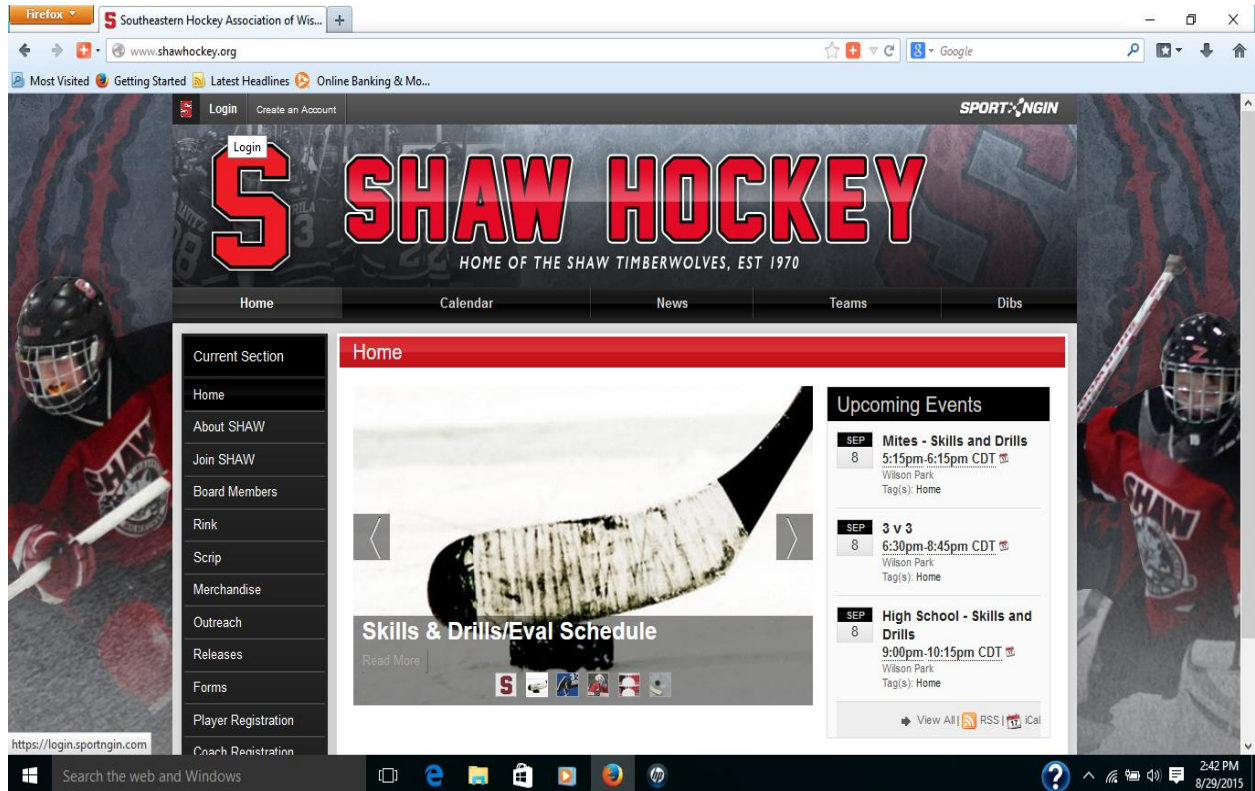


How to claim Volunteer Hours using Dibs

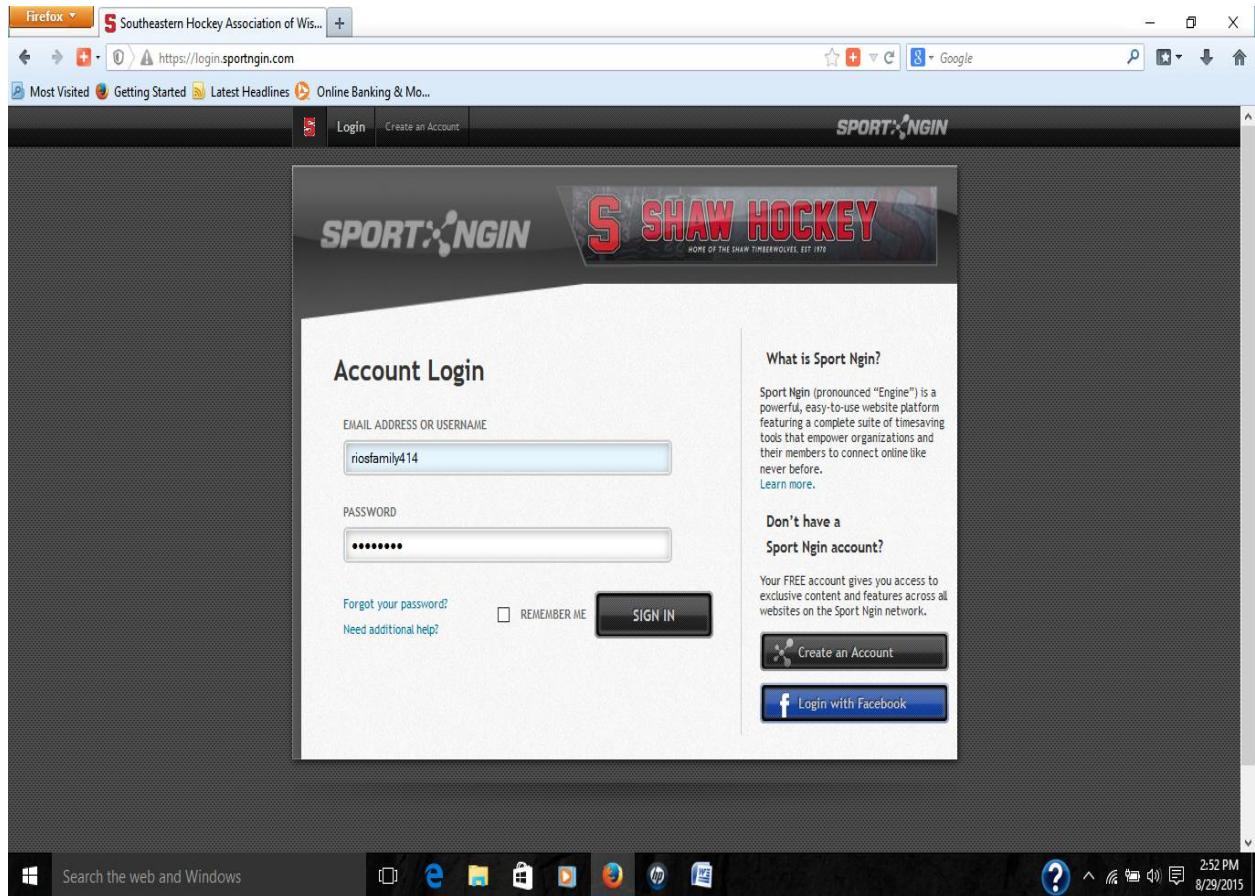
As you know, we have adopted a new SHAW website this year. This website, powered by SportNgin, uses a system called Dibs, which allows us to create, claim and award volunteer credit hours. As a bonus, we can also keep track more easily of each family's volunteer hours.

So, how do you use Dibs? This quick tutorial will show you.

Step 1: go to <http://www.shawhockey.com>



Step 2: Login, using your SportNgin account, which you created when you registered your skater.



Step 3: Click on Dibs, at the top right of the Homepage

Firefox | Southeastern Hockey Association of Wis... | www.shawhockey.org

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SHAW HOCKEY

HOME OF THE SHAW TIMBERWOLVES, EST 1970

Home | Calendar | News | Teams | **Dibs**

Current Section

- Home
- About SHAW
- Join SHAW
- Board Members
- Rink
- Scrip
- Merchandise
- Outreach
- Releases
- Forms
- Player Registration
- Coach Registration

Home

S

FINAL Jersey Order

Read More

Upcoming Events

SEP 8	Mites - Skills and Drills
	5:15pm-6:15pm CDT
	Wilson Park
	Tag(s): Home
SEP 8	3 v 3
	6:30pm-8:45pm CDT
	Wilson Park
	Tag(s): Home
SEP 8	High School - Skills and Drills
	9:00pm-10:15pm CDT
	Wilson Park
	Tag(s): Home

View All | RSS | iCal

www.shawhockey.org/dib_sessions

Search the web and Windows | 2:53 PM 8/29/2015

Step 4: You will see different types of Dibs Sessions. Click on the one for the event you're interested in. For this example, we'll sign up to work at a Skills and Drills session.

