



## OREGON HOCKEY VOLUNTEER SIGNUP INSTRUCTIONS

### **ONLY ONE PERSON PER FAMILY MUST DO THIS**

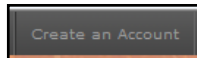
**One person per skater's family will be designated as the person to claim volunteer hours.** If you are separated/divorced or some other family situation, one person must be designated to use this system to claim volunteer hours. Any adult or child 14 or older may work the hours for the family, but it is the designated person who must claim the hours within the system.


### STEP 1 – CREATE AN ACCOUNT

**If you have an account and can login to the Oregon Hockey web site, GO TO STEP 2.**

**If you DO NOT have an account on the web site follow these instructions.**

- A) Click on the link at the top of the screen to Create an Account
- B) Fill in the registration screen and create your account.



 **Account Creation**

Creating an account is FREE and takes only a few minutes, plus gives you instant access to exclusive content and features. The same TST Account can be used across all TST Media websites and networks. Privacy questions? Click here for the [Privacy Policy](#).

\* - DENOTES REQUIRED FIELD

#### (1) Username and Password

Username: \*

Password: \*

Confirm Password: \*

#### (2) Member Information

First Name: \*

Last Name: \*

Date of Birth: \*  
May 15 2009

Your date of birth is required so that we can comply with the Children's Online Privacy Protection Act and other age restrictions.

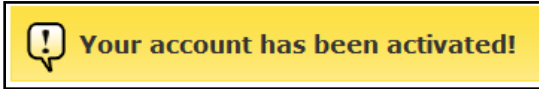
Email: \*

An account activation email will be sent to the email address provided.

Confirm Email: \*

[Sign Up for TST Account](#)

- C) After you click the Sign Up for TST Account button. You will receive an email with a confirmation link. Click on the link in the email and you will come back to the web site where you may login.
- D) Type your password in the Password box and click the Login button.
- E) You will see a message at the top of the screen indicating your account has been activated.



- F) Click on logo to the right to return to the home page of the web site.



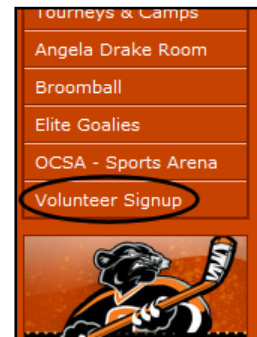
- G) Once the registration process is complete **make sure you are logged into the site.** You can confirm that you are logged in by seeing your *Username* in the upper left portion of the web page.



If you are not logged, click the Log-in link and enter your username and password.

## STEP 2 – VOLUNTEER SIGNUP

- A) On the Oregon Hockey web site, in the menu on the left side, click on the item **Volunteer Signup**.



## DO THE FOLLOWING STEP ONLY 1 (ONE) TIME PER YEAR

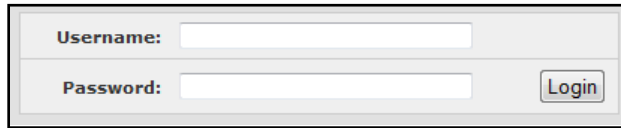
- B) This step activates your account within the DIBS module. **You will only do this once per year.** The purpose of this step is to “tell” the DIBS module that for *this season only*, out of all the people that have an account on the site, the people that do this step are the ones that need to provide volunteer hours. **If you do this step more than once per year you may cause problems in being able to correctly claim your volunteer hours.**

On the **VOLUNTEER INFORMATION** screen click on the STEP 1: **CLICK HERE** link to activate your volunteer account within the DIBS module.

