





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; it can be your wife's, child's or friend's. If you have never used a computer before, your friend will be able to help you if you show them this guide.

Steps; It may find it easier if you print this document first.

1. If the club don't already have your email address from your membership renewal form, please send it to stewart.scarff@akzonobel.com
2. Switch the computer on and connect to the internet by clicking on 
3. Type in <http://shorehamsailing.org> into the Address box and press return
4. Click on this picture at the bottom left hand side of your screen now that you are on the SSC webpage. 
5. 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 "[don't know name or password?](#)" 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.
6. 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.

7. Go back to DutyMan log in page, via the picture on SSC web page if necessary and enter your name and new password then press enter.
8. At the top of the screen click on the word "password" and then enter your own, more memorable password and click save changes. ***This website is not 128bit 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 .

9. Click the word "roster" at the top left hand side of the screen then "list view" which is just below the word "profile". Now on the right hand side of the screen there is a tab that says "export" - click it.
10. You will now see a button that says "prt" - click it. You will now see a screen with your name and allocated duties.
11. Write them in your diary.
12. Click the button that says back
13. You are now back at the roster screen. Click on the tab at the top right hand side that says "confirm". You can confirm your attendance at all of your duties instantly by clicking on "confirm all".
14. To confirm duties individually, scroll through the list view using the button marked ">". Hovering the pointer over the button will explain what the button does. Do this until you reach the duty that you wish to confirm.
15. To the left of your name and duty you will see a small inverted triangle - click it. Click the circle that says either "Confirmed; send reminders" or "Confirmed; no reminders". You will now see a tick against your name and your fellow members will know that you intend to turn up. Click the small triangle again to collapse this box.
16. If you wish to swap a duty or volunteer for a duty, simply click the appropriate tab down the right hand side and follow the instructions.
17. There is a "help" tab that you can click on next to "list view" and a "how do I" link at the top of the screen
18. Finally click "log out" at the top of the screen and relax.