

SIoux FALLS FLYERS

DIBS Training
September 2023



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?

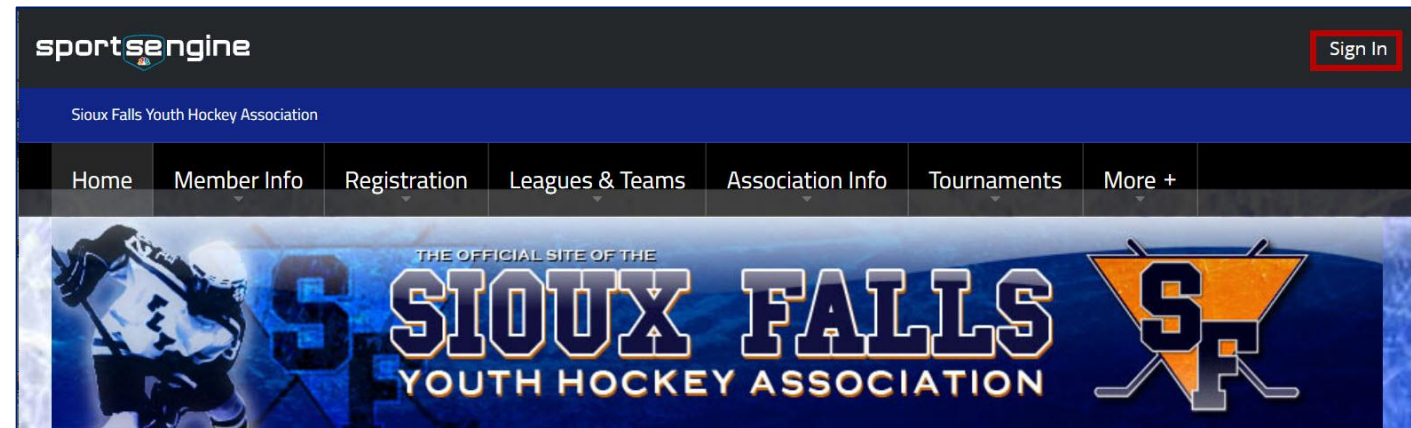
- Automating the volunteer program is crucial to a successful organization.
- DIBS speeds up the process for claiming and verifying completion of volunteer hours.

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**.

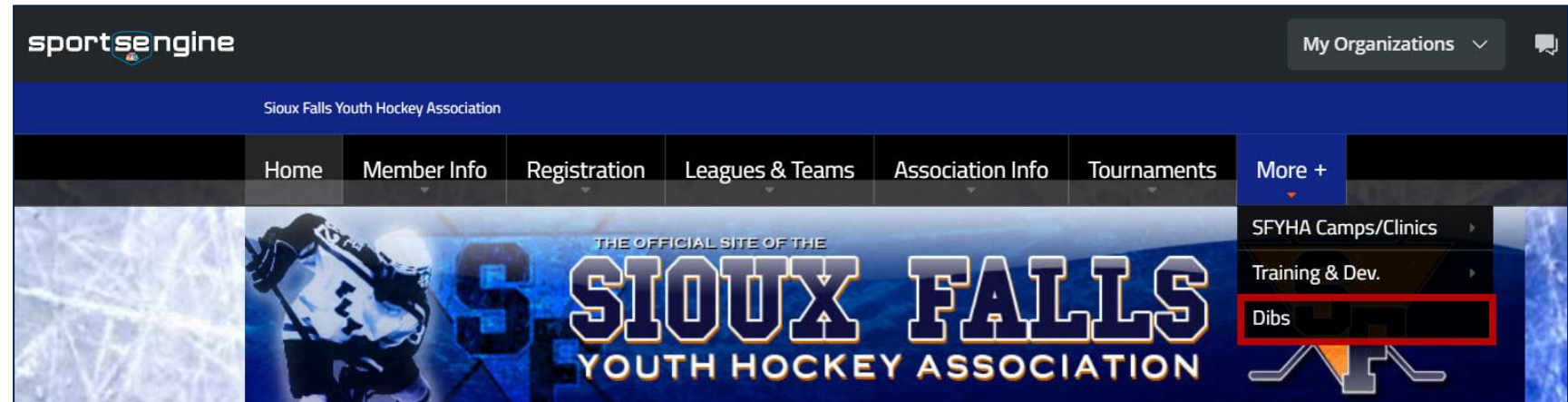
Once you are signed in, you will see your username in the upper left corner of the webpage.

A screenshot of the SportsEngine login page. The page has the 'sportseengine' logo at the top. Below it, the text 'Welcome' is followed by 'Enter your email address to sign in or create an account'. There is a text input field labeled 'Email Address' containing 'youremail@gmail.com'. Below the field is a blue button labeled 'NEXT'. At the bottom, there is a link 'What's SportsEngine? Need Help? SportsEngine Help Center' and a footer with 'Terms of Use | Privacy Policy' and '© 2021 SportsEngine. All Rights Reserved.'.A screenshot of the SportsEngine login page. The page has the 'sportseengine' logo at the top. Below it, the text 'Nice to see you again!' is followed by 'hockeyuser@gmail.com Not you?'. There is a text input field labeled 'Password' with a cursor inside. Below the field is a link 'Forgot your password?'. At the bottom is a blue button labeled 'SIGN IN'. At the bottom, there is a link 'What's SportsEngine? Need Help? SportsEngine Help Center' and a footer with 'Terms of Use | Privacy Policy' and '© 2021 SportsEngine. All Rights Reserved.'.

Access Dibs



Click the **More** tab
and select **Dibs**.



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.

