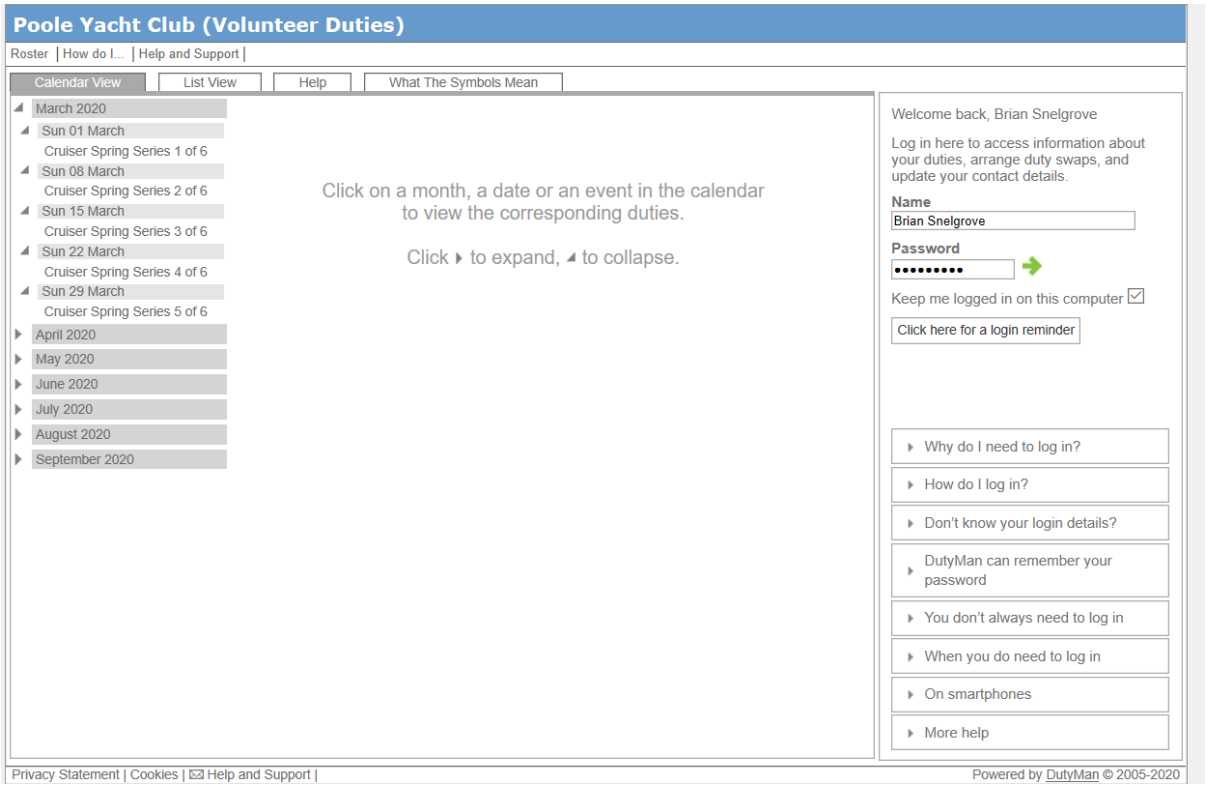
# DutyMan Guide For Reserves

This is a basic introduction to enable Reserves to volunteer for a duty

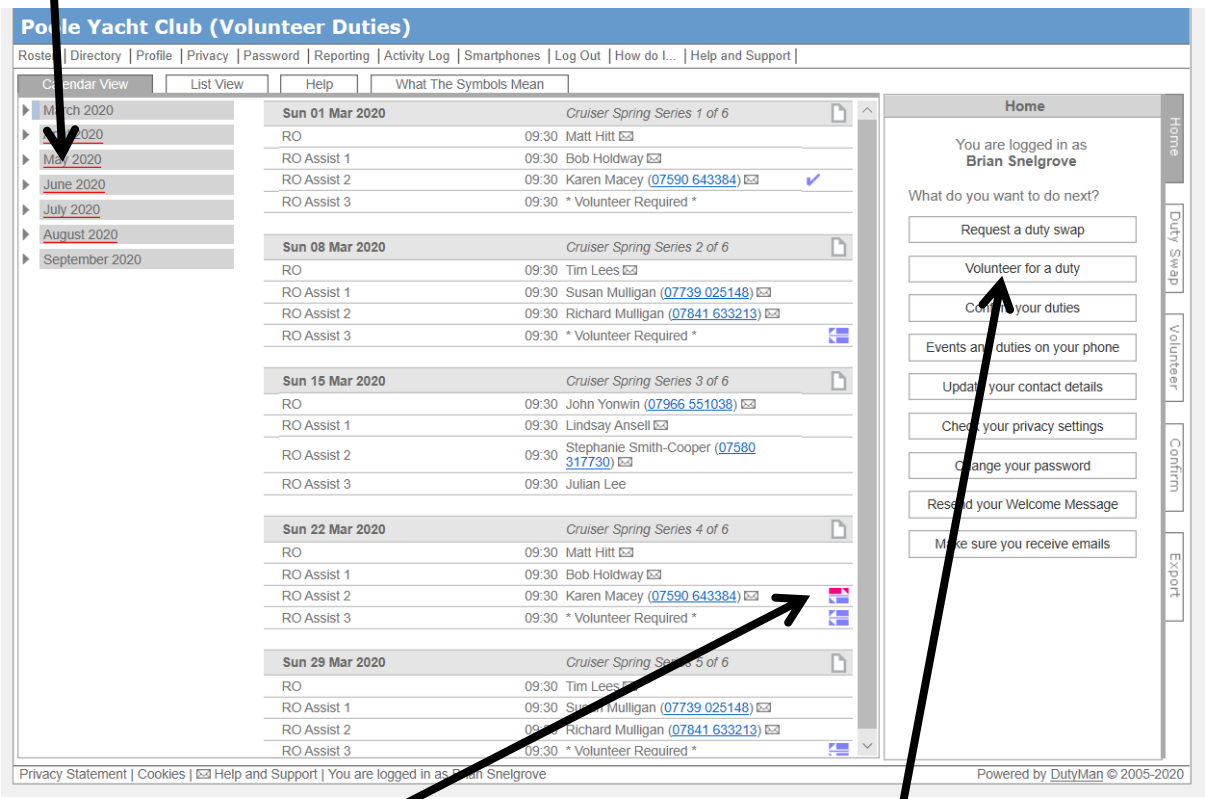
## All reserves names will be put into DutyMan so that it is possible for you to log in

