

Procedure for DIBS Account Creation

Rev 0 – 11/15/09

The screenshot shows the website for the Brookings Rangers, part of the Brookings Ice Skating Association. The top navigation bar includes links for Home, Teams, Calendar, Photos, Documents, Pointstreak, Links, Board, Sponsors, Contact, and Dibs. A left sidebar lists various sections like Association News, Events, Registration, Newsletters, Tournaments, Hotel Information, Larson Ice Center, Senior Showcase, Summer Camp Link, 4 on 4 Summer League, Hockey Camps, Ice Schedule, Ranger Nation, Coaching Info, Referee Info, 2010 Fund Drive, Volunteers, and Concessions Info. The main content area features a headline for 'Brookings Rangers' with a link to a 'New Volunteer Signup Section'. Below this is an article titled 'BROOKINGS TO HOST SR. SHOWCASE' which details an event at the Larson Ice Center. The article text reads: 'The Brookings Ice Skating Association will host the annual South Dakota Senior Showcase at the Larson Ice Center November 20 and 21. This event honors 75 senior high school hockey players from Yankton, Sioux Falls, Sioux Center, Brookings, Watertown, Aberdeen, Huron, Mitchell, Pierre and Rapid City. The public is invited to watch these young men and women beginning with the Friday night skills competition at 7pm. This event will test their skating speed, shooting accuracy and goalie skills. Saturday morning the seniors and their parents will enjoy a catered breakfast with keynote speaker, Jim Hittle. Originally from Sioux City, Iowa, Hittle has been involved in hockey all his life as player, coach and scout. He has been both a head coach and assistant coach at the Pee Wee, Bantam, Midget, High School and College level. He has also worked as a professional amateur scout for college and junior hockey programs. In October of this year he began working with the USD Men's hockey program to assist in the rebuilding of their program. Finally, the participating skaters will be mixed together to form six teams and a series of six one-hour games will begin at 12 noon Saturday. Everyone is encouraged to come watch and support these talented hockey players as they kick off the final season of their high school hockey careers. Admission is \$5 for the entire two-day event. Kids 12 and under get in free.'

On the right side of the page, there is a 'POWER POLL' section with the question 'Which is the best position in hockey?' and radio button options for Forward, Defense, Goalie, Coach, Manager, and Hockey Mom, with a 'Vote' button below. Below the poll is a logo for 'Breezy Point Hockey Center' and 'Acceleration Sports Training Center'.

- 1) To begin the creation of a NGIN Account for use in the DIBS section of the Brookings Rangers website, verify that the *Home* position of the website has been selected as shown above.
- 2) Select *Volunteers* in the *Current Section* on the left side of the page or the **New Volunteer Signup Section** link in the center of the page.

Current Section

- Home
- Volunteers**

Related Pages

- Association News
- Association Events
- Registration
- Newsletters
- Tournaments
- Hotel Information
- Larson Ice Center
- Senior Showcase
- Summer Camp Link
- 4 on 4 Summer League
- Hockey Camps
- Ice Schedule
- Ranger Nation
- Coaching Info
- Referee Info
- 2010 Fund Drive
- Volunteers
- Concessions Info
- Videos
- Arts Festival
- Adult Hockey Info
- Classified Section
- Publicity
- Website Assistance



WELCOME
To The New Home Of The
Brookings Ice Skating
Association



Volunteers

New DIBS Volunteer Tool

We are now utilizing the new DIBS system to help manage our associations volunteer points. 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 website account and sign-up as a 2009-10 Volunteer. This activation and registration prepares your NGIN Account to become a user of the Dibs Volunteer Tool. If you already have a website account and registered as a 2009-10 Volunteer Member, go to Step 2.

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

How to "claim" an item? LOGIN (located in the upper left hand corner of the screen) and enter username and password. Click on the DIBS tab. When you find an item that works, simply click on that item and select "claim this DIB item". You may filter your choices by opportunity or by date.

How to view "claimed" DIB items? If you sign up for an opportunity online and can't remember the information, simply log on with your username and password (located in the upper left hand corner of the screen) and click on "UTOOLS" (located on main menu bar) and then My Dibs: View all my currently claimed DIB items.

What to do if you selected a duty to work and you can't make it? Log in with your username and password (located in the upper left hand corner of the screen) and then click on "UTOOLS". Click on My Dibs: View all of my currently claimed DIB items. Select the duty you want to cancel and click on "cancel claim". Each task will have a stated cancellation period which is typically 7 days. Once you've cancelled the duty, this will then be put back into the pool of volunteer opportunities.

