

DutyMan Guide

The DutyMan database is used for allocation of volunteers to duties for helping with the racing.

This is a basic introduction with four sections:

1. Becoming a Volunteer. (Start here if you have not already registered as a Volunteer)
2. How to log on to DutyMan and basic use. (Start here if you are already a Volunteer)
3. Other basic Functions
4. Keeping your Profile up to date

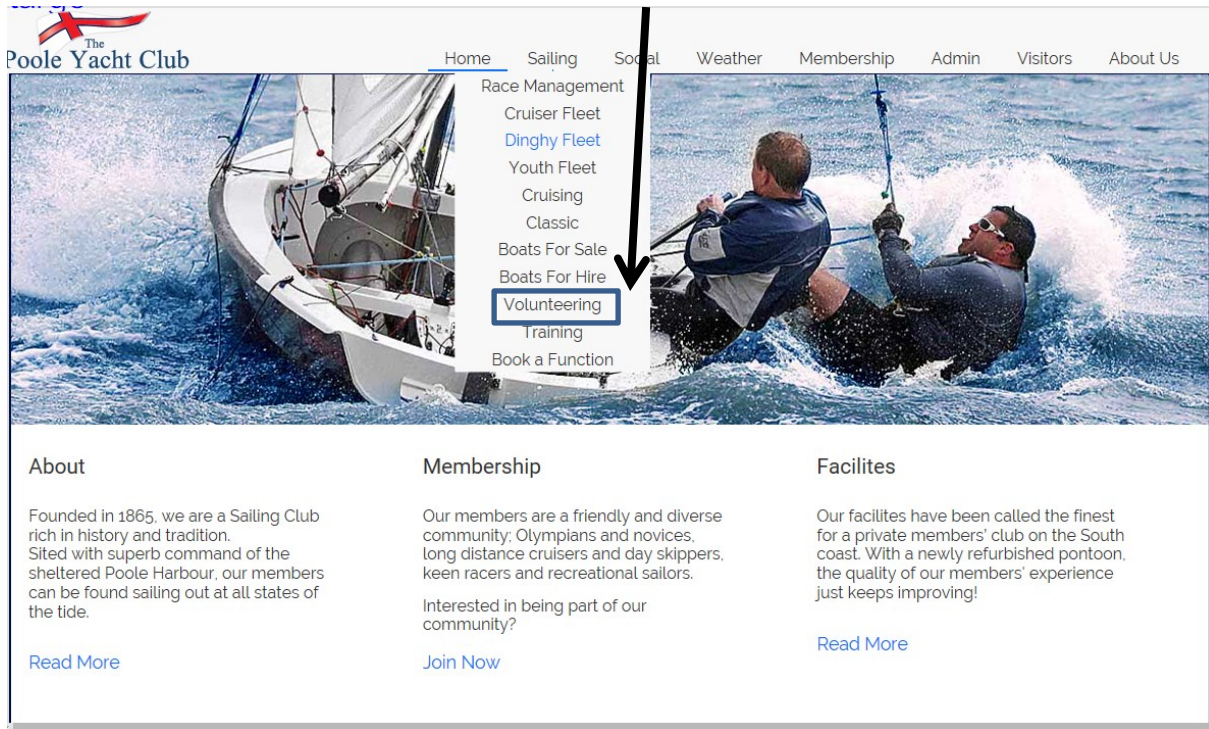
Once you have become familiar with DutyMan you should find the more advanced features straight forward.



