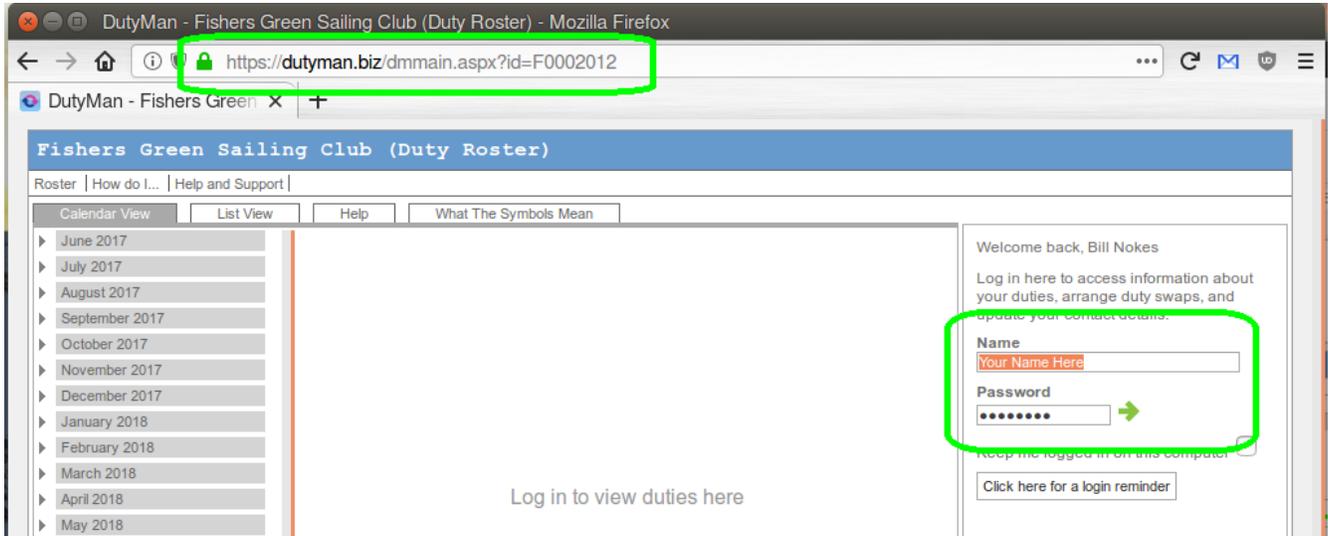


DutyMan

This document covers Volunteering, Confirming and Swapping duties with DutyMan:

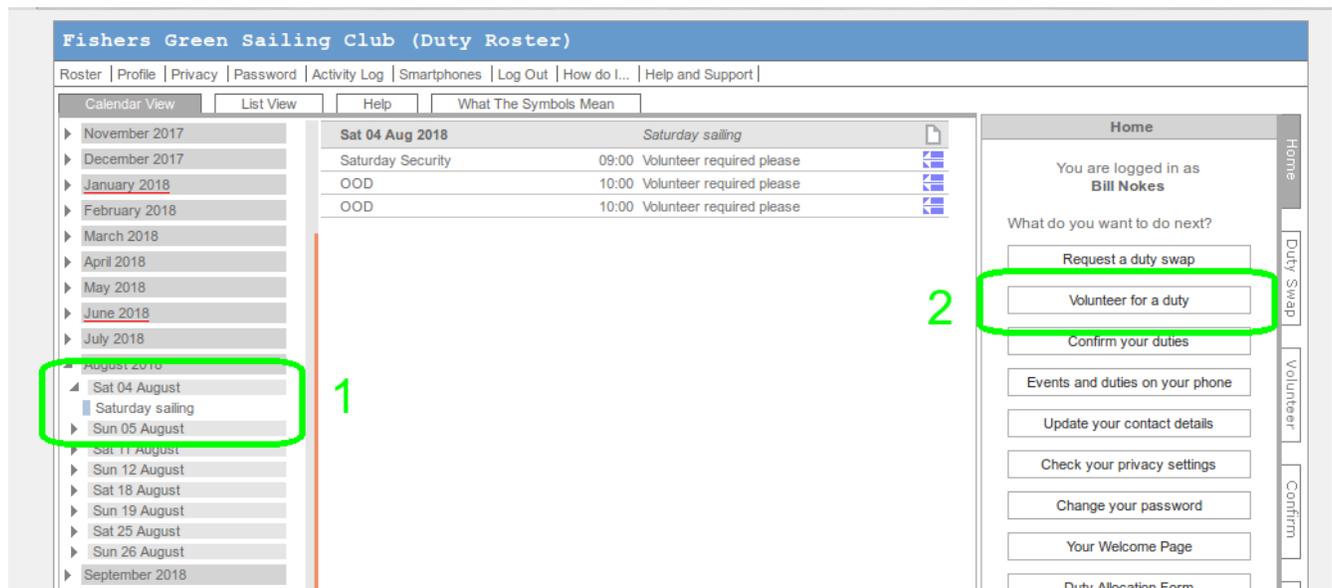
Log into DutyMan - <https://dutyman.biz/dmmain.aspx?id=F0002012>