1. Log on to DutyMan




Please note you can Request a password reminder

Once you logon
select a month and it will show a list of Current duties

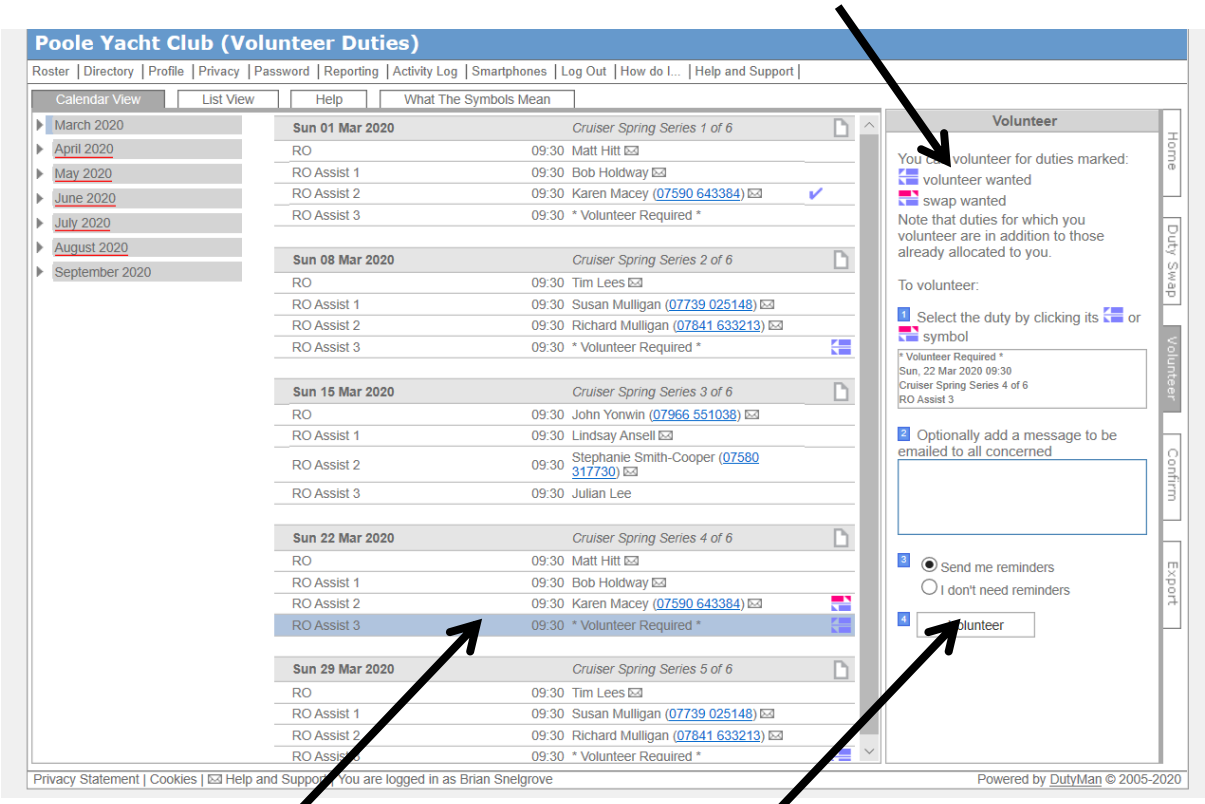



These symbols show where we need volunteers or there is someone wanting to swap (See next Page)