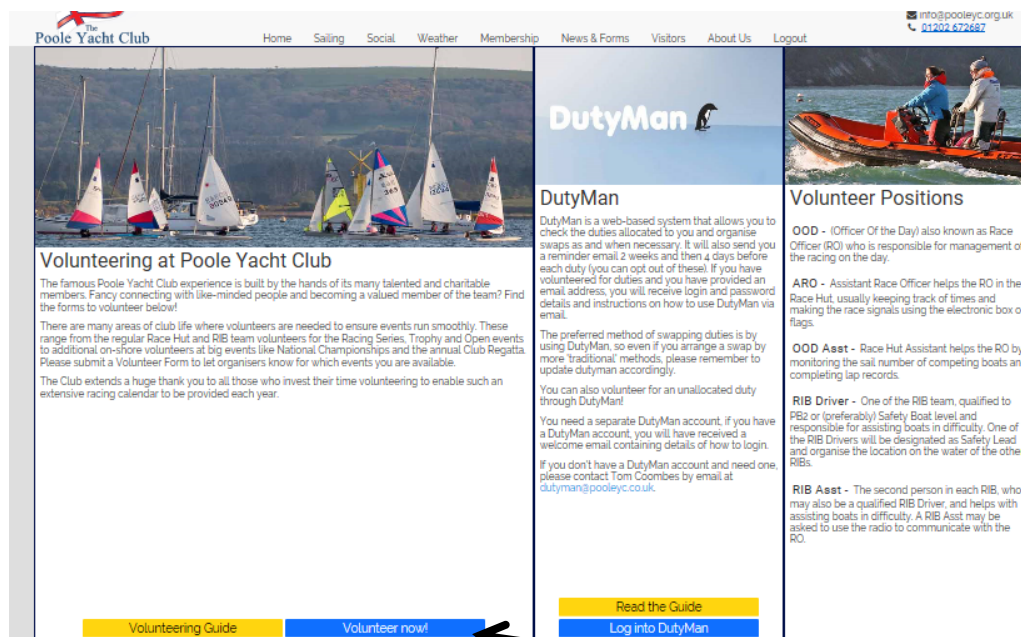
Section1: Joining DutyMan via the Volunteer Form

You will need to volunteer before a DutyMan identity is created.

Go to our website and select 'Volunteering' under the 'Sailing' tab



It will take you to the '**Volunteer page**'



If you are new to volunteering Select 'Volunteer Now'



If you have not logged in you will be taken to the volunteer form

Login

Email

Password

Login

[Forgotten your password?](#)

If you have lost or forgotten your email or have not yet logged on, add your email address and select 'Forgotten your password?' You will be sent a reset email

The Volunteer form will use the email address and password registered in the club database to populate your name and contact details. If you share the same email address as another member, e.g. a partner, both names will appear and you should select the correct name.

Once logged in You will be taken to

Volunteer Form

☒ Member ☐ Partner

Member's Name

Email: Member's email address

mobile: Member's mobile no

home: Member's landline no

If these details are incorrect or incomplete, please contact the office to update them

Select you or your partner and select your volunteering preferences. Please add special requests or notes at the bottom of the form under 'Other duties you can offer, other qualifications, Notes etc'

Monday Evening (Apr - Sep) Dinghy Series

☐ RO ☒ RO Assist ☐ ARO ☐ RIB Driver
☐ RIB Assist ☐ Reserve

Monday Evening Adult Training

☐ RIB Driver ☐ RIB Assist ☐ RIB Driver/Instructor ☐ Reserve

Tuesday Evening (Apr - Sep) Cruiser Series

☐ RO ☐ RO Assist ☐ ARO ☐ Reserve

Wednesday Evenings Youth Training

☐ RIB Driver ☐ RIB Assist ☐ Asst Instructor ☐ RIB Driver/Instructor
☐ Shore Team ☐ Reserve

Thursday Evening (Apr - Sep) Dinghy Series

☐ RO ☒ RO Assist ☐ ARO ☐ RIB Driver
☐ RIB Assist ☒ Reserve

You will be contacted with your duties from January onwards

If you have a query please contact volunteerteam@pooleyc.co.uk

Section 2: Logging on to DutyMan and Basic Use

There are two ways to Log on to DutyMan

2.1 Log On via your welcome email and/or Duty Reminder e-mail

Your welcome email and duty reminder email will contain a link which will take you to DutyMan when you click on it. It will log you on

