





## Claiming a Volunteer Opportunity

A parent or guardian can click on any unclaimed volunteer opportunity item to claim it. You will need to login using your SportsEngine account you used to register your Hamlin Park athlete(s). Once logged in, the details of the volunteer opportunity will be displayed including the ability to claim the opportunity.

The screenshot shows the SportsEngine website interface. At the top is a navigation menu with links: Home, Schedule, Baseball, Softball, Travel, Sponsorship, Registration, About Us, and More+. Below the menu is a user profile for 'HPBA Parent' with a 'My Dibs: View all of my currently claimed DIB items.' link. The main content area displays a volunteer opportunity titled 'PRESEASON FIELD CLEANUP' for 04/13/2024, 8:30am CDT - 11:30am. The description reads: 'Come out and get an early start on your volunteer hours obligation. Help make sure the fields and dugouts are ready for opening day. Location: Hamlin Park. Category: Field Cleanup.' A red box highlights the 'Claim this DIB Item' button. To the right, a summary box shows 'Credit Value: 3', 'Status: Available', and 'Cancellation Prohibited: 1 day before event.'

When claiming your volunteer opportunity (also known as a 'Dib Item'), please ensure you select **your oldest child** in the league as the "athlete". HPBA will use your oldest child to track volunteer hours. You will then enter the name of the parent/guardian in the "Fulfiller Name" field. The fulfiller phone number and email address will be the contact methods used in the event we need to contact volunteers on volunteer opportunity updates (i.e., weather, cancellations, etc.).

The screenshot shows the 'CLAIM \*PRESEASON FIELD CLEANUP\*' form. It asks 'Are you sure you want to claim responsibility for this DIB Item?'. The form fields are: DIB Item: Preseason Field Cleanup; Date: 04/13/2024, 8:30am CDT - 11:30am; Description: Come out and get an early start on your volunteer hours obligation. Help make sure the fields and dugouts are ready for opening day.; Credit Value: 3.0; Athlete: Oldest Athlete (dropdown menu); DIB Session: 2024 Baseball & Softball House Volunteer Opportunities; Fulfiller Name: HPBA Parent (with a note: 'First and last name of person who will complete the DIB Item.'). Fulfiller Phone Number: 7735555555; Fulfiller Email Address: hpbaparent@domain.com. A yellow 'Claim DIB Item' button is at the bottom right.



## Viewing Claimed Volunteer Opportunities & Obligation Status

At any time, a parent can login to their SportsEngine account through the HPBA website and view their Volunteer Obligation Status. Please make sure you are logging in with the correct SportsEngine account. It must be the account you used to register your athlete(s) for the HPBA Baseball/Softball House League. Upon logging into your SportsEngine account, navigate to the account profile icon in the upper-right corner of the screen. Click on “My SportsEngine” and navigate to the “Dibs” menu item in the left-hand navigation menu.

Here you will be able to see the active opportunities you have claimed as well as any opportunities you have completed. Your volunteer obligation progress will be shown for your oldest athlete. This is the athlete HPBA will use to recognize the completion of your obligation.

The screenshot displays the SportsEngine interface for a parent. The top navigation bar includes the SportsEngine logo, a user profile icon, and a notification bell. The left sidebar contains navigation options: Home, Household, Schedule, Teams, Bills, Registrations, Apps, Dibs (highlighted), and Settings. The main content area features the 'dibs CLAIM RESPONSIBILITY' logo and 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.

**Active Sessions**

DIB SESSION	ATHLETE	PROGRESS
<a href="#">2024 BASEBALL &amp; SOFTBALL HOUSE VOLUNTEER OPPORTUNITIES</a> Hamlin Park Baseball Association	Oldest Athlete	<div style="width: 0%;"><div style="width: 0%;"></div></div> 0% 0.0 Completed 3.0 Claimed 3.0 Needed

**Claimed Items**

DIB ITEM (CREDITS)	SESSION	DATE / TIME	ATHLETE / FULFILLER	STATUS
Preseason Field Cleanup	<a href="#">2024 Baseball &amp; Softball House Volunteer Opportunities</a> Hamlin Park Baseball Association	04/13/2024, 8:30am CDT - 11:30am	Oldest Athlete HPBA Parent	Claimed