

# sport**se**ngine



## Dibs Guide



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## Introduction

The “Dibs” tool allows the members of your website to sign up for available volunteer opportunities with your organization.

Create a “Dibs Session” first, then add some “Dibs Items” to categories within that session. Dibs Items are the actual volunteer opportunities that are available to your members. Common Dibs Items could be:

- Concession stand
- Jersey hand-out
- Gameday setup
- Scoreboard operator, etc

## DIBS SESSIONS

### HOW TO CREATE A DIBS SESSION

1. Sign in and turn on [Edit Mode](#).
2. Click on the **Dibs** tab in your main menu.
3. Click **Create a New Dibs Session**.
4. Input all necessary and mandatory fields.
  - **Dibs Session Name**
  - **Status:**
    - **Enabled:** Live for you volunteers to access.
    - **Disabled:** Not live for your volunteers to access.
    - **Archive:** Turn an old Dibs Session off.
  - **Login Optional:** Does the volunteer need to sign in to their SE account to claim an item?
  - **Track Credits:** If you require members to volunteer for a certain number of items or shifts throughout the season.
    - **Track Credits and Task Completion:** Input a minimum (optional) and maximum (optional) credit that your volunteers need in this Session.
    - **Do Not Track Credits and Task Completion:** Your volunteers will not have a minimum or maximum amount of credits to reach.
  - **Email Reminder:** An email will be sent to the volunteer the day of their shift as a reminder.
5. Click **Create Dibs Session**.

## DIB CATEGORIES

Categories allow you to organize your Dibs Items (outlined below). Volunteers can sort available Dibs Items by category.



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## HOW TO CREATE A DIB CATEGORY

1. Sign in and turn on [Edit Mode](#).
2. Click on the **Dibs** tab in your main menu.
3. Click on the **Item Categories** sub tab.
4. Click **New Dib Category**.
5. Label the new category and click **Create Dib Category**.

## DIBS ITEMS

### HOW TO CREATE DIBS ITEMS

1. Sign in and turn on [Edit Mode](#).
2. Click on the **Dibs** tab in your main menu.
3. Click on the “Dibs Session Name.”
4. In the middle of the page, click **Create a New Dib Item**.
5. Input all necessary and mandatory information.
  - **Category:** The type of volunteer work. Items are searchable by category.
  - **Credit Value:** How many credits will this volunteer shift be worth.
  - **Location:** Where will this Volunteer shift take place?
  - **Location URL:** Link to a Google Map of the volunteer location.
  - **Date:** When is the volunteer shift?
  - **Cancellation Prohibited:** Prevent volunteers from cancelling within this many days before the shift.
  - **Required Fulfiller Phone:** Require a contact phone number when a volunteer claims the shift.
  - **Required Fulfiller Email:** Require a contact email address when a volunteer claims the shift.
  - **Belongs To:** Select which Session(s) this Dib Item is available in. A Dib Item can belong to multiple Sessions.
6. Click **Create Dib Item**.

### HOW TO IMPORT DIBS ITEMS

1. Sign in and turn on [Edit Mode](#).
2. Click on the **Dibs** tab in your main menu.
3. Click on the “Dibs Session Name.”
4. In the middle of the page, click **Import New Dib Item**.
5. Download the “[Dibs Item Template](#).”
6. Replace the example entries with your Dib Item information and save it as an XLS file.
7. The following fields are included in the import template:
  - **\*Name**
  - **Description**
  - **\*Location**



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- **Location URL:** Link to google map of location.
  - **\*Start Date:** Format must be “MM/DD/YYYY HH:MM” (24 hour format). Ex. 04/24/2017 15:30:00
  - **\*End Date:** Same format as start date.
  - **\*Credit Value:** Enter “0” if the item has no credit value.
  - **\*Cancel Window:** Prevent volunteers from cancelling within this many days before the shift.
  - **\*All Day Event:** Enter “0” if the item has a start and end time.
  - **Category:** Categories must be added within the Dibs tool before they can be included in an import.
  - **Fulfiller Phone Required:** Enter “1” to require volunteer to submit a phone number when claiming the item.
  - **Fulfiller Email Required:** Enter “1” to require volunteer to submit an email address when claiming the item.
  - \*asterisk indicates required field.
8. On the *Import Dib Items From File* screen, click **Choose File**.
  9. Open the file you saved on your computer.
  10. Choose which “Session” it belongs to, and click **Import Dibs**.

## GROUPS AND PROFILES

Assigning groups to a Dib Session will make that session only viewable to that group. After you assign a group to a session, you can attach individuals to a specific Dibs Item.

