

SIoux FALLS FLYERS

DIBS Training
September 2024



Introduction



In this training, you'll learn how to:

- Login to your account on the SiouxFallsFlyers.com website.
- Access Dibs.
- Claim a Dib item.
- View a claimed Dib item.
- Verify completion of a claimed Dib item.
- Cancel a claimed Dib item.

Introduction



Why Volunteer?

- The Sioux Falls Youth Hockey Association (SFYHA) relies on volunteers to keep the association running smoothly for everyone.
- Volunteers are necessary to allow for more HOME ice opportunities.
- Volunteers make the hockey experience GREAT for the kids playing.

**If everyone volunteers their time the association
will continue to grow.**

Introduction



What is DIBS?

DIBS Volunteer Program is a tool SFYHA utilizes to track the volunteer hours for the SFYHA players.

Why DIBS?

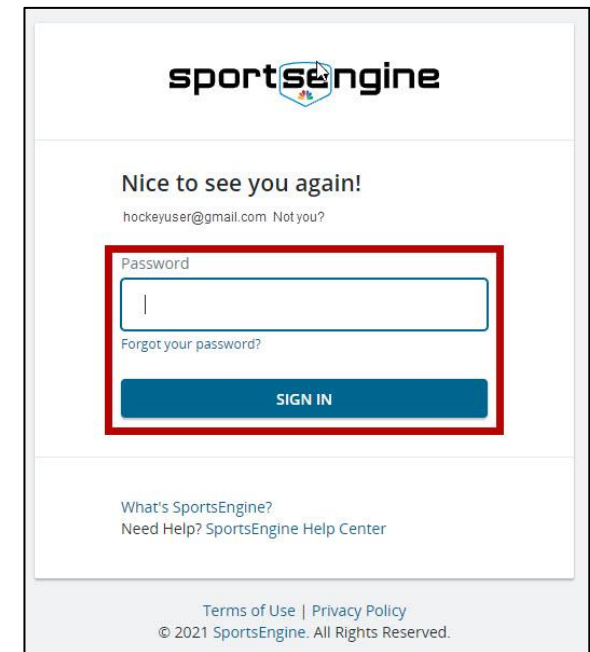
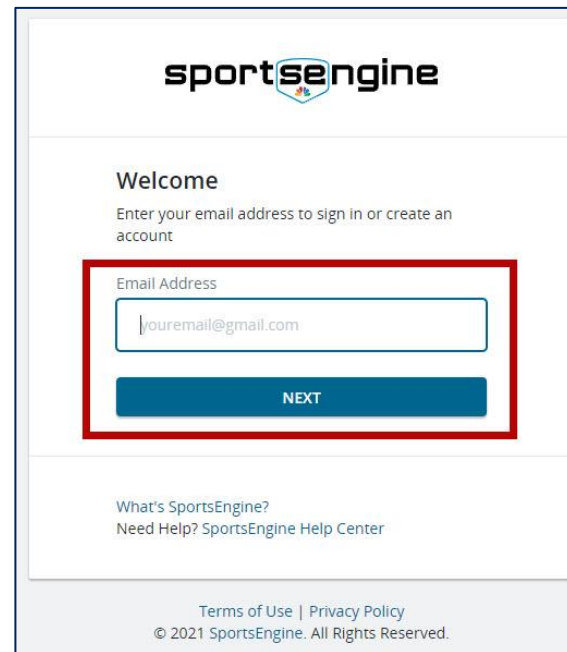
- Automating the volunteer program is crucial to a successful organization.
- DIBS speeds up the process for claiming and verifying completion of volunteer hours.

Login



1. Enter www.siouxfallsflyers.com in your internet browser.
2. Click **Sign In** in the upper right corner of the web page.
3. Log in using the username and password you used when registering your player. Enter your username and click **NEXT**.
4. Enter your password and click **SIGN IN**.

Once you are signed in, you will see your username in the upper left corner of the webpage.



Access Dibs



Click the **DIBS**
Menu tab.



Claim a Dib Item



The Dib Session column displays the link to claim Dibs items.

