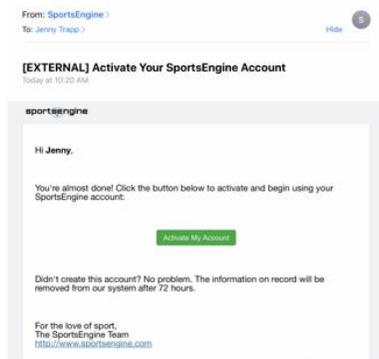
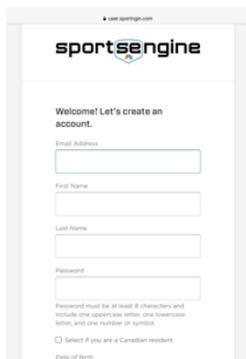
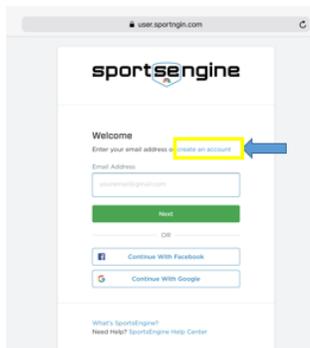


Instructions for DIBS

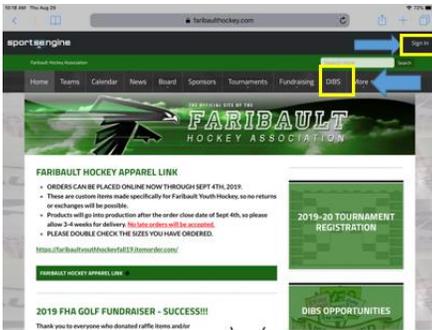
Welcome to the DIBS system. The directions below should help you get started.

1. In order to register for DIBS you must have a Sportsngin account. When you registered your skater you created an account. You can use the account you want created during registration. If a skaters parents do not wish to share an account a separate account will need to be created.

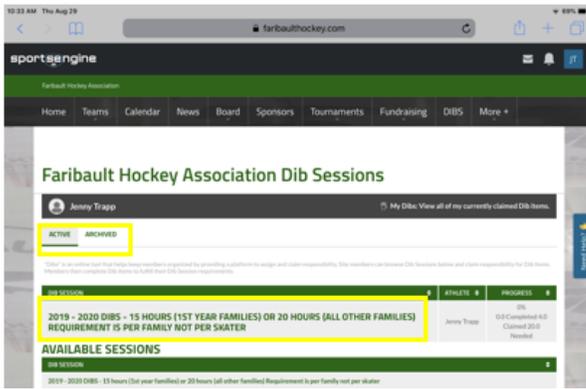
Note: Do not create an account for each skater. Claim all your DIBS under 1 skater which makes it easier to track for families and FHA.



