



Dibs On-Line Volunteer System

User Instructions

Dibs is the volunteer on-line system we are now using to manage and monitor our volunteer opportunities.

To get started: You must first **ACTIVATE** your Dibs Status! *This is done ONLY once!*

- From the maplebrook.com home page, click on the left side navigation tab < Volunteer Info >
- Proceed to **STEP 1** to activate your status. Please use the same username/e-mail address/password combination that you used to complete the registration process. Then, complete the small questionnaire. If you have been pre-approved as a committee member, a coach or a manager please list it here.
- Once you finish you are now ready to begin claiming your Dibs items/volunteer opportunities.
- Click on **STEP 2** or click on the DIBS tab at the top of the toolbar.

To Claim a Dibs Item (also known as “to reserve a volunteer opportunity”)

- **You must always be logged in to have access to this secure data!**
To log in: Click the log in prompt at the top left corner of the home page. Please use the same username/e-mail address and password that you used to complete the player registration process.
- Click on the Dibs tab from the toolbar at the top of the screen.
- Click on **Volunteer Opportunities** (listed under Assigned Dibs Sessions)
- Note: You may need to adjust the date range in order to see available items. The date range should go beyond the date(s) you are requesting.
- If you adjusted the date range or any of the filtering options on the screen you **MUST** click on the button < FILTER DIB ITEMS >
- Click on the Dibs Item you wish to claim (reserve)
- Type in the volunteers name and phone number

- Click Claim Dibs Item
- An e mail notification will be sent to the email account you specified in the player registration process

To View a Summary of Your Dibs Account:

- From the Home page, Make sure you are logged in.
- Click on the Dibs tab from the top of the toolbar.
- Click on the link (highlighted in gray) that says My Dibs: View all of my claimed Dibs Items.
- The **Assigned Dibs Sessions** grid is a summary of your volunteer activity
- The **Claimed Dibs Items** grid contains all the individual Dibs items you have claimed and/or completed.

To Request a Cancellation of a Dibs Item:

Note: Cancellations must be granted by the Volunteer Coordinator or Club Administrator. We do not accept cancellations 72 hours prior to the date of your event. We kindly ask that you recruit an individual to take your shift rather than request a cancellation.

- To request a cancellation: from the Home page, Make sure you are logged in.
- Click on the Dibs tab from the top of the toolbar.
- Once in your Dibs account, click on the link (highlighted in gray) that says My Dibs: View all of my claimed Dibs Items.
- Click on the Dibs Item you wish to cancel (listed in the **Claimed Dibs Item** grid).
- Click on Request Cancellation
- A request for cancellation will be emailed to your volunteer coordinator.
- You will be notified if your request has been granted or put back in your account as unfulfilled.

