

# DutyMan - Frequently Asked Questions

## Get with DutyMan!

Lots of people seem to be terrified of DutyMan, yet it is really easy once you try it.

## Here are some hints and tips:

### How do I access DutyMan?

- Go to the Club website [www.bhyc.org.uk](http://www.bhyc.org.uk) on the Internet.
- On the Home page there is a large blue "DutyMan" button in the centre of the page (just under the "Sailing Programme" box).
- Click this button and you are taken to the Roster page on DutyMan.

### But do I need to sign in?

- No, not to view the "Roster" page. You can see all 2016's events and the assigned duties here, as well as those still unassigned.
- You can choose how you view the roster. Try the different tabs at the top for either "Calendar" or "List" view.
- There are also "Help" and "What the symbols mean" tabs to show you how to do things.

### Is this where I can swap a duty with someone else?

- Yes, but for that you need to be logged in.

### Where do I log in?

- On the right hand side of this "Roster" page.

### But I haven't got my log in details!

*Easily sorted.*

- If you can't remember your "Name" and/or your "Password" select the box below them saying  
"Click here for a log in reminder".
- All you will need now is the email address you have registered with DutyMan.
- Enter the address and click "Send Welcome Message".
- You'll receive a new "Welcome" message straight away with your login name and password about half way down the message.

And you're back in! If you can't remember the email address you used, contact the Dutyman co-ordinator at [dutyman@bhyc.org.uk](mailto:dutyman@bhyc.org.uk) who will help you.

**How do I :**

**i) Request a duty swap**

**ii) Volunteer for a duty**

**iii) Confirm a duty**

**iv) Update my contact details**

**v) Change my password**

**vi) Print or export a list of my own duties**

**vii) Make sure I receive notification emails**

**Easy yet again.** When you sign in to DutyMan all of the above (and more) are presented to you on the right hand side of your “Home” screen. Simply select the one you need and the system walks you through what to do.

***From the Club’s point of view items iii) and iv) are vital to the smooth running of the system.***

- Confirming your duty means we can rest easy, knowing that races and events won’t be affected by people not turning up for safety boat or organisational cover.
- Updating your contact details means we can communicate with you easily, but there is also a comments section at the base where you can put in useful information about your status for us, as in:

“Not available 20th June - 14th July.”

“Never Sundays before 13:00.”

“PB2 qualified, 11th May 2012.”

**Happy Sailing!**

**Peter Webb**

**DutyMan Co-ordinator**