What to do after you have worked the shift? After you have completed the assigned duty, you may view your DIB items by entering your username and password (located in the upper left hand corner of the screen) and then click on UTOOLS. Click on My Dibs: View all my currently claimed DIB items. You can then click on the text that is in the DIB ITEM column (for example, concessions). Then that will load up a new screen that will give you the option to select "verify completion". Once you have selected the "verify completion", you will get a

- 3) The following webpage will then load as shown above.
- 4) Select *Click Here by Step 1* to begin the creation of the NGIN Account.

 Please login to access the requested page



Account Login

Use your NGIN Account Username and Password to sign in to the Brookings Ice Skating Association Network.

NOTE: You can use your same NGIN Account to login to any website on the [NGIN Platform](#).

Username:

Password:

Login

Login Help

Don't have a NGIN Account? [Create one here](#)

Creating an account is FREE and takes only a few minutes, plus gives you instant access to exclusive content and features.

If you're having trouble, maybe we can help:

[Forgot your password?](#)

[Forgot your username?](#)

- 5) The following webpage will then load as shown above.
- 6) Select *Create one here* in the upper right corner to begin the entry of the NGIN 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 NGIN Account can be used across all NGIN websites and networks. Privacy questions? Click here for the [Privacy Policy](#).

* - DENOTES REQUIRED FIELD



In order to continue with the registration process please create a NGIN Account for yourself. If you are here to register a child, a team or someone else later in the registration process you will be able to attach the profile (child, team, other) to your account if necessary

(1) Username and Password

Username: *

Password: *

Confirm Password: *

(2) Member Information


First Name: *

Last Name: *

Date of Birth: *

 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: *


(3) NGIN Updates

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

[Sign Up for NGIN Account](#)

- 7) The following webpage will then load as shown above.
- 8) Enter all of the fields shown above as they are required.
- 9) Note that the *Email* address entered must be unique to the NGIN system and may not be used on another NGIN Account.
- 10) Also, the Email address should be the primary email account that you would like to receive notifications from the DIBS system. Additional or secondary email accounts can be entered later.
- 11) Lastly, this is the NGIN Account for the family and must be shared for the claiming of items in the DIBS system.
- 12) Once all fields have been entered, select *Sign Up for NGIN Account* at the bottom of the page.

[Login](#) [Create an Account](#)
NGIN



Account Instructions

An Account Activation e-mail has been sent to:

scott_rowbotham@hotmail.com

Click on the confirmation link within the e-mail to activate your new account.

New Account Help

If you do not receive your Account Activation e-mail within a few minutes, please check your spam folder.

Once your account has been activated, you will be able to proceed with Online Registration, view order details, and take advantage of many other account features.

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13) The following webpage will then load as shown above.

Action Required: Account Activation for Brookings Ice Skating Association

From: **no-reply@tstmedia.com** on behalf of **Brookings Ice Skating Association** (no-reply@www.brookingsrangers.com)
 Sent: Sun 11/15/09 3:31 PM
 To: scott_rowbotham@hotmail.com

Action Required: Account Activation for Brookings Ice Skating Association

Hi Scott,

Welcome, and thank you for creating an account on the Brookings Ice Skating Association website.

To confirm your email address and activate your account, please click on the following link or paste the URL into your browser:

<https://secure.tstmedia.com/account/activate/86736bc55b7502573f49eed9233bbb64808030aeacbc6c94836155c7b3d87746>

Your Username is: DeleteMe

You have 72 hours to activate your account before it will be removed from our system.

Thank You,

Brookings Ice Skating Association
<http://www.brookingsrangers.com>


powered by: NGIN
<http://www.ngin.com>


14) Once the Account Activation email arrives in the Inbox of the account listed, open the email and click the link in the center of the email to finalize the NGIN Account creation.




15) The following webpage will then load as shown above and your password may have to be entered for additional confirmation.

16) Select *CONTINUE* to proceed.


[DeleteMe](#) [uTools](#) [Log Out](#) 


 POWERFUL ONLINE REGISTRATION SOLUTIONS

 **2009-10 Volunteers**

[Welcome](#) **[Family Information](#)** [Summary](#) [Receipt](#)

Family Information

 **Currently Registering: Scott Rowbotham**

BISA tracks volunteer points by family, so only put in the First and Last name of the individual that is responsible for representing your family.