Select 'Volunteer for a duty

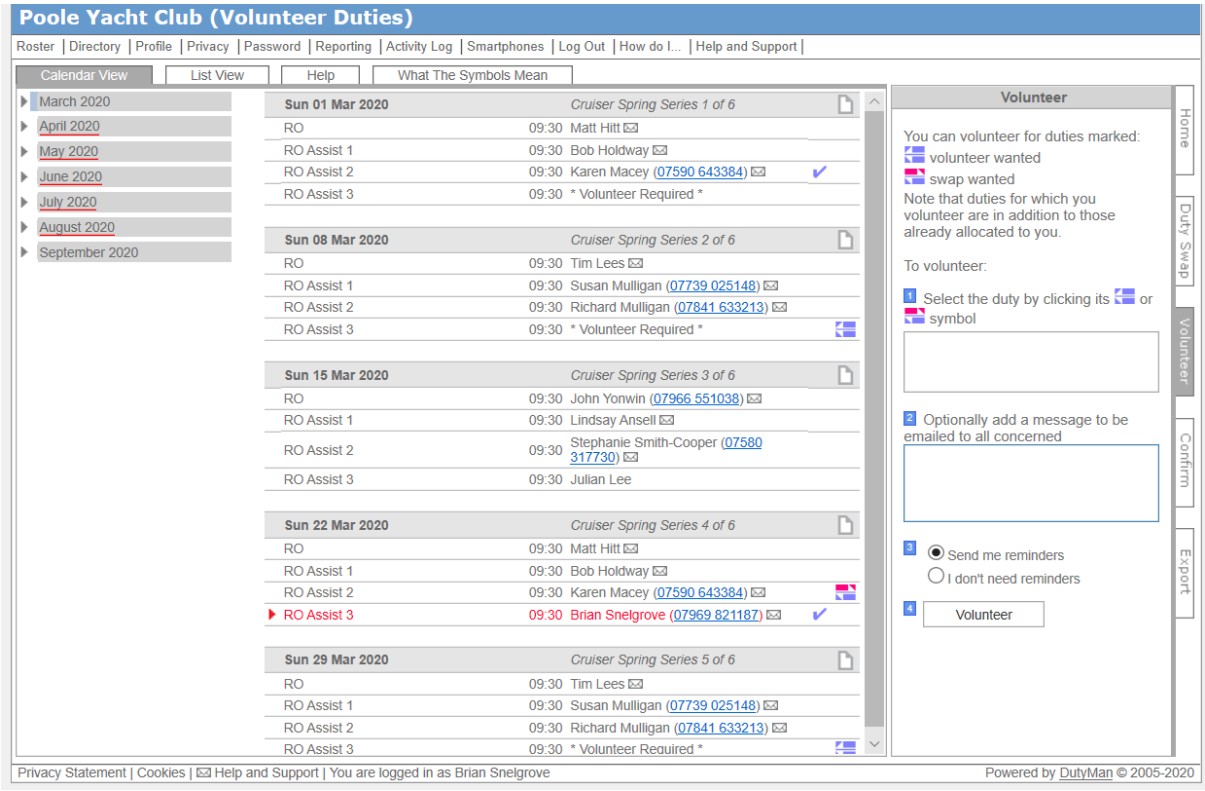
You will see this screen

The symbols explain if someone is looking to swap, or a volunteer is required




Select a duty

Select Volunteer




You will get a confirmation and this screen will appear