The screenshot shows a web browser window displaying the Shaw Hockey website. The browser's address bar shows the URL www.shawhockey.org/dib_sessions. The website's header features the "SHAW HOCKEY" logo in large red letters, with "HOME OF THE SHAW TIMBERWOLVES, EST 1970" underneath. A navigation bar below the header contains links for Home, Calendar, News, Teams, and Dibs. The Dibs section is active, showing a "dibs" logo with the tagline "CLAIM RESPONSIBILITY". Below this, there are tabs for "Active" and "Archived". A message states: "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. A table with columns "Dib Session", "Athlete", and "Progress" is shown, but it contains no data, with a message "You have no Dibs Sessions." below it. Under the "Available Sessions" heading, a list of sessions is displayed: Home Game - Squirrels, Home Game - Mite and MiniMite, Practice - Mite and MiniMite, Skills and Drills/Tryouts, and Rink Cleanup. The Windows taskbar at the bottom shows the date and time as 2:59 PM on 8/29/2015.

Firefox | Southeastern Hockey Association of Wis... | www.shawhockey.org/dib_sessions | Google

Most Visited | Getting Started | Latest Headlines | Online Banking & Mo...

SHAW HOCKEY

HOME OF THE SHAW TIMBERWOLVES, EST 1970

Home | Calendar | News | Teams | Dibs

dibs

CLAIM RESPONSIBILITY

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
You have no Dibs Sessions.		

Available Sessions

Dib Session
Home Game - Squirrels
Home Game - Mite and MiniMite
Practice - Mite and MiniMite
Skills and Drills/Tryouts
Rink Cleanup

Search the web and Windows | 2:59 PM 8/29/2015

Step 5: The Dibs system calls each specific volunteering opportunity a Dibs Item. For this example, I will sign up to do Check-in of skaters for a Squirts Skills and Drills session. As you can see, some parents have already figured out how the system works.

The screenshot shows a web browser window with the URL www.shawhockey.org/dib_sessions/show/12090. The page title is "Skills and Drills/Tryouts". The main content area features the "dibs" logo with the tagline "CLAIM RESPONSIBILITY". Below the logo, there's a section titled "Skills and Drills/Tryouts" with a description: "Check-in and direct players upon arrival for skills and drills and tryout sessions".

On the right side of the page, there's a sidebar with a "My Dib Sessions:" dropdown menu and a "Filter Dib Items" button. The main content area has a "List View" tab selected, showing a table of sessions. The table has columns for Item, Credits, Location, Date/Time, Category, Status, and Athlete/Fulfiller.

Item	Credits	Location	Date/Time	Category	Status	Athlete/Fulfiller
Mite Skills and Drills Check-In	1	Wilson Park	09/08/2015, 4:45pm CDT - 5:45pm	Skills and Drills/Tryouts	Claimed	JosephT John Thiel
High School Skills and Drills Check-In	1	Wilson Park	09/08/2015, 8:45pm CDT - 9:45pm	Skills and Drills/Tryouts	Claimed	MatthewC Faith Horn
Squirts Skills and Drills Check-In	1	Wilson Park	09/09/2015, 5:00pm CDT - 6:00pm	Skills and Drills/Tryouts	Claimed	JulianB Anja Beckmann
Peewees Skills and Drills Check-In	1	Wilson Park	09/09/2015, 6:00pm CDT - 7:00pm	Skills and Drills/Tryouts	Unclaimed	-
Bantam Skills and Drills Check-In	1	Wilson Park	09/09/2015, 7:30pm CDT - 8:30pm	Skills and Drills/Tryouts	Unclaimed	-
Squirts Full Ice Orientation Check-in	1	Wilson Park	09/10/2015, 4:45pm CDT - 5:45pm	Skills and Drills/Tryouts	Unclaimed	-
Peewees Skills and Drills Check-In	1	Wilson Park	09/10/2015, 6:00pm CDT - 7:00pm	Skills and Drills/Tryouts	Unclaimed	-

The bottom of the page shows a Windows taskbar with the search bar and various application icons. The system clock indicates 3:02 PM on 8/29/2015.

Step 6: When you click on the specific item (volunteer opportunity) you want, you will see the date and time of the volunteer time, a description of your duties, the location (usually Wilson Park), and the item category. On the right side of the screen, you will see how much credit (hours) you will get for fulfilling the item, whether or not it's still available, and what's the latest you can back off from your commitment (usually 24 hrs prior.) Most importantly, at the bottom of the screen, you will see a button that allows you to claim the item. Click it.