First Name: *

Last Name: *

Enter your player's name and their level of play for this season: *
Example: Jacob Thompson - Squirt
 (if you have multiple players, enter each on a separate line)

BISA Points System

Level	Points Per Player
Termites	40 pts
Mites	60 pts
Squirts & Older	150 pts

Given the information from the table above, enter your family's point total in the field below. The number you enter should not exceed 200 as there is a 200 point maximum per family.

Your Family's Point Total: *

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- 17) The following webpage will then load as shown above.
- 18) Enter the first name of both spouses, if applicable, as this is the names that will appear in the DIBS system and be used to track the points for the individual family.
- 19) Enter the remaining fields as they are all required.
- 20) The *Point Total* for the family should be entered per Appendix A of the Handbook.
- 21) Select *SUBMIT AND CONTINUE TO SUMMARY* to proceed.

[DeleteMe](#) | [uTools](#) | [Log Out](#)
NGIN


 POWERFUL ONLINE REGISTRATION SOLUTIONS


2009-10 Volunteers

✓ [Welcome](#)

[Family Information](#)


[Summary](#)

[Receipt](#)

Summary

2009-10 Volunteers 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.

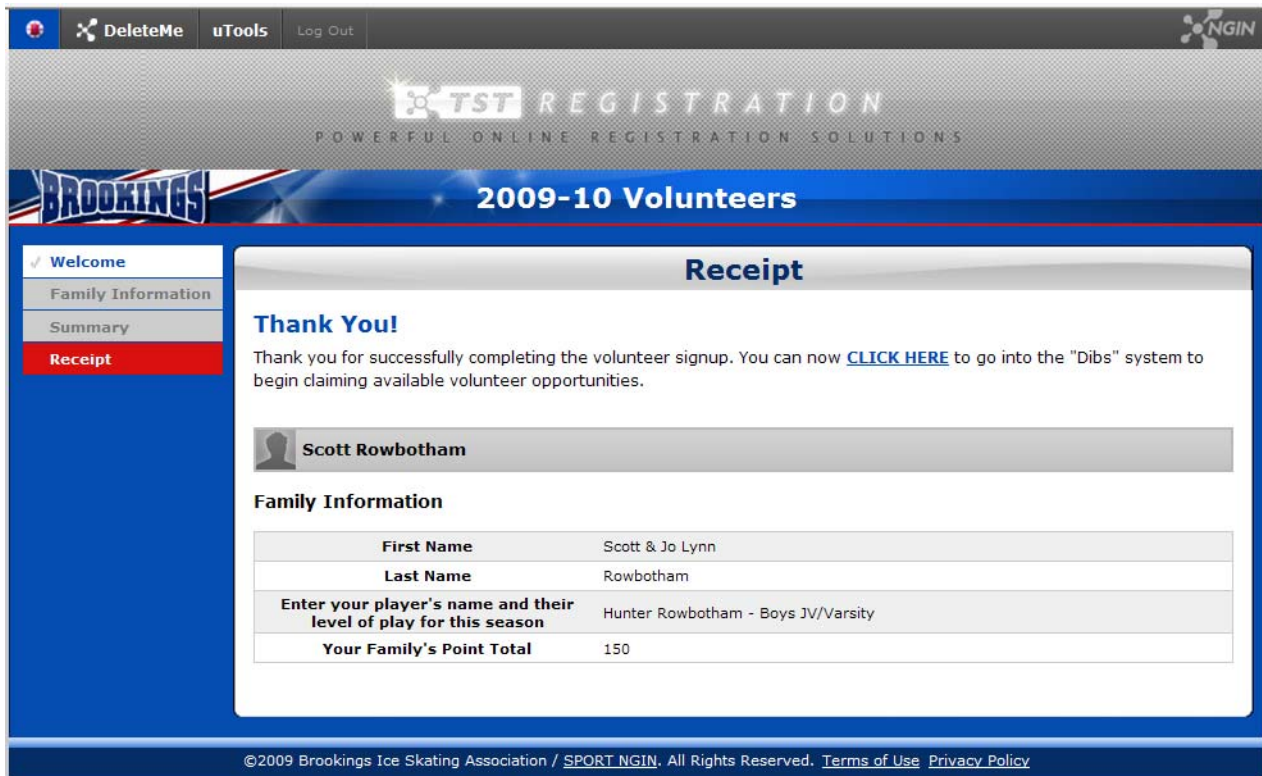
 **Scott Rowbotham** [X Delete Entry](#)

