



Concession Stand Online Scheduling

I am very excited to bring a new element of the Northern Lights Figure Skating website to all parents. Starting now we will have scheduling for concession stand shifts online. Instead of signing up with the book in the concession stand, we are asking all parents to sign up via www.northernlightsfsc.com.

**If anyone does not have web or email capability, please see Shannon Hartwig or Susan Akerlind.

This new tool will keep track of the number of sessions you sign up for and the number of sessions you've completed. You will receive email reminders of the shifts you are scheduled to work. The concession schedule will be updated online as updates are available.

This is a new feature for both you as parents and us as board members who are scheduling the shifts. We are asking for your cooperation and patience as we get this up and running smoothly. In the beginning you will still receive emails weekly for shifts that are still available. The only difference would be that you must go online to sign up for that shift instead of emailing Susan.

The next few pages are step by step instructions on how this new feature works.

If you have any questions, please feel free to ask. My goal is to make sure everyone can utilize this tool.

Thanks,
Shannon Hartwig
Website Coordinator

Northern Lights Figure Skating Website – Register to use Concession Volunteer Tool

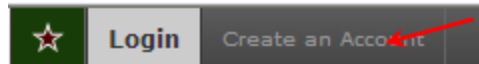
- Go to www.northernlightsfsc.com
- If **you have a login** in from last year, sign in using the log in button at the top of the page



- Enter your username and password
 - If you don't remember your username or password, click the Forgot your ... links in the box below.

A screenshot of the 'Account Login' page for the Northern Lights Figure Skating Club. The page features the club's logo at the top left. Below the logo is the 'Account Login' section with a text box for 'Username:' and a 'Login' button. To the right is a 'Login Help' section with links for 'Forgot your password?' and 'Forgot your username?'. A red box highlights these two links. A red arrow points to the 'Username:' input field, and another red arrow points to the 'Login' button.

- If **you don't have a login**, please create an account by following the steps below
 - Click the Create an Account button on the top of the page



- Enter the following information

(1) Username and Password

Username: *

Password: *

Confirm Password: *

(2) Member Information

First Name: *

Last Name: *

Date of Birth: *
November 2009

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

Email: *

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

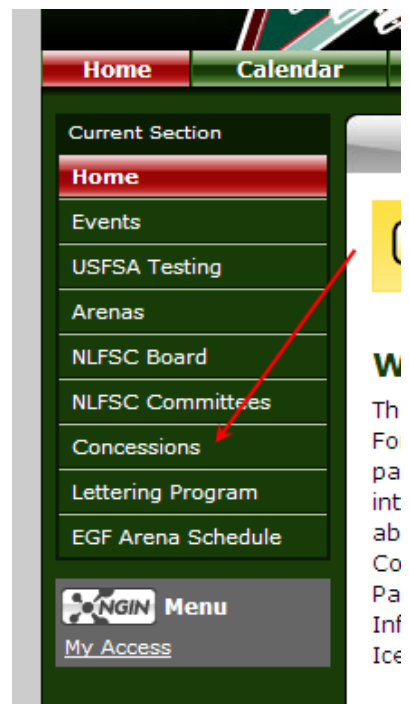
Confirm Email: *

(3) NGIN Updates

I'd like to receive occasional NGIN updates and special offers from relevant third-party businesses.

[Sign Up for NGIN Account](#)

- Once you have logged in or created your account, you will be brought back to the home page.
 - Click the Concession button on the left side



- Click Step 1 to activate your account.
 - This will give you access to use the concession volunteer tool

Dibs Volunteer Tool

We are now utilizing the new DIBS system to help manage our Concession Stand volunteer opportunities. Going forward **all** volunteer opportunities will be available through the DIBS menu. To get started, please do the following:

STEP 1: [CLICK HERE](#) to activate your Volunteer account by registering. This activation prepares your website account to become a user of the Dibs Volunteer Tool. This activation is required of all volunteers.

STEP 2: [CLICK HERE](#) to begin viewing and claiming the available volunteer opportunities! Or go to the "DIBS" tab

- Enter the information on the register page.
 - Name, Skater(s) name, Phone, Email, Photo release form
 - This information is only viewable by the website coordinator and will not be shared with anyone outside of the NLFSC Board. This information lets us know how you want to be contacted for concession shifts only.
- Once you have registered you can begin using the tool to sign up for concession shifts. The concession schedule is up-to-date and ready to go!

Northern Lights Figure Skating Website – How to use Concession Volunteer Tool

- Click Step 2 on the Concession page

STEP 1: [CLICK HERE](#) to activate account by registering. This activates website account to become a user. This activation is required.

STEP 2: [CLICK HERE](#) to begin viewing available volunteer opportunities.

How to "claim" an item? LOGIN, enter username and password.