The screenshot shows a web browser window displaying the Shaw Hockey website. The browser's address bar shows the URL www.shawhockey.org/dib_item/show/1928474. The website header features the "SHAW HOCKEY" logo in large red letters, with "HOME OF THE SHAW TIMBERWOLVES, EST 1970" underneath. A navigation menu includes links for Home, Calendar, News, Teams, and Dibs. Below the header, a "dibs CLAIM RESPONSIBILITY" banner is visible. The main content area shows the profile of "Juan Rios" with a link to "My Dibs: View all of my currently claimed Dib items." A dropdown menu for "Dibs" is open, showing a selection of "Squirts Full Ice Orientation Check-in". The details for this item are as follows:

Squirts Full Ice Orientation Check-in	
08/29/2015, 3:00pm CDT - 3:15pm	Credit Value: 0 Credit issued upon completion.
Check-in and direct skaters as they arrive	Status: Available This Dib Item is available to be claimed.
Location: Wilson Park	Cancellation Prohibited: 1 day This Dib Item can no longer be canceled without contacting the Admin.
Category: Skills and Drills/Tryouts	
Dib Session(s): Skills and Drills/Tryouts	

At the bottom of the item details, there is a button labeled "CLAIM THIS DIB ITEM". The footer of the website includes the text "© 2015 Southeastern Hockey Association of Wisconsin / SportNgin. All Rights Reserved." and links for Terms of Use, Privacy Policy, and Help. The browser's taskbar at the bottom shows the Windows logo, a search bar, and various application icons, with the system clock indicating 3:07 PM on 8/29/2015.

Step 7: When you click on “Claim this Dib Item”, the system will pop open a smaller window asking you to confirm your sign-up. It will ask you which skater will get the credit (usually your eldest one, if you have more than one.) It will also ask you to enter the name of the person who will perform the duty, plus an email address and phone number. Once you enter this info, click “Claim Dib Item”

The screenshot shows a Firefox browser window with the address bar displaying www.shawhockey.org/dib_item/show/1928474. The background website is for Shaw Hockey, featuring a large red 'S' logo and a hockey player in a red jersey. A modal window titled "Claim 'Squirts Full Ice Orientation Check-in'" is open, asking "Are you sure you want to claim responsibility for this Dib Item?". The modal contains the following information and form fields:

- Dib Item:** Squirts Full Ice Orientation Check-in
- Date:** 08/29/2015, 3:00pm CDT - 3:15pm
- Description:** Check-in and direct skaters as they arrive
- Credit Value:** 0.0
- * Athlete:** Joshua Rios (dropdown menu)
- * Dib Session:** Skills and Drills/Tryouts
- * Filler Name:**
First and last name of person who will complete the Dib item.
- * Filler Phone Number:**
- * Filler Email Address:**
- Claim Dib Item** (button)

The background website also shows a "Juan Rios" profile, a "Dibs" section with a "Go to Session..." button, and a "CLAIM THIS DIB ITEM" button. At the bottom of the page, there is a copyright notice: "©2015 Southeastern Hockey Association of Wisconsin / Sport Ngini All Rights Reserved. Terms of Use Privacy Policy Help". The Windows taskbar at the bottom shows the time as 3:12 PM on 8/29/2015.

Step 8: After you claim the Dib Item, the screen will change, and verify you have claimed the item. It will also tell you you have an email coming, for your records. It will also give you the chance to see online your claimed Dib items.

The screenshot shows a web browser window with the URL www.shawhockey.org/dib_sessions/show/12090. The page is titled "SHAW HOCKEY HOME OF THE SHAW TIMBERWOLVES, EST 1970". The navigation menu includes Home, Calendar, News, Teams, and Dibs. The user is logged in as "Juan Rios" and is viewing their "My Dibs" page. A yellow banner at the top of the content area states: "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, the user's name "Juan Rios" is displayed, along with a link to "My Dibs: View all of my currently claimed Dib items." The page shows the user's current session: "Skills and Drills/Tryouts". Below this, there is a section for "List View" and "Calendar View". The "List View" section includes filters for "Has Date/Time", "Has no Date/Time", "Location", "Category", "Status", and "Credit Value". The "List View" section also includes a table of claimed items.