Volunteering

Please repeat the following for each duty you would like to perform...

- (1) Select a date from the left-hand side
- (2) Select "Volunteer for a duty" on the right-hand side



- (3) Select the blue icon on the duty you want, making the line go blue.
- (4) Press the "Volunteer" button.

The image shows two screenshots of the Fishers Green Sailing Club (Duty Roster) interface. The top screenshot shows a confirmation dialog box with the text: "Click OK to confirm that you are volunteering for this duty", "Volunteer required please", "Saturday 4 August 2018", "Saturday sailing", and "Saturday Security". The "OK" button is highlighted with a green box and labeled with the number 5. The bottom screenshot shows the duty roster with a green box around the "Saturday Security" entry, which is labeled with the number 6. The "Volunteer" button is also visible on the right side of the interface.

Fishers Green Sailing Club (Duty Roster)

Roster | Profile | Privacy | Password | Activity Log | Smartphones | Log Out | How do I... | Help and Support |

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

June 2017
July 2017
August 2017
September 2017
October 2017
November 2017
December 2017
January 2018
February 2018
March 2018
April 2018

Sat 04 Aug 2018 Saturday sailing
▶ Saturday Security 09:00 Bill Nokes ✓

Volunteer

You can volunteer for duties marked:
volunteer wanted
swap wanted
Note that duties for which you volunteer are in addition to those already allocated to you.

To volunteer:
Select the duty by clicking its icon or symbol

Confirming Duties

- (1) Your duties are highlighted in red in the calendar. For each one...
- (2) Press the red triangle open it.

Fishers Green Sailing Club (Duty Roster)

Roster | Profile | Privacy | Password | Activity Log | Smartphones | Log Out | How do I... | Help and Support |

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

July 2018

August 2018 **1**

Sat 04 August

Saturday sailing

Sun 05 August

Sat 11 August

Sun 12 August

Sat 18 August

Sun 19 August

Sat 25 August

Sun 26 August

Sat 04 Aug 2018 *Saturday sailing*

▶ Saturday Security 09:00 Bill Nokes **2**

OOD 10:00 Stuart Cooper

OOD 10:00 John Ewan

Home

You are logged in as **Bill Nokes**

What do you want to do next?

Request a duty swap

Volunteer for a duty

- (3) To Confirm - Select “Confirmed, send reminders”. Go to next duty.

Fishers Green Sailing Club (Duty Roster)

Roster | Profile | Privacy | Password | Activity Log | Smartphones | Log Out | How do I... | Help and Support |

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

July 2018

August 2018

Sat 04 August

Saturday sailing

Sun 05 August

Sat 11 August

Sun 12 August

Sat 18 August

Sun 19 August

Sat 25 August

Sun 26 August

Sat 04 Aug 2018 *Saturday sailing*

▶ Saturday Security Duty time: 09:00 Bill Nokes **3**

Thank you very much for your help in undertaking your duty. The Club cannot operate without you.

Please look at the Club website to remind yourself of the requirements for your duty.

Confirmed; send reminders

Confirmed, no reminders

Not confirmed

Swap wanted

Can't Do

OOD 10:00 Stuart Cooper

OOD 10:00 John Ewan

Home

You are logged in as **Bill Nokes**

What do you want to do next?