### **ONLY DO THIS STEP ONCE PER YEAR**

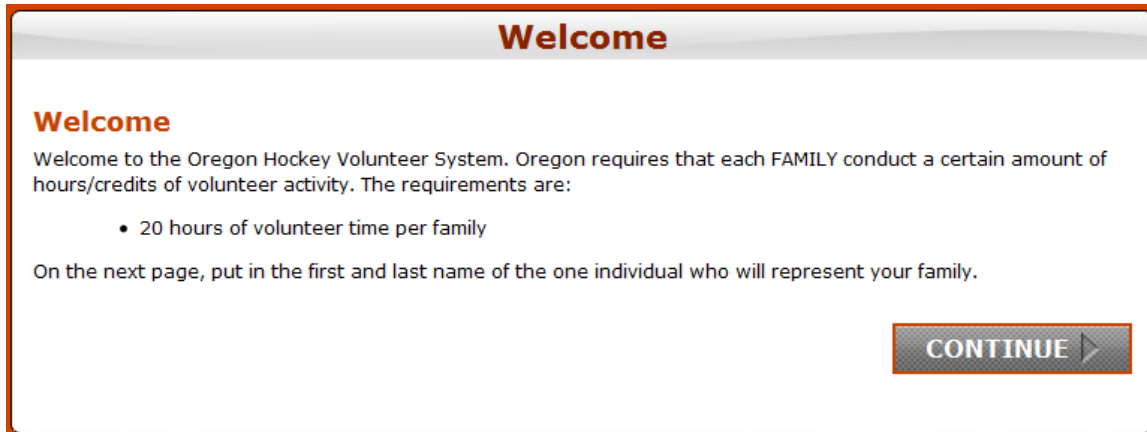
**STEP 1:** **CLICK HERE** to activate your Volunteer account. This activation prepares your TST Account to become a user of the Volunteer Tool. This activation is required of all volunteers, including board members, head coaches, and concession managers. **DO NOT COMPLETE THIS STEP MULTIPLE TIMES. IT WILL ONLY CREATE PROBLEMS WITH YOUR ABILITY TO CLAIM OPPORTUNITIES.**

C) You will be asked to login again. Enter your username and password and click the Login button.



A login form with two input fields: "Username:" and "Password:". To the right of the "Password:" field is a "Login" button.

D) On the Welcome screen, click the *Continue* button.



The "Welcome" screen has a title "Welcome" in red. Below it, the text reads: "Welcome to the Oregon Hockey Volunteer System. Oregon requires that each FAMILY conduct a certain amount of hours/credits of volunteer activity. The requirements are:" followed by a bullet point: "• 20 hours of volunteer time per family". Below this, it says: "On the next page, put in the first and last name of the one individual who will represent your family." At the bottom right is a "CONTINUE" button with a right-pointing arrow.

E) On the Volunteer Info screen type in **your** first and last name. Click the *Submit and Continue to Summary* button.



The "Volunteer Info" screen has a title "Volunteer Info" in red. Below it, a grey bar shows a profile icon and the text "Currently Registering: Oregon Panther". Below this is a note: "\*Remember, Oregon tracks volunteer hours/credit by family, so only put in the First and Last name of the individual that is responsible for representing your family." There are two input fields: "Parent/Guardian First Name: \*" and "Parent/Guardian Last Name: \*". At the bottom right is a "SUBMIT AND CONTINUE TO SUMMARY" button with a right-pointing arrow.

F) On the Summary screen, click the *Complete Registration* button.

### Summary

#### 2009-2010 Volunteer Account Activation Summary

Please Review the following information below. Click "Edit" to return to a specific page and make changes. This Registration is not complete until you click "Complete Registration" below.

**Oregon Panther** X [Delete Entry](#)

**Volunteer Info** [Edit](#)

Parent/Guardian First Name	Oregon
Parent/Guardian Last Name	Panther

**Communications** [Edit](#)

Profile Owner	Oregon Panther	marty.johll@johll.com
---------------	----------------	-----------------------

COMPLETE REGISTRATION >

G) Finally, click on the link, [CLICK HERE](#), to begin claiming volunteer opportunities.

### Receipt

#### Thank you

Thank you for successfully activating your account. You may now [CLICK HERE](#) to begin choosing opportunities.

**Oregon Panther**

**Volunteer Info**

Parent/Guardian First Name	Oregon
Parent/Guardian Last Name	Panther

You will then come to this screen where may claim an opportunity to volunteer.

[Dibs](#) > **2009-2010 Oregon Hockey Volunteer Hours** **My Dib Sessions:**  
2009-2010 Oregon Hockey Volunteer Hours ▾

**2009-2010 Oregon Hockey Volunteer Hours**  
 Marty Johll has currently fulfilled **0** of **20** required credit(s).  

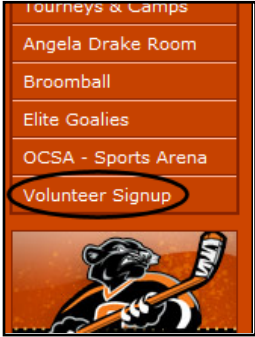
0%

This session will track ALL volunteer hours for Oregon Hockey related events for the 2009 - 2010 season. This will include concession stand, zamboni, summerfest and any other events where you may work. Hours worked between 4/1/09 and 3/30/2010 will apply to the '09-'10 season.

Select a Dib item for more information.