Item	Credits	Location	Date/Time	Category	Status	Athlete/Fulfiller
Squirts Full Ice Orientation Check-in	0	Wilson Park	08/29/2015, 3:00pm CDT - 3:15pm	Skills and Drills/Tryouts	Claimed	JoshuaR Juan Rios

Firefox User

https://shawhockey.sportngin.com/dib_item/user_summary

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riosfamily414 Log Out

SPORTXNGIN

CHANGE FILTERS No filters set. Filter your content, then choose "Add To Dashboard" for easy access.

Dashboard
Messages
My Teams
Profiles
Groups
Registrations
Purchased Items
Dibs
My Access
My Ngin Widget
Account Settings

dibs
CLAIM RESPONSIBILITY

"Dibs" is an online tool for organizing volunteer opportunities. You can browse and claim responsibility for Dibs Items to fulfill your Dibs Session requirements.

Active Sessions

DIB SESSION	ATHLETE	PROGRESS
Skills and Drills/Tryouts Southeastern Hockey Association of Wisconsin	Joshua Rios	0% 0.0 Completed 0.0 Claimed (1.5 Max) 0 Needed

Claimed Items

DIB ITEM (CREDITS)	SESSION	DATE / TIME	ATHLETE / FULFILLER:	STATUS
Squirts Full Ice Orientation Check-in	Skills and Drills/Tryouts Southeastern Hockey Association of Wisconsin	08/29/2015, 3:00pm CDT - 3:15pm	Joshua Rios Juan Rios	Claimed

SPLASH INTO SAVINGS LEASE A CHEVY CRUZE LS \$79/MO FOR 27 MOS

Lupient CHEVROLET SHOP NOW!

Search the web and Windows

3:19 PM 8/29/2015

How to claim your credit after completing your Volunteer Time

So you claimed the hours for your volunteer time. Then you actually did your volunteer duty. Now you will want to ensure you got your credit, right? But how?

Step 1: Login to <http://www.shawhockey.org>, and click on Dibs (Steps 1 through 3 above.)

Step 2: In the main Dibs page, you will see the Items you have signed up for (claimed), right above the Available Dib Sessions. Find the item you want to get credit for and click on it.

The screenshot shows a web browser window with the URL www.shawhockey.org/dib_sessions. The page is titled "dibs CLAIM RESPONSIBILITY". The user is logged in as "Juan Rios". The page is divided into two main sections: "Active" and "Archived". The "Active" section shows a table of claimed items. The "Available Sessions" section lists various hockey activities.

dibs CLAIM RESPONSIBILITY

Juan Rios My Dibs: View all of my currently claimed Dib 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 Dib Sessions below and claim responsibility for Dib Items. Members then complete Dib Items to fulfill their Dib Session requirements.

Dib Session	Athlete	Progress
Skills and Drills/Tryouts	Joshua Rios	0% 0.0 Completed 0.0 Claimed (1.5 Max) 0 Needed

Available Sessions Browse and claim available Dib Items for this Session

Dib Session

- Home Game - Squirts
- Home Game - Mite and MiniMite
- Practice - Mite and MiniMite
- Skills and Drills/Tryouts
- Rink Cleanup
- Try Hockey For Free
- Home Game - PeeWee and Bantam
- Home Game - High School

www.shawhockey.org/dib_sessions/show/12090 15 Southeastern Hockey Association of Wisconsin / Sport Ngin All Rights Reserved. Terms of Use Privacy Policy Help

SPORT:NGIN

Search the web and Windows

3:23 PM 8/29/2015

Step 3: The Dibs system will make you verify that you're indeed claiming your credit hours. Find the specific Item you're claiming credit for, and click it.

The screenshot shows a web browser window with the URL www.shawhockey.org/dib_sessions/show/12090. The page is titled "Skills and Drills/Tryouts" and is for user "Juan Rios". It displays a list of items with the following columns: Item, Credits, Location, Date/Time, Category, Status, and Athlete/Fulfiller. A white arrow points to the first item in the list.