Family Information [Edit](#)

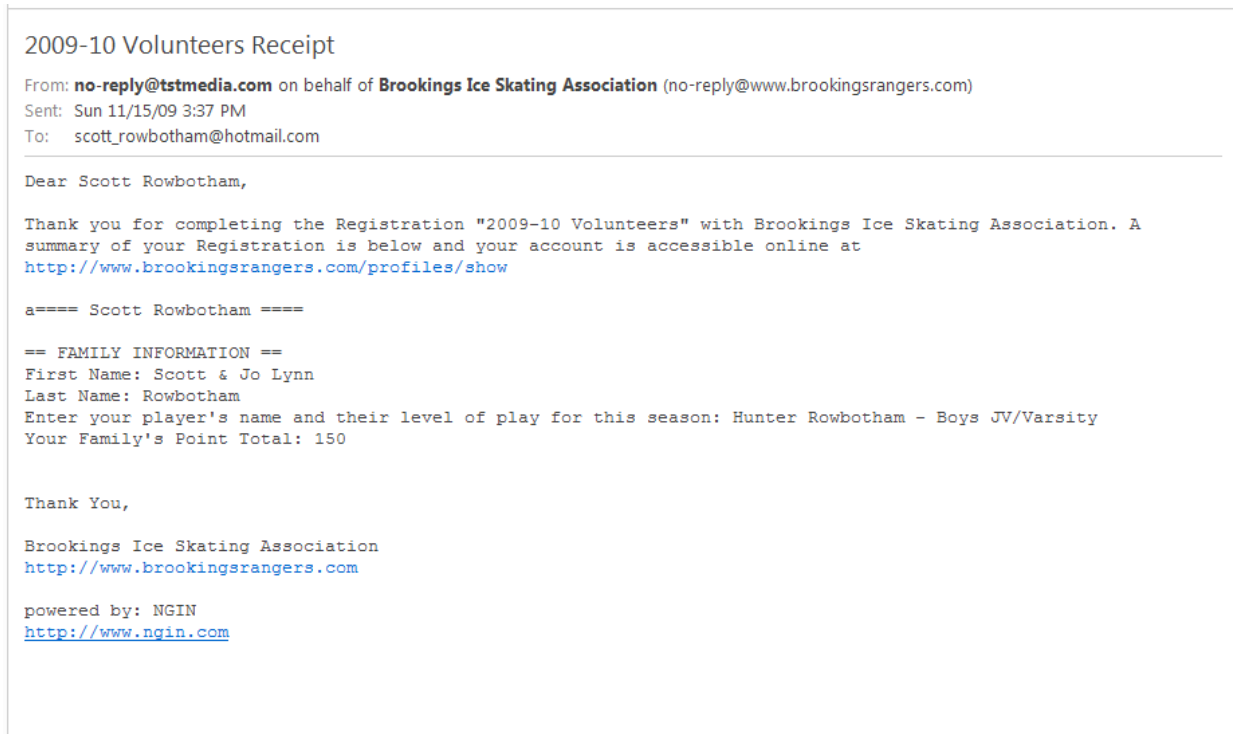
First Name	Scott & Jo Lynn
Last Name	Rowbotham
Enter your player's name and their level of play for this season	Hunter Rowbotham - Boys JV/Varsity
Your Family's Point Total	150

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- 22) The following webpage will then load as shown above.
- 23) Select *COMPLETE REGISTRATION* to proceed.



- 24) The following webpage will then load as shown above.
- 25) The registration process is not complete.
- 26) Select the *CLICK HERE* to proceed to the DIBS system.



- 27) For additional confirmation, a second email will be sent to the Email address

THE OFFICIAL SITE OF THE
BROOKINGS
Ice Skating Association

Home Teams Calendar Photos Documents Pointstreak Links Board Sponsors Contact **Dibs**

dibs
 CLAIM RESPONSIBILITY

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

Active Archived

"Dibs" is an online tool that helps keep members organized by providing a platform to assign and claim responsibility. Site members can browse assigned Dib Sessions below and claim responsibility for Dib Items. Members then complete Dib Items to fulfill their Dib Session requirements.

Assigned Dib Sessions

Dib Session	Assigned To	Claimed	Complete	Required	Session Progress	Responsibility Status
2009-10 Volunteers	Scott Rowbotham	0	0	-	-	NA Claim Dib Items


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28) The following webpage will then load as shown above.

