

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

Poole Yacht Club (Volunteer Duties)

[Roster](#) | [How do I...](#) | [Help and Support](#)

Calendar View
List View
Help
What The Symbols Mean

▲ March 2020

- ▲ Sun 01 March
Cruiser Spring Series 1 of 6
- ▲ Sun 08 March
Cruiser Spring Series 2 of 6
- ▲ Sun 15 March
Cruiser Spring Series 3 of 6
- ▲ Sun 22 March
Cruiser Spring Series 4 of 6
- ▲ Sun 29 March
Cruiser Spring Series 5 of 6

▶ April 2020

▶ May 2020

▶ June 2020

▶ July 2020

▶ August 2020

▶ September 2020

Click on a month, a date or an event in the calendar to view the corresponding duties.

Click ▶ to expand, ▲ to collapse.

Welcome back, Brian Snelgrove

Log in here to access information about your duties, arrange duty swaps, and update your contact details.

Name

Password
 ➔

Keep me logged in on this computer

[Click here for a login reminder](#)

▶ Why do I need to log in?

▶ How do I log in?

▶ Don't know your login details?

▶ DutyMan can remember your password

▶ You don't always need to log in

▶ When you do need to log in

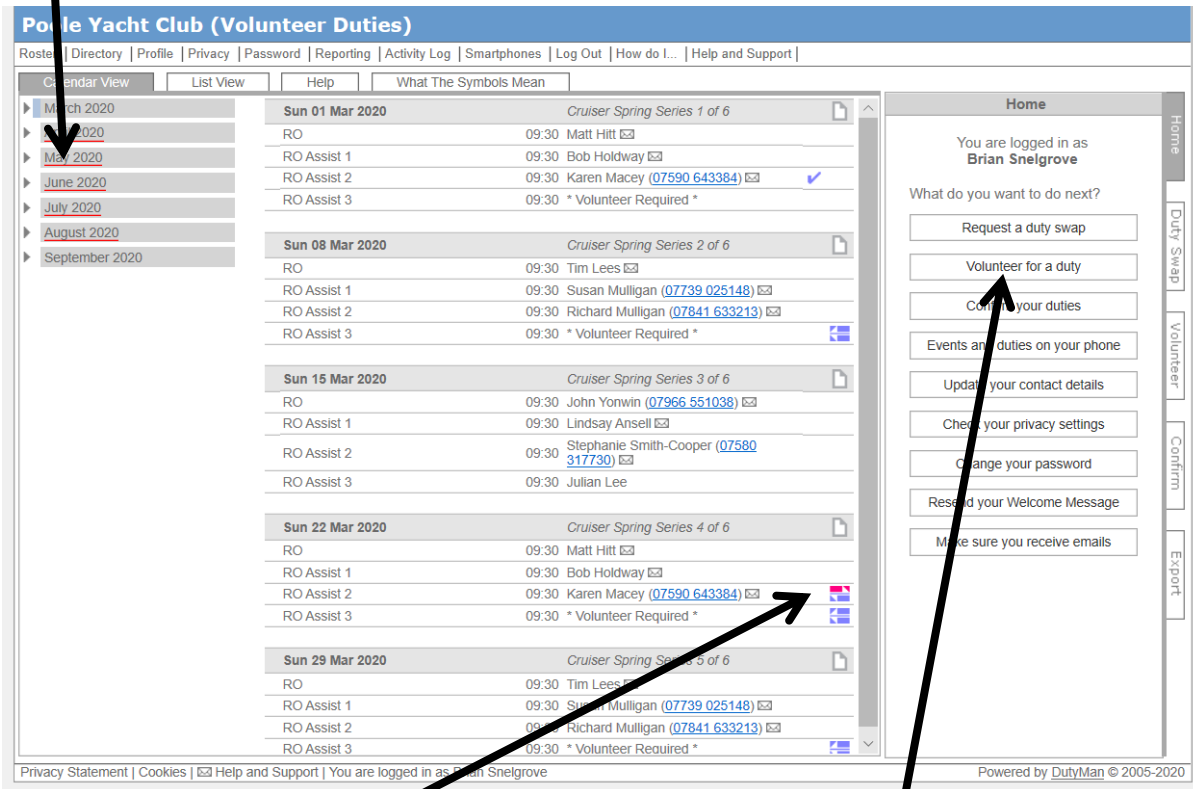
▶ On smartphones

▶ More help

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Please note you can Request a password reminder

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



Poole Yacht Club (Volunteer Duties)

