

## 1. Getting Started

### a. Sign Up Email

When we register you on DutyMan you will automatically be sent an email containing your user name and a temporary password.

DutyMan <donotreply@dutyman.biz>  
Hampton Pier Yacht Club: Your DutyMan Login

From: Hampton Pier Yacht Club <mailto:secretary@hpyc.org.uk>  
To: Ant Williams  
Re: HPYC Duty Rota

This is to let you know that Hampton Pier Yacht Club has added you to its DutyMan list of members. Hampton Pier Yacht Club uses DutyMan to publish its up-to-date duty roster on the web, to email duty reminders, and to help arrange duty swaps.

The receipt of this email does not mean that you have been allocated a duty. DutyMan will notify you by email of any duties allocated to you as and when they are published.

ACCESSING DUTYMAN From your computer or tablet: either -

Use this link <http://www.dutyman.biz/dm.aspx?id=H0002451&m=s9GrPZMj&t=x>  
This link automatically logs you in. The opening page directs you to the main DutyMan functions. Emails to you from DutyMan contain a similar link. Or-

If Hampton Pier Yacht Club has a link to DutyMan from its own website, follow that link and log in to DutyMan with

Your name: Ant Williams  
Your password: \$\$\*\*#@

Enter your name and password exactly as shown, then click the green login button or press the Return key.

Using the link in the email will take you to the log In Screen page  
<https://dutyman.biz/dmmain.aspx?id=H0002451>

Enter your name and password exactly as shown, then click the green login arrow or press the Return key


Welcome back, Ant Williams

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

Name

YOUR NAME

Password

..... 

Keep me logged in on this computer

[Click here for a login reminder](#)

You will see a number of menu items in tabs along the top of the page.

**Hampton Pier Yacht Club ( HPYC Duty Rota)**

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

Calendar View | Home | Help | What The Symbols Mean

► May 2018  
► June 2018

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**

## b. Change your Password !!

Before you do anything else go into the password tab and change your password to something that you will remember

To change your password enter your existing password and your new password twice.

Please do not use a secure password because if lost or forgotten it can be emailed to you in clear text.

Your current password

Your new password

Confirm your new password

## c. Your details

The **PROFILE** tab shows the details recorded on DutyMan. The only thing we are holding is your email address

### Contact Details

Email

Alternate Email

Alternate Email is for your own use to receive copies of duty reminders and other automated emails. It is not published elsewhere within DutyMan.

Phones

You can choose whether or not to add a phone number. You can also set whether this is available to other members using Privacy Settings

## d. Privacy Settings

The main **PRIVACY** tab allows you to set whether your name is displayed when someone is not logged into DutyMan.

Hidden  Visible

If you choose Hidden then your name is replaced with asterisks.

## 2. Viewing the Duty Roster

We will email you duty requests. However, if you want to see the duty rota go to the **ROSTER** tab. Any duties you are assigned will appear in **RED**. There are 2 views

### Calendar View

Calendar View	List View	Help	What The Symbols Mean
May 2018			
Tue 29 May			
DutyMan Cup			
Thu 31 May			
Test Cup 1			
June 2018			
Sat 02 June			
Fictional Test Series 1			
Mon 04 June			
Fictional Test Series 2			
Tue 29 May 2018			DutyMan Cup 11:00 - 12:00
Safety Boat Helm		Chris Comper	✓
Safety Boat Crew		Ant Williams	✓
Race Officer		Stuart Hingle	✓
Assistant Race Officer		John White	✓
OFFICER OF THE DAY		Richard Myers	✓
Thu 31 May 2018			Test Cup 1 11:00 - 12:00
Safety Boat Helm		Ant Williams	✓
Safety Boat Crew		John White	✓
Race Officer		Stuart Hingle	✓
Assistant Race Officer		Brian Culver	
OFFICER OF THE DAY		Valerie Maysey	