Item	Credits	Location	Date/Time	Category	Status	Athlete/Fulfiller
Squirts Full Ice Orientation Check-in	0	Wilson Park	08/29/2015, 3:00pm CDT - 3:15pm	Skills and Drills/Tryouts	Claimed	JoshuaR Juan Rios
Mite Skills and Drills Check-In	1	Wilson Park	09/08/2015, 4:45pm CDT - 5:45pm	Skills and Drills/Tryouts	Claimed	JosephT John Thiel
High School Skills and Drills Check-In	1	Wilson Park	09/08/2015, 8:45pm CDT - 9:45pm	Skills and Drills/Tryouts	Claimed	MatthewC Faith Horn
Squirts Skills and Drills Check-In	1	Wilson Park	09/09/2015, 5:00pm CDT - 6:00pm	Skills and Drills/Tryouts	Claimed	JulianB Anja Beckmann
Peewees Skills and Drills Check-In	1	Wilson Park	09/09/2015, 6:00pm CDT - 7:00pm	Skills and Drills/Tryouts	Unclaimed	-
Bantam Skills and Drills Check-In	1	Wilson Park	09/09/2015, 7:30pm CDT - 8:30pm	Skills and Drills/Tryouts	Unclaimed	-
Squirts Full Ice Orientation Check-in	1	Wilson Park	09/10/2015, 4:45pm CDT - 5:45pm	Skills and Drills/Tryouts	Unclaimed	-
Peewees Skills and Drills Check-In	1	Wilson Park	09/10/2015, 6:00pm CDT - 7:00pm	Skills and Drills/Tryouts	Unclaimed	-

Step 4: you will be back at the Item's main information screen. You will have the opportunity, on the right hand side of the screen, to verify you have completed the required time, or cancel the claim.

The screenshot shows a web browser window with the address bar displaying www.shawhockey.org/dib_item/show/1928474. The website header includes the text "HOME OF THE SHAW TIMBERWOLVES, EST 1970" and navigation links for Home, Calendar, News, Teams, and Dibs. A user profile for "Juan Rios" is visible in the top right corner, with options to "EDIT" or "USER".

The main content area displays the "dibs CLAIM RESPONSIBILITY" logo. Below this, the user's name "Juan Rios" is shown, followed by a link to "My Dibs: View all of my currently claimed Dib items." The breadcrumb trail indicates the path: "Dibs > Skills and Drills/Tryouts > Squirts Full Ice Orientation Check-in".

The item details for "Squirts Full Ice Orientation Check-in" are as follows:

- Date/Time:** 08/29/2015, 3:00pm CDT - 3:15pm
- Check-in and direct skaters as they arrive**
- Location:** Wilson Park
- Category:** Skills and Drills/Tryouts
- Dib Session(s):** Skills and Drills/Tryouts

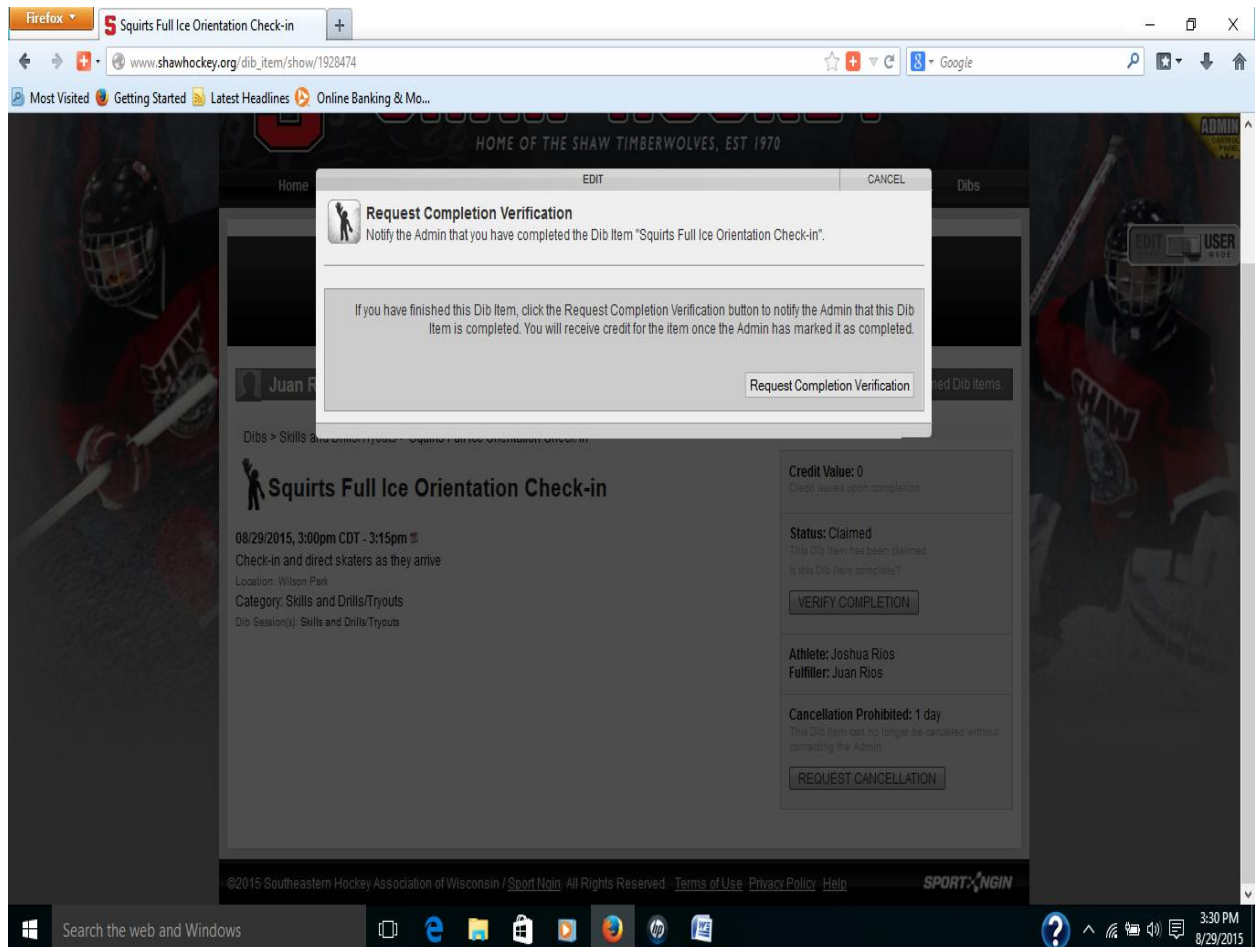
On the right side of the item details, the following information is displayed:

