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:

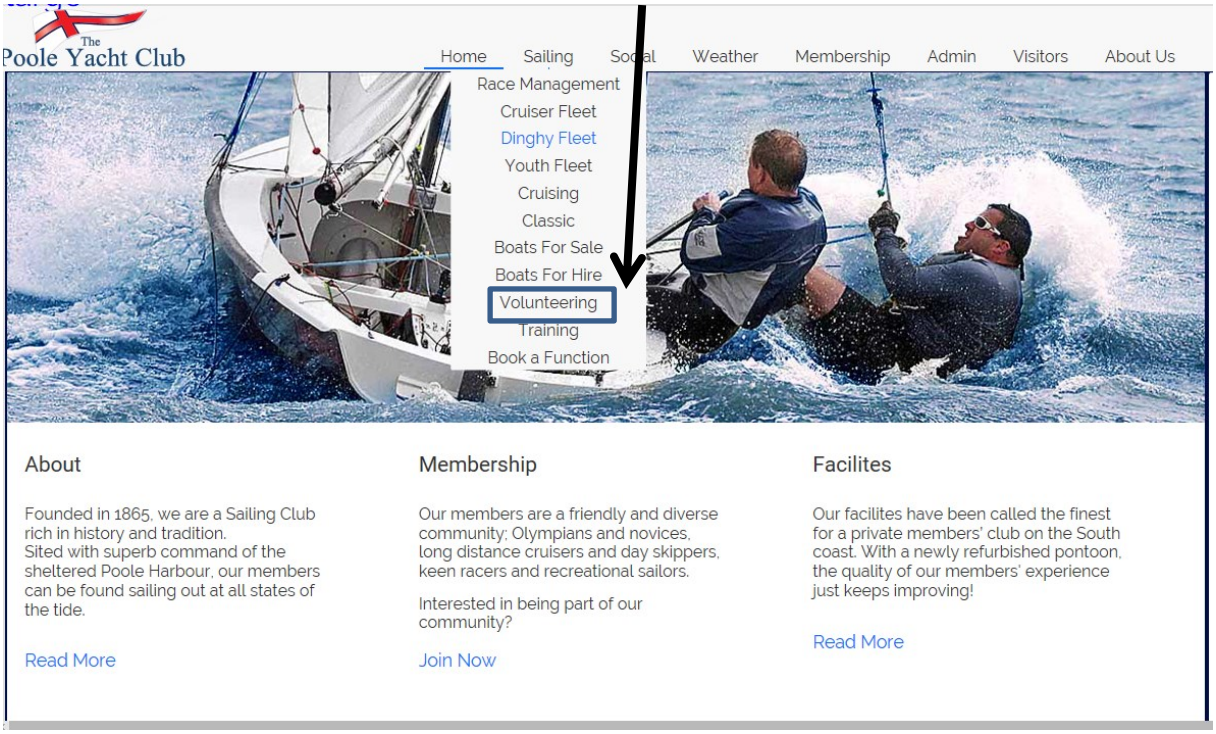
1. Becoming a Volunteer. (Start here if you have not already registered as a Volunteer)
2. How to log on to DutyMan and basic use. (Start here if you are already a Volunteer)
3. Other basic Functions
4. Keeping your Profile up to date

