

SCALING DAM SAILING CLUB

Your Duty On-Line

The Duty Rota is attached. This year the rota will be managed on-line through a service called **DutyMan**. This note summarises how you can access the up-to-date rota on-line and also how to work it if you are not an internet user.

Internet Connected Members

When you are set a duty, DutyMan will send you an email containing:

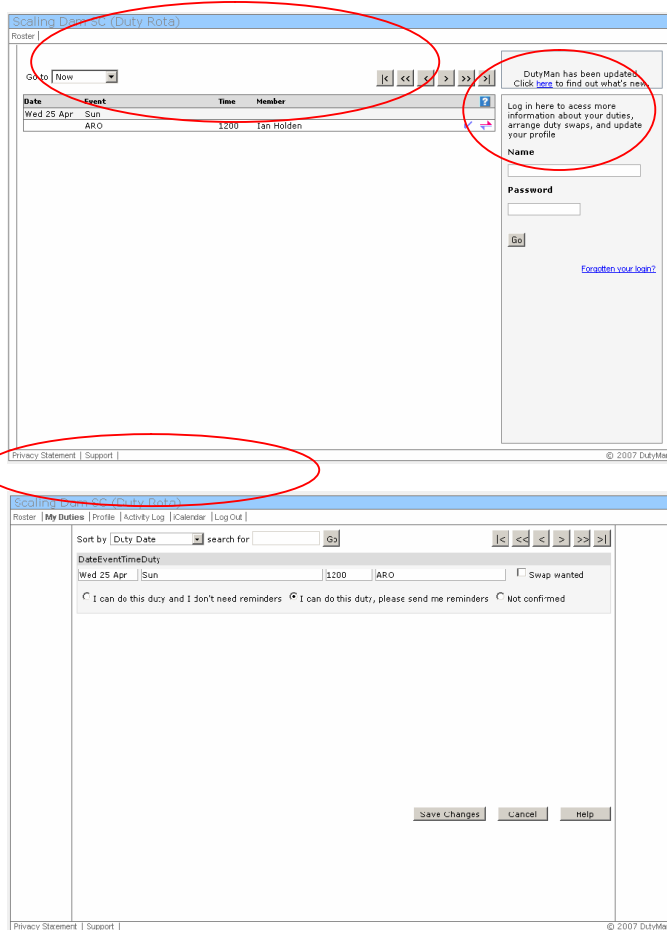
- i. the link to the Scaling Dam DutyMan website ie <http://www.dutyman.biz/dm.aspx?id=S0001384>
- ii. your duty, time and date eg ARO Sun 27th June 1200
- iii. your logon details eg Username Jo Bloggs, Password 12345678

Click on the link in the e-mail will take you to the rota where you can logon using the above details :

Top Left under Scaling Dam SC (Duty Rota) you will see tags which take you on to:

- i. The Roster – the up-to-date Duty Rota
- ii. My Duties – your own duties. On this page you can also accept your duty, request a swap etc by following the options. NB I suggest you leave the reminder option as is so you receive reminders automatically as the date approaches. Remember to save changes when you have finished.
- iii. Profile – your contact details - which you can change if you wish.
- iv. Other options including logoff

Those who have tried DutyMan have managed OK. If you run into difficulty using it let me know and I will try to help out - dutyman@oneosix.freeserve.co.uk



Non-Internet Connected Members

No change – on your paper copy you will have access to other members with whom you can arrange swaps. They may even be able to arrange the swap from their end. There will also be an up-to-date version of the Duty Rota on the Club notice board to help you identify possible swaps. When you have completed the re-arrangement, please record the change on the Rota in the Clubhouse, or get a message to the Sailing Secretary.

All Members

PLEASE REMEMBER – IT REMAINS YOUR RESPONSIBILITY TO CARRY OUT YOUR DUTY AND RE-ARRANGE IT IF NECESSARY