

STARTERS' AND ESCORT BOAT DUTY ROTA 2012

Attached is the 2012 Starters' and Escort Boat duty rota. Following last year's trial we are now using Dutyman for our rota. This enables members to confirm, swap and volunteer for duties online. This is the link to the RWYC rota <http://www.dutyman.biz/dmmain.aspx?id=R0001766> – there is also a link on our website.

Members should have individual passwords to protect their log in. Members are emailed their login name and password when first loaded onto the DutyMan server. Thereafter they can change their password via the **Password** menu of the main roster page. If they forget their login details, they can request that they be emailed to them via the **Don't know name or password?** link in the login panel of the main roster page.

- At the top of every DutyMan screen there is a tab marked "How do I". This explains how to ask for swaps, print out your duties etc and is very useful.
- DutyMan will not remind you if your email address has changed! Remember to update DutyMan with new email or phone details via the 'Profile' tab.
- If you already have a password but have lost or mislaid it - go to the DutyMan web site and click on the Don't know name or password? link (just below the password entry box).
- You can see your duties on your internet-enabled Mobile Phone - look at the 'More' tab on the right hand side of the DutyMan page.
- From the 'More' tab you can also update your contact details or password, get the welcome message resent or add DutyMan to your favourites.
- The 'Export' tab lets you export your duties in various formats, including as iCal file that you can import directly into Outlook or similar.

Do's:

- Please make sure you **confirm** your duties - i.e. say you will attend (so the blue tick ✓ appears).
- Please try to swap an identical duty – RIB driver for RIB driver etc.
- Be patient when waiting for replies to swaps as not everyone looks at their email on a regular basis.
- Please try and swap when you know that you won't be able to do a duty. If you don't get a reply, try again nearer the time.
- Please reply to all swap requests even if it's No (otherwise the requestor doesn't know).

FAQs:

Do I need to be logged in to DutyMan to see the roster?

No, you can look at DutyMan without logging in, however you can only swap, volunteer or confirm if you are logged in (your duties will be in red if you are) and you can also now see other members' contact information.

My partner and I have been assigned duties on the same day and both need to swap – how do we do this?

One of you can request a swap and put a comment in the message box on the swap request saying "X and I both need to swap from this date". When you receive a positive reply then you can request the second swap. For Example X asks for a swap with A, mentioning that Y also needs to swap. A replies that A and B can swap. Y then requests a swap with B.

Alternatively use the telephone numbers on DutyMan, phone around and confirm your swaps on DutyMan later.

If you have any problems using Dutyman, please don't hesitate to contact me clarehoulihan@live.co.uk

Clare Houlihan
Hon Sailing Secretary

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