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

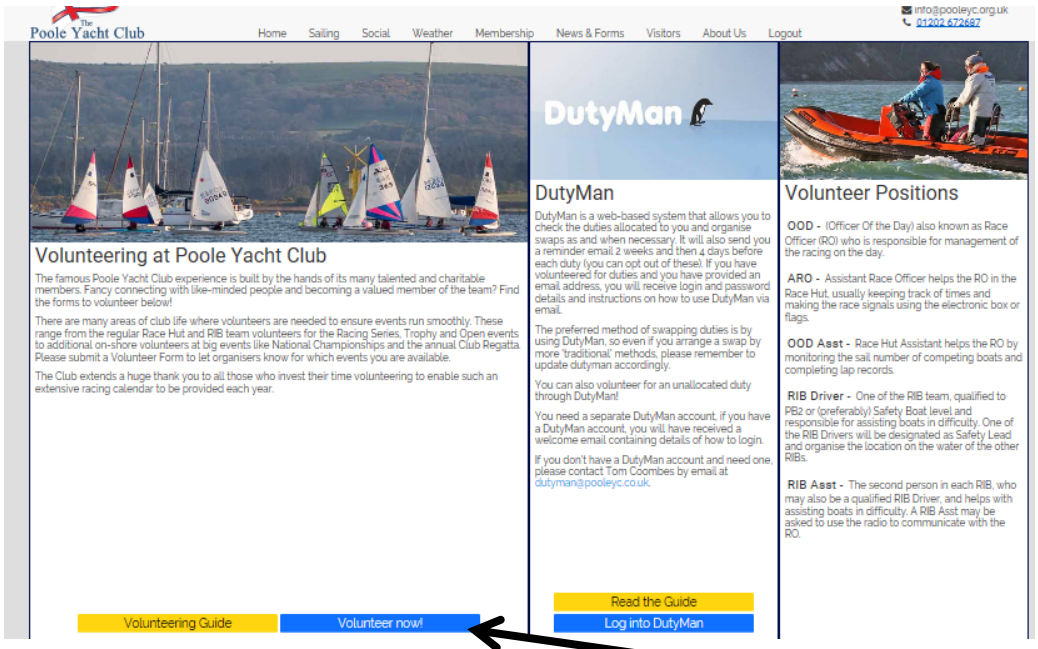
Section1: Joining DutyMan via the Volunteer Form

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

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

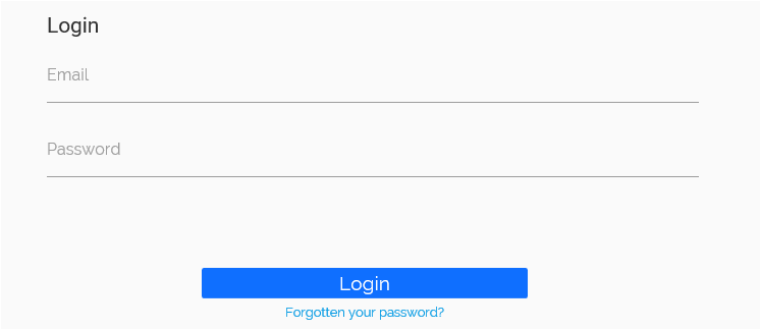


It will take you to the '**Volunteer page'**



If you are new to volunteering Select 'Volunteer Now'

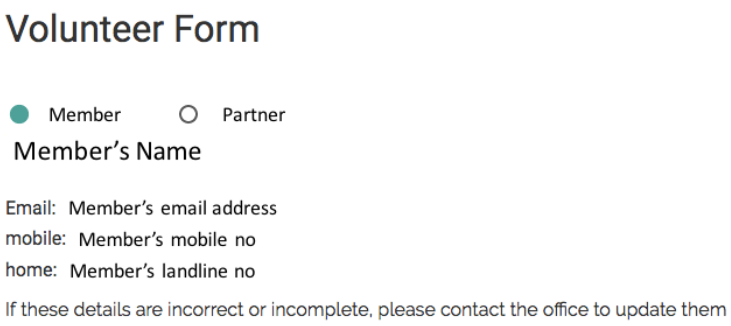
If you have not logged in you will be taken to the volunteer form



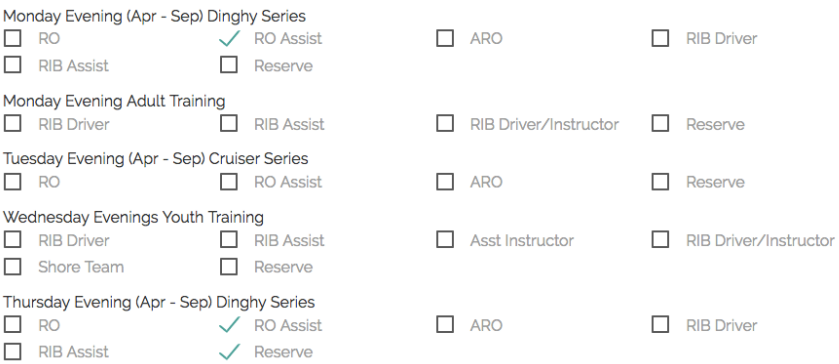
If you have lost or forgotten your email or have not yet logged on, add your email address and select 'Forgotten your password?' You will be sent a reset email

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



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'