### HOW TO ASSIGN GROUPS AND PROFILES TO A DIBS SESSION

#### *STEP 1: ATTACH A GROUP TO A DIB SESSION*

1. Sign in and turn on [Edit Mode](#).
2. Click on the **Dibs** tab in your main menu.
3. Click on the title of the **Dibs Session** you would like to attach a group to.
4. Choose the **Groups** sub tab.
5. Click **Attach Group**.
6. Choose one of the three group options.
  - **Existing Group:** Already created groups.
  - **Create a New Group:** Allows you to create a group by selecting individual profiles to include.
  - **Create a Smart Group:** Allows you to create a dynamic group from a registration.
    - If you chose an existing group, choose the title of the group > click **Select Group**.
    - If you chose to create a new group, name the group > choose all the profiles you want in the group > click **Create Group**.
    - If you chose to create a new smart group, name the group > choose either **Membership or Survey or Registration** > create the membership group or



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select a registration > click **Create Smart Group**.

**NOTE:** After attaching groups to a session, the profiles within that Group will appear under the **Profiles** tab of the Dibs Session.

### *STEP 2: ASSIGN AN ITEM TO A PROFILE*

1. Sign in and turn on [Edit Mode](#).
2. Click on the **Dibs** tab in your main menu.
3. Click on the title of the Dibs Session you would like to attach profiles to.
4. In the middle of the page, choose the **Profiles** sub tab.
5. On the right side of the page, under the *Actions* column, choose **Assign Dibs Item**.
6. Input the volunteer's name, phone, and email address in the text boxes.
7. Click **Submit**.

## ISSUING CREDITS

### HOW TO CREDIT A VOLUNTEER IN DIBS

1. Sign in and turn on [Edit Mode](#).
2. Click on the **Dibs** tab in your main menu.
3. Click on the title of the Dibs Session that houses the Dibs Items you want to mark as completed.
4. Click on the Item "name" that the volunteer completed.
5. On the right side under *Admin Actions*, click **Mark Complete**.
6. Click **Mark Complete** again to confirm.

### HOW TO CREDIT MULTIPLE USERS

1. Sign in and turn on [Edit Mode](#).
2. Click on the **Dibs** tab in your main menu.
3. Click on the title of the Dibs Session.
4. Choose the **List View** sub tab.
5. Choose to sort according to any of the following fields:
  - **Has Date/Time**
  - **Credit Value**
  - **Location**
  - **Category**
  - **Status**
6. Click **Filter Dibs Items**.
7. Check the box next to each Item that you want to issue credits for.
8. Under the **Filter Dibs Items** button, click **Mark Selected Complete**.
9. Click **Ok** to confirm.



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## HOW TO ISSUE EXTRA CREDIT FOR A DIBS ITEMS

**Note:** You will only be able to issue credit if there is a minimum credit value assigned to the Dibs Session.

1. Sign in and turn on [Edit Mode](#).
2. Click on the **Dibs** tab in your main menu.
3. Click on the title of the Dibs Session.
4. Choose the **Profiles** sub tab.
5. On the right side under the *Actions* column, click **Issue Credit**.
6. Input the value of the credit, date of completion, and fulfiller name.
7. Click **Issue Credit**.

## EDIT ATHLETE/FULFILLER INFORMATION

If a Dibs Item has been claimed by the wrong athlete profile or fulfiller name, the only way to update that information is to mark the Dibs Item as Unclaimed.

## HOW TO CHANGE THE ATHLETE/FULFILLER NAME OF A DIBS ITEM

1. Sign in and turn on [Edit Mode](#).
2. Click on the **Dibs** tab.
3. Click on the Dibs Session “name.”
4. Click on the Dibs Item “name.”
5. On the bottom-right side of the page, under the *Admin* Actions header, click **Mark Unclaimed**.
6. Click **Mark Unclaimed** again.
  - The user will need to claim that Dibs Item again under the correct athlete/ fulfiller name.

## MISCELLANEOUS

### HOW TO ARCHIVE OR DELETE A DIBS SESSION

1. Sign in and turn on [Edit Mode](#).
2. Click on the **Dibs** tab in your main menu.
3. Click on the “Dibs Session Name.”
4. On the right side, click the **gray Gear icon**.
5. Choose **Edit Dibs Session** to Archive or **Delete** to delete.
  - If you clicked Edit Dibs Session, change the status to **Archived** then click **Save Dibs Session**.
    - Archiving the session removes it from your Active session list.





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**NOTE:** You will need to delete all Dibs Items within the Session before you can delete the entire Session.

### HOW TO REMOVE DIBS FROM YOUR WEBSITE

1. Sign in and click on the **Admin gear** located at the top of your screen.
2. Once in "SportsEngine HQ", click the **Website** tab then choose **Website Settings**.
3. Scroll down and choose **Dibs Settings**.
4. Check the box next to **Disable DIBS** from main navigation.
5. Click **Save Settings**.

**NOTE:** Please contact us if you want your Dibs product back on your main navigation.