29) This page will be used to confirm the number of points claimed for the NGIN Account and marked as complete by the Points Coordinator or website administrator.

30) Select *2009-10 Volunteers* to begin claiming available DIB items.

 **Scott Rowbotham**

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

[Dibs](#) > **2009-10 Volunteers**

My Dibs Sessions: 2009-10 Volunteers 



2009-10 Volunteers

Scott Rowbotham has completed **0** credits. The maximum credits allowed for this Dibs Session is **200**.

List View

Calendar View

Has Date/Time: From to
Credit Value: (blank for any)
Location:
Category:

Dibs Item	Credits	Location	Date/Time	Category
Registration Table	0	Larson Ice Center	11/20/2009, 05:30 PM - 06:30 PM	-
Gate	10	Larson Ice Center	11/20/2009, 05:30 PM - 07:30 PM	Gate Worker
Registration Table	0	Larson Ice Center	11/20/2009, 05:30 PM - 06:30 PM	-
Registration Table	0	Larson Ice Center	11/20/2009, 05:30 PM - 06:30 PM	-
Skills Setup	0	Larson Ice Center	11/20/2009, 06:00 PM - 07:00 PM	-
Skills Setup	0	Larson Ice Center	11/20/2009, 06:00 PM - 07:00 PM	-
Skills Setup	0	Larson Ice Center	11/20/2009, 06:00 PM - 07:00 PM	-
Skills Setup	0	Larson Ice Center	11/20/2009, 06:00 PM - 07:00 PM	-
Hall Monitor	5	Larson Ice Center	11/20/2009, 06:00 PM - 08:00 PM	Hall Monitor
Skills Setup	0	Larson Ice Center	11/20/2009, 06:00 PM - 07:00 PM	-
Skills Setup	0	Larson Ice Center	11/20/2009, 06:00 PM - 07:00 PM	-

- 31) The following webpage will then load as shown above.
- 32) This webpage shows the individual Dibs items that are available to claim.
- 33) The Dibs items can be sorted using the *Has Date/Time*, *Credit Value*:, *Location*:, and *Category* fields to narrow the list of Dibs items down to a specific day or weekend, rink, or type of task.
- 34) Select the Dibs item from the left column to being claiming the item.

Home Teams Calendar Photos Documents Pointstreak Links Board Sponsors Contact **Dibs**



 **Scott Rowbotham**
My Dibs: [View all of my currently claimed Dibs items.](#)

[Dibs](#) > [2009-10 Volunteers](#) > **Registration Table**



Registration Table

11/20/2009, 05:30 PM - 06:30 PM

Senior Showcase

Location: [Larson Ice Center](#)

Dib Session(s): [2009-10 Volunteers](#)

CLAIM THIS DIB ITEM

Credit Value: 0
Credit issued upon completion.

Status: Available
This Dib Item is available to be claimed.

Cancellation Prohibited: 2 days before event.
After claiming this item, responsibility can be canceled until Wed, Nov 18th, 09, 05:30 PM

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- 35) The following webpage will then load as shown above.
- 36) Select CLAIM THIS DIB ITEM to add this item to your list.
- 37) An email should be sent to the account as a reminder.

[DeleteMe](#) | [uTools](#) | [Log Out](#)
NGIN

[Dashboard](#) | [Profile](#) | **Account**

Account Information [Change](#)

First Name:	Scott
Last Name:	Rowbotham
Date of Birth:	07/18/1965
<small>🔒 Your date of birth is required so that we can comply with the Children's Online Privacy Protection Act and other age restrictions.</small>	
NGIN Updates:	Occasional NGIN updates and special offers from relevant third-parties will be emailed to you.

Email Addresses [Add Email Address](#)

Primary Email:	scott_rowbotham@hotmail.com
<small>🔒 Account information, financial/order receipts, notifications, and profile messages are sent to your Primary Email.</small>	
Secondary Email:	None.
<small>🔒 Only profile messages are sent to your Secondary Email.</small>	

Email Me When: [Change](#)

Scott Rowbotham receives a message	Yes
<small>🔒 If you choose to receive profile message notifications via email, they will be sent to both your Primary and Secondary Email.</small>	

Password [Change](#)

Password:	*****
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- 38) Secondary email accounts can be added to the DIBS Account to receive the same messages and reminders that are sent from the Brookings Rangers network to the Primary email account.
- 39) As before, an email will be sent to the email account listed for confirmation that the Secondary email address should be added.