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March 2020
 April 2020
 May 2020
 June 2020
 July 2020
 August 2020
 September 2020

Date	Event	Time	Volunteer	Status
Sun 01 Mar 2020	Cruiser Spring Series 1 of 6			
	RO	09:30	Matt Hitt	
	RO Assist 1	09:30	Bob Holdway	
	RO Assist 2	09:30	Karen Macey (07590 643384)	✓
RO Assist 3	09:30	* Volunteer Required *		
Sun 08 Mar 2020	Cruiser Spring Series 2 of 6			
	RO	09:30	Tim Lees	
	RO Assist 1	09:30	Susan Mulligan (07739 025148)	
	RO Assist 2	09:30	Richard Mulligan (07841 633213)	
RO Assist 3	09:30	* Volunteer Required *		
Sun 15 Mar 2020	Cruiser Spring Series 3 of 6			
	RO	09:30	John Yonwin (07966 551038)	
	RO Assist 1	09:30	Lindsay Ansell	
	RO Assist 2	09:30	Stephanie Smith-Cooper (07580 317730)	
RO Assist 3	09:30	Julian Lee		
Sun 22 Mar 2020	Cruiser Spring Series 4 of 6			
	RO	09:30	Matt Hitt	
	RO Assist 1	09:30	Bob Holdway	
	RO Assist 2	09:30	Karen Macey (07590 643384)	
RO Assist 3	09:30	* Volunteer Required *		
Sun 29 Mar 2020	Cruiser Spring Series 5 of 6			
	RO	09:30	Tim Lees	
	RO Assist 1	09:30	Susan Mulligan (07739 025148)	
	RO Assist 2	09:30	Richard Mulligan (07841 633213)	
RO Assist 3	09:30	* Volunteer Required *		

Home

You are logged in as **Brian Snelgrove**

What do you want to do next?

Request a duty swap

Volunteer for a duty

Confirm your duties

Events and duties on your phone

Update your contact details

Check your privacy settings

Change your password

Resend your Welcome Message

Make sure you receive emails

Home | Duty Swap | Volunteer | Confirm | Export

Privacy Statement | Cookies | Help and Support | You are logged in as Brian Snelgrove

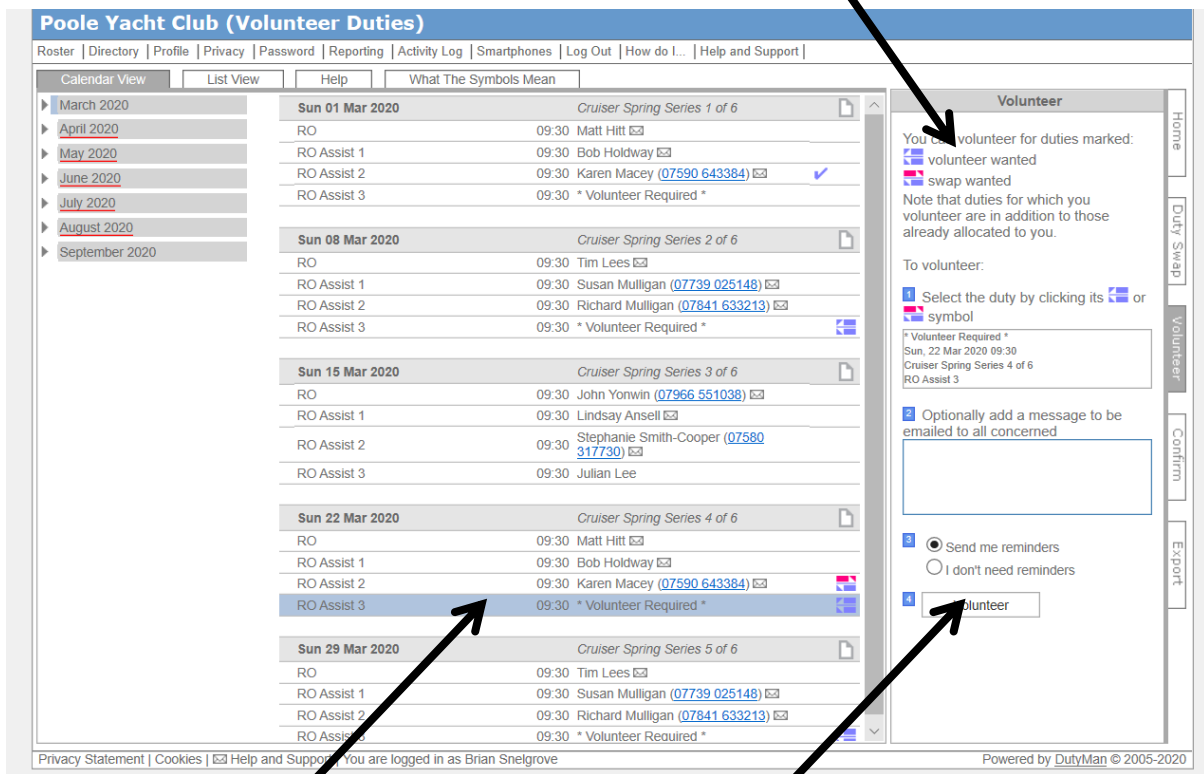
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These symbols show where we need volunteers or there is someone wanting to swap (See next Page)