### List View

Calendar View	List View	Help	What The Symbols Mean
<input checked="" type="radio"/> Paged	<input type="radio"/> Continuous	Go to ...	Navigation icons
Tue 29 May 2018			DutyMan Cup 11:00 - 12:00
Safety Boat Helm		Chris Comper	✓
Safety Boat Crew		Ant Williams	✓
Race Officer		Stuart Hingle	✓
Assistant Race Officer		John White	✓
OFFICER OF THE DAY		Richard Myers	✓
Thu 31 May 2018			Test Cup 1 11:00 - 12:00
Safety Boat Helm		Ant Williams	✓
Safety Boat Crew		John White	✓
Race Officer		Stuart Hingle	✓
Assistant Race Officer		Brian Culver	
OFFICER OF THE DAY		Valerie Maysey	
Sat 02 Jun 2018			Fictional Test Series 1 15:00 - 16:00
Safety Boat Helm		John White	✓
Safety Boat Crew		Nick Shave	
Race Officer		Steve Margetts	
Assistant Race Officer		Mark Whetton	✓
OFFICER OF THE DAY		Mark Whetton	✓

If you click on the folder in the event line this opens a printable list for that event should you want one

Print

Best printed landscape

## Tuesday 29 May 2018 Hampton Pier Yacht Club :: HPYC Duty Rota

Printed by DutyMan 21:28 23/10/2018

Event	Safety Boat Helm	Safety Boat Crew	Race Officer	Assistant Race Officer	OFFICER OF THE DAY
DutyMan Cup	Chris Comper	Ant Williams	Stuart Hingle	John White	Richard Myers

### 3. Duty Requests

When the Rear Comm allocates you a duty you will automatically be emailed

HPYC: New Duties



HPYC via DutyMan <donotreply@dutyman.biz>  
Thu 25/10/2018 00:45

From: Hampton Pier Yacht Club <mailto:secretary@hpyc.org.uk>

To: Ant

Re: HPYC Duty Rota

The duty roster has been updated and you have been assigned the duties listed below. Please arrive at the club at least 90 Minutes before the start of the race. If you are not available please contact me as soon as possible at RearCommHPYC@gmail.com so that I may arrange a suitable replacement.

**Date: Friday 30 Nov 2018**

**Event: Guy Fawkes Cup**

**Event time: 11:00**

**Event duration: 01:00**

**Duty: Safety Boat Helm**

A reminder for those carrying out safety boat duties: All safety boat helm and crew should be prepared to enter the water, therefore please ensure that you dress appropriately. A cold safety boat team will not be able to function properly. If you have any queries or need any further advice, please contact either myself or the sailing secretary.

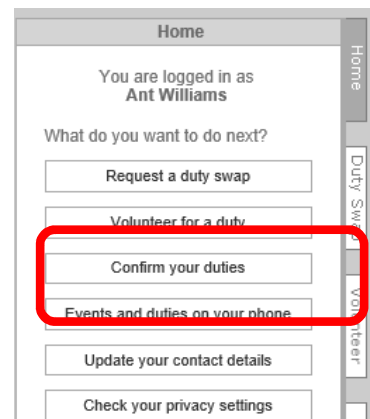
To view the duty roster, confirm that you can do your duties, or arrange a duty swap go to <http://www.dutyman.biz/dm.aspx?id=H0002451&m=s9GrPZMj&t=x> on your computer or tablet.

Click on the link in the email



This takes you into DutyMan

If you are OK to do the duty you can click on the option on the right hand side of the screen **CONFIRM YOUR DUTIES**



When you click on this the display will change

You can choose not to receive reminders (but we would recommend that you leave it set for reminders)

Then just select **CONFIRM ALL**

If you want to see your duties in the roster first

**Confirm Attendance**

If you are sure that you can do all your duties click the button below. Your duties will be marked with a ✓

Send me reminders  
 I don't need reminders

**Confirm All**

To confirm an individual duty first display it in the roster, expand it by clicking ▶, then select one of the Confirm options.

Home  
Duty Swap  
Volunteer  
Co

Click on the relevant Month over in the left hand side of the screen

**Hampton Pier Yacht Club ( HPYC Duty Rota)**

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

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

▶ May 2018  
▶ June 2018  
▶ **November 2018**

Click on a month, a date or an event in the calendar to view the corresponding duties.