ACCESSING DUTYMAN

From your computer or tablet: either -

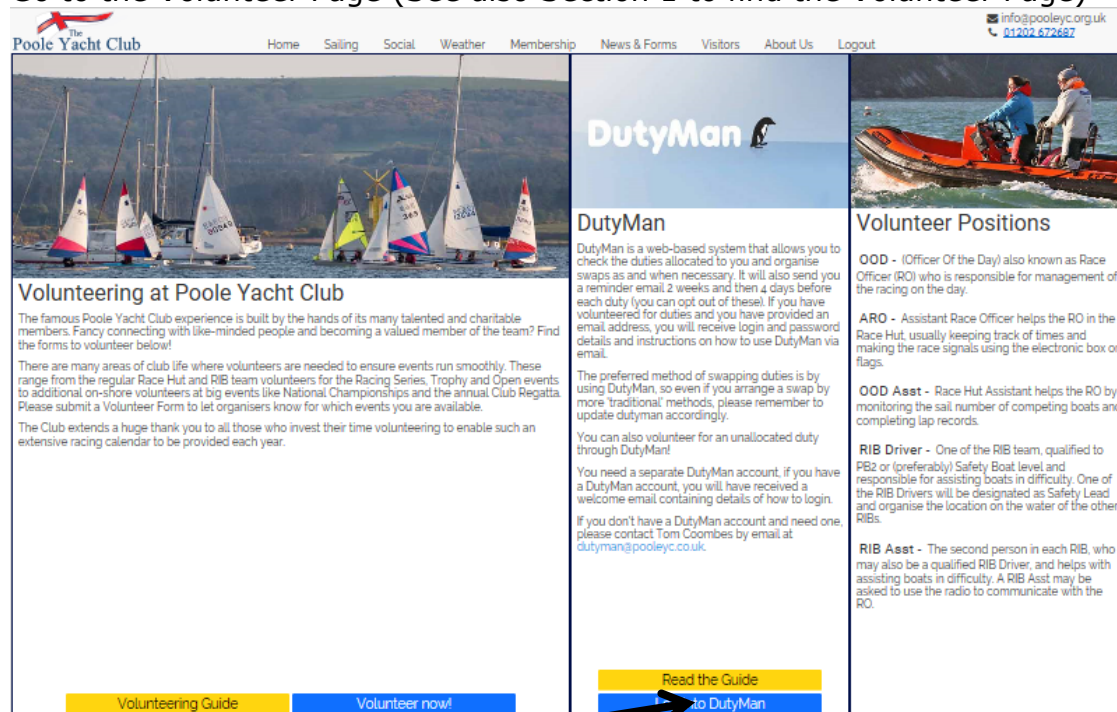
Use this link <http://www.dutyman.biz/dm.aspx?id=xxxxxxxxxxxxxx>.

This link automatically logs you in. The opening page directs you to the main DutyMan functions. Emails to you from DutyMan contain a similar link.

Go to Section 2.3 if you use this method

2.2 Log on Via the club website

Go to the Volunteer Page (See also Section 1 to find the Volunteer Page)



Select 'Log into DutyMan' This will take you to The DutyMan Site

This method requires you to 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 2017
April 2017
May 2017
June 2017
July 2017
Mon 03 July
Thu 06 July
Fri 07 July
Sat 08 July
Sun 09 July
Mon 10 July
Thu 13 July
Fri 14 July
Sat 15 July
Mon 17 July
Thu 20 July
Fri 21 July
Sat 22 July
Mon 24 July
Thu 27 July
Fri 28 July
Mon 31 July
August 2017
September 2017
October 2017
November 2017
December 2017

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
Your Name

Password

Keep me logged in on this computer ☐

[Click here for a log in 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

Privacy Statement | Cookies | [Help and Support](#) |

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Your Name

Password
(See section 3 on changing your password)

Now go to section 2.3 if you have used this method

2.3 Viewing and Selecting Your Duties

Poole Yacht Club (Volunteer Duties)

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

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

March 2017
April 2017
May 2017
June 2017
July 2017
Mon 03 July
Thu 06 July
Fri 07 July
Sat 08 July
Sun 09 July
Mon 10 July
Thu 13 July
Fri 14 July
Sat 15 July
Mon 17 July
Thu 20 July
Fri 21 July
Sat 22 July
Mon 24 July
Thu 27 July
Fri 28 July
Mon 31 July
August 2017
September 2017
October 2017
November 2017
December 2017

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

Click ▶ to expand, ◀ to collapse.

Your duties are highlighted in red

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](#)

[Your duties on your smartphone](#)

[Update your contact details](#)

[Change your password](#)

[Resend your Welcome Message](#)

[Bookmark this page](#)

[Make sure you receive emails](#)

Home | Duty Swap | Volunteer | Confirm | Export

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Your Duties are marked in red. Select the month and it will expand.

