



LYMINGTON TOWN SAILING CLUB

LTSC Duty Roster using Dutyman

For our roster process we now use Dutyman which is a web based system that is used by many sailing clubs. It lists its key features as:

People and duties

There is a list of people available to the roster along with their expertise. Then you can create a list of duties for each date and allocate people to each duty.

Reminders

Up to 2 reminders can be sent out for each duty.

Swapping

It provides a mechanism for you to e-mail others when you need to swap a duty.

Your introduction to Dutyman

When you are first added to the list of members who will be called upon to do duties, you will receive an e-mail which tells you:

1. Your Dutyman user name and password
2. How to logon to Dutyman

Keep this email, it contains the URL which will sign you onto Dutyman automatically.

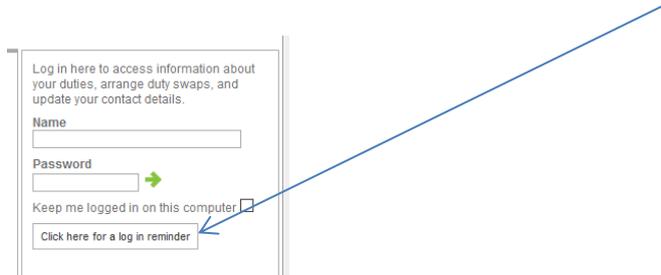
This email does not allocate any duties.

Login to Dutyman

If you keep the welcome email then you can login automatically.

If you do not have it then login from the Dutyman login screen. This is available on the website under Sailing/Duties. Use [ctrl + click here](#) to go directly to this screen.

Your user name is your first name and surname as used in Dutyman. If you have forgotten either your user name or password then there is a button to click which will send you a reminder.



Receiving and managing duties

When a new roster is created you will get an email telling you which duties have been allocated. You should log-in to Dutyman and confirm that you can do these duties. It is a simple process and there are instructions on how to do it on the side of the roster screen.

The full roster in spread sheet form will also be on the club website, This will be the roster as originally created and may not include recent swaps. Use [ctrl + click here](#) to access it.

If you cannot do a duty then use the swapping system. From the roster screen you can select who you would like to swap with (you can choose several people) and Dutyman will create the email and control the process.

As the duty gets closer, Dutyman will send out reminder emails.

Dutyman is intuitive to use, has on screen instructions and additional help screens. We do not intend to send out any additional instructions but if you need more help then please contact either Alastair Beeton or Rob Martin.