

## The Littleton Sailing Club 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 used.

Littleton Sailing Club uses a web based system called DutyMan (DM) for interfacing the members with its duties roster. DutyMan notifies members of their assigned duties by email (automatically). 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.

[To explore Dutyman see the **Getting Started** Section below]

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

- **Members with emails**

You will then get a welcome email containing your 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 LSC DutyMan website.

- **Members without emails**

You obviously **do not** get any email communication. However, you must give us your contact phone number so the club and members can contact you regarding your duties as they will be posted on the DM roster.

Either way, you can 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)

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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.

### **1. 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.

The online help features of Dutyman are very comprehensive, self-explanatory and can take you through your first steps once you get to the DM web page:

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 DM 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 have problems logging in read the FAQ sheet #1 on Lost Passwords
- If you already have a password but have lost or mislaid it, go to the DutyMan web site and click on the [Need a log in reminder?](#)

## **2. A bit more info**

### **Do**

- Check out the system – especially if you are new to Littleton Club or the duties system
- Give LSC your email address - if you haven't already done so
- Check your details [phone and email] and tell the Membership secretary if they are incorrect or missing
- **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 to know]
- **Let your team leader know if you are either un-available or can't arrange a swap**
- Get in touch if you have a problem or any doubts
- Save your reminder emails for the one click 'quick login' link to your duties
- If you have a problem or query, email the LSC dutyman coordinator (email: [dutyman@littletonsc.co.uk](mailto:dutyman@littletonsc.co.uk).)

### **DON'T**

- Don't - Panic if you are not shown on a duty day, you may not be assigned yet

### **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 login' 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; or recover your password by clicking on [Need a log in reminder?](#)
- If you change your password, please make a note as we don't have access to it. If you forget it then use the [Need a log in reminder?](#) on the Dutyman home page
- 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.

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**Got a problem with DutyMan?..... or want to give some feedback?**

[dutyman@littletonsc.co.uk](mailto:dutyman@littletonsc.co.uk)

**Got a problem with your duties?**

LSC Duties administrator [dutyman@littletonsc.co.uk](mailto:dutyman@littletonsc.co.uk)

Bar [bar@littletonsc.co.uk](mailto:bar@littletonsc.co.uk) [Bar Duties only]

## Changed your email address, phone number or address?

Membership Secretary [membership@littletonsc.co.uk](mailto:membership@littletonsc.co.uk)

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]

### **Tips for Swapping duties**

If you have problems swapping please read the FAQ Sheet #2 on Duty Swaps and refer to the the <How do I> tab

#### **DOs and DON'Ts of swapping**

**DO** take care selecting your target swaps

**DO** swap like for like (e.g AOD for AOD)

**DON'T** make too many requests at once [limit to 5]

**DON'T** use the multi-select option, unless you are sure what it does

**DO** be alert to the difference between Thursday evenings and weekends

**DO** *not* choose special events, unless you are qualified to do them

#### **Before pressing that Request Swap button.....**

**DO** add a message

**DO** ask for a summary

#### **And finally.....**

**DO** take care when accepting swaps – check that it is the right one for you

Remember the first person to accept a swap request gets it and you can't withdraw your requests once it is submitted.

**DO** with late swaps, telephone potential members first. It is a lot faster and more reliable than waiting for email responses.

**an e-version of this document is available**

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