Poole Yacht Club (Volunteer Duties)

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March 2017
 April 2017
 May 2017
 June 2017
 July 2017
 Mon 03 July
 Thu 06 July
 Fri 07 July
 Sat 08 July
 Sun 09 July
 Mon 10 July
 Thu 13 July
 Fri 14 July
 Sat 15 July
 Mon 17 July
 Thu 20 July
 Late Summer Series, Race 1 of 8 - Team 4
 Thursdays, Reserves - see 07 Sep
 Fri 21 July
 Sat 22 July
 Mon 24 July
 Thu 27 July
 Fri 28 July
 Mon 31 July
 August 2017
 September 2017
 Fri 01 September
 Protest Committee
 Protest Committee, Reserves - see 22 Dec

Thu 20 Jul 2017
 Late Summer Series, Race 1 of 8 - Team 4
 OOD 17:30 Matt Hitt (07901 974714) ✓
 OOD Assist 17:30 Terry Dinmore (07775 640250) ✓
 OOD Assist 17:30 David Morgan (01202 883504) ✓
 OOD Assist 17:30 Cathy Snelgrove (07969 821187) ✓
 OOD Assist 17:30 Jeffery Wear (01202 692607) ✓
 RIB 1 Driver 17:30 Brian Snelgrove (01202 695904) ✓
 RIB 1 Asst/Driver 17:30 Dave Thompson (07530 837222) ✓
 RIB 2 Driver 17:30 Simon Robinson (07802 815375) ✓
 RIB 2 Asst/Driver 17:30 John McQuillan (07880 746314) ✓
 RIB 3 Driver 17:30 Andrew Platt (07749 831618) ✓
 RIB 3 Asst/Driver 17:30 Terry Greene (01202694714) ✓
 RIB 4 Driver 17:30 Peter Martin (07810 876713) ✓
 RIB 4 Asst/Driver 17:30 Adam Covell ✓
 Thursdays, Reserves - see 07 Sep
 Reserves Reserves List

Home
 You are logged in as Brian Snelgrove
 What do you want to do next?
 Request a duty swap
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 Make sure you receive emails

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Scroll down to reach a date with your duty. This shows a duty on 20th July

Click on the ► symbol to expand

OOD Assist 17:30 Jeffery Wear (01202 692607) ✓

► RIB 1 Driver 17:30 Brian Snelgrove (01202 695904) ✓
 Duty time: 17:30

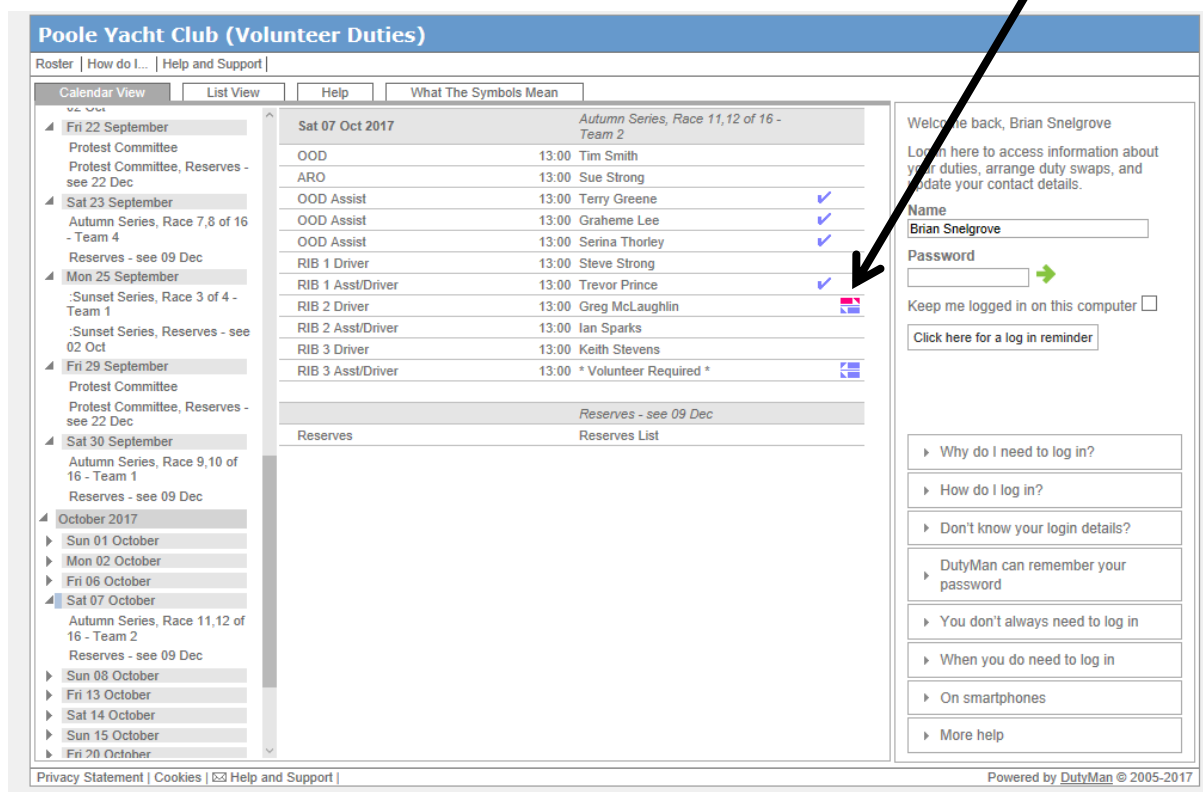
PLEASE TICK THE CONFIRMED BOX ON YOUR DUTY SLOT.....THIS REALLY HELPS THE VOLUNTEER TEAM LEADER AND THE DUTY OOD.....THANKS VERY MUCH.