Request a duty swap

Volunteer for a duty

Confirm your duties

Swapping Duties

(4) To Swap – Press “Request a duty swap”

Fishers Green Sailing Club (Duty Roster)

Roster | Profile | Privacy | Password | Activity Log | Smartphones | Log Out | How do I... | Help and Support |

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

July 2018	Sat 04 Aug 2018	Saturday sailing
August 2018	▶ Saturday Security	09:00 Bill Nokes
Sat 04 August	OOD	10:00 Stuart Cooper
Saturday sailing	OOD	10:00 John Ewan
Sun 05 August		
Sat 11 August		
Sun 12 August		
Sat 18 August		

Home

You are logged in as **Bill Nokes**

What do you want to do next?

Request a duty swap

Duty S

(5) Find your duty (in red) and select the dot, making it go blue.

(6) Your duty will be detailed on the right hand side.

Fishers Green Sailing Club (Duty Roster)

Roster | Profile | Privacy | Password | Activity Log | Smartphones | Log Out | How do I... | Help and Support |

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

July 2018	Sat 04 Aug 2018	Saturday sailing
August 2018	▶ Saturday Security	09:00 Bill Nokes
Sat 04 August	OOD	10:00 Stuart Cooper
Saturday sailing	OOD	10:00 John Ewan
Sun 05 August		
Sat 11 August		
Sun 12 August		
Sat 18 August		
Sun 19 August		
Sat 25 August		
Sun 26 August		

Request a Duty Swap

How requesting a duty swap works

- Find your duty that you want to swap and click its button

Sat, 4 Aug 2018 09:00
Saturday sailing
Saturday Security

- Select duties (maximum 20) with which to request a swap by clicking their or symbols

Home

Duty Swap

(7) Find similar duties you would like to swap with and select arrows.

(8) You can request to swap with multiple duties to broaden the search.

Fishers Green Sailing Club (Duty Roster)

Roster | Profile | Privacy | Password | Activity Log | Smartphones | Log Out | How do I... | Help and Support |

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

July 2018	Sat 18 Aug 2018	Saturday sailing
August 2018	Saturday Security	09:00 Kevin O'Brien
Sat 04 August	OOD	10:00 Roberto Mancini
Saturday sailing	OOD	10:00 Martin Royle
Sun 05 August		
Sat 11 August		
Saturday sailing		
Sun 12 August		
Sat 18 August		
Saturday sailing		
Sun 19 August		
Sat 25 August		
Sun 26 August		
September 2018		
October 2018		
November 2018		
December 2018		
January 2019		
February 2019		
March 2019		
April 2019		

Request a Duty Swap

How requesting a duty swap works

- Find your duty that you want to swap and click its button

Sat, 4 Aug 2018 09:00
Saturday sailing
Saturday Security

- Select duties (maximum 20) with which to request a swap by clicking their or symbols

or

Click **Multi Select** to select duties with the **same type** as yours on or after **18 August 2018**.

To change this date click the swap symbol of the first suitable duty.

Multi Select

2 duties selected

To deselect, click a duty again or...

Home

Duty Swap

Volunteer

Confirm

(9) You can request an email summary.

(10) Press "Request Swap". This will email others requesting swap. They can follow instructions in email to accept or reject swap.

Fishers Green Sailing Club (Duty Roster)

Roster | Profile | Privacy | Password | Activity Log | Smartphones | Log Out | How do I... | Help and Support |

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

Month	Date	Duty	Time	Name
July 2018				
August 2018	Sat 18 Aug 2018	Saturday sailing		
	Saturday Security	09:00	Kevin O'Brien	
Sat 04 August	OOD	10:00	Roberto Mancini	
Saturday sailing	OOD	10:00	Martin Royle	
Sun 05 August				
Sat 11 August				
Saturday sailing				
Sun 12 August				
Sat 18 August				
Saturday sailing				
Sun 19 August				
Sat 25 August				
Sun 26 August				
September 2018				
October 2018				
November 2018				
December 2018				
January 2019				
February 2019				
March 2019				
April 2019				
May 2019				
June 2019				

Request a Duty Swap

How requesting a duty swap works

- Find your duty that you want to swap and click its  button

Sat, 4 Aug 2018 09:00
Saturday sailing
Saturday Security

- Select duties (maximum 20) with which to request a swap by clicking their  or  symbols

or

Click **Multi Select** to select duties with the **same type** as yours on or after **18 August 2018**.

To change this date click the swap symbol of the first suitable duty.

duties selected

To deselect, click a duty again or...

- Your message (optional)

- Mail me a summary

9
10