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

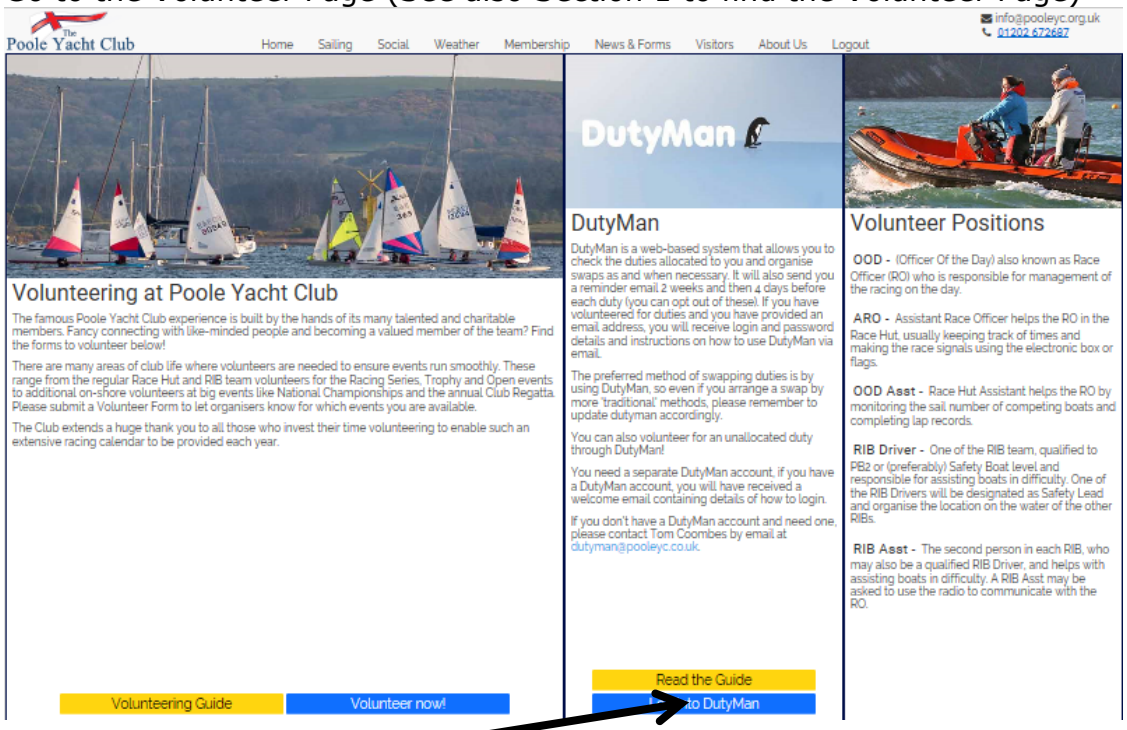
Your welcome email and duty reminder email will contain a link which will take you to DutyMan when you click on it. It will log you on

> ACCESSING DUTYMAN
>
> From your computer or tablet: either -
>
> Use this link http://www.dutyman.biz/dm.aspx?id=xxxxxxxxxxxxxxx.
> 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