And please remember to wear suitable clothing!

☒ Confirmed; send reminders
☐ Confirmed; no reminders
☐ Not confirmed

You can now Confirm Your Duties

There are symbols shown on right hand side of the centre section



Poole Yacht Club (Volunteer Duties)

Roster | How do I... | Help and Support |

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Sat 07 Oct 2017 *Autumn Series, Race 11,12 of 16 - Team 2*

OOD	13:00	Tim Smith	
ARO	13:00	Sue Strong	
OOD Assist	13:00	Terry Greene	✓
OOD Assist	13:00	Grahame Lee	✓
OOD Assist	13:00	Serina Thorley	✓
RIB 1 Driver	13:00	Steve Strong	
RIB 1 Asst/Driver	13:00	Trevor Prince	✓
RIB 2 Driver	13:00	Greg McLaughlin	✖
RIB 2 Asst/Driver	13:00	Ian Sparks	
RIB 3 Driver	13:00	Keith Stevens	✖
RIB 3 Asst/Driver	13:00	* Volunteer Required *	✖

Reserves - see 09 Dec

Reserves Reserves List

Welcome back, Brian Snelgrove

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Name
Brian Snelgrove

Password
[]

Keep me logged in on this computer ☐

[Click here for a log in 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

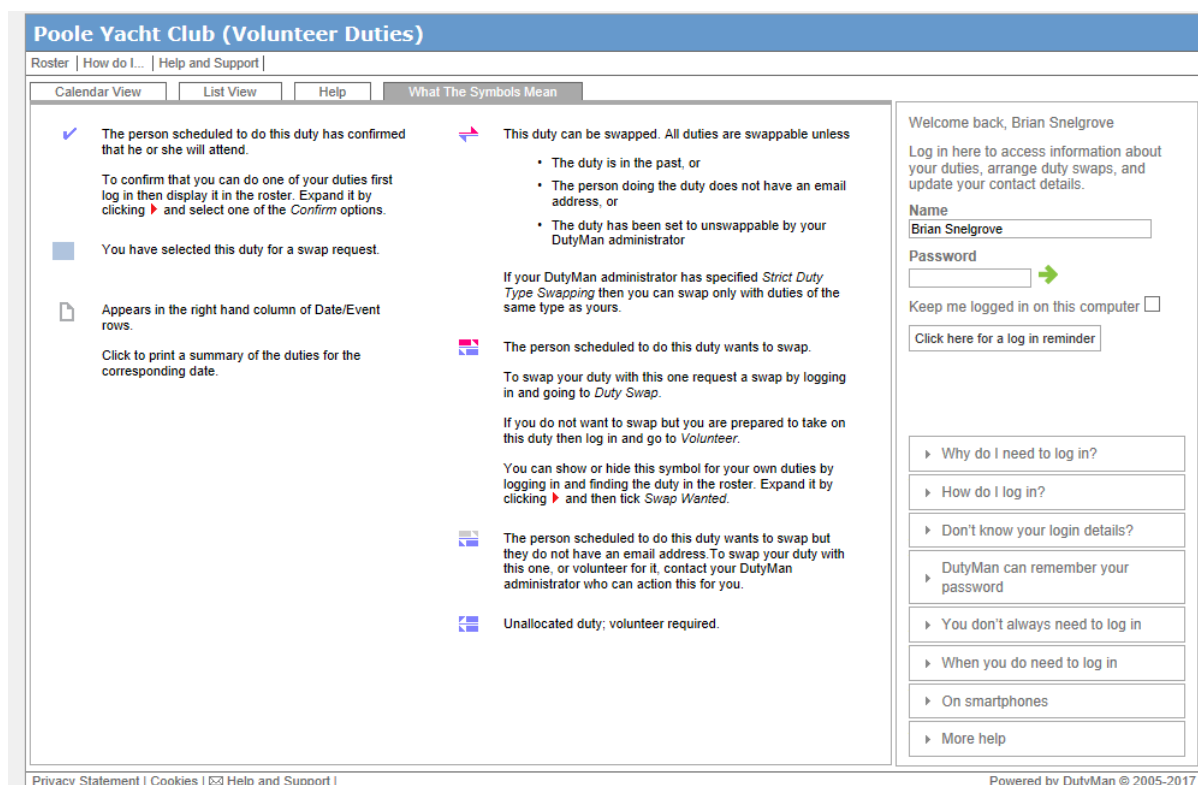
On smartphones

More help

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You can select the 'What the Symbols Mean' tab for an explanation



Poole Yacht Club (Volunteer Duties)

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✓ The person scheduled to do this duty has confirmed that he or she will attend.

