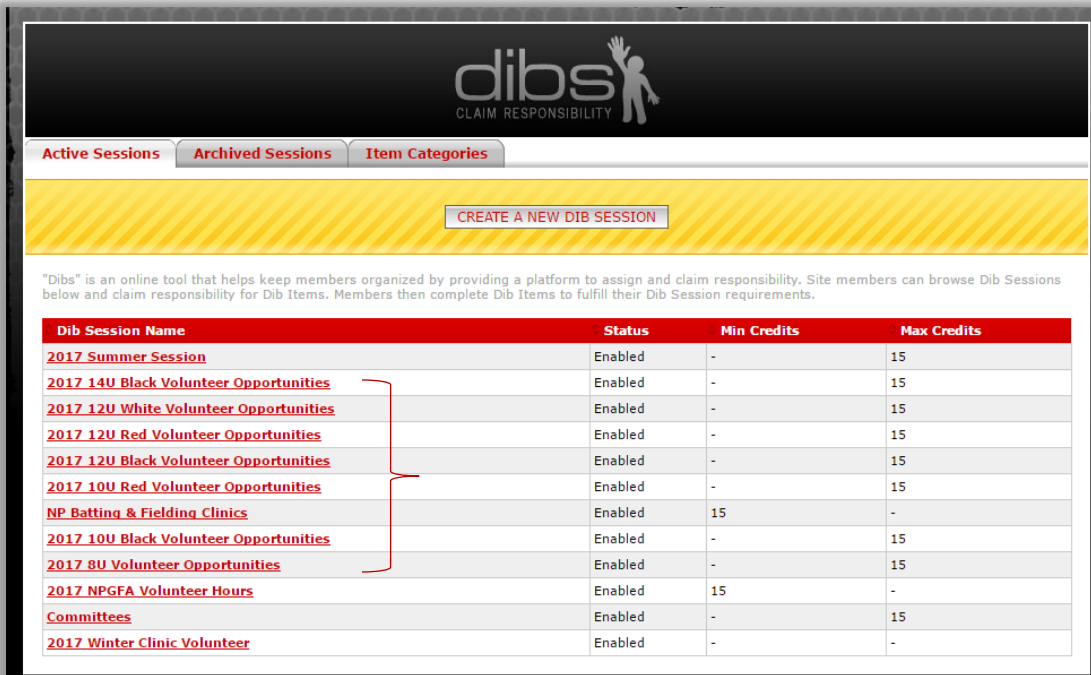


## Create Dib Item

A Dib Item is a specific volunteer shift that is available for users to claim. Dib Items typically include a description, a time, date, credit value (often based on hours), category, and a location. This is the detailed information your users will need to know about the shift they are signing up to work for (claiming).

**Dib Item Examples:** Concession Stand, Apparel, Ticketing, score keeping, etc.

1. Log In - <http://www.newpraguefastpitch.com/>
2. Select Dibs
3. Click 'Edit Mode'
4. Select Dibs Session Name



The screenshot shows the Dibs website interface. At the top, there is a logo for "dibs CLAIM RESPONSIBILITY" with a stylized figure. Below the logo are three tabs: "Active Sessions", "Archived Sessions", and "Item Categories". A yellow banner with a diagonal pattern contains a button labeled "CREATE A NEW DIB SESSION". Below the banner, there is a paragraph of text explaining the Dibs tool. At the bottom, there is a table with four columns: "Dib Session Name", "Status", "Min Credits", and "Max Credits". The table lists various volunteer sessions, all with a status of "Enabled". A red bracket on the left side of the table groups the first seven rows.

Dib Session Name	Status	Min Credits	Max Credits
<a href="#">2017 Summer Session</a>	Enabled	-	15
<a href="#">2017 14U Black Volunteer Opportunities</a>	Enabled	-	15
<a href="#">2017 12U White Volunteer Opportunities</a>	Enabled	-	15
<a href="#">2017 12U Red Volunteer Opportunities</a>	Enabled	-	15
<a href="#">2017 12U Black Volunteer Opportunities</a>	Enabled	-	15
<a href="#">2017 10U Red Volunteer Opportunities</a>	Enabled	-	15
<a href="#">NP Batting &amp; Fielding Clinics</a>	Enabled	15	-
<a href="#">2017 10U Black Volunteer Opportunities</a>	Enabled	-	15
<a href="#">2017 8U Volunteer Opportunities</a>	Enabled	-	15
<a href="#">2017 NPGFA Volunteer Hours</a>	Enabled	15	-
<a href="#">Committees</a>	Enabled	-	15
<a href="#">2017 Winter Clinic Volunteer</a>	Enabled	-	-