Dib Item	Credits	Location	Date/Time
<a href="#">Sample 1 - Summerfest</a>	2	Pizza Hut booth at summerfest	06/25/2009, 06:00 PM - 09:00 PM

The other way that you will come to this screen, and the way you will use after you have completed this initial sign up is from the home page where you click *Volunteer Signup* menu item.



This time though, instead of clicking on Step 1 to register as you just did, you will click on the **Step 2** [CLICK HERE](#)

**STEP 2:** [CLICK HERE](#) to start choosing opportunities that Oregon has available for sign up! If you do not see the item marked "Test Dibs Item", contact the Volunteer Coordinator for assistance. If you see the item marked "Test Dibs Item" but do not see other opportunities, you are not doing anything incorrectly. The available opportunities have simply all been claimed -- check back later for additional opportunities.

This will bring you to this screen.

Assigned Dibs Sessions						
Dibs Session	Assigned To	Claimed	Complete	Required	Session Progress	Responsibility Status
<a href="#">2009-2010 Oregon Hockey Volunteer Hours</a>	Marty Johll	0	0	20	0%	Unfulfilled <a href="#">Claim Dibs Items</a>

Notice that it shows you the Dibs Session, your name, how many hours you have claimed, how many hours you have completed, the number of hours required, your current progress and your status with a link to claim more.

At this point, Click on the Dibs Session which is the link in the very first box and follow the steps below.

### STEP 3 – CLAIMING A VOLUNTEER OPPORTUNITY

On the 2009-2010 Oregon Hockey Volunteer Hours screen you will see a bar graph of your progress and below it, a list of available Dibs items to claim. In this example you would click the link for Sample 1 – Summerfest.

#### 2009-2010 Oregon Hockey Volunteer Hours

Marty Johll has currently fulfilled **0** of **20** required credit(s).


0%

This session will track ALL volunteer hours for Oregon Hockey related events for the 2009 - 2010 season. This will include concession stand, zamboni, summerfest and any other events where you may work. Hours worked between 4/1/09 and 3/30/2010 will apply to the '09-'10 season.

Select a Dibs item for more information.

Dibs Item	Credits	Location	Date/Time
<a href="#">Sample 1 - Summerfest</a>	2	Pizza Hut booth at summerfest	06/25/2009, 06:00 PM - 09:00 PM


The detail for this Dib item looks like this:

 <b>Sample 1 - Summerfest</b>	<b>Credit Value: 2</b> Credit issued upon completion.
<b>06/25/2009, 06:00 PM - 09:00 PM</b> Location: Pizza Hut booth at summerfest Dib Session(s): <a href="#">2009-2010 Oregon Hockey Volunteer Hours</a>	<b>Status: Available</b> This Dib Item is available to be claimed.
<a href="#">CLAIM THIS DIB ITEM</a>	<b>Cancellation Prohibited: 7 days before event.</b> After claiming this item, responsibility can be canceled until Thu, Jun 18th, 09, 06:00 PM

The detail contains the following information:

- Name of the item
- Date and time the hours need to be worked
- The number of hours you will be credited if you work
- The status
- Cancellation information.


If you wish to claim, this item, click on the *Claim this Dib Item* button. A window will pop-up.

 <b>Claim "Sample 1 - Summerfest"</b> Are you sure you want to claim responsibility for this Dib Item?
<b>Dib Item:</b> Sample 1 - Summerfest <b>Date:</b> 06/25/2009, 06:00 PM - 09:00 PM <b>Credit Value:</b> 2.0 <b>Claim Dib Item on Behalf of:</b> Marty Johll <b>* Dib Session:</b> 2009-2010 Oregon Hockey Volunteer Hours
<b>* Person Fulfilling Dib Item:</b> <input type="text"/> <small>First and last name of person who will complete the Dib Item.</small>
<a href="#">Claim Dib Item</a>

Type in the name of the Person Fulfilling the Dib Item. This is where you may put your name or the name of the person working the volunteer hours for you.

Click the *Claim Dib Item* button. This will reserve this volunteer opportunity for you.

You will then go back to the 2009-2010 Oregon Hockey Volunteer Hours where you started, but you will see this message confirming you have claimed the item.

 <b>Successfully claimed Dib Item. Claim another Dib Item or <a href="#">click here</a> to view all of your claimed Dib Items.</b>
---

## STEP 4 – VERIFY OR CANCEL HOURS

On the 2009-2010 Oregon Hockey Volunteer Hours screen you will see your name and link to view your claimed items in a gray box.



