How to Complete the Code of Conduct

1. Go to http://www.idodi.org/

Teams & Managers

2. Choose **Volunteer Code of Conduct** under the Teams and Managers
3. Go to the **Welcome** Drop Down menu on the left side of the blue horizontal bar.
4. Choose **Create a New Account**
5. Enter all the information to Create New Account Note: everything except FAX number is required
   A. Use the controls on the left to create a new account. Controls marked with ***** are required
   B. Note that each DI Account has a unique email address. This email address and your password are needed to log into our websites.
   C. Passwords are case sensitive and must be at least 8 characters in length.
   D. We realize that we collect a reasonable amount of information from you. Your account may be used to buy products in ShopDI, use the services of the Resource Area, or register for Global Finals (if that is in your future).
   E. Useful Links
      1) Login
      2) Email a New Password

6. Click on the **Create New Account** button at the bottom of the page
7. You should get the following message between the blue Welcome bar and gray Login bar – Steve Schorger's account has been created. You may now log in with your email and password.
8. Login using the information you just entered and you should see the Following Welcome screen
   A. To access most features of the Resource Area you need a DI account and you must be logged in that account.
   B. You are logged in:
      1) name: Steve Schorger
      2) email: sschorger@yahoo.com
      3) Your year is set to: **2015**
      4) You have NOT accepted the Code of Conduct for Program Year 2015 View Here
   C. Please use the navigation above to complete any tasks you may have.
9. On the line indicated in 8.B.4 above, click on the purple **View Here**
10. **Read through the Volunteer Code of Conduct** presented on the screen
11. **Volunteer Code of Conduct**
   A. Thank you for volunteering with Destination Imagination, Inc. (DII). We are excited you have given your personal time to assist with running our program, so students learn creativity, teamwork and problem solving.
   B. Our primary participants are teams that consist of young people, and we want to ensure they have the most positive experience while involved in the Destination Imagination programs and while showcasing their solutions. As such, we expect our volunteers to conduct themselves in a manner that positively represents our organization. Integrity must underlie all company relationships, including those with teams, customers, suppliers, communities, and among employees or volunteers.
      - By signing below, you agree to abide by this Code of Conduct when volunteering with Destination Imagination, Inc. (DII);
      - I will embrace the spirit of creativity, teamwork and problem solving as the core principles of DII.
      - I will uphold the honesty, impartiality, and reputation of DII to prevent any disparagement or defamation to the organization or individuals.

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  - I know the core principles on which DII does business are mutual respect, fair dealing and open communication. This is the foundation for all of our transactions and interactions.
  - I will conduct myself in a professional and sportsmanlike manner during all DII events, refraining from the use of obscene or vulgar language, and will speak to all participants in a respectful manner.
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  - I will refrain from interacting with any Destination Imagination team's Challenge by providing assistance, knowledge or other action that would be deemed as Interference.
  - I will adhere to all appraisal, scoring and award procedures as outlined in official documentation and training.
  - I will adhere to all safety and security rules, set forth by the Affiliate or Tournament Director, DI staff, and the team Program Materials, for all Tournaments and events.
  - I will not use my position to seek personal gain or influence through the inappropriate use of information or abuse of my position.
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  - I will not engage in any activity that might create a conflict of interest for the company or for me individually.
  - I will promptly report any illegal or unethical conduct to the appropriate authorities within DII.
  - Retaliation against employees or volunteers who come forward to raise genuine concerns will not be tolerated.
  - I understand and will comply with the above Code of Conduct.

C. Release/Disclaimer

D. By participation in an event by Affiliate, Region or other gathering related to the Destination Imagination program, the participant or participants' parents or participating guardian understands and hereby voluntarily agrees to release, waive, forever discharge, hold harmless, defend and indemnify Destination Imagination Inc., and their agents, officers, boards, volunteers, and employees from any and all liability and all claims, actions, or losses for bodily injury, property damage, wrongful death, loss of services, or otherwise which may arise out of the participant's participation in activities related to the Destination Imagination event, including travel to and from the event.

12. Click on the green **I agree** button
13. You should get the following message

Status: Agreed to the Volunteer Code of Conduct for Program Year 2015
Name: Steve Schorger
Unique Conduct Code: gzqK7PyXlJnmA5N – since this is a unique number, yours will be different than mine.

Forgot Your Password?
1. Follow Steps 1 through 3 above
2. Choose **forgot my password** from the Welcome dropdown menu.
3. Enter your Email address in the box
4. Click on green **Reset Password** button
5. You will receive the message: **A new password has been emailed to you.**
6. Log into your Email account and get the new password sent to you
7. On the Welcome page, go to **the My Account** dropdown menu and choose **Change My Settings**
8. On the Change My Settings page, click on the **Password** box to the right of Main
9. Enter a new password and enter the same password in the **Confirm Password** box
10. Press the **save** button and you should get the following message: Steve Schorger's settings have been saved successfully