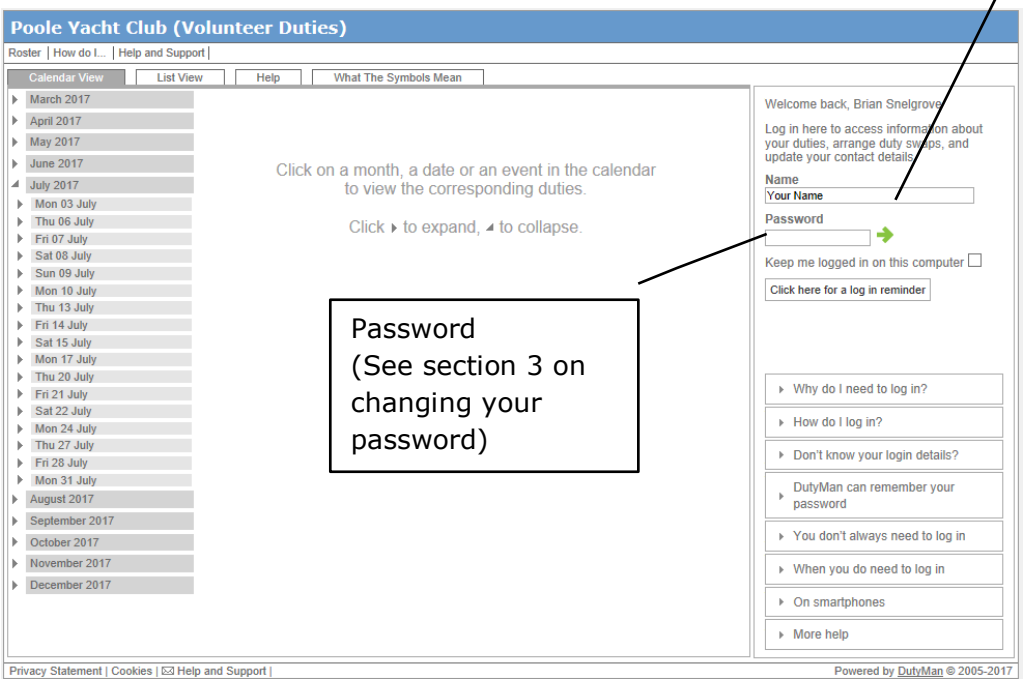
2.2 Log on Via the club website

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



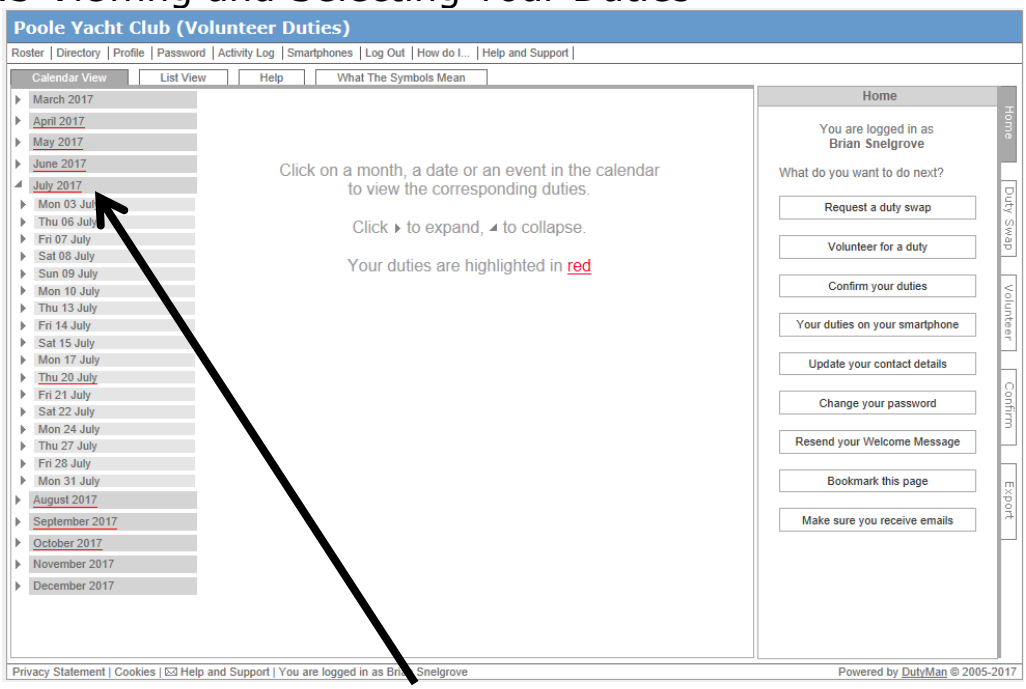
Select 'Log into DutyMan' This will take you to The DutyMan Site