The Athlete column displays the name of your hockey player. The oldest player is listed if you have more than one player.

The Progress column displays your required volunteer hours and the number of hours completed.

Click the link for your family. You will only see one link.

The following list shows the different link names.

- 2024-2025 Single Player City League Family
- 2024-2025 City League Family with 2 or More Players
- 2024-2025 Single Player Travel Family
- 2024-2025 Travel Family with 2 or More Players

The screenshot shows the SportEngine interface for the Sioux Falls Youth Hockey Association. The main heading is "Sioux Falls Youth Hockey Association Dibs Sessions". Below this, there is a user profile section for "Hockey User" with a link to "My Dibs: View all of my currently claimed Dibs items.". There are tabs for "ACTIVE" and "ARCHIVED". A descriptive paragraph explains the "Dibs" tool. Below the text is a table with three columns: "DIB SESSION", "ATHLETE", and "PROGRESS". A red arrow points to the "DIB SESSION" column header. The table contains one row with the following data:

DIB SESSION	ATHLETE	PROGRESS
2021-2022 SINGLE PLAYER TRAVEL LEAGUE FAMILY	Hockey Player	0% 0.0 Completed 0.0 Claimed 16.0 Needed

Claim a Dibs Item



Browse for a Dibs item to claim responsibility for.

- Filter the list by a date range, location, category, or credit value.
- Select a status of All, Unclaimed, or Claimed.
- Click **Filter Dibs Items** after you select your search criteria.
- Click a column header to sort by that column. For example, to sort by Item, click the Item column header.
- Click the page number link to navigate to the next or previous page.
- Click the Calendar View tab to view the Dibs items on a calendar instead of a list.

2021-2022 SINGLE PLAYER TRAVEL LEAGUE FAMILY
Brock Malwitz has currently fulfilled 0 of 16 required credit(s).
0%
Family has only one travel player registered with SFYHA.

LIST VIEW CALENDAR VIEW

Has Date/Time From: 10/18/2021 Location: All Category: Any Credit Value: (blank for any) Status: All

Has no Date/Time To: 11/27/2021

FILTER DIB ITEMS

PAGE 1 OF 2
Displaying Results 1 - 30 of 52

1 2 Next →

ITEM	CREDITS	LOCATION	ATHLETE	FULLFILLER	STATUS	DATE/TIME	CATEGORY
Skate-A-Thon	3	Iceplex	MatthewV	Gretta Van Schepen	Claimed	10/23/2021, 1:15pm CDT - 4:15pm	Skate-A-Thon
Skate-A-Thon	3	Iceplex	AddisynS	Jen Schmidt	Claimed	10/23/2021, 1:15pm CDT - 4:15pm	Skate-A-Thon
Skate-A-Thon	3	Iceplex	LucasP	Lynn Peterson	Claimed	10/23/2021, 1:15pm CDT - 4:15pm	Skate-A-Thon
				Dan Van		10/23/2021, 1:15pm CDT	

Claim a Dib Item



Once you have selected a Dib item, click the item link to view information about the Dib item.

2021-2022 SINGLE PLAYER TRAVEL LEAGUE FAMILY
Brock Malwitz has currently fulfilled 0 of 16 required credit(s).
0%
Family has only one travel player registered with SFYHA.

LIST VIEW CALENDAR VIEW

Has Date/Time From: 10/18/2021 Location: All Category: Any Credit Value: (blank for any) Status: Unclaimed
 Has no Date/Time To: 11/27/2021

FILTER DIB ITEMS

ITEM	CREDITS	LOCATION	ATHLETE	FULLFILLER	STATUS	DATE/TIME	CATEGORY
U10 Girls Flyers	1.75	Iceplex	-	-	Unclaimed	10/24/2021, 11:00am CDT - 12:45pm	PA Announcer
U10 Girls Flyers	1.75	Iceplex	-	-	Unclaimed	10/24/2021, 2:15pm CDT	PA Announcer

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Claim a Dib Item



On the left, the date, time, description of the Dib item, and location displays.

On the right, the Credit Value assigned to the Dib item displays.

The Status shows whether the Dib item is available to claim.

