

SPYBA Dibs How-to

Claiming an item in Dibs

DIB SESSION NAME	STATUS	MIN CREDITS	MAX CREDITS
2024 Season	Enabled	4	-

Stevens Point Youth Baseball Association (SPYBA)							
Home	Board Members	Calendar	League Resources	Park Maps	Sponsors	Tournament Resources	Dibs

2023 Volunteer Opportunities



Michael M Stine



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

Dibs > 2023 Volunteer Opportunities

My Dibs Sessions: 2023 Volunteer Opportunities ▼



2023 VOLUNTEER OPPORTUNITIES

Jordy Stine has currently fulfilled 4 of 4 required credit(s).

100%

LIST VIEW

CALENDAR VIEW

☒ Has Date/Time

From: 4/9/2023

Location:

Category:

Credit Value:

Status:

☒ Has no Date/Time

To: 10/27/2024

All ▼

Any ▼

(blank for any)

All ▼

FILTER DIB ITEMS

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1 2 3 4 5 6 7 8 9 10 Next →

ITEM	CREDITS	LOCATION	ATHLETE	FULLFILLER	STATUS	DATE/TIME	CATEGORY
Raffle Ticket Distribution	2.25	The Moose Lodge, 1025 2nd St N, Stevens Point, WI 54481	-	-	Unclaimed	05/01/2023, 4:45pm CDT - 7:00pm 📅	Raffle Fundraiser
General Assistant	2	Zenoff Park	-	-	Unclaimed	05/06/2023, 8:30am CDT - 10:30am 📅	Opening Day
Game Announcer, 5/6 Game, Te...	2.5	Zenoff Park, Field 3, Miller Field	-	-	Unclaimed	05/06/2023, 9:15am CDT -	Opening Day

Step 1: On SPYBA website, select the **Dibs** tab at the top right of the screen.

Step 2: In the **Dibs** tab select the dibs session **red text** below the **red bar**.

Step 3: In the session screen you can view as a calendar or list. Whichever is easier.

*Calendar view you can view by the month and the available Dibs are shown on the day they are set up on.

From the list view, shown above, you will need to sort.

Start with the **From: box** that will have a date in it. That can be set to the current date.


The **To: box** will need to be set a date that is a few months into the future, or the last day of the current year.

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To display the available dibs, select the big red button with the text “**FILTER DIB ITEMS**”

Step 4: Search for the desired dibs you would like to volunteer for. Select the **red text** of the one you like. **Please be diligent in your selection to prevent cancelation later.**

Dibs > 2023 Volunteer Opportunities > Raffle Ticket Distribution

 **RAFFLE TICKET DISTRIBUTION**

05/01/2023, 4:45pm CDT - 7:00pm

Hand out raffle ticket packets to families. SPYBA board members will be present to assist or answer questions.

Location: The Moose Lodge, 1025 2nd St N, Stevens Point, WI 54481

Category: Raffle Fundraiser

Dib Session(s): 2023 Volunteer Opportunities

[Claim this Dib Item](#)

Credit Value: 2.25

Credit issued upon completion.

Status: Available

This Dib Item is available to be claimed.

Cancellation Prohibited: 2 days


This Dib Item can no longer be canceled without contacting the Admin.

Step 5: Dib info is displayed including:

1. Title.
2. Date and time of when the task is expected to start.
3. Description of the task.
4. Credit value. Be mindful of these values to satisfy the total required hours.
5. Status. Is it already claimed or is it available.
6. Cancellation advisement. Within how much time of the task date to change your mind.
7. **Claim this Dib Item**. If you agree, click on this text to continue.

EDIT

CLOSE

 **CLAIM "RAFFLE TICKET DISTRIBUTION"**

Are you sure you want to claim responsibility for this Dib Item?

Dib Item: Raffle Ticket Distribution

Date: 05/01/2023, 4:45pm CDT - 7:00pm

Description: Hand out raffle ticket packets to families. SPYBA board members will be present to assist or answer questions.

Credit Value: 2.25

* Athlete:

* Dib Session: 2023 Volunteer Opportunities

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

* Filler Phone Number:

* Filler Email Address:

Claim Dib Item

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Step 6: Recap of the Dib item information and fill out your information. Most **Red ***

1. Athlete: Volunteer hours are total for family, please use the youngest player that is signed up on every Dib. An end of year hours tracking control. Select from pull down menu.
2. Fulfillers name can be anybody that you advise to complete the task either yourself or athlete or family member.
3. The phone number person performing the task, if necessary to reach out at the time of.
4. Email of person responsible for the players sign up, not the fulfillers if different. An end of year hours tracking control.
5. Click the white box in the corner “**Claim Dib Item**” to finalize. This triggers an email to you and to SPYBA coordinator.