- 2023-2024 Single Player City League Family
- 2023-2024 City League Family with 2 or More Players
- 2023-2024 Single Player Travel Family
- 2023-2024 Travel Family with 2 or More Players

The screenshot shows the SportEngine interface for the Sioux Falls Youth Hockey Association. The page title is "Sioux Falls Youth Hockey Association Dibs Sessions". Below the title, 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 this 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 for the "2021-2022 SINGLE PLAYER TRAVEL LEAGUE FAMILY" session, showing the athlete as "Hockey Player" and the progress as "0% Completed 0.0 Claimed 16.0 Needed".

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


Claim a Dib 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 Dib 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.

Penny Malwitz

My Dibs: View all of my currently claimed Dib items.

Dibs > 2021-2022 Single Player Travel League Family > U10 Girls Flyers

U10 GIRLS FLYERS
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

Location: Iceplex

Category: PA Announcer

Dib Session(s): 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 2021-2022 Single Player City League Family

Claim this Dib Item

Credit Value: 1.75
Credit issued upon completion.

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

Cancellation Prohibited: 2 days before event.
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**.

EDITCLOSE

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.

2021-2022 Single Player Travel League Family

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.

Penny Malwitz My Dibs: View all of my currently claimed Dib items.

Dibs > 2021-2022 Single Player Travel League Family My Dib Sessions: 2021-2022 Single Player Travel League Family

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.


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 Sioux Falls Youth Hockey Association	Brock Malwitz	<div><div></div></div> 12% 2.0 Completed 2.0 Claimed 16.0 Needed

Claimed Items


DIB ITEM (CREDITS)	SESSION	DATE / TIME	ATHLETE / FULFILLER:	STATUS
Test for Penny	 2021-2022 Single Player Travel League Family Sioux Falls Youth Hockey Association	03/22/2022, 1:00pm CDT - 3:00pm	Brock Malwitz Penny Malwitz	Claimed
Test for Penny	 2021-2022 Single Player Travel League Family Sioux Falls Youth Hockey Association	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 Dib items** Link.
3. Click the Dib item in the DIB ITEM (CREDITS) column.









"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
 2015-2016 Family with 2 or More Players Sioux Falls Youth Hockey Association	Braden Malwitz	<div><div></div></div> 56% 8.5 Completed 2.0 Claimed 15.0 Needed

Claimed Items

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.

This screenshot shows a user interface for a 'Dibs' item. At the top, the user's name 'Penny Malwitz' is displayed. Below this, the item details for 'U10 GIRLS FLYERS' are shown, including the date '10/24/2021, 2:15pm CDT' and a description: 'Announces the game and plays music when the puck is not in play. Must be at least 18 yr old'. The location is 'Iceplex' and the category is 'PA Announcer'. On the right side, the 'Status' is 'Claimed', and a red box highlights the 'Verify Completion' button. Other details include 'Credit Value: 1.75', 'Athlete: Brock Malwitz', 'Fulfiller: Penny Malwitz', and 'Cancellation Prohibited: 2 days before event'.

This screenshot shows a dialog box titled 'Request Completion Verification'. It contains a message: 'If you have finished this Dib Item, click the Request Completion Verification button to notify the Admin that this Dib Item is completed. You will receive credit for the item once the Admin has marked it as completed.' At the bottom right, there is a button labeled 'Request Completion Verification'.

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 Dib items** Link.
3. Click the Dib item in the DIB ITEM (CREDITS) column.

The screenshot shows the Dibs website interface. At the top, there is a header with the 'dibs' logo and a description: "Dibs" is an online tool for organizing volunteer opportunities. You can browse and claim responsibility for Dib Items to fulfill your Dib Session requirements.

Below the header, there are two main sections: "Active Sessions" and "Claimed Items".

Active Sessions: This section displays a table with columns for DIB SESSION, ATHLETE, and PROGRESS. The first row shows "2015-2016 Family with 2 or More Players" for "Braden Malwitz" with a progress bar indicating 56% completion (8.5 Completed, 2.0 Claimed, 15.0 Needed).

Claimed Items: This section displays a table with columns for DIB ITEM (CREDITS), SESSION, DATE / TIME, ATHLETE / FULFILLER, and STATUS. The first row shows "Registration Form Delivery" for "2015-2016 Family with 2 or More Players" on "09/09/2015, 8:00am CDT - 4:30pm" by "Braden Malwitz Penny Malwitz" with a status of "Completed". The second row, which is highlighted with a red border, shows "Rental Gear Check Out" for "2015-2016 Family with 2 or More Players" on "10/10/2015, 8:45am CDT - 10:45am" by "Braden Malwitz Penny Malwitz" with a status of "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**.

Penny Malwitz My Dibs: View all of my currently claimed Dib items.

Dibs > 2021-2022 Single Player Travel League Family > U10 Girls Flyers

U10 GIRLS FLYERS
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
Location: Iceplex
Category: PA Announcer
Dib Session(s): 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 2021-2022 Single Player City League Family

Credit Value: 1.75
Credit issued upon completion.

Status: Claimed
This Dib Item has been claimed.

Is this Dib Item complete?

Verify Completion

Athlete: Brock Malwitz
Fulfiller: Penny Malwitz

Cancellation Prohibited: 2 days before event.
Responsibility can be canceled until Fri Oct 22nd 2021, 2:15pm CDT.

Cancel Claim

EDIT CLOSE

CANCEL CLAIM ON DIB ITEM
Cancel your claim on the dib item **U10 Girls Flyers**.

If you would like to cancel your claim on the dib item **U10 Girls Flyers**, click the **Cancel Claim** button.

Cancel Claim

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:
 - Wendy Quam, Volunteer Coordinator at wendyquam@gmail.com

Thank you for being a SFYHA Volunteer!