

Chaska Baseball Association

Directions For

Browsing & Claiming DIB Items

Instructions for using the Dibs tool

Accessing Dib items that have been assigned to you

1. **Login** to the Chaska Baseball Association website: www.Chaskabaseball.com
You must use the login that you used to register your player this season
2. Click on the **Dibs** Tab at the end of the top tool bar
3. The system is hard wired to only display one month of Dib items. You need to change the end date range out about two months, then click on the **apply** button on the far right hand side of the screen. All Dib items that are available for the next two months will appear
4. Here, you can browse assigned Dib sessions and claim responsibility for Dib items.

Claiming Dib Items

1. Click on the Dib item you want to claim
2. A detailed summary of the item will appear:
Credit Value
Status- available or not
Cancellation time frame
3. Review the information
4. If you want to claim that Dib item, click on the **Claim This Dib Item** bar
5. A box will pop up that asks if you are sure you want to claim responsibility for this Dib item
6. You will need to put the name of the person that is going to fulfill the Dib item
7. You will also need to supply a telephone number for the person fulfilling the Dib item
8. Click on the **Claim Dib item** bar
9. You will receive a message that you have successfully claimed the dib item

Claimed Items

1. If you want to see a list of the Dib items you have claimed, click on **View all of my currently claimed Dib items**. A summary of all the Dib items you have claimed will appear
2. The system will also send an email reminder two days before the date of the Dib item to the email address that is assigned to your login

3. **Verify Completion of Claimed Dib Item(s)**

1. You will receive credit for the item after the job is complete. This may take up to a week for the credit to show on your account.

Requesting Cancellation of a claimed Dib item

1. Login to the system(www.ChaskaBaseball.com)
2. Click on the **View all of my currently claimed Dib items**
3. Click on the appropriate Dib item
4. A screen will appear that summarizes the Dib item
5. Click on the **Request Cancellation** tab on the right hand side of the screen
6. A "Request Dib Item Cancellation" box will appear. Click the **Request Cancellation** button to request admin to cancel that item for you
7. **Please note that you are still responsible for this Dib Item until your request is granted by the Administration**
8. You will receive verification that you have successfully sent a cancellation request to Admin.
9. Admin will cancel your request and the Dib item will revert back to **available** status

You are responsible for finding a person to cover your DIB item if it is less then 3 days of the event.

