

Maylandsea Bay Sailing Club (Sailing Duties)

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COVID-19

Calendar View

List View

Help

What The Symbols Mean

- ▶ March 2021
- ▶ April 2021
- ▶ May 2021
- ▶ June 2021
- ▶ July 2021
- ▶ August 2021
- ▶ September 2021
- ▶ October 2021
- ▶ November 2021
- ▶ December 2021
- ▶ January 2022

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

When you log in this is the screen you should see. On the right are the options that you would normally need. If you need help choose 'How do I' from the top menu. (See next page).

Home

You are logged in as
Phillip Spillane

What do you want to do next?

Request a duty swap

Volunteer for a duty

Confirm your duties

Events and duties on your phone

Update your contact details

Check your privacy settings

Change your password

Resend your Welcome Message

Duty Allocation Form

Make sure you receive emails

Home

Duty Swap

Volunteer

Confirm

Export

General

What is a duty roster?

How do menus work?

Logging In

Why do I need to log in?

How do I log in?

I seem to have been logged in automatically!

How do I find my log in details?

How do I change my password?

The Duty Roster

Why are parts of the roster highlighted in red after logging in?

What is the difference between the roster in calendar view and list view?

How do I navigate around a calendar view?

How do I navigate around a list view?

How do I confirm that I can do a duty?

How do I get a printout of all my duties?

How do I add my duties to my phone calendar?

Duty Swapping and Volunteering

I can't do a duty. What should I do?

How do I request a duty swap?

How do I know who I have requested swaps with?

I've changed my mind and don't want to swap a duty, what should I do?

Someone wants to swap a duty; I am prepared to take it on but I don't want to swap. What should I do?

I've agreed a duty swap verbally, how do I update DutyMan?

How do I volunteer into an unassigned duty?

Reminders

How do I suppress duty reminders?

How can I make sure my duty reminders are delivered?

My Personal Information

What personal information about me does DutyMan hold?

How does DutyMan protect my personal information?

Who can see my personal information?

Can I hide my name in the duty roster?

I seem to have been logged in automatically!

There are two ways to log in without entering your name and password.

If when you first login with name and password you choose *Keep me logged in on this computer* then the next time you visit DutyMan the system remembers who you are and you don't need to log in again. *Keep me logged in* stays in force until you choose *Log Out* from the DutyMan menu.

Alternatively you can use the Quick Login route to access DutyMan. Emails from DutyMan to you contain Quick Login links which take you directly into the system without logging in.

Most of what you will need is covered on this menu. If you need further assistance or have forgotten your login details contact: ssec@maylandseabay-sc.org.uk