



DUTYMAN – QUICK HELP GUIDE

Why do I need to log in?

You need to log in so that DutyMan knows who you are. Once DutyMan knows who you are it can show you information about your own duties and help you request duty swaps

How do I log in?

You will have been sent a welcome email containing your DutyMan log in name and password.

If you do not have this email, click the [Yes, please...](#) button in the **Need a log in reminder?** box immediately above the name and password fields in the right-hand panel of the Roster page. Then follow the on-screen instructions.

To log in:

Go to the DutyMan Roster page

In the right-hand panel type your DutyMan log in name, from the welcome email, into the Name box

Type your DutyMan password into the Password box

Click

How do I change my password?

Log in if you have not already done so

Choose *Password* from the menu

Follow the on-screen instructions

What is the difference between the roster in calendar view and list view?

The information shown in the two views is exactly the same; they differ only in the way this information is presented.

Calendar view shows the months covered by the current duty roster in the left-hand panel. The centre panel shows the duties for the currently selected month, date or event.

List view displays the roster as a sequential list of duties in chronological order either as a continuous list or split into pages of approximately 30 duties.

How do I confirm that I can do a duty?

To confirm an individual duty -
Log in if you have not already done so
Find the duty that you want to confirm in either the calendar or the list
Expand your duty by clicking on the adjacent symbol
Choose either Confirmed; no reminders if you do not need reminding, or
Confirmed; send reminders to continue to receive reminders by email
(we recommend you receive email reminders)

To confirm all your duties, use the Confirm tab in the right-hand panel of the roster page.

I can't do a duty. What should I do?

How do I request a duty swap?

1. Log in if you have not already done so
2. Select the Duty Swap tab in the right-hand panel of the roster page
3. Follow the on-screen instructions

How do I know who I have requested swaps with?

When you select people as candidates for your swap request, either by clicking the Multi Select button or by choosing names individually, each duty that you have chosen is high-lighted in bold text and has a swap symbol against the duty/duties you are trying to find a swap for.

The number of duties you have selected is shown in Step 2 of the Duty Swap panel.

If you tick the Mail me a summary box before submitting your swap requests, DutyMan emails details to you.

The Activity Log also lists your swap requests.

I've changed my mind and don't want to swap a duty, what should I do?

Provided your swap request has not yet been accepted you can -
Log in if you have not already done so
Find the duty that you no longer want to swap in either the calendar or the list
Expand the duty by clicking the symbol
Untick Swap Wanted.

Someone wants to swap a duty; I am prepared to take it on but I don't want to swap. What should I do?

Log in if you have not already done so
Select the Volunteer tab in the right-hand panel of the roster page
Follow the on-screen instructions

I've agreed a duty swap verbally, how do I update DutyMan?

Log in if you have not already done so

Select the Duty Swap tab in the right-hand panel of the roster page

Following the on-screen instructions, select your duty which you have agreed to swap, and then the other person's duty you have agreed to take on

Add a message to the other person if you wish, for example This is the swap we agreed last night

Click Request Swap

DutyMan emails a duty swap request to the other person. He or she accepts the request; DutyMan updates the roster and emails confirmation.

For more detailed help log onto DutyMan and go to the [How Do I page](#) on the tabs top right hand side.

Who should I contact about issues concerning the use of DutyMan by CRANSLEY SAILING CLUB?

Contact Julie Aves at secretary@cransley.org.uk or text or phone her on