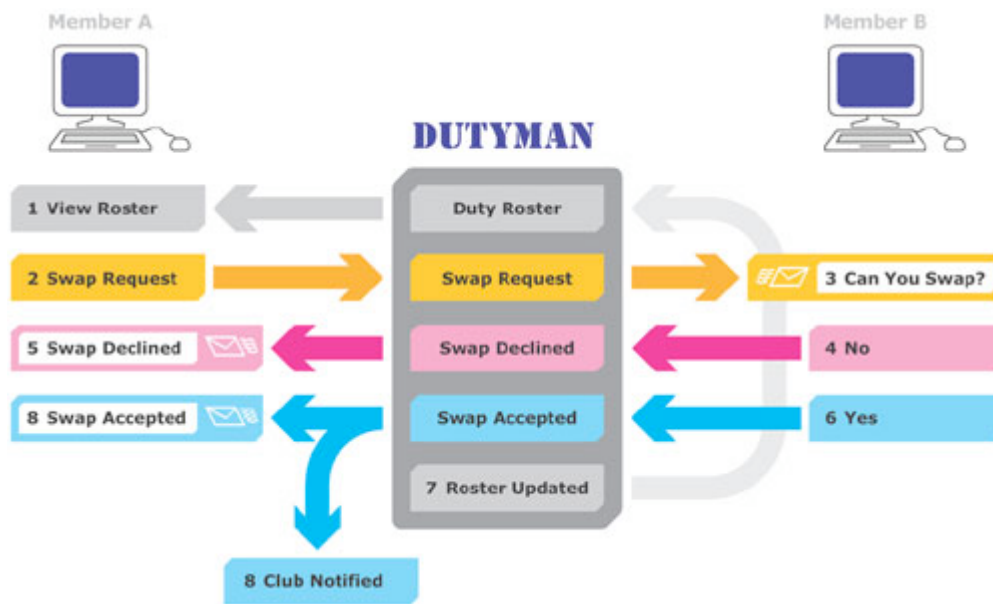


How duty swapping works

- 1 Member A views the club's duty roster and decides that they need to swap a duty.
- 2 Member A identifies Member B as a likely candidate to swap duties with and sends a swap request using the Duty Swapping panel next to the roster.
- 3 When DutyMan receives the request it sends an email with details of the proposed swap to Member B. This email contains two links back to DutyMan - one to accept the swap and one to decline it.

Click to see a swap request email

Member A can request swaps with further members who also receive emails.



- 4 If Member B does not wish to accept the proposed swap he or she clicks the 'decline' link in the email.
- 5 DutyMan emails Member A just to let them know.
- 6 If Member B can accept the swap he or she clicks the 'accept' link. (Swaps are accepted on a first-come-first-served basis.)
- 7 DutyMan immediately swaps the duties in the roster and ...
- 8 ... emails Member A to say that the swap has been requested. This email is copied to the club and, if applicable, to those in charge of the swapped duties.

The duty roster is always up to date and everyone is kept fully informed

For more details on Dutyman visit <http://www.dutyman.biz/>

For details of Portchester Sailing Clubs Sailing Duty Roster 2010 visit

<http://www.dutyman.biz/dmmain.aspx?id=P0001559> you will need your log on ID and password, from your welcome email.

To get started

The Duty Roster will commence with all duties set to 'volunteer required', with all the event duty positions

Select duties as follows

- Maintenance duty, need to select one duty.
- Sailing duties, need to select 3 duties.
- Regular dinghy sailors, 4 duties, an additional duty may be required later in the season.
- Occasional dinghy sailors, please support with a duty where able.

Please look to populate the duty positions for the events at the start of the season first.

You receive your email with log on details and another when the Roster is available.

Please log on to Dutyman to select your duties. A link to Dutyman will be on your log on email, and will also be posted on the Club web site, the web address is <http://www.dutyman.biz/dmmain.aspx?id=P0001559>

Log on and select the schedule view, in either calendar or list view

Select the Volunteer tab on the right hand side of the screen and follow the 4 steps as shown.

At step 4 you will see a volunteer confirmation, detailing the selected duty when you select 'yes' on this confirmation the schedule will update with your details.