5. Select 'Create A New Dib Item'

The screenshot shows the Dibs website interface. At the top, there is a black header with the 'dibs' logo and the tagline 'CLAIM RESPONSIBILITY'. Below the header, a breadcrumb trail reads 'Dibs > 2017 10U Black Volunteer Opportunities'. The main content area features a yellow banner with a gear icon in the top right corner. The banner contains the title '2017 10U Black Volunteer Opportunities' and session details: 'Session Status: Enabled', 'Login is not required to participate', 'Any user can join the dib session, user is joined to session by claiming a dib item.', 'This session does track credits and task completion.', 'Max Credits Allowed: 15', and 'Admin Email Addresses: newpraguesoftball@gmail.com'. Below the banner are tabs for 'List View', 'Calendar View', 'Groups', 'Profiles', and 'Messages'. A yellow banner at the bottom of the main content area contains a 'CREATE A NEW DIB ITEM' button, which is highlighted with a red arrow, and a link for 'Import New Dib Items'. Below this are filter options: 'Has Date/Time' (checked), 'From' (04/02/2017), 'Location' (All), 'Category' (Any), and 'Credit Value' (blank for any). There is also a 'Status' dropdown menu set to 'All' and a 'Filter Dibs Items' button. At the bottom, there are links for 'Delete Selected', 'Mark Selected Complete', 'Print List', and 'Export Dibs Items to Excel (.csv)'. A table header is visible with columns: Item, Credits, Location, Athlete, Fulfiller, Status, Date/Time, Category, Fulfiller Phone/Email, and Requests. The table content area is empty, displaying the message 'No Dibs items found, try changing modifying filters.'

6. Select 'Show Tag Menu'
  - a. Check 'Volunteer Opportunities'
  - b. Select 'Hide Tag Menu' (to collapse the menu)
7. **Dib Item Name:** Name of the Volunteer Session (i.e. Practice Help, Score keeper)
8. **Dib Description:** Description of the job
9. **Category:** Select team (i.e. 8U, 10U Red etc.)
10. **Credit Value:** Number of hours
11. **Location:** Location of the volunteer service
12. **Location URL:** Link to Google Maps
13. **Date:** Date of volunteer shift
14. **Cancellation Prohibited:** Responsibility cannot be canceled within this time window. Leave blank if cancellation will not be allowed for this Dib Item.
15. **Required Fulfiller Phone:** When a dib item is claimed, require a contact phone number for the person fulfilling the Dib Item.
16. **Required Fulfiller Email:** When a dib item is claimed, require a contact email address for the person fulfilling the Dib Item.
17. **Belongs To:** Already selected for your team
18. Select 'Create Dib Item'



## Create a New DIB Item

Enter details for the new DIB item

### Currently Selected Tag(s):

David Urbaniak Board Member Information Twins (2014 Season)

Select All Tags

Clear All Tags

Show Tag Menu

\* DIB Item Name: Concessions Single Game

Description:

Category: Concessions

\* Credit Value: 2.0

Location: Park West Field

Location URL: <https://www.google.com/maps/place/Target+Field/@44.981708,-93.277338>

Has Date?:

\* Date: 07/25/2011 2:30 pm to 4:00 pm  All day

Cancellation Prohibited: 3 day(s) before event

*Responsibility cannot be canceled within this time window. Leave blank if cancellation will not be allowed for this DIB item.*

Require Fulfiller Phone?:  Yes, require fulfiller phone number.

*When a dib item is claimed, require a contact phone number for the person fulfilling the DIB item.*

Require Fulfiller Email?:  Yes, require fulfiller email address.

*When a dib item is claimed, require a contact email address for the person fulfilling the DIB item.*

\* Belongs To: Select which Session(s) this DIB Item is available to. A DIB Item can belong to multiple Sessions.

- Road Clean-Up
- 2014 Camp Volunteer
- 2014 Spring Camp
- 2014 Fall Season
- 2014 Summer Camp

Create DIB Item

## Confirming Dib Item

Once a Dib Item (volunteer session) has been completed, you'll need to confirm the volunteer hours.

