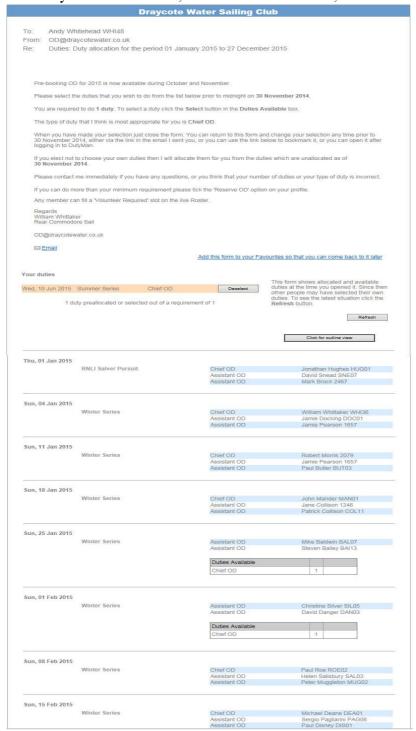
How to book a Duty on DutyMan

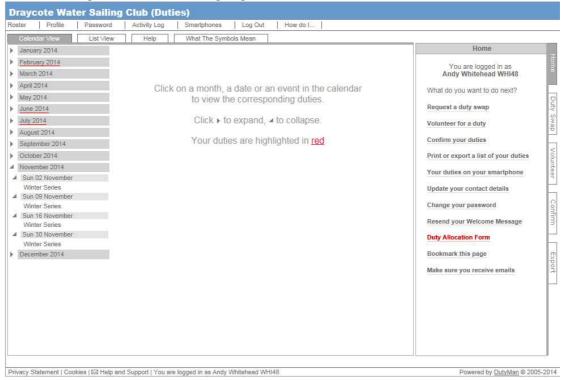
If you are eligible for Duty you will have had an email with a link to the Duty Allocation Form. The subject of the email is 'Draycote Water Sailing Club: New duties ready for allocation' If you are not eligible for duty and would like to help please contact OD@draycotewater.co.uk

The Duty Allocation Form, with all available dates, looks like this (partial list shown)



Select a date you would like and close the form, you are now booked.

If you have logged into DutyMan and cannot find the 'Duty Allocation Form', it is here in the right hand column, highlighted in red.



When the booking period expires the duties are published to the Roster. If you have not booked a duty you will be auto allocated a date or dates at random. When the duties have been published to the Roster, you will get an email asking you to confirm your attendance. This is the final part of the process. Confirmed duties display a blue tick, this reduces the club administration costs. Reminders are automatically sent, so ensure you monitor the email address you supplied to the club.

Not sure if you are required to do duties?

Click on the Profile tab, Number of Duties is under the Duty Allocation heading. And while on the Profile tab, please check your contact details.