2. Once the account is created go to www.faribault hockey.com and LOGIN
3. Click on DIBS

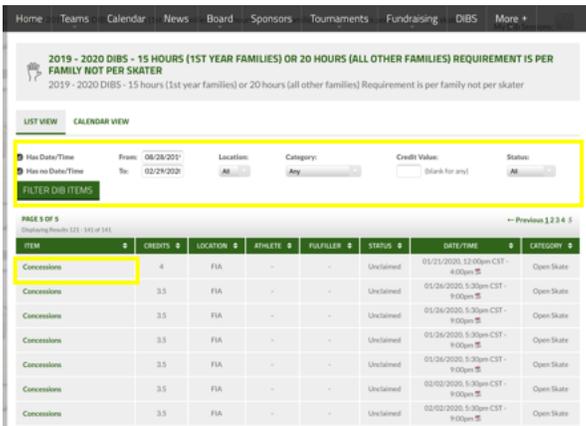


4. Make sure ACTIVE is selected NOT ARCHIVED and click on the current DIBS session



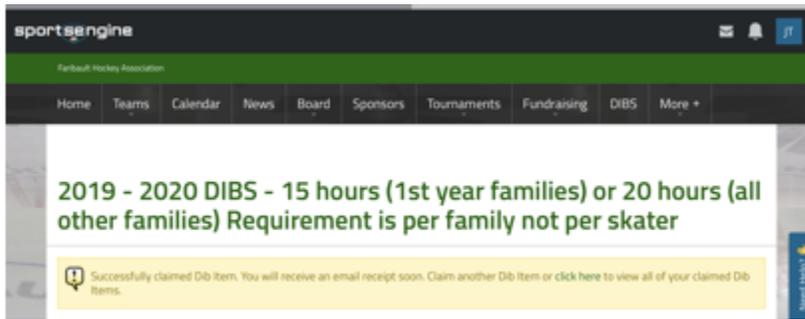
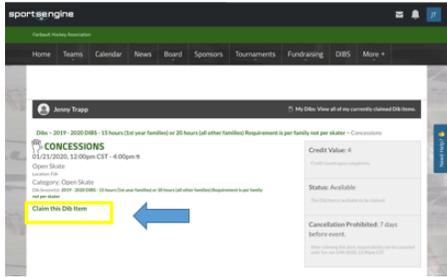
5. You can set the filters as desired and FILTER DIBS ITEMS

6. To Claim an item click in the first column (ITEM)



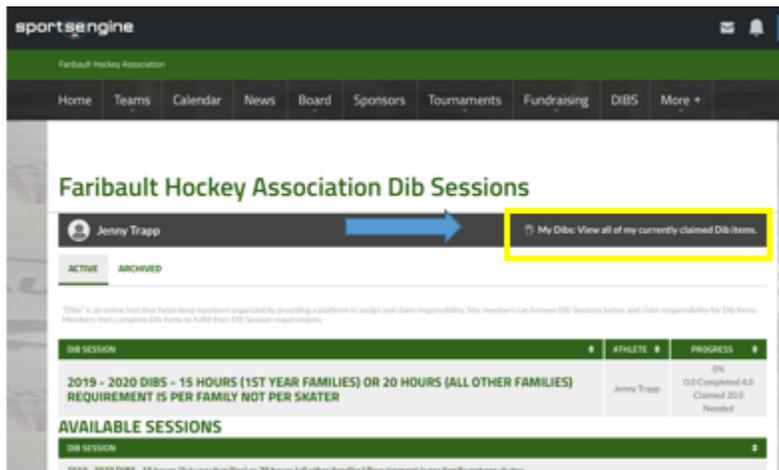
7. Select CLAIM THIS ITEM and fill out the contact information.

8. Once the item is claimed you should see a message on screen "Item successfully claimed"



To Manage your DIBS progress, see claimed DIBS or Cancel DIBS:

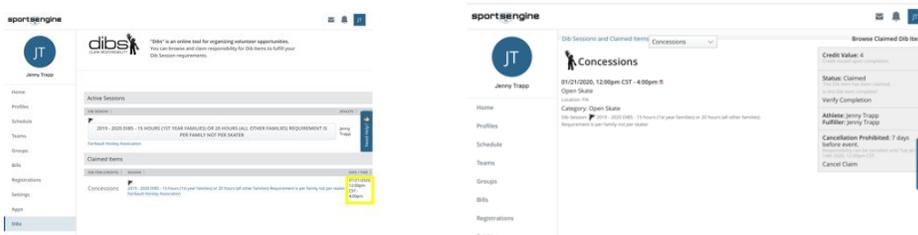
1. Follow the steps above to access the DIBS page.
2. Click on My DIBS:



3. You will be redirected to SPORTSNGIN
4. Your Claimed and Completed DIBS will be listed



5. To cancel a DIBS ITEM click on the date you wish to cancel. Select Cancel DIBS



6. Make sure you confirm your DIBS has been cancelled

TIPS:

1. Make sure you put all claimed DIBS items on your calendar.
2. A notification will be sent 1 day prior to your scheduled DIBS but only if you have your notifications ON in settings.
3. It is your responsibility to know when you are supposed to work.
4. Cancellation policy: DIBS cannot be cancelled with 7 days.
 - a. We understand life happens.
 - b. Contact your friends and teammates to find a replacement.
 - c. If your schedule changes and you can't work let us know. We will send an email to members to try and find a replacement.
5. If a replacement cannot be found you will be charged \$15 per hour. No exceptions. We have to either hire someone to work or a board member ends up working them.
6. When you show up for your DIBS
 - a. The schedule should be in a binder
 - b. Sign next to your name.
 - c. If your name is not in the binder or you work longer than scheduled write it in the binder.
 - d. After completing your DIBS you can request completion from the DIBS session or we will issue credit. We usually issue credit once a week.

- e. Instructions for opening and closing will be in the binder
- f. Make sure if you are closing you clean the equipment and throw away any unsold prepared food.

If you have questions please reach out to a board member of the following people

Jenny Trapp

612-432-4448

JennyTrapp7@gmail.com

Mikki Nawrocki

Mrnawrocki14@gmail.com