

The DutyMan Roster System – what it is and how it works

Littleton is a volunteer run club and relies on its members to ensure all aspects of Club life run smoothly. Carrying out a Littleton duty is a condition of your membership and to assist with managing member's duty dates the DutyMan Roster System is in operation.

Littleton Sailing Club uses a web based system called DutyMan (DM) for interfacing the members with its duties roster. DutyMan notifies members (automatically) of their assigned duties by email. Members can use the system to exchange their duty dates (if necessary), get members' contact information, confirm their availability and do much more.

If you are new to the Club, your contact details will be added to DM (note: this may take a short while so bear with us) and, when you are assigned a duty with your team, your duty will be added to the DM roster.

What happens next depends on whether or not you have supplied us with your email address.

- **Members with emails**

will then get a welcome email containing their unique log in name and password. You *cannot log-in* until you get this email!

If/when you are assigned a team duty, you will get an advisory email about your rostered duties and their corresponding dates; later you will receive reminder emails in advance for these duties. These emails have a quick 'one click link' log in to the DutyMan site.

- **Members without emails**

obviously **do not** get any email communication. However, you should give us your contact phone number so the club and members can contact you regarding your duties.

Either way, do check out DutyMan as soon as possible if you can use the internet as

- **Members with internet access** [with or without email] can view the basic roster to see who's on duty when. You can do this if you have **no** email or if you have email but have not yet received your log-in password. (see 'Getting Started' below)

The following shows you how to find out more about DutyMan *and* summarises some key elements to bear in mind when using DutyMan in more depth later on.

A. Getting started – in easy steps

Check out the DutyMan roster system. You do **not** need a password or an email address to do this. It only needs internet access from your PC – nothing more.

Here's how in 3 simple steps:

1. Go to the LSC website <http://www.littletonsc.co.uk/>
2. Select **Members Pages** [at the top of the home page]
3. Select **Dutyman** - this will open LSC's Dutyman Roster web page and you can now look at the basic Roster and start to explore DutyMan.

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- However, you *must* log in if you want to confirm your duty or swap your duty or get your OD's phone number.
 - Logging in requires your password or a 'quick login' link – both are sent to you from Dutyman by email.
 - If you haven't received your password or a duty reminder it may be that you have not given us your email address OR your email address is incorrect OR you are not yet on the roster.
 - Once you've logged in your duties appear in easy-to-spot **red letters** and you can also now see other members' contact information.

- If you already have a password but have lost or mislaid it - go to the DutyMan web site and click on the link [Forgotten your login?](#)

B. Do's and Don't's - a bit more info

Do

- Check out the system – especially if you are new to Littleton Club or the duties system
- Give us your email address - if you haven't already done so
- Check your details [phone and email] and tell us if they are incorrect or missing
- Update your email address on DutyMan – if it has recently changed, is different or wrong
- **Confirm your availability for your allocated duty on Dutyman**
- Use Dutyman to swap your duty if necessary
- Enter all swaps on Dutyman – including those you have agreed verbally! [your Team Leader needs this info]
- **Let your team leader know if you aren't available and can't arrange a swap**
- Get in touch if you have a problem or any doubts
- Save your reminder emails for the one click 'quicklink' login to your duties
- If you have a problem or query, call or email the LSC dutyman coordinator **jane weisz** (tel: 01932 344103; email: dutyman.lsc@gmail.com)

DON'T

- Don't - Panic if you are not shown on a duty day, you may not be assigned yet
- Don't - Turn up if your team is shown but you aren't – always check with your team leader first

Remember

- You will get 2 reminders by email; the first 60 days ahead then the second 21 days before your duty
- The fastest way to log in is through the 'quick link' in your reminder emails. It is the web link that follows the words **"To view the duty roster, to confirm that you can do your duty, or to arrange a duty swap go to"**
So *don't* delete your reminder emails if you want to keep your 'quick link' handy
- DutyMan is intended to assist the management of duties for you and the club if you have a problem, can't do a duty or arrange a swap you *must* contact your Team Leader.
- **It is a condition of membership that club members, if required, do at least 2 duties a year;** so everyone should be familiar with the basics of DutyMan as it is the tool used to notify or remind you of your duties, display the most up to date roster and manage the overall roster.

Got a problem with DutyMan?..... or want to give some feedback?
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Jane Weisz dutyman.lsc@gmail.com or tel: 01932 344103
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Got a problem with your duties?
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Jo Lloyd jolloyd@btinternet.com or tel: 01932 828151
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Sara O'Toole tot123@ntlworld.com [Bar Duties only]
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Useful links:

<http://www.littletonsc.co.uk/> [Littleton Website]

<http://www.dutyman.biz/dutymantimeout.aspx?id=L0001396> [Littleton's DutyMan website]

<http://www.dutyman.biz/default.aspx> [find out more about DutyMan]