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Completing your Dib.

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ITEM	CREDITS	LOCATION	ATHLETE	FULLFILLER	STATUS	DATE/TIME	CATEGORY
Raffle Ticket Distribution	2.25	The Moose Lodge, 1025 2nd St N, Stevens Point, WI 54481	JordyS	Michael Stine	Claimed	05/01/2023, 4:45pm CDT - 7:00pm	Raffle Fundraiser

Step 1: The Dib item will show that you have claimed it in the list of Dib items. Fulfillers name is displayed, and the status is shown as claimed. No one else can claim this item.

Step 2: To view in detail, Select the **red text** in the **Item column**. This will bring you to the option for completion.

Dibs > 2023 Volunteer Opportunities > Raffle Ticket Distribution

 **RAFFLE TICKET DISTRIBUTION**

05/01/2023, 4:45pm CDT - 7:00pm

Hand out raffle ticket packets to families. SPYBA board members will be present to assist or answer questions.

Location: The Moose Lodge, 1025 2nd St N, Stevens Point, WI 54481

Category: Raffle Fundraiser

Dib Session(s): 2023 Volunteer Opportunities

Credit Value: 2.25

Credit issued upon completion.

Status: Claimed

This Dib Item has been claimed.

Is this Dib Item complete?

Verify Completion

Athlete: Jordy Stine
Fulfiller: Michael Stine

Cancellation Prohibited: 2 days

This Dib Item can no longer be canceled without contacting the Admin.


Request Cancellation

Step 3: This screen is very similar to when you signed up for the Dib. There are two new options available shown in **Red text**.

1. **Verify Completion**. Once you complete the task, select this option.

EDIT

CLOSE

 **REQUEST COMPLETION VERIFICATION**

Notify the Admin that you have completed the Dib Item "Raffle Ticket Distribution".

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.

Request Completion Verification

Step 4: AFTER completion of the task, right away or within a few days, select the red text **Verify Completion**. Then select the button "Request Completion Verification". This will trigger an email to the coordinator to mark the hours as fulfilled.

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Step 5: You completed a task, and the hours will be tallied!

Step 6: After you complete the required total hours for your family: CELEBRATE!!!

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Cancelling Dib Item

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ITEM	CREDITS	LOCATION	ATHLETE	FULLFILLER	STATUS	DATE/TIME	CATEGORY
Raffle Ticket Distribution	2.25	The Moose Lodge, 1025 2nd St N, Stevens Point, WI 54481	JordyS	Michael Stine	Claimed	05/01/2023, 4:45pm CDT - 7:00pm	Raffle Fundraiser

Step 1: The Dib item will show that you have claimed it in the list of Dib items. Fulfillers name is displayed, and the status is shown as claimed. No one else can claim this item.

Step 2: To view in detail, Select the **red text** in the **Item column**. This will give you the option if modification is necessary.

Dibs > 2023 Volunteer Opportunities > Raffle Ticket Distribution

 **RAFFLE TICKET DISTRIBUTION**

05/01/2023, 4:45pm CDT - 7:00pm

Hand out raffle ticket packets to families. SPYBA board members will be present to assist or answer questions.

Location: The Moose Lodge, 1025 2nd St N, Stevens Point, WI 54481

Category: Raffle Fundraiser

Dib Session(s): 2023 Volunteer Opportunities

Credit Value: 2.25

Credit issued upon completion.

Status: Claimed

This Dib Item has been claimed.

Is this Dib Item complete?

Verify Completion

Athlete: Jordy Stine

Fulfiller: Michael Stine

Cancellation Prohibited: 2 days

This Dib Item can no longer be canceled without contacting the Admin.


Request Cancellation

Step 3: This screen is very similar to when you signed up for the Dib. There are two new options available shown in **Red text**.

2. **Request Cancellation.** Something needs to change, or you can't fulfil the Dib, select this option.

EDIT

CLOSE

 **REQUEST DIB ITEM CANCELLATION**

Notify the Admin that you would like to cancel your claim on the "Raffle Ticket Distribution" Dib Item.

You are still responsible for this Dib Item until your request is granted by the Admin.

Request Cancellation

Step 4: If you need to modify or remove yourself of the task before the cut-off, see "**Cancellation Prohibited: 2 Days**" in the image for **Step 3**. Select the red text **Request Cancellation**. This will trigger an email to the coordinator to remove you from the Dib item so you can reclaim and adjust information or allow someone else to claim the Dib item.

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Step 5: If within the prohibited cancelation time frame and a serious event does not allow you to complete the task, email the SPYBA Volunteer coordinator.

Step 6: See **Claim an Item in Dibs**. You have volunteer hours to fulfil!