- A list of available concession shifts will be listed
 - If a shift has already been taken, it will not be listed.

The screenshot shows the 'List View' tab selected. The filter section includes a checked 'Has Date/Time' checkbox with a date range from 11/06/2009 to 12/06/2009, a 'Credit Value' field set to '(blank for any)', a 'Location' dropdown set to 'All', and a 'Category' dropdown set to 'Any'. An 'APPLY' button is visible. Below the filters is a table of concession shifts.

Dib Item	Credits	Location	Date/Time	Category
Concessions	1	VFW	11/09/2009, 04:30 PM - 07:30 PM	Mondays
Concessions	1	VFW	11/16/2009, 04:30 PM - 07:30 PM	Mondays
Concessions	1	VFW	11/16/2009, 04:30 PM - 07:30 PM	Mondays
Concessions	1	VFW	11/18/2009, 03:30 PM - 05:30 PM	Wednesdays
Concessions	1	VFW	11/20/2009, 05:00 PM - 07:30 PM	Games
Concessions	1	VFW	11/20/2009, 07:30 PM - 10:00 PM	Games
Concessions	1	VFW	11/20/2009, 07:30 PM - 10:00 PM	Games

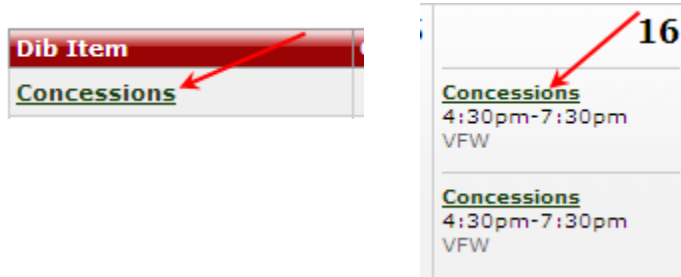
- You can filter the list view via date or category (Monday/Wednesday/Game, etc shifts) by choosing your criteria and clicking Apply button.

This screenshot shows the same interface as above, but with the 'Category' dropdown set to 'Games'. The 'Has Date/Time' filter is also highlighted with a red box. A red arrow points to the 'APPLY' button.

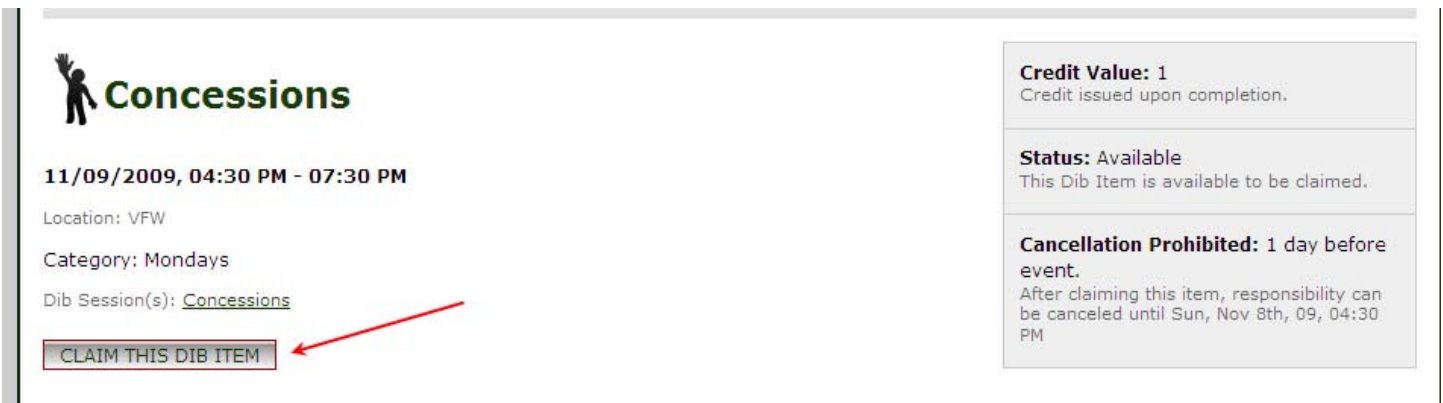
- You can also view available shifts in a calendar view. Just click the Calendar tab.
 - This view cannot be filtered like the list view

The screenshot shows the 'List View' and 'Calendar View' tabs. A red arrow points to the 'Calendar View' tab, which is highlighted.

