



This quick guide is designed to steer you around the new spinnaker club duty management software call Duty manager.

Although DutyMan may look a little challenging when you first log on, it's actually very simple to use. The online help is excellent, and the DutyMan website has a number of videos explaining certain features at <http://dutyman.biz/keyfeatures.aspx>

This online system offers easy swapping of duties online, you will receive email reminders 21 days before the duty and again 7 ahead of the duty day. You can even download the dates directly into outlook or your calendar of choice.

To access duty manager you will need a computer or tablet or smart phone connected to the internet, you type in the following URL or follow the links for the club website www.spinnakerclub.co.uk or click on the Dutyman logo above

Spinnaker Sailing Club (Duty roster) > Roster

Roster | How do I... |

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

No events or duties are scheduled at this time

Welcome back, Spinnaker

Log in here to access information about your duties, arrange duty swaps, and update your contact details.

Need a log in reminder?

Name

Password

Keep me logged in on this computer

[About logging in](#)

See the [Help](#) and [What The Symbols Mean](#) tabs on this page for information about using the roster.

For answers to frequently asked questions go to [How Do I...](#)

For further information visit the [DutyMan website](#)

ALL NEW
Your duties on your phone
Login and go to [Smartphones](#)

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If you have not already registered via the email you received recently you will need to confirm your registration and then insert your name and password to access the club duty roster. Once you have received an email from duty manager informing you of your duty you can go online and confirm your allocated duty.

Duty Roster Views

The information shown in the Calendar View and List View is exactly the same; they differ only in the way this information is presented.

Calendar View shows the months covered by the current duty roster in the left-hand panel. The centre panel shows the duties for the currently selected month, date or event.

List View displays the roster as a sequential list of duties in chronological order or either as a continuous list or split into pages of approximately 30 duties.

Spinnaker Sailing Club (Duty roster)

Roster | Members | Duties | Mailer | Upload | Download | Allocation | Set Up | Subscriptions | Help

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

Month	Date	Event	Time	Participant	Actions	
January 2013	Tue 01 Jan 2013	New Years Day Race		11:00	Geoff Jackson	[Print]
		PRO	11:00	Timothy Cant (01725 512223)	[Check] [Print]	
		ARO/Results	11:00	Colin Cleverly (01425 489542)	[Check] [Print]	
		Safety Driver	11:00	Jill Burnet (01722 416066)	[Check] [Print]	
	Sun 06 Jan 2013	Frostbite Series		10:00	Peter May (01202 826547)	[Check] [Print]
		ARO/Results	10:00	Viv Wilson (01202 252585)	[Check] [Print]	
		Safety Driver	10:00	Neil Morgans (02380 615621)	[Check] [Print]	
		Safety Crew	10:00	Mike Constantine (01202 824068)	[Check] [Print]	
	Sun 13 Jan 2013	Frostbite Series		10:00	Tom Clay (01722 323520)	[Check] [Print]
		ARO/Results	10:00	Bethany Durley (01258 841231)	[Check] [Print]	
		Safety Driver	10:00	Kevin Waterman (01425 489591)	[Check] [Print]	
		Safety Crew	10:00	Toby Mackean (01425 483053)	[Check] [Print]	
Sun 20 Jan 2013	Frostbite Series		10:00	Steve Adshead (01425 655218)	[Check] [Print]	
	ARO/Results	10:00	Hamish Dunlop (01725 512514)	[Check] [Print]		
	Safety Driver	10:00	Edmund Hollinghurst (01725 512332)	[Check] [Print]		
	Safety Crew	10:00	Robert Flack (02380 456869)	[Check] [Print]		
Sun 27 Jan 2013	Frostbite Series		10:00	Philip Brown (01794 884770)	[Check] [Print]	
	ARO/Results	10:00	Jonathan Packwood (01722 329527)	[Check] [Print]		
	Safety Driver	10:00	Tim Weare (01794 519077)	[Check] [Print]		
	Safety Crew	10:00	Alison Hinde (01202 480290)	[Check] [Print]		

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Once you've logged in you may see that parts of the roster are highlighted in **RED**. Highlighting in red indicates when you have a duty;

In calendar view if **Month** is highlighted this means that you have a duty in that month;

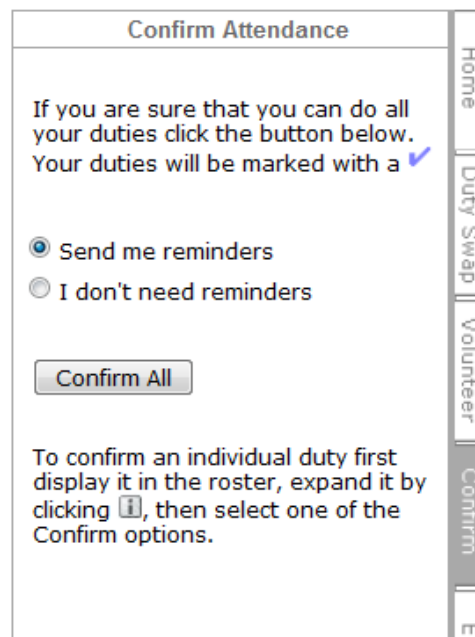
If a Date is highlighted this means that you have a duty on that day

If an **Event** is highlighted in red then you have duty in that event..