Select 'Volunteer for a duty'

You will see this screen

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



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		RO	09:30	Matt Hitt		
		RO Assist 2	09:30	Karen Macey (07590 643384)	swap wanted	
Sun 29 Mar 2020	Cruiser Spring Series 5 of 6					
	RO	09:30	Tim Lees			
	RO Assist 1	09:30	Susan Mulligan (07739 025148)			

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.

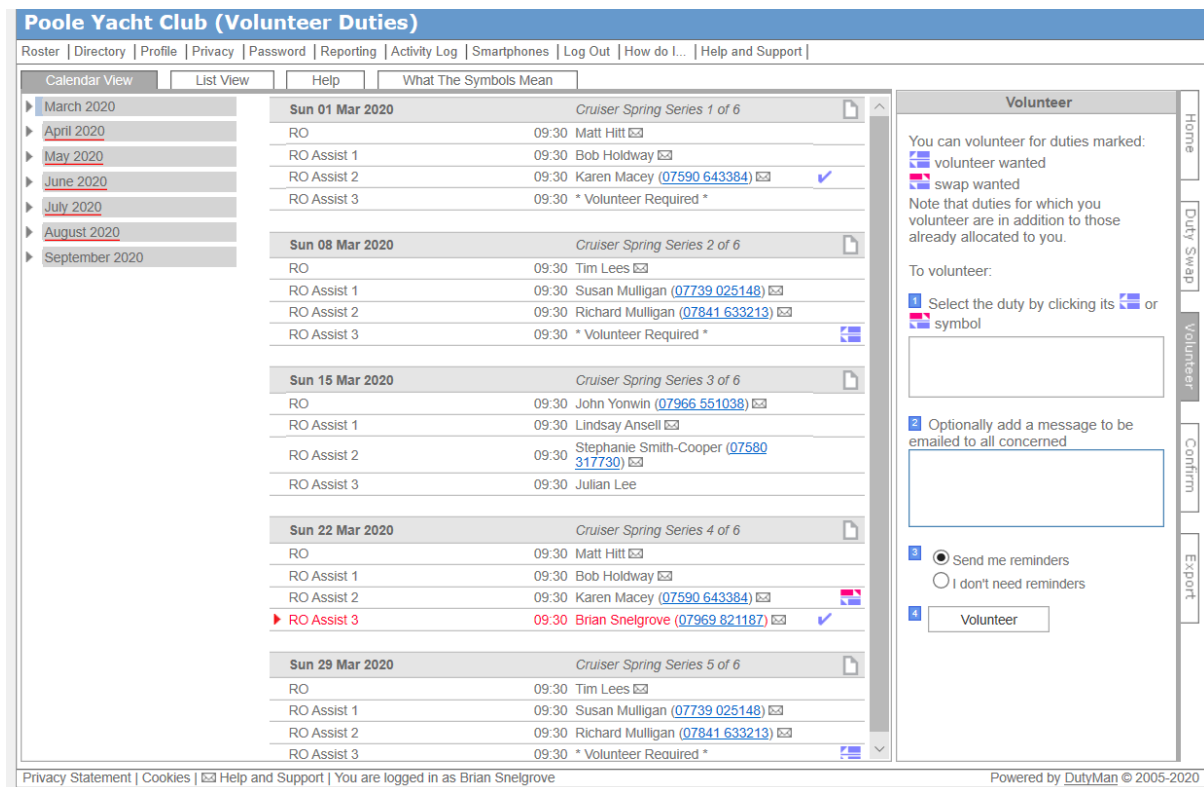
To volunteer:

- Select the duty by clicking its symbol or symbol
- Optionally add a message to be emailed to all concerned
- Send me reminders
 I don't need reminders
- Volunteer

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Select a duty

Select Volunteer



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You will get a confirmation and this screen will appear