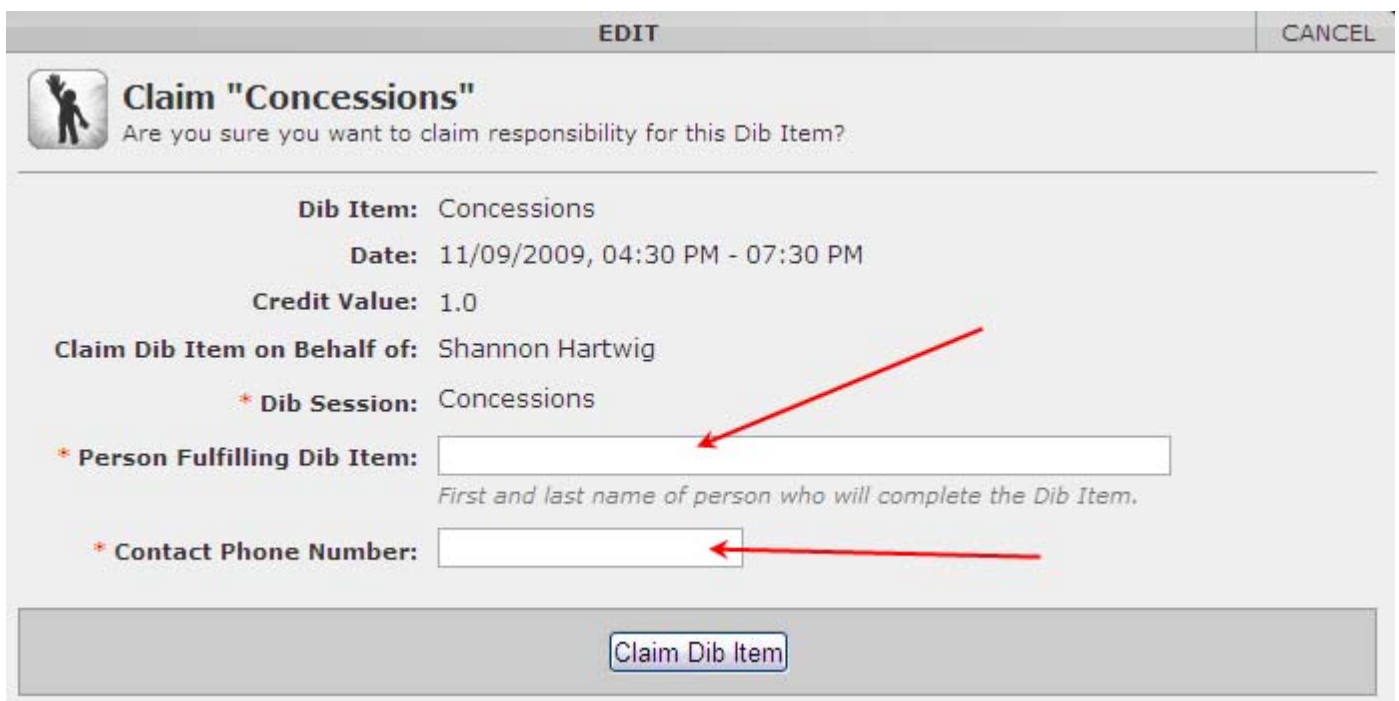
- In either view, click the concession to view and claim the session



- This will show all the information available with this shift. Click the CLAIM THIS DIB ITEM button.



- Enter the person that will work the shift and the phone number of where you can be reached and click "Claim DIB Item" button.



- Once you claim the item, it will bring you back to the list or calendar view that you were just on. At the top of the page it will say you have claimed a shift and you can claim another shift or click the link to view your claimed items.



Successfully claimed DIB Item. Claim another DIB Item or [click here](#) to view all of your claimed DIB Items.

- Below is a list of the claimed items you will have listed.

Assigned DIB Sessions

DIB Session	Assigned To	Claimed	Complete	Required	Session Progress	Responsibility Status
Concessions Northern Lights Figure Skating Club	Shannon Hartwig	8	0	-	-	NA Claim DIB Items

Claimed DIB Items

DIB Item	DIB Session	Date/Time	Claimed By	DIB Fulfiller:	Credits	Status	Requests
Concessions	Concessions	11/20/2009, 05:00 PM - 07:30 PM	Shannon Hartwig	Shannon	1	Claimed	-
Concessions	Concessions	11/27/2009, 12:00 PM - 03:00 PM	Shannon Hartwig	Shannon Hartwig	1	Claimed	-

- Click the back button to go back to where you were OR click the Star in the upper left corner to go back to the home page.



The completed schedule list will be printed from the web and posted in the concession stand as always. Once you have worked your shift, the web coordinator will verify and mark it complete. You will then see how many you have worked and how many more you are signed up for in your Assigned DIB Sessions.

****** If by chance you cannot work your shift, you can cancel your DIB session online up to 1 day prior to the shift date.

****** If it is after 1 day prior to the shift, you must find someone to work for you. If you are still getting the credit for the shift, you don't have to do anything else. However, if that person will be getting the credit he/she must make sure they cross your name off the sheet in the concession stand and write theirs in.