To confirm that you can do one of your duties first log in then display it in the roster. Expand it by clicking ▶ and select one of the *Confirm* options.

■ You have selected this duty for a swap request.

📄 Appears in the right hand column of Date/Event rows.

Click to print a summary of the duties for the corresponding date.

✖ This duty can be swapped. All duties are swappable unless

- The duty is in the past, or
- The person doing the duty does not have an email address, or
- The duty has been set to unswappable by your DutyMan administrator

If your DutyMan administrator has specified *Strict Duty Type Swapping* then you can swap only with duties of the same type as yours.

✖ The person scheduled to do this duty wants to swap.

To swap your duty with this one request a swap by logging in and going to *Duty Swap*.

If you do not want to swap but you are prepared to take on this duty then log in and go to *Volunteer*.

You can show or hide this symbol for your own duties by logging in and finding the duty in the roster. Expand it by clicking ▶ and then tick *Swap Wanted*.

✖ The person scheduled to do this duty wants to swap but they do not have an email address. To swap your duty with this one, or volunteer for it, contact your DutyMan administrator who can action this for you.

✖ Unallocated duty; volunteer required.

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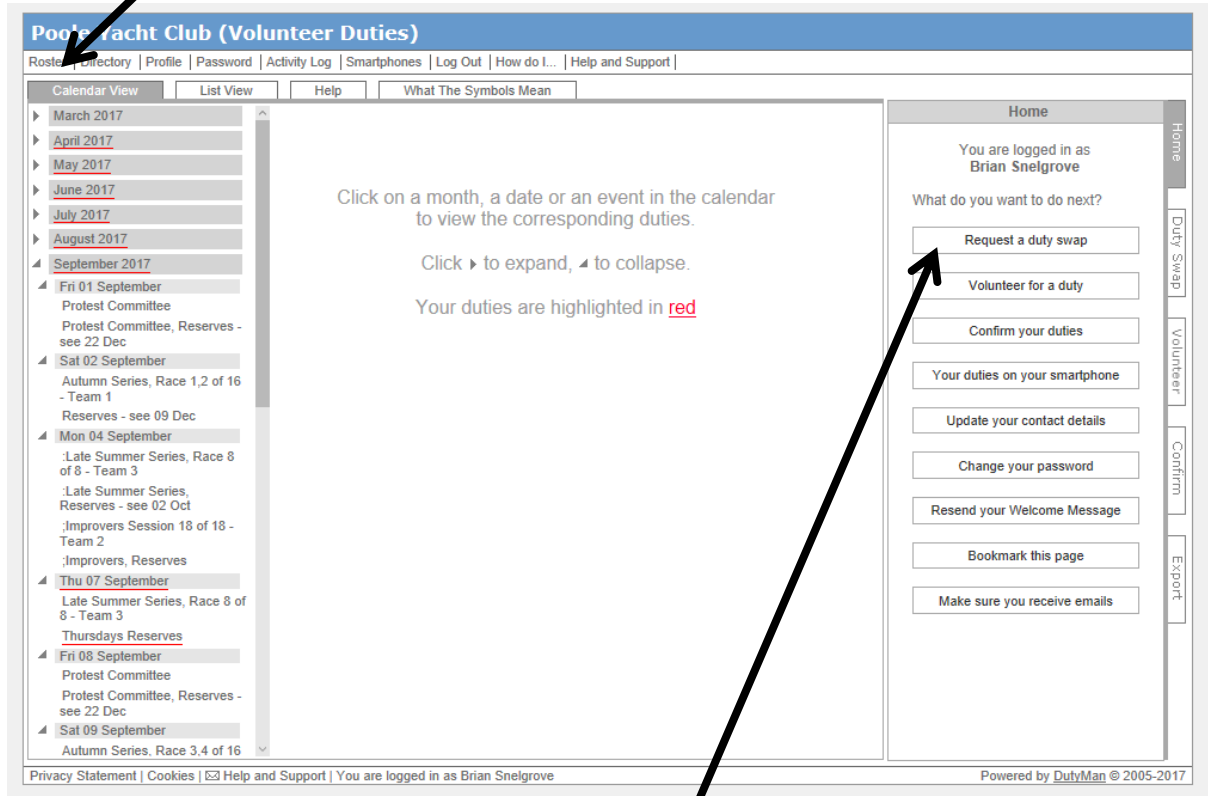
More help

