

DIBS GUIDE

HOW DO I SIGN UP OR CANCEL A SHIFT?

PLEASE NOTE THAT SIGNING-UP OR CLAIMING DIBS/VOLUNTEER SHIFTS IS ONLY AVAILABLE FROM THE THYH WEBSITE.

<https://www.twoharborsyouthhockey.org/>

YOU ARE NOT ABLE TO SEE THIS FROM THE CROSSBAR APP.

STEPS TO CLAIM A DIB SHIFT FROM A DESKTOP OR LAPTOP:

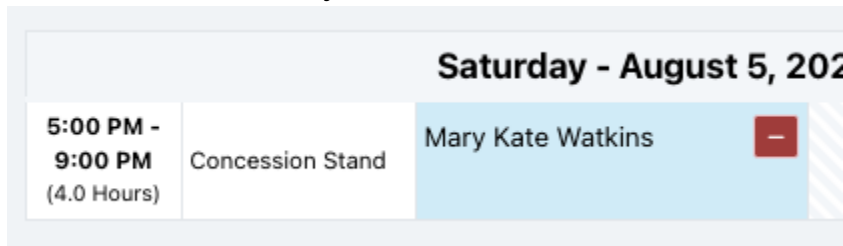
1. Log-in to your account on
<https://www.twoharborsyouthhockey.org/>
2. Click on "Account" in the upper left corner
3. Click on "Volunteer" tab
4. Click "More Information" button below the category
5. The available shifts will have a green + sign next to them
6. Click the green + sign to claim your DIB shift

STEPS TO CLAIM A DIB SHIFT FROM A SMART PHONE:

1. Log-in to your account on
<https://www.twoharborsyouthhockey.org/>
2. Click on "Account" in the upper left corner
3. Click the down arrow next to "Participants"
4. Click the "Volunteer" tab
5. Click the "More Information" below the category
6. The available shifts will have a green + sign next to them
7. Click the green + sign to claim your DIB shift

STEPS TO CANCEL A DIB SHIFT:

1. Log-in to your account on <https://www.twoharborsyouthhockey.org/>
2. Click on "Account" in the upper left corner
3. Click on "Volunteer" tab
4. Look for the specific shift you want to cancel
5. Click the red — symbol to "Cancel" a shift



6. If you are within the 7 day window before the scheduled shift, you'll see a lock icon instead, indicating that you'll need to get a replacement person for your shift. Get in touch with Jesse to let him know who your replacement will be. He will then remove your name from Crossbar and update with the replacement.