Cancellation Prohibited lets you know the time frame for cancellation should you need to cancel.

1. Click **Claim This Dib Item** to claim the Dib.


A screenshot of a web interface for claiming a 'Dib' item. At the top, a dark header shows the user's name 'Penny Malwitz' and a link 'My Dibs: View all of my currently claimed Dib items.' Below the header, the breadcrumb path is 'Dibs > 2021-2022 Single Player Travel League Family > U10 Girls Flyers'. The main content area features a hand icon and the title 'U10 GIRLS FLYERS' in blue. The event details are: '10/24/2021, 2:15pm CDT', 'Announces the game and plays music when the puck is not in play. Must be at least 18 yr old', and 'Location: Iceplex'. The category is 'PA Announcer'. Below this, a list of sessions is shown: '2021-2022 City League Family with 2 or More Players', '2021-2022 Travel Family with 2 or More Players', '2021-2022 Single Player Travel League Family', and '2021-2022 Single Player City League Family'. A red-bordered button labeled 'Claim this Dib Item' is positioned below the sessions. On the right side, three grey boxes provide additional information: 'Credit Value: 1.75' with the note 'Credit issued upon completion.', 'Status: Available' with the note 'This Dib Item is available to be claimed.', and 'Cancellation Prohibited: 2 days before event.' with the note 'After claiming this item, responsibility can be canceled until Fri Oct 22nd 2021, 2:15pm CDT'.

Claim a Dib Item



1. Enter the first and last name of the person who will complete the Dib Item in the Fulfiller Name field.
2. Enter the phone number of the person fulfilling the Dib item in the Fulfiller Phone Number field.
3. Enter the email address of the person fulfilling the Dib item in the Fulfiller Email Address field.
4. Click **Claim Dib Item**.

EDIT CLOSE

 **CLAIM "U10 GIRLS FLYERS"**
Are you sure you want to claim responsibility for this Dib Item?

Dib Item: U10 Girls Flyers
Date: 10/24/2021, 2:15pm CDT
Description: Announces the game and plays music when the puck is not in play. Must be at least 18 yr old
Credit Value: 1.75
Athlete: Brock Malwitz
* Dib Session: 2021-2022 Single Player Travel League Family

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

* Fulfiller Phone Number:

* Fulfiller Email Address:

Claim Dib Item

Claim a Dib Item



When you have claimed a Dib item, you'll receive the Successfully claimed Dib Item message.

You will also receive an email at the email address provided when claiming the Dib item.

- Click the **click here** link to view all of your claimed Dib items. **Note:** this only displays immediately after claiming a Dib item.

or

- Click the **My Dibs: View all of my currently claimed Dib items** link to view all of your claimed Dib items.

A screenshot of the SFYHA website interface. At the top, the title reads "2021-2022 Single Player Travel League Family". Below this is a yellow notification box with a speech bubble icon containing an exclamation mark, stating: "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 the notification is a dark grey bar with a user profile icon and the name "Penny Malwitz", and a link that says "My Dibs: View all of my currently claimed Dib items." Below this bar, the breadcrumb "Dibs > 2021-2022 Single Player Travel League Family" is visible on the left, and "My Dib Sessions: 2021-2022 Single Player Travel League Family" is shown in a dropdown menu on the right. The main content area has a grey background and features a hand icon, the title "2021-2022 SINGLE PLAYER TRAVEL LEAGUE FAMILY", and the text: "Brock Malwitz has currently fulfilled 0 of 16 required credit(s). 0% Family has only one travel player registered with SFYHA."


View a Claimed Dib Item



The Active Sessions section displays the DIB session, athlete and progress.


The Claimed Items section displays all of the items you claimed and their status.

- The status displays Claimed when you claim the item.
- The status displays Completed when you complete the volunteer task and verify completion.





