

# 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)

**Draycote Water Sailing Club**

To: Andy Whitehead WHI48  
 From: OD@draycotewater.co.uk  
 Re: Duties: Duty allocation for the period 01 January 2015 to 27 December 2015

Pre-booking OD for 2015 is now available during October and November.

Please select the duties that you wish to do from the list below prior to midnight on **30 November 2014**.

You are required to do **1 duty**. To select a duty click the **Select** button in the **Duties Available** box.

The type of duty that I think is most appropriate for you is **Chief OD**.

When you have made your selection just close the form. You can return to this form and change your selection any time prior to 30 November 2014, either via the link in the email I sent you, or you can use the link below to bookmark it, or you can open it after logging in to DutyMan.

If you elect not to choose your own duties then I will allocate them for you from the duties which are unallocated as of **30 November 2014**.

Please contact me immediately if you have any questions, or you think that your number of duties or your type of duty is incorrect.

If you can do more than your minimum requirement please tick the 'Reserve OD' option on your profile.

Any member can fill a 'Volunteer Required' slot on the live Roster.

Regards  
 William Whittaker  
 Rear Commodore Sail  
 OD@draycotewater.co.uk

[Email](#)

[Add this form to your Favourites so that you can come back to it later](#)

**Your duties**

Wed, 10 Jun 2015	Summer Series	Chief OD	<input type="button" value="Deselect"/>
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1 duty preallocated or selected out of a requirement of 1

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**Thu, 01 Jan 2015**

	RNLI Salver Pursuit	Chief OD	Jonathan Hughes HUG01
		Assistant OD	David Smead SNE07
		Assistant OD	Mark Brock 2467

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**Sun, 04 Jan 2015**

	Winter Series	Chief OD	William Whittaker WHI36
		Assistant OD	Jamie Docking DOC01
		Assistant OD	Jamie Pearson 1657

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**Sun, 11 Jan 2015**

	Winter Series	Chief OD	Robert Morris 2079
		Assistant OD	Jamie Pearson 1657
		Assistant OD	Paul Butler BUT03

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**Sun, 18 Jan 2015**

	Winter Series	Chief OD	John Mander MAN01
		Assistant OD	Jane Collison 1246
		Assistant OD	Patrick Collison COL11

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**Sun, 25 Jan 2015**

	Winter Series	Assistant OD	Mike Baldwin BAL07
		Assistant OD	Steven Bailey BAI13

Duties Available	
Chief OD	1

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**Sun, 01 Feb 2015**

	Winter Series	Assistant OD	Christine Silver SIL05
		Assistant OD	David Danger DAN03

Duties Available	
Chief OD	1

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**Sun, 08 Feb 2015**

	Winter Series	Chief OD	Paul Roe ROE02
		Assistant OD	Helen Salisbury SAL03
		Assistant OD	Peter Muggleton MUG02

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**Sun, 15 Feb 2015**

	Winter Series	Chief OD	Michael Deane DEA01
		Assistant OD	Sergio Pagliarini PAG08
		Assistant OD	Paul Disney DIS01

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.

**Draycote Water Sailing Club (Duties)**

Roster | Profile | Password | Activity Log | Smartphones | Log Out | How do I... |

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

▶ January 2014  
▶ February 2014  
▶ March 2014  
▶ April 2014  
▶ May 2014  
▶ June 2014  
▶ July 2014  
▶ August 2014  
▶ September 2014  
▶ October 2014  
▶ November 2014  
▲ Sun 02 November  
Winter Series  
▲ Sun 09 November  
Winter Series  
▲ Sun 16 November  
Winter Series  
▲ Sun 30 November  
Winter Series  
▶ December 2014

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 **Andy Whitehead WHI48**

What do you want to do next?

- [Request a duty swap](#)
- [Volunteer for a duty](#)
- [Confirm your duties](#)
- [Print or export a list of your duties](#)
- [Your duties on your smartphone](#)
- [Update your contact details](#)
- [Change your password](#)
- [Resend your Welcome Message](#)
- [Duty Allocation Form](#)**
- [Bookmark this page](#)
- [Make sure you receive emails](#)

Home | Duty Swap | Volunteer | Confirm | Export

Privacy Statement | Cookies | Help and Support | You are logged in as Andy Whitehead WHI48 | Powered by DutyMan © 2005-2014

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.