1. Select your team
2. Select the date of past Dib Item
  - a. Click 'Filter Dib Items' button
3. Check the completed Dib Items

**2017 10U Red Volunteer Opportunities**  
Session Status: Enabled  
Login is not required to participate  
Any user can join the dib session, user is joined to session by claiming a dib item.  
This session does track credits and task completion.  
Max Credits Allowed: 15  
Admin Email Addresses: newpraguesoftball@gmail.com

[List View](#) [Calendar View](#) [Groups](#) [Profiles](#) [Messages](#)

[CREATE A NEW DIB ITEM](#)  
[Import New Dib Items](#)

Has Date/Time From  Location:  Category:  Credit Value:   
 Has no Date/Time to   
Status:  [Filter Dib Items](#)

[Delete Selected](#) | [Mark Selected Complete](#) [Print List](#) [Export Dib Items to Excel \(.csv\)](#)

<input type="checkbox"/>	Item	Credits	Location	Athlete	Fulfiller	Status	Date/Time	Category	Fulfiller Phone/Email	Requests
<input checked="" type="checkbox"/>	<a href="#">Saturday April 10th Practice</a>	1.5	Middle School Gym (Outside if weather allows)	<a href="#">Abby Bissell</a>	Amy Bissell	Claimed	04/08/2017, 10:00am CDT - 11:30am	10U Red	952-200-3738 bissell@bevcomm.net	-
<input checked="" type="checkbox"/>	<a href="#">Saturday April 10th Practice</a>	1.5	Middle School Gym (Outside if weather allows)	<a href="#">Katelyn Breheim</a>	Adam Breheim	Claimed	04/08/2017, 10:00am CDT - 11:30am	10U Red	9522003739 a.breheim@gmail.com	-

4. Click the link 'Mark Selected Complete'
  - a. If prompted, click OK

## Assigning a Dib Item to a Profile

You'd use this when a Dib Item were created but not claimed but parent(s) show up to assist in practice and/or games.

1. Log In - <http://www.newpraguefastpitch.com/>
1. Select the Dibs Tab
2. Ensure you are in Edit Mode
3. Select the 'Profiles' Tab
4. Select 'Assign Dib Item'

**2017 10U Red Volunteer Opportunities**

Session Status: Enabled  
 Login is not required to participate  
 Any user can join the dib session, user is joined to session by claiming a dib item.  
 This session does track credits and task completion.  
 Max Credits Allowed: **15**  
 Admin Email Addresses: newpraguesoftball@gmail.com

**List View** **Calendar View** **Groups** **Profiles** **Messages**

**Profiles** Export CSV

Name:  Credits Completed:  -  minimum - maximum Filter Profiles

First Name	Last Name	Credits Completed	Actions
Chad	Kraml	15.0	<a href="#">Issue Credit</a> <a href="#">Assign Dib Item</a>
Ava	Farrell	0	<a href="#">Issue Credit</a> <a href="#">Assign Dib Item</a>
Colleen	Ambroz	15.0	<a href="#">Issue Credit</a> <a href="#">Assign Dib Item</a>

5. Select the appropriate Dib Item
6. *Note: When you Assign Dib Item it's already marked completed.*

## Issuing Credit

1. Log In - <http://www.newpraguefastpitch.com/>
2. Select the Dibs Tab
3. Ensure you are in Edit Mode
4. Select the 'Profiles' Tab
5. Select 'Issue Credit'

**2017 10U Red Volunteer Opportunities**

Session Status: Enabled  
 Login is not required to participate  
 Any user can join the dib session, user is joined to session by claiming a dib item.  
 This session does track credits and task completion.  
 Max Credits Allowed: **15**  
 Admin Email Addresses: newpraguesoftball@gmail.com

**List View** **Calendar View** **Groups** **Profiles** **Messages**


**Profiles** Export CSV

Name:  Credits Completed:  -  minimum - maximum Filter Profiles

First Name	Last Name	Credits Completed	Actions
Chad	Kraml	15.0	<a href="#">Issue Credit</a> <a href="#">Assign Dib Item</a>
Ava	Farrell	0	<a href="#">Issue Credit</a> <a href="#">Assign Dib Item</a>
Colleen	Ambroz	15.0	<a href="#">Issue Credit</a> <a href="#">Assign Dib Item</a>

6. Complete the Form

EDITCLOSE



## Issue Credit

Issue credit to Chad Kraml for the "2017 10U Red Volunteer Opportunities" Dib Session.

**\* Dib Item Name:**

**Description:**

**Category:**

**\* Credit Value:**

**Location:**

**Location URL:**

**Has Date?:**

**\* Date:**   to

All day

**\* Fulfiller Name:**

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

**Fulfiller Phone Number:**

**Fulfiller Email Address:**

7. Select 'Issue Credit'

8. *Note: When you Issue Credit it's already marked completed.*

When parent(s) on your team reach their 15 hours please email Todd Pietch - todd.pietsch@yahoo.com