This opens the roster for that Month. Any **duties allocated to you are shown in Red**

▶ May 2018	Mon 05 Nov 2018	Guy Fawkes Cup	11:00 - 12:00	
▶ June 2018	Safety Boat Helm	NOT FILLED		
▶ November 2018	Safety Boat Crew	NOT FILLED		
▶ Mon 05 November	Race Officer	NOT FILLED		
▶ Fri 30 November	Assistant Race Officer	NOT FILLED		
	▶ OFFICER OF THE DAY	Ant Williams		
	Fri 30 Nov 2018	Guy Fawkes Cup	11:00 - 12:00	
	▶ Safety Boat Helm	Ant Williams		
	Safety Boat Crew	NOT FILLED		
	Race Officer	NOT FILLED		
	Assistant Race Officer	NOT FILLED		
	OFFICER OF THE DAY	NOT FILLED		

If you click on the red arrow next to the duty this opens up an expanded view of your duty

It will initially show as Not Confirmed

**Fri 30 Nov 2018** Guy Fawkes Cup 11:00 - 12:00

▶ Safety Boat Helm Ant Williams

Make sure you put this in your diary!

A reminder for those carrying out safety boat duties:  
All safety boat helm and crew should be prepared to enter the water, therefore please ensure that you dress appropriately. A cold safety boat team will not be able to function properly.

If you have any queries or need any further advice, please contact either myself or the sailing secretary

Confirmed; send reminders  
 Confirmed; no reminders  
 Not confirmed  
 Swap wanted

**Can't Do**

### a. Confirming a duty

If you are OK to do the duty.

Select : Confirmed - Send Reminders

Mon 05 Nov 2018	Guy Fawkes Cup 11:00 - 12:00	
Safety Boat Helm	NOT FILLED	
Safety Boat Crew	NOT FILLED	
Race Officer	NOT FILLED	
Assistant Race Officer	NOT FILLED	
OFFICER OF THE DAY	Ant Williams	

Make sure you put this in your diary!  Confirmed; send reminders  
A list of Officer of The Day tasks is available on the club website  Confirmed; no reminders  
 Not confirmed  
 Swap wanted

You can see that this updates the duty status to a tick

### b. If you cannot do the duty

If you cannot do the duty click on **CAN'T DO** - this will open an additional box where you can confirm this

**It would be helpful if you cannot do a duty to suggest an alternative date that you are available**

Clicking on OK removes you from the duty

**CONFIRM**

Click OK to confirm that you cannot do this duty

Friday, 30 November 2018  
Guy Fawkes Cup  
Safety Boat Helm

Reason (optional)  
Sorry - away that weekend I can do the following week

You can see below that the Safety Boat helm duty is now Not Filled

Fri 30 Nov 2018	Guy Fawkes Cup 11:00 - 12:00	
Safety Boat Helm	NOT FILLED	
Safety Boat Crew	NOT FILLED	
Race Officer	NOT FILLED	
Assistant Race Officer	NOT FILLED	
OFFICER OF THE DAY	NOT FILLED	

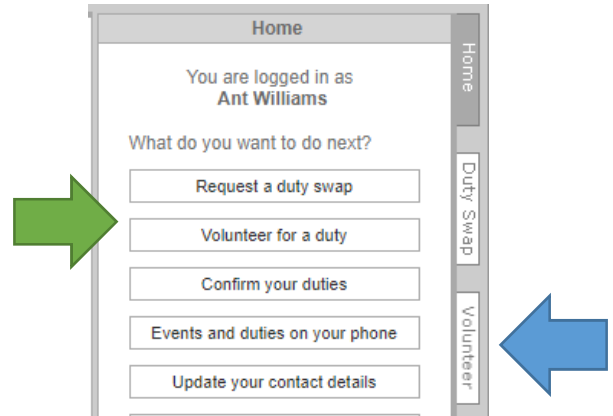
This also sends an email to the rear comm advising them that the duty has been declined

