

How to book a Duty on DutyMan

If you are eligible for Duty you will have had an email from Herne Bay Sailing Club with a link to the Duty Allocation Form. The subject of the email is 'Duty Rotas: Duty allocation for the period DD Month Year to XX Month Year'. The Duty Allocation Form, with all available dates, looks like this (partial list shown)

Herne Bay Sailing Club Ltd

To: Ben Gardner
From: Herne Bay Sailing Club
Re: Duty Rotas: Duty allocation for the period 20 March 2016 to 23 October 2016

Herne Bay Sailing Club is a volunteer-run club and relies on its members doing their duties to ensure the success of the sailing season.

This year we will be using Dutyman to arrange the rotas. From Friday 11th March until Monday 21st March you will be able to choose your three duties on a first come first served basis.

Please select the duties that you wish to do from the list below prior to midnight on 21 March 2016.

You are required to do 3 duties but you can select up to 6. To select a duty click the **Select** button in the Duties Available box.

When you have made your selection just close the form. You can return to this form and change your selection any time prior to 21 March 2016, either via the link in the email I sent you, or you can use the link below to bookmark it, or you can open it after logging in to DutyMan.

If you elect not to choose your own duties then I will allocate them for you from the duties which are unallocated as of 21 March 2016.

Please contact me immediately if you have any questions, or you think that your number of duties is incorrect.

Two surgery sessions will be run to help anyone having difficulties. The first will be during Slipway Laying (12th March) and the second during the Opening Splash race (20th March).

Herne Bay Sailing Club

[Email](#) [Add this form to your Favourites so that you can come back to it later](#)

Your duties

0 duties preallocated or selected out of a requirement of 3 and a maximum of 6

This form shows allocated and available duties at the time you opened it. Since then other people may have selected their own duties. To see the latest situation click the Refresh button.

Sun, 20 Mar 2016

Opening Splash

Duties Available		
Race Officer	1	<input type="button" value="Select"/>
Tower Assistant	1	<input type="button" value="Select"/>
Safety Boat	2	<input type="button" value="Select"/>
Galley 13.30-17.00	2	<input type="button" value="Select"/>

Fri, 25 Mar 2016

Hot Cross Bun

Duties Available		
Race Officer	1	<input type="button" value="Select"/>
Tower Assistant	1	<input type="button" value="Select"/>
Safety Boat	2	<input type="button" value="Select"/>
Galley 13.30-17.00	2	<input type="button" value="Select"/>

Sun, 27 Mar 2016

Easter Bonnet Pursuit

Duties Available		
Race Officer	1	<input type="button" value="Select"/>
Tower Assistant	1	<input type="button" value="Select"/>
Safety Boat	2	<input type="button" value="Select"/>

Select a date you would like and close the form, you are now booked.

If you have logged into DutyMan and cannot find the 'Duty Allocation Form', it is here in the right hand column, highlighted in **yellow**.

Herne Bay Sailing Club Ltd (Duty Rotas)

Roster | Directory | Profile | Password | Mailer | Activity Log | Smartphones | Log Out | How do I... | Help and Support |

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

▶ March 2015
▶ April 2015
▶ May 2015
▶ **June 2015**
▶ July 2015
▶ August 2015
▶ September 2015
▶ October 2015

Click on a month, a date or an event in the calendar to view the corresponding duties.
Click ▶ to expand, ◀ to collapse.
Your duties are highlighted in **red**

Home

You are logged in as Ben Gardner

What do you want to do next?

Request a duty swap
Volunteer for a duty
Confirm your duties
Print or export a list of your duties
Your duties on your smartphone
Update your contact details
Change your password
Resend your Welcome Message
Duty Allocation Form
Bookmark this page
Make sure you receive emails

Home | Duty Swap | Volunteer | Confirm | Export

Privacy Statement | Cookies | Help and Support | You are logged in as Ben Gardner

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When the booking period expires the duties are published to the Roster. If you have not booked a duty you will be auto allocated a date or dates at random. When the duties have been published to the Roster, you will get an email asking you to confirm your attendance. This is the final part of the process. Confirmed duties display a blue tick, this reduces the club administration costs. Reminders are automatically sent, so ensure you monitor the email address you supplied to the club.

Not sure if you are required to do duties?

Click on the Profile tab, Number of Duties is under the Duty Allocation heading. And while on the Profile tab, please check your contact details.