Portchester Sailing Club (Duty Roster 2009/2010)

Roster | Members | Duties | Mailer | Upload | Download | Allocation | Set Up | Subscriptions | Forum | Log Out

Calendar View | List View | Help | What The Symbols Mean

Paged Continuous Go to ...

Date	Event	Duty	Volunteer
Sat 05 Dec 2009	Penguin Regatta - Start 13:00	OOD Dinghy Racing	Annabelle McIver
		OOD Assistant	Rob and Dawn Brown & Ms D Cane
		RIB Driver	David & Lesley Romano (7948308868)
		RIB Crew	Tim and Martha Franke
Sun 06 Dec 2009	Penguin Regatta - Start 13:00	OOD Dinghy Racing	Ingrid Davies
		OOD Assistant	Chris Davies
		RIB Driver	David & Lesley Romano (7948308868)
		RIB Crew	Adam Rushin
Sat 09 Jan 2010	Saturday Workparty 08:30 - 16:30	Maintenance Party Leader	Allocated by Maintenance
		Maintenance Duty 1	Volunteer Required
		Maintenance Duty 2	Volunteer Required
		Maintenance Duty 3	Volunteer Required
		Maintenance Duty 4	Volunteer Required
Sun 10 Jan 2010	Sunday Workparty 08:30 - 16:30	Maintenance Party Leader	Allocated by Maintenance
		Maintenance Duty 1	Volunteer Required
		Maintenance Duty 2	Volunteer Required
		Maintenance Duty 3	Volunteer Required
		Maintenance Duty 4	Volunteer Required
Sat 23 Jan 2010	Saturday Workparty 08:30 - 16:30	Maintenance Party Leader	Allocated by Maintenance
		Maintenance Duty 1	Volunteer Required
		Maintenance Duty 2	Volunteer Required
		Maintenance Duty 3	Volunteer Required
		Maintenance Duty 4	Volunteer Required
Sun 24 Jan 2010	Sunday Workparty 08:30 - 16:30	Maintenance Party Leader	Allocated by Maintenance
		Maintenance Duty 1	Volunteer Required

DUTY SWAPPING (ADMIN MODE)

To swap any two duties -

- 1 Select one of the duties by clicking its swap or volunteer symbol
- 2 Select the other duty by clicking its swap or volunteer symbol
- 3 Optionally add a message to be emailed to all concerned
- 4

New! for Webmasters
Embed DutyMan data in your web pages. [More >>](#)

If you select a duty and at a later date need a swap, select the Duty Swap tab, found on the right hand side of screen after logging in and follow the simple step by step process shown on screen.

The site is in the main self explanatory with good guides and instructions with a 'How do I' question and answer section, to find out more visit <http://www.dutyman.biz/> or log onto the Roster.

Should you have any problems that you are unable to solve, please address to the appropriate email address, or contact Brian Beavis. Should you not have email, or web access, again please contact Brian Beavis.

The help - How do I section

Once in the application there is a comprehensive help section, which answers most queries, topics include;

- What is a duty roster?
- How do menus work?

Logging In

- Why do I need to log in?
- How do I log in?
- I seem to have been logged in automatically!
- How do I find my log in details?
- How do I change my password?
- Why are parts of the roster highlighted in red after logging in?

The Duty Roster

- What is the difference between the roster in calendar view and list view?
- How do I navigate around a calendar view?
- How do I navigate around a list view?
- How do I confirm that I can do a duty?
- How do I suppress duty reminders?
- How do I get a printout of all my duties?
- How do I add my duties to my MS Outlook Calendar or other Personal Information Manager?

Duty Swapping and Volunteering

- How do I request a duty swap?
- How do I know who I have requested swaps with?
- I've changed my mind and don't want to swap a duty, what should I do?
- Someone wants to swap a duty; I am prepared to take it on but I don't want to swap. What should I do?
- I've agreed a duty swap verbally, how do I update DutyMan?

Contact Details

- How do I update my email address or phone number?
- Does DutyMan display email addresses?
- Why and when does DutyMan display phone numbers?

The Activity Log

- What does the activity log show?

Getting Help

- Who should I contact regarding a duty that I have been allocated?
- Who should I contact about issues concerning the use of DutyMan by Portchester Sailing Club?
- DutyMan does not seem to be working correctly. Who should I contact?
- I have a question but it isn't covered here. Who should I contact?