This method requires you to Log on to DutyMan

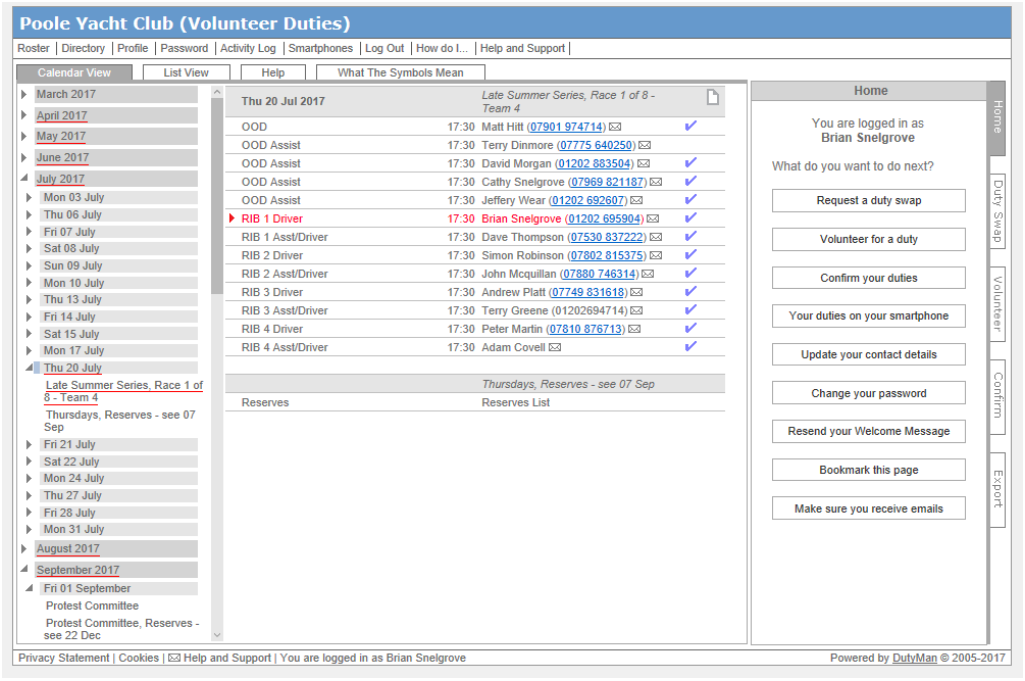


Now go to section 2.3 if you have used this method

2.3 Viewing and Selecting Your Duties



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