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Section3: Other Basic Functions

The Roster tab is a good place to start to get an overview



Common tasks

Select and follow the instruction to request a

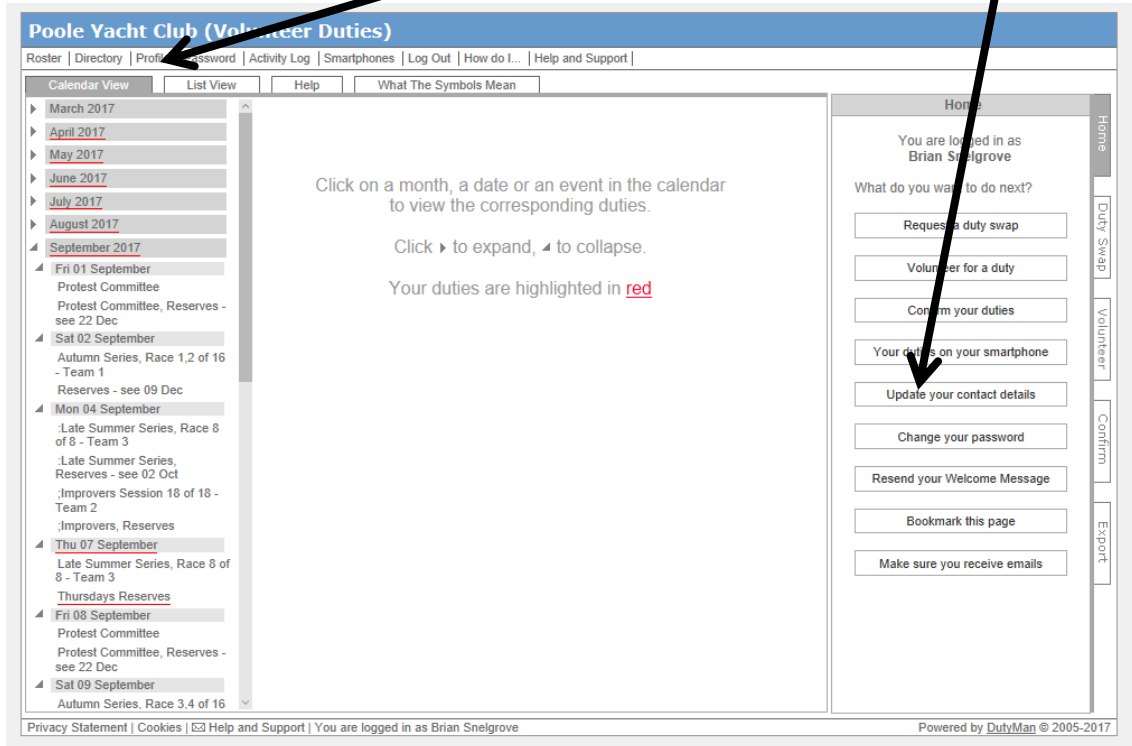
- Duty Swap
- Volunteer for a Duty
- Confirm Your Duty
- Change Password. (Also the tab at the top of the screen)

