

DUTYMAN – THE PRINCIPLES

- **OOD duty is shared between members who race**
 - **Currently estimated to be 1-2 duties a year (but whatever required)**
- **Dutyman allows you to select when you do those duties, who with & to swop duties if you can't make it**
- **If you don't select, duties will be allocated to you**
- **You can confirm your duties & be reminded of them automatically without the office having to chase**

An overview of how it works:

	This year	Task
Allocation Period	Nov	Member can select duties for next period (the next calendar year)
Publishing Roster	1 st Dec	Roster is published with selected duties & allocated duties for those who have not made their own selection
Confirmation e-mail	1 st Dec	System sends out e-mails with your duties for you to confirm them or swop them

DUTYMAN – WHAT YOU DO

- **On the Club website, click on the “Dutyman” tab**
- **Login with your username & password** (if you haven’t got these, click on “Need a log in reminder”, enter your e-mail address & you will be e-mailed your log in details)
- **Check contact details under the profile tab** (& check family members & ensure they have their own e-mail & phone number entered)

Allocation Period

- **Select your duties using “Duty Allocation Form” on right hand side**
- **Click on the dates / duties you want to do** (get crew / helm to select the same dates if wanted) – **can deselect at top of form**

When Published (receive confirmation e-mail)

- **Confirm duty & select for reminder e-mails** (none, 28 days, 7 days)
- **Blue ticks show confirmations**
- **If you cannot do a date, your responsibility to use duty swapping feature** (tab on far right) **to do this**