**2009-2010 Oregon Hockey Volunteer Hours**

Marty Johll [My Dibs: View all of my currently claimed Dib items.](#)

Dibs > 2009-2010 Oregon Hockey Volunteer Hours **My Dib Sessions:** 2009-2010 Oregon Hockey Volunteer Hours

**2009-2010 Oregon Hockey Volunteer Hours**

Marty Johll has currently fulfilled 0 of 20 required credit(s).  
0%

This session will track ALL volunteer hours for Oregon Hockey related events for the 2009 - 2010 season. This will include concession stand, zamboni, summerfest and any other events where you may work. Hours worked between 4/1/09 and 3/30/2010 will apply to the '09-'10 season.

*There are currently no Dib Items available to be claimed.*


Click the link *My Dibs: View all of my currently claimed Dib items.* You will then come to a list of the items that you have reserved.

Assigned Dib Sessions						
Dib Session	Assigned To	Claimed	Complete	Required	Session Progress	Responsibility Status
<a href="#">2009-2010 Oregon Hockey Volunteer Hours</a> <a href="#">Oregon Hockey Association</a>	Oregon Panther	2	0	20	0%	Unfulfilled <a href="#">Claim Dib Items</a>

Claimed Dib Items							
Dib Item	Dib Session	Date/Time	Claimed By	Dib Fulfiller:	Credits	Status	Requests
<a href="#">Sample 1 - Summerfest</a>	<a href="#">2009-2010 Oregon Hockey Volunteer Hours</a>	06/25/2009, 06:00 PM - 09:00 PM	Oregon Panther	Marty Johll	2	Claimed	-


Click on the link for the *Sample 1 – Summerfest*, to verify that you worked the hours.




## Sample 1 - Summerfest



**06/25/2009, 06:00 PM - 09:00 PM**

Location: Pizza Hut booth at summerfest

Dib Session:  [2009-2010 Oregon Hockey Volunteer Hours](#)

**Credit Value:** 2  
 Credit issued upon completion.


---

**Status:** Claimed  
 This Dib Item has been claimed.  
 Is this Dib Item complete?

---


**Claimed By:** Oregon Panther  
**Fulfilled By:** Marty Johll

---

**Cancellation Prohibited:** 7 days before event.  
 Responsibility can be canceled until Thu, Jun 18th, 09, 06:00 PM.

### VERY HOURS WORKED

To verify the hours that you worked, click on the *Verify Completion* button. A pop-up window will appear.



### Request Completion Verification

Notify the Admin that you have completed the Dib Item "**Sample 1 - Summerfest**".


---

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.

Click the *Request Completion Verification* button. You will see a confirmation message. This will submit your request to the one of the people managing volunteers who will confirm and credit your account.

O
OregonPanther
uTools
Log Out
TST

uTools Home
Registrations/Surveys
Groups
Dibs

 **Successfully sent Completion Verification Request to Admin.**

← [Dib Sessions and Claimed Items](#)
Browse Claimed Dib Items: Sample 1 - Summerfest ▾

You may then use many of the options on this to:

- Return to the home page by clicking the log in the upper right corner
- Return to the list of items by using the link on the left
- Browse other claimed Dib Items by using the drop-down menu on the right

Requesting verification for hours worked **does not** automatically credit your account with the hours. One of the people managing volunteers will confirm that you (or your designated substitute) worked the hours. Once that has been done, your account will reflect the hours worked.



### 2009-2010 Oregon Hockey Volunteer Hours


Oregon Panther has currently fulfilled 2 of 20 required credit(s).

**10%**


This session will track ALL volunteer hours for Oregon Hockey related events for the 2009 - 2010 season. This will include concession stand, zamboni, summerfest and any other events where you may work. Hours worked between 4/1/09 and 3/30/2010 will apply to the '09-'10 season.


## CANCEL CLAIM



To cancel the reservation or claim of an item, click on the *Cancel Claim* button. A pop-up window will appear. Click the *Cancel Claim* button to cancel your reservation.



### Sample 1 - Summerfest


**06/25/2009, 06:00 PM - 09:00 PM**  
Location: Pizza Hut booth at summerfest  
Dib Session:  [2009-2010 Oregon Hockey Volunteer Hours](#)

**Credit Value:** 2  
 Credit issued upon completion.

**Status:** Claimed  
 This Dib Item has been claimed.  
 Is this Dib Item complete?

**VERIFY COMPLETION**

**Claimed By:** Oregon Panther  
**Fulfilled By:** Marty Johll

**Cancellation Prohibited:** 7 days before event.  
 Responsibility can be canceled until Thu, Jun 18th, 09, 06:00 PM.

**CANCEL CLAIM**

You will then go back to the list of claimed Dibs items.