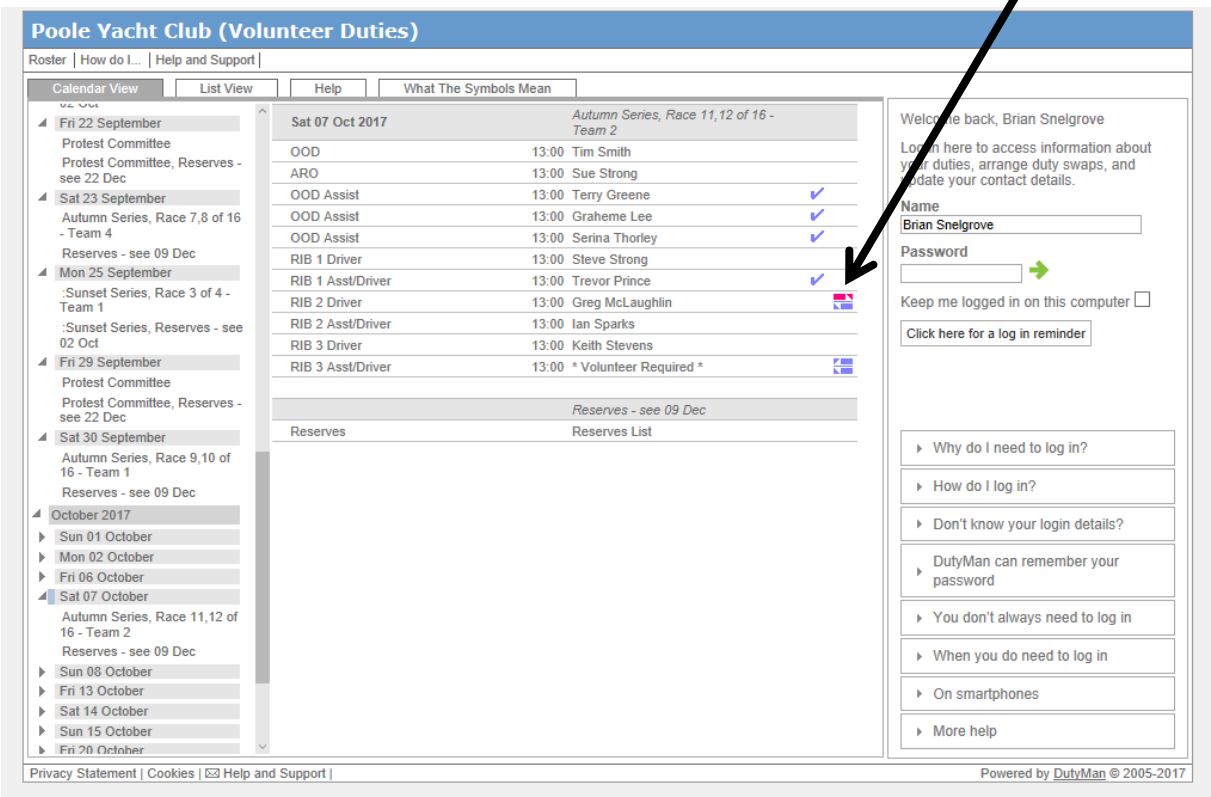


Scroll down to reach a date with your duty. This shows a duty on 20th July

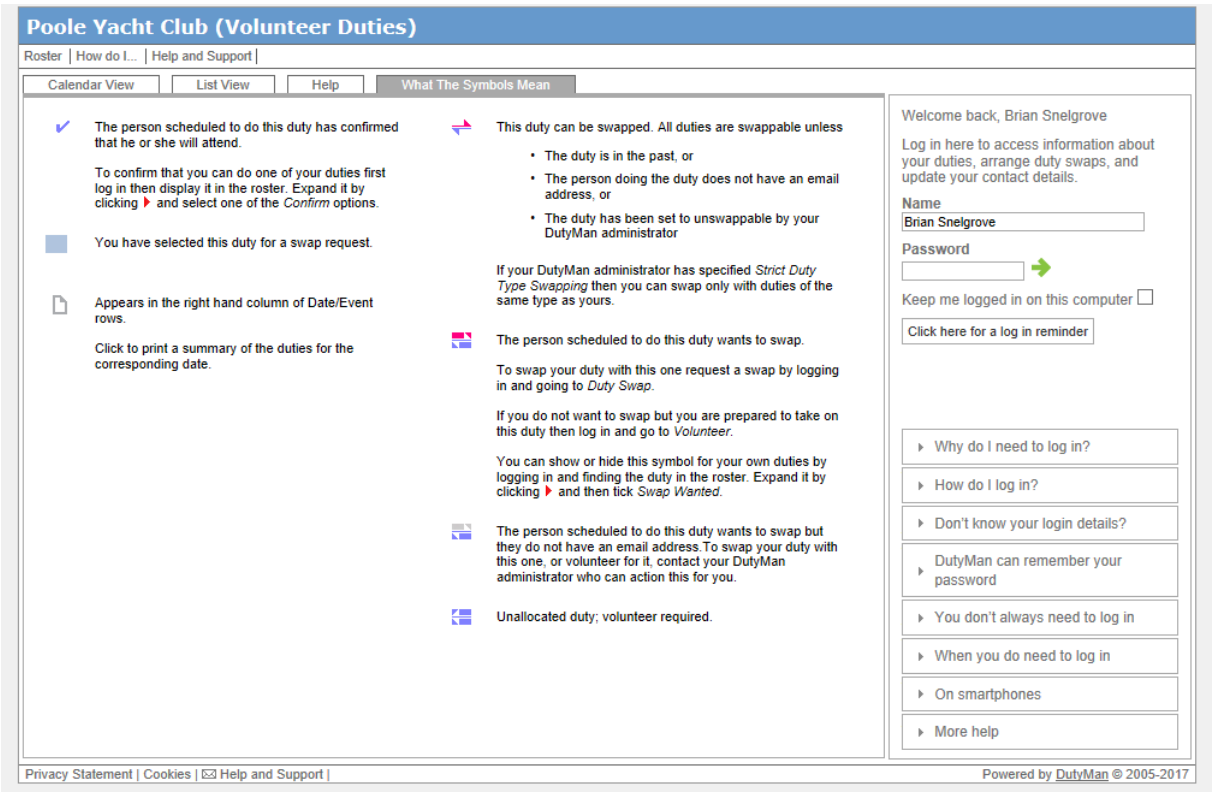
Click on the ▶ symbol to expand

You can now Confirm Your Duties

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

