

CCJHA VOLUNTEERS - DIBS HELP

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DIBS ON THE CCJHA.ORG WEB SITE - www.ccjha.org

Dibs is an online tool for use in scheduling volunteer shifts and for volunteers to claim responsibility for (or "get dibs" on) those volunteer work shifts. Volunteers can choose from available shifts and claim responsibility online. Once the shift is completed, credit is issued and the hours worked are reflected on your Dibs account.

CCJHA.ORG / NGIN USER REQUIREMENT

You must create a NGIN account on ccjha.org before you can register for Dibs. This is accomplished by clicking the **Create an Account** link in the upper left of the ccjha.org home page, then completing the **Account Creation** form. Please record your username and password because you will need to login to the ccjha.org web site each time you want to perform Dibs tasks. If you forget, your password can be retrieved using the **Login** page.

DIBS REGISTRATION PROCEDURE

Follow the procedure below to register as a volunteer. This only needs to be done once.

- On the **Home** page, click the **Volunteers** link in the left side menu.
- On the **Volunteers** page, click the link in **STEP 1** to activate your Dibs account. A new browser will open.
- Click the **Continue** button on the **Volunteer Registration Welcome** window.
- Complete the form on the **Family Information** page. All form fields are required. Click the **Submit and Continue** button.
- Review your information. If all is correct, click the **Complete Registration** button.

Your DIBs registration is complete. You may now use the **DIBS** link on the right end of the horizontal menu bar to begin claiming responsibility for volunteer shifts.

USING DIBS TO CLAIM RESPONSIBILITY FOR SHIFTS

Follow the procedure below to claim responsibility for Dibs Items.

- Login to the ccjha.org web site using your NGIN login and password.
- Click the DIBS link on the horizontal menu bar from most pages on ccjha.org.
- Click the Dibs session you have been assigned to. This will be something like **Volunteers - 1 Skater Family**.
- You can use the List View and filters or the Calendar View to view available shifts. Once you find a shift you would like to claim, click the link for that shift.
- Review the details for the shift you have selected. If you want to claim the shift, click the **CLAIM THIS DIB ITEM** button.
- On the claim form, enter the name of the person working the shift and their contact number, then click the **Claim Dibs Item** button. The shift will no longer be listed as available for you or others to claim, and the shift will now be listed on your Dibs page.

VIEWING CLAIMED DIBS ITEMS AND DIBS STATUS

- Click the **My Dibs: View all of my currently claimed Dibs items** link on the **DIBS** page, or select **Dibs** in the drop down user menu in the upper left corner of any ccjha.org web page.
- Clicking a Dibs Session in the **Assigned Dibs Sessions** list will take you back to the **Dibs** page.
- Clicking a Dibs Item in the **Claimed Dibs Items** list will open that item. From this page, you can cancel a shift or request cancellation, and verify completion of a shift. Verifying completion on the web site is not required to receive credit for the Dibs item.

DIB ITEM CANCELLATION NOTE

Dibs items (shifts) may be cancelled online if it is more than seven days before the scheduled shift. Within seven days of the shift, you must request cancellation from the Dibs administrator.

COMPUTER ACCESS, FURTHER HELP

If computer access is a problem for you, contact Mike Gloss (906-370-0297) to arrange to schedule Dibs items. If you need further assistance with using the web site, contact Mike Gloss (906-370-0297 or email mike@gloss1.com).