Confirming Duties

Once you have received an email from duty manager informing you of your duty you can go online and confirm your allocated duty.

To confirm all your duties, use the Confirm tab in the right-hand panel of the roster and follow the onscreen instructions:



The screenshot shows a 'Confirm Attendance' dialog box. On the right side, there is a vertical navigation menu with tabs for 'Home', 'Duty Swap', 'Volunteer', 'Confirm', and 'E:'. The 'Confirm' tab is currently selected. The main content area of the dialog box contains the following text: 'If you are sure that you can do all your duties click the button below. Your duties will be marked with a ✓'. Below this text are two radio button options: 'Send me reminders' (which is selected) and 'I don't need reminders'. A 'Confirm All' button is positioned below the radio buttons. At the bottom of the dialog box, there is a paragraph of instructions: 'To confirm an individual duty first display it in the roster, expand it by clicking ⓘ, then select one of the Confirm options.'

To confirm an individual duty find the duty that you want to confirm in either the calendar or the list, and expand your duty by clicking on the adjacent ⓘ

Choose either 'Confirmed; no reminders' if you do not need reminding,

Or 'Confirmed; send reminders' to continue to receive reminders by email

Note that you can also request a swap for a duty from here – more on that below though. You can print all your duties, or export them to an iCal format file by selecting the Export tab in the right-hand panel of the roster page.

Export

Use these functions to copy details of your duties to your computer.


include past duties

prt List duties in printable format

xls Create an Excel spreadsheet

csv Create a CSV file

iCal Receive all your duties in iCalendar format as an email attachment. The email contains instructions for importing the attachment into your Personal Information Manager such as MS Outlook.

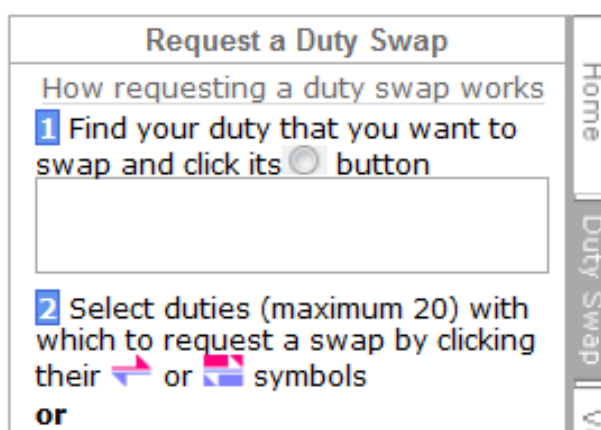
Alternatively you can copy an individual duty directly into your PIM by expanding it in the roster and clicking 

Home | Duty Swap | Volunteer | Confirm | **Export** | More

Swapping Duties

If you've been allocated a duty, and you cannot perform that duty, then you will need to find someone to swap with or to do the duty for you.

To swap a duty, select the Duty Swap tab in the right-hand panel of the roster page and follow the on-screen instructions.





You can select multiple candidates for a swap request. If you tick the 'Mail me a summary' box before submitting your swap requests, DutyMan emails you details of your swap request, including the names and dates of people with whom you have requested a duty swap. Alternatively the Activity Log also lists your swap requests.


4 Mail me a summary


You can also add a message to swap requests if you wish.


If you are having any problems with the new system please email duties@spinnakerclub.co.uk, Please note that if you have a date you are unavailable on then please register for a swap as the system is now automated.

What the symbols mean

-  The person scheduled to do this duty has confirmed that they will attend.
- To confirm that you can do a duty first log in, then display it in the roster, expand it by clicking  and select one of the [Confirm](#) options.


-  Appears in the right hand column of Date/Event rows.
- Click to print a summary of the duties for the corresponding date.


-  This duty can be swapped. All duties are swappable unless
- The duty is in the past, or
 - The duty has been set to unswappable by your DutyMan administrator, or
 - The person doing the duty does not have an email address


-  The person scheduled to do this duty wants to swap.


If you would like to swap your duty with this one then request a swap by logging in and going to [Duty Swap](#).

If you do not want to swap but you are prepared to take on this duty then log in and go to [Volunteer](#).

You can turn this symbol on and off for your own duties by logging in, displaying a duty in the roster, expanding it by clicking  and then ticking [Swap Wanted](#).

-  The person scheduled to do this duty wants to swap but they do not have an email address. If you would like to swap your duty with this one then contact your DutyMan administrator who will be able to action the swap for you.

-  Unallocated duty; volunteer required.

-  You have selected this duty for a swap request. The duty is also highlighted in bold text.