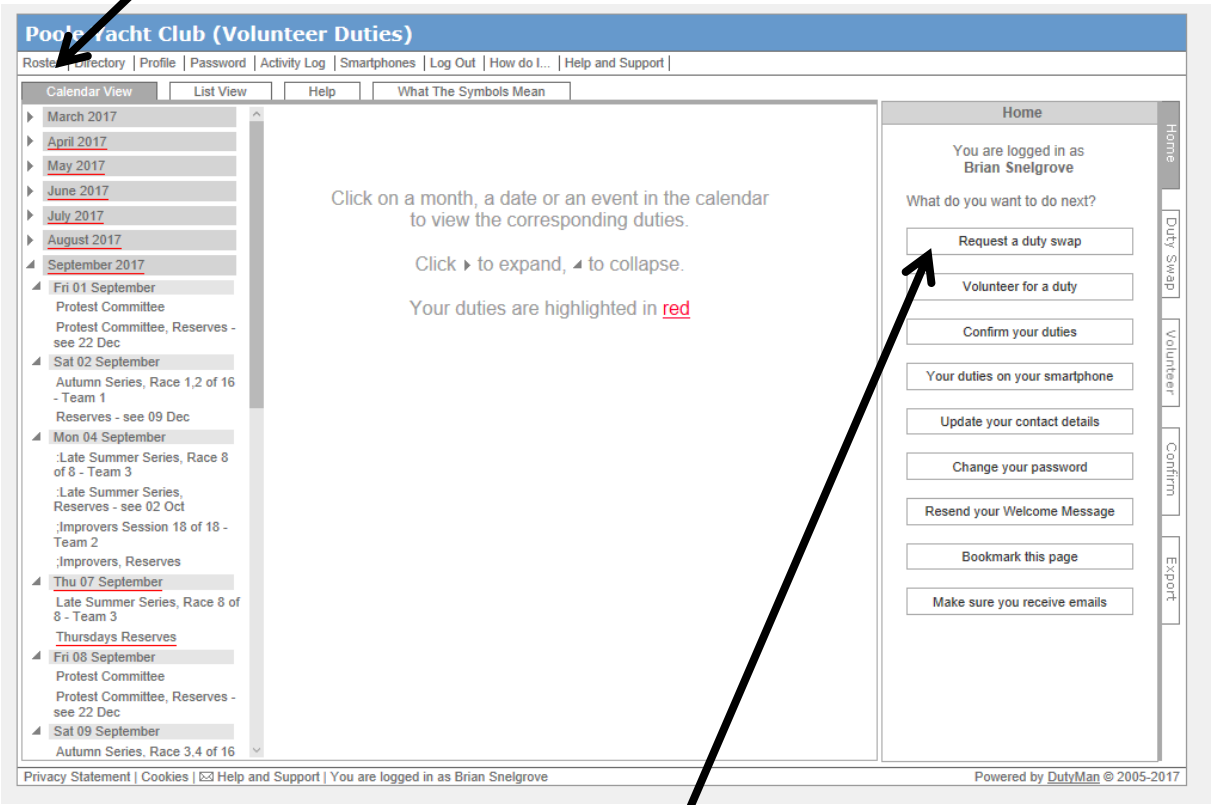


You can select the 'What the Symbols Mean' tab for an explanation



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

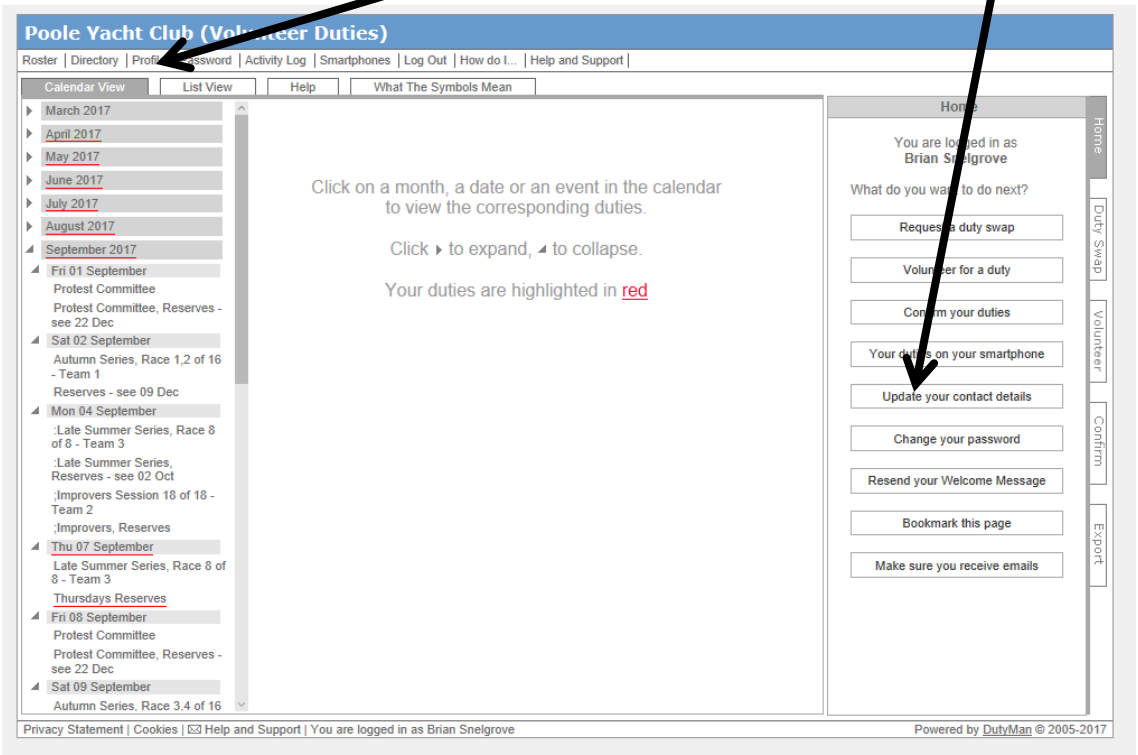
