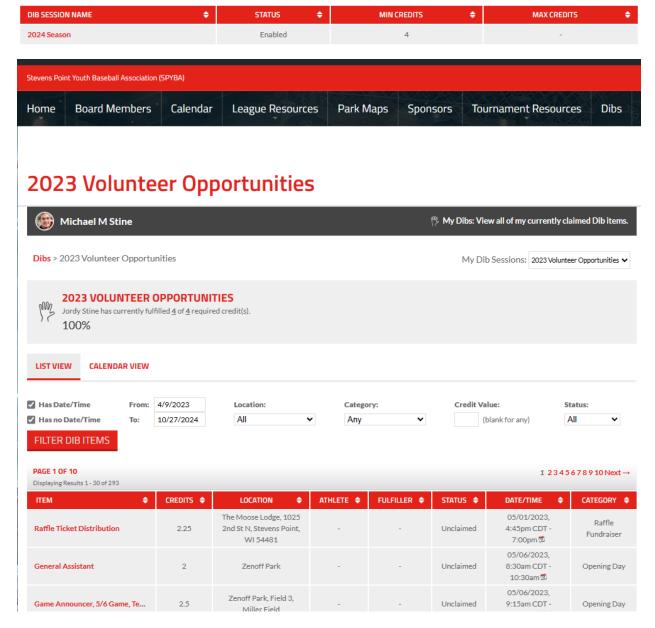
Claiming an item in Dibs



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.

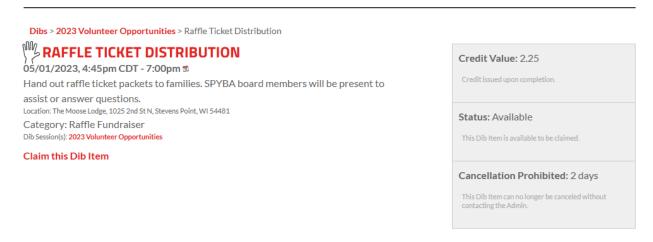
From the list view, shown above, you will need to sort.

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.

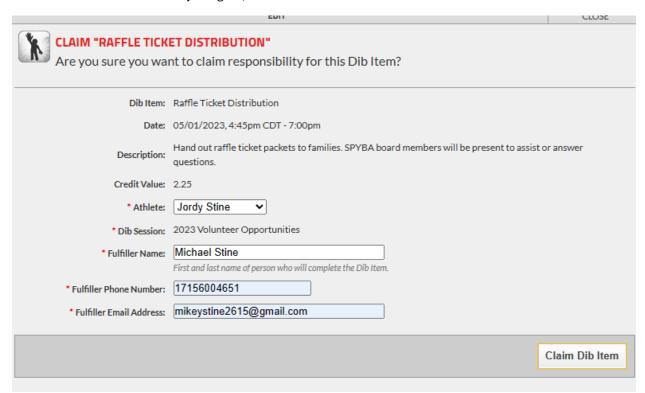
To display the available dibs, select the big red button with the text "FILTER DIB ITEMS"

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.**



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. Cancelation 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.



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.

Completing your Dib.



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

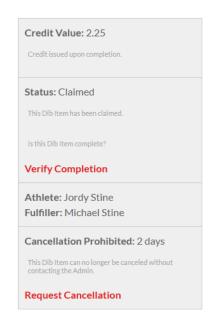
RAFFLE TICKET DISTRIBUTION

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

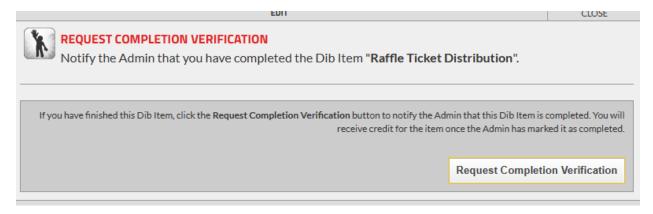
Category: Raffle Fundraiser

Dib Session(s): 2023 Volunteer Opportunities



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.



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.

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!!!

Cancelling Dib Item



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

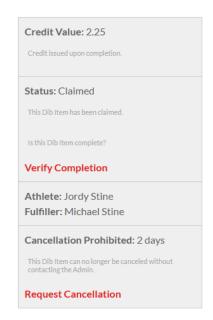
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Location: The Moose Lodge, 1025 2nd St N, Stevens Point, WI 54481

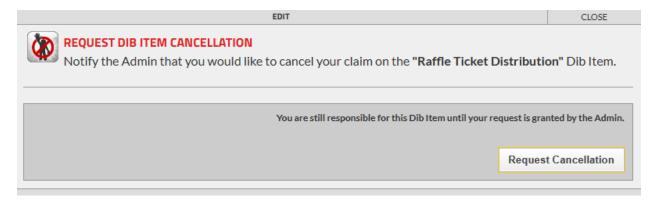
Category: Raffle Fundraiser

Dib Session(s): 2023 Volunteer Opportunities



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 Cancelation. Something needs to change, or you can't fulfil the Dib, select this option.



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.

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!