### c. Volunteering for duties

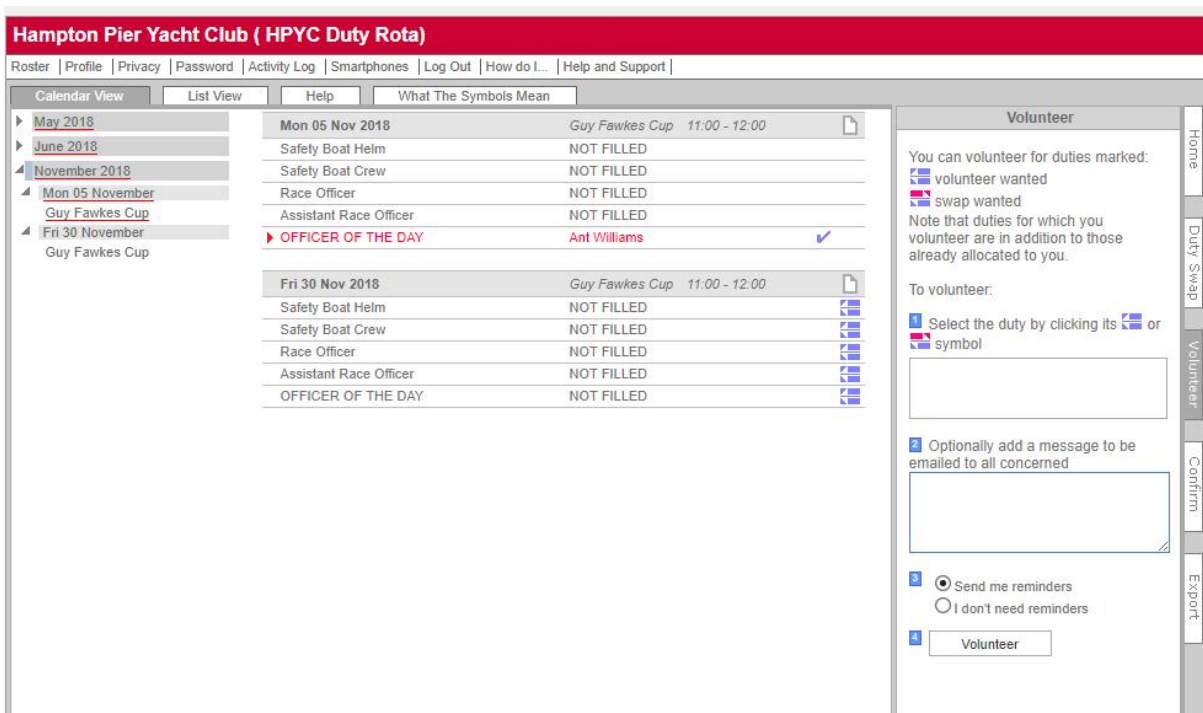
When the forthcoming sailing schedule for the next month or two is uploaded into DutyMan it will not be populated with duties.

Logically it will save a lot of time and effort if at this stage members sign up for the dates that they CAN do a duty.

To do this Log into Duty Man and click on either of the tabs labelled **Volunteer**



This opens up a new tab on the right hand side of the screen. You will also need to open the roster details in the left hand panel if you have not already done so



You can volunteer for duties marked with either of the icons shown on the right



Click on the icon for the duty you wish to volunteer

The line will be highlighted & details entered in the tab on the right of the screen

Fri 30 Nov 2018	Guy Fawkes Cup 11:00 - 12:00	
Safety Boat Helm	NOT FILLED	
Safety Boat Crew	NOT FILLED	
Race Officer	NOT FILLED	
Assistant Race Officer	NOT FILLED	
OFFICER OF THE DAY	NOT FILLED	

already allocated to you.

To volunteer:

1 Select the duty by clicking its or symbol

NOT FILLED  
Fri, 30 Nov 2018  
Guy Fawkes Cup  
Safety Boat Helm

2 Optionally add a message to be



You can add a message which will go to Rear Comm

Then Click on the Volunteer button

2 Optionally add a message to be emailed to all concerned

I can cover this duty |

3  Send me reminders  
 I don't need reminders

4 Volunteer



You will be asked to CONFIRM

**dutyman.biz says**

Click OK to confirm that you are volunteering for this duty

NOT FILLED

Friday 30 November 2018

Guy Fawkes Cup

OK Cancel

Select **OK** > Your name will appear against that duty in the roster

Fri 30 Nov 2018	Guy Fawkes Cup 11:00 - 12:00	
<b>Safety Boat Helm</b>	<b>Ant Williams</b>	

An email is sent to Rear Comm notifying them that you have volunteered

Reply Reply All Forward

Thu 08/11/2018 23:54

DutyMan <donotreply@dutyman.biz>

HPYC: I've volunteered for a duty

To secretary@hpyc.org.uk

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From: A

This is to let you know that I have volunteered to do this duty previously allocated to NOT FILLED

Friday, 30 November 2018 - Guy Fawkes Cup, Safety Boat Helm

I can cover this duty