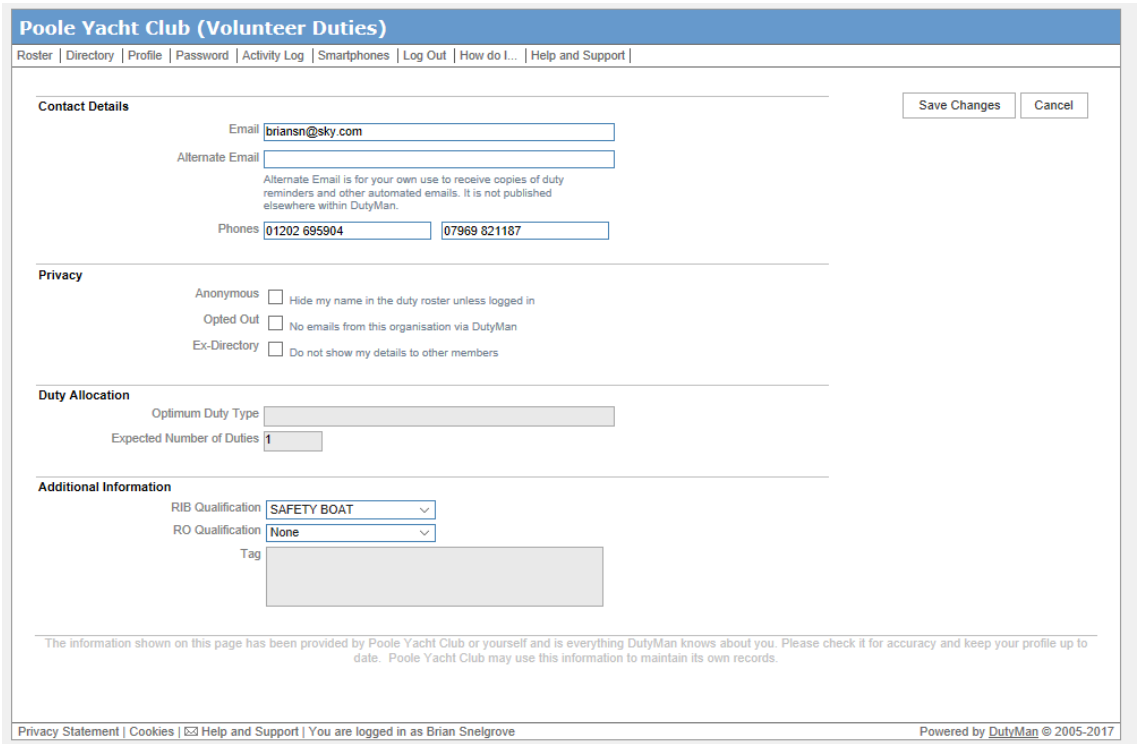
-Duty Swap
-Volunteer for a Duty
-Confirm Your Duty
-Change Password. (Also the tab at the top of the screen)

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'



Amend your contact details and qualifications as necessary