

The Shoreham Sailing Club Stress Free Guide to 'DutyMan'



You will need:

A computer that is connected to the internet - it doesn't need to be your own; it can be anyone's as long as you have their permission to use it.

An email address that you can access at least once – again it doesn't need to be your own. If you have never used a computer before, your friend will be able to help you if you show them this guide.

Steps: (Note it may find it easier if you print this document first)

If the club don't already have your email address from your membership renewal form, please email nick@willowmead.org.uk or stewart.scarff@akzonobel.com


1. Switch the computer on and connect to the internet by clicking on 
2. Type in <http://shorehamsailing.org> into the Address box and press return
3. To enter Dutyman next click on this picture at the bottom left hand side of your screen on the SSC webpage (or click on the picture here to skip steps 1 and 2). 
4. You are now looking at the **Shoreham Sailing Club (Race Duties)** roster. If you haven't already received an email with your name and password, please click on "Need a log in Reminder?" and type in your chosen email address (above) and click "Send welcome message". If you do already have an account please jump to step 7.
5. Check for new e-mail in the Inbox of the email address you gave us. Any time between immediately and upto 12 hours later you will receive an email from DutyMan welcoming you to the service and informing you of your password. Please note that passwords are case sensitive.
6. Go back to the Dutyman log in page, via the picture on SSC web page if necessary and enter your name and new password then press enter.


7. At the top of the screen click on the word "Password" and then enter your own, more memorable password and click save changes. **Note this website is not 128 bit secure, so do not use the same password that you use for banking or anything serious.**


If you ever forget your password you can always get a reminder via DutyMan as long as you have access to your selected email.

8. Click the word "Roster" at the top left hand side of the screen then "List View" which is just below the word "Password". You can also select from "Paged" or "Continuous" views.
9. On the right hand side of the screen all the various options are listed. You can either select your own dates if the rooster is blank, or if Nick and Stewart have already populated it, you can "Confirm" the dates they allocated you. (Please note that confirming your dates is a very important step. More information on how to do this is given below.) Alternatively you can "Request a duty swap" if an assigned date is not suitable for you.
10. Keep a note of your duty dates, perhaps in your diary. You can also request Dutyman send you email reminders in the run up to your duties.
11. Note there is a help feature called "How do I" at the top of the screen.

How to confirm duties:

1. To confirm all your duties go to the "Confirm" tab and select Confirm All.
2. Or to confirm duties individually, scroll through the list view using the navigation arrows until you reach the duty that you wish to confirm.
3. To the left of your name and duty you will see a small  information sign. Clicking on it will review the following options you can chose from.

<p>Dear Member,</p> <p>A quick reminder that you are rostered to carry out a duty at Shoreham Sailing Club.</p> <p>Please log on to Duty Man by following the link from www.shorehamsailing.org and confirm that you will attend.</p>	<p><input type="radio"/> Confirmed; send reminders</p> <p><input type="radio"/> Confirmed; no reminders</p> <p><input checked="" type="radio"/> Not confirmed</p> <hr/> <p><input type="checkbox"/> Swap wanted</p> <hr/> <p> Click to add this duty to your MS Outlook calendar or Personal Information Manager</p>
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4. If you select either of the Confirmed options you will now see a tick against your name. This lets your fellow members know that you intend to turn up. Or you can flag you are looking for a swap. Click the small  sign again to collapse this view.
5. Repeat as needed for other duties.