- Credit Value:** 0
Credit issued upon completion.
- Status:** Claimed
This Dib Item has been claimed.
Is this Dib Item complete?
[VERIFY COMPLETION](#)
- Athlete:** Joshua Rios
Fulfiller: Juan Rios
- Cancellation Prohibited:** 1 day
This Dib Item can no longer be cancelled without contacting the Admin.
[REQUEST CANCELLATION](#)

The footer of the website includes the copyright notice "©2015 Southeastern Hockey Association of Wisconsin / Sport Ngin All Rights Reserved." and links for "Sport Ngin", "Terms of Use", "Privacy Policy", and "Help". The "SPORT:NGIN" logo is also present.

The Windows taskbar at the bottom shows the search bar "Search the web and Windows" and various application icons. The system clock in the bottom right corner indicates the time is 3:28 PM on 8/29/2015.

Step 5: Clicking on Verify Completion will notify you that you're about to notify the Coordinator of Volunteers that you completed your shift. Once the Coordinator of Volunteers marks it as complete, your record of Volunteering Hours will be updated in the SHAW Database. If you couldn't make it to your requested time, clicking on Request Cancellation will notify the Coordinator of Volunteers to cancel the claim, and your record in the Database will not change.



Once the request is in the system, and on its way to the Coordinator of Volunteers, you will see the following notification on screen.

The screenshot shows a web browser window with the URL https://shawhockey.sportngin.com/dib_item/show_user/1928474. The page title is "Dibs". The sidebar on the left contains the following links: Dashboard, Messages, My Teams, Profiles, Groups, Registrations, Purchased Items, Dibs (highlighted), My Access, My Ngin Widget, and Account Settings. The main content area is titled "Dibs" and shows a session titled "Squirts Full Ice Orientation Check-in". The session details are: Date/Time: 08/29/2015, 3:00pm CDT - 3:15pm; Location: Wilson Park; Category: Skills and Drills/Tryouts; Dibs Session: Skills and Drills/Tryouts. A notification states: "Joshua Rios has sent a completion request." The session status is "Claimed" and the athlete is "Joshua Rios". A "Request Cancellation" link is provided. A banner for "FRANK & OAK" shoes is visible at the bottom of the page.

After the Coordinator of Volunteers approves the credit, you can go back into Dibs to verify how many hours you're credited with.

Easy, eh? Well, you can always email me at shaw.volunteering@gmail.com if you have questions.