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

Active Sessions

DIB SESSION	ATHLETE	PROGRESS
 2021-2022 SINGLE PLAYER TRAVEL LEAGUE FAMILY <small>Sioux Falls Youth Hockey Association</small>	Brock Malwitz	<div style="display: flex; align-items: center;"><div style="width: 12%; height: 10px; background-color: #0070C0; margin-right: 5px;"></div><div style="width: 88%; height: 10px; background-color: #ccc; margin-right: 5px;"></div>12%</div> <small>2.0 Completed 2.0 Claimed 16.0 Needed</small>

Claimed Items

DIB ITEM (CREDITS)	SESSION	DATE / TIME	ATHLETE / FULFILLER:	STATUS
Test for Penny	 2021-2022 Single Player Travel League Family <small>Sioux Falls Youth Hockey Association</small>	03/22/2022, 1:00pm CDT - 3:00pm	Brock Malwitz Penny Malwitz	Claimed
Test for Penny	 2021-2022 Single Player Travel League Family <small>Sioux Falls Youth Hockey Association</small>	03/22/2022, 1:00pm CDT - 3:00pm	Brock Malwitz Penny Malwitz	Completed

Verify Completion of a Claimed Dib Item



When you complete a volunteer task for a claimed Dib item, log back into your account and verify completion of the Dib item.

1. Click the **Dibs** tab from the Home page.
2. Click the **My Dibs: View all of my currently claimed Dibs items** Link.
3. Click the Dibs item in the DIB ITEM (CREDITS) column.

The screenshot shows the Dibs website interface. At the top left is the "dibs CLAIM RESPONSIBILITY" logo. To the right is a description: "Dibs" is an online tool for organizing volunteer opportunities. You can browse and claim responsibility for Dibs Items to fulfill your Dibs Session requirements.

Below the header is a section for "Active Sessions". It shows a table with columns for "DIB SESSION", "ATHLETE", and "PROGRESS". One session is listed: "2015-2016 Family with 2 or More Players" by Braden Malwitz, with a progress bar at 56% (8.5 Completed, 2.0 Claimed, 15.0 Needed).

Below that is a section for "Claimed Items" with a table listing various tasks. The table has columns for "DIB ITEM (CREDITS)", "SESSION", "DATE / TIME", "ATHLETE / FULFILLER:", and "STATUS". The last row, "Squirt A Tournament", is highlighted with a red border.

DIB ITEM (CREDITS)	SESSION	DATE / TIME	ATHLETE / FULFILLER:	STATUS
Registration Form Delivery	2015-2016 Family with 2 or More Players Sioux Falls Youth Hockey Association	09/09/2015, 8:00am CDT - 4:30pm	Braden Malwitz Penny Malwitz	Completed
Rental Gear Check Out	2015-2016 Family with 2 or More Players Sioux Falls Youth Hockey Association	10/10/2015, 8:45am CDT - 10:45am	Braden Malwitz Penny Malwitz	Claimed
Tournament Committee	2014-2015 Family with 2 or More Players Sioux Falls Youth Hockey Association	03/30/2015, 8:15am CDT - 8:30am	Braden Malwitz Penny Malwitz	Completed
Squirt EOY Event	2014-2015 Family with 2 or More Players Sioux Falls Youth Hockey Association	03/24/2015, 7:15pm CDT - 8:30pm	Braden Malwitz Penny Malwitz	Completed
Squirt A Tournament	2014-2015 Family with 2 or More Players Sioux Falls Youth Hockey Association	01/24/2015, 5:45pm CST - 7:15pm	Braden Malwitz Penny Malwitz	Completed
Squirt A Tournament	2014-2015 Family with 2 or More Players Sioux Falls Youth Hockey Association	01/24/2015, 2:00pm CST - 3:30pm	Braden Malwitz Penny Malwitz	Claimed

Verify Completion of Claimed Dib Item



The Dib item displays with information about the item.

1. On the right in the Status section, click **Verify Completion**.
2. Click **Request Completion Verification**.

The Successfully sent Completion Verification Request to Admin message displays.

Your hours completed will update when the Volunteer Coordinator approves the verification.

A screenshot of a user's profile page for Penny Malwitz. The page shows a list of Dibs items. The selected item is "U10 GIRLS FLYERS" with a credit value of 1.75. The status is "Claimed". A red box highlights the "Verify Completion" button. Other details include the date "10/24/2021, 2:15pm CDT", location "Iceplex", and category "PA Announcer".