And other functions are available which are normally self-explanatory

Section 4: Keeping your profile up to date

Please keep your profile up to date. DutyMan is an independent database so any changes notified to the PYC office do not get made in DutyMan

Go to the Roster Tab and select 'Profile' **or** select 'Update your contact details'



Poole Yacht Club (Volunteer Duties)

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Confirm your duties

Your duties on your smartphone

Update your contact details

Change your password

Resend your Welcome Message

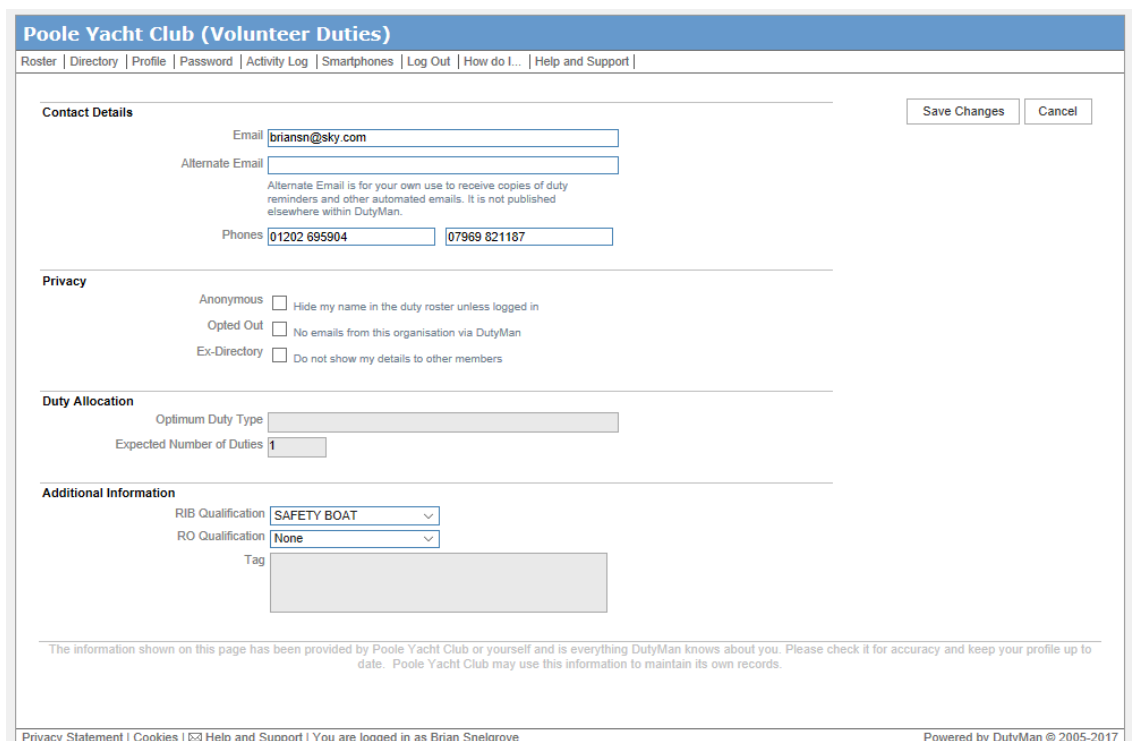
Bookmark this page

Make sure you receive emails

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Amend your contact details and qualifications as necessary



Poole Yacht Club (Volunteer Duties)

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

Contact Details

Email: briansn@sky.com

Alternate Email:

Alternate Email is for your own use to receive copies of duty reminders and other automated emails. It is not published elsewhere within DutyMan.

Phones: 01202 695904 07969 821187

Privacy

Anonymous ☐ Hide my name in the duty roster unless logged in

Opted Out ☐ No emails from this organisation via DutyMan

Ex-Directory ☐ Do not show my details to other members

Duty Allocation

Optimum Duty Type:

Expected Number of Duties: 1

Additional Information

RIB Qualification: SAFETY BOAT

RO Qualification: None

Tag:

The information shown on this page has been provided by Poole Yacht Club or yourself and is everything DutyMan knows about you. Please check it for accuracy and keep your profile up to date. Poole Yacht Club may use this information to maintain its own records.

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