A screenshot of a dialog box titled "Request Completion Verification". The dialog box contains the text: "Notify the Admin that you have completed the Dibs Item 'Squirt A Tournament'." Below this text is a large grey button labeled "Request Completion Verification". The dialog box has "EDIT" and "CANCEL" buttons at the top.

Cancel a Claimed Dib Item



If you are unable to complete a Dib item, you need to login to your account and cancel the Dib item within the time specified for cancellation.

1. Click the **Dibs** tab from the Home page.
2. Click the **My Dibs: View all of my currently claimed Dibs items** Link.
3. Click the Dib item in the DIB ITEM (CREDITS) column.

The screenshot shows the Dibs website interface. At the top left is the "dibs CLAIM RESPONSIBILITY" logo. To the right is a description: "Dibs" is an online tool for organizing volunteer opportunities. You can browse and claim responsibility for Dibs Items to fulfill your Dibs Session requirements.

Below the header is a section titled "Active Sessions". It contains a table with columns: DIB SESSION, ATHLETE, and PROGRESS. The first row shows "2015-2016 Family with 2 or More Players" by "Sioux Falls Youth Hockey Association" for athlete "Braden Malwitz". The progress bar shows 8.5 Completed, 2.0 Claimed, and 15.0 Needed, with a 56% completion rate.

Below that is a section titled "Claimed Items". It contains a table with columns: DIB ITEM (CREDITS), SESSION, DATE / TIME, ATHLETE / FULFILLER, and STATUS. The first row is "Registration Form Delivery" (Completed). The second row, "Rental Gear Check Out", is highlighted with a red border and is in a "Claimed" status.

DIB SESSION	ATHLETE	PROGRESS
2015-2016 Family with 2 or More Players Sioux Falls Youth Hockey Association	Braden Malwitz	8.5 Completed 2.0 Claimed 15.0 Needed 56%

DIB ITEM (CREDITS)	SESSION	DATE / TIME	ATHLETE / FULFILLER:	STATUS
Registration Form Delivery	2015-2016 Family with 2 or More Players Sioux Falls Youth Hockey Association	09/09/2015, 8:00am CDT - 4:30pm	Braden Malwitz Penny Malwitz	Completed
Rental Gear Check Out	2015-2016 Family with 2 or More Players Sioux Falls Youth Hockey Association	10/10/2015, 8:45am CDT - 10:45am	Braden Malwitz PennyMalwitz	Claimed

Cancel a Claimed Dib Item



The Dib item displays with information about the item.

1. On the right in the Cancellation section, click **Cancel Claim**.
2. Click **Cancel Claim**.

A screenshot of a web interface showing a Dibs item. The user is Penny Malwitz. The item is for 'U10 GIRLS FLYERS' on 10/24/2021 at 2:15pm CDT. The item description states: 'Announces the game and plays music when the puck is not in play. Must be at least 18 yr old. Location: Iceplex. Category: PA Announcer.' The item is currently 'Claimed'. On the right side, there is a 'Cancellation Prohibited: 2 days before event.' warning, with a 'Cancel Claim' button highlighted in a red box below it. Other details include 'Credit Value: 1.75', 'Athlete: Brock Malwitz', and 'Fulfiller: Penny Malwitz'.

A confirmation dialog box titled 'CANCEL CLAIM ON DIB ITEM'. It contains the text: 'Cancel your claim on the dib item U10 Girls Flyers.' Below this, a message reads: 'If you would like to cancel your claim on the dib item U10 Girls Flyers, click the Cancel Claim button.' A yellow 'Cancel Claim' button is located at the bottom right of the dialog.

Summary



- Volunteers serving as minor officials for games and admissions must be 18 or older. This includes scoreboard operator, announcer, penalty boxes, scoring, and admissions.
- Volunteers are encouraged to claim Dibs items outside of their child's league.
- If you have questions, contact:
 - Alison Bailey, Volunteer Coordinator at Volunteer.DIBS@sfflyers.com

Thank you for being a SFYHA Volunteer!