- I need to swap my duty
- I can't do my duty and can't get a swap

First you need to log in to Dutyman [see DutyMan FAQ #1 if you don't know how to login or have problems with your password]

If you experience any difficulties with finding a swap or attending your dates please contact your OD/Team Leader ASAP

If you encounter problems with using Dutyman to swap- contact <u>dutyman@littletonsc.co.uk</u>.

Once logged in your home screen is shown. Select either of the <u>Request a duty swap</u> options.

Littleton Sailing Club (Sailing Team Duties)	
Roster Directory Profile Password Activity Log Smartphones Log Out How do L	
Calendar View List View Help What The Symbols Mean	
January 2014	Home
February 2014	You are logged in as
Sun 02 February	
Late Winter Series Day 3 Click on a month, a date or an event in the calendar	What do you want to do next?
Late Winter Series Day 4 to view the corresponding duties.	Perment a duty even
✓ Sun 16 February Click ► to expand ↓ to collapse	
Late Winter Series Day 5	Volunteer for a duty
Sun 23 February Your duties are highlighted in red	Confirm your duties
March 2014	Print or export a list of your duties
▶ April 2014	
▶ May 2014	Your duties on your smartphone
▶ June 2014	Update your contact details
▶ July 2014	Change your password
August 2014	Resend your Welcome Message
September 2014	3
October 2014	Bookmark this page
November 2014	Make sure you receive emails
December 2014	No. In the second
	2

The Dutyman <u>How do I</u> tab is very helpful and once you are on the swap page the <u>How</u> requesting a duty swap works shows the process in more detail.

Littleton SC recommendations, tips and requirements:

- Limit your number of requests to a maximum of 5 at a time
- Always add an explanatory message
- Always tick the Mail me a summary box
- Members actively seeking a swap have their swap symbol highlighted
- Members without email, don't have a swap icon and therefore you cannot use Dutyman to swap with them
- Remember that the first person to accept your request gets the swap; all other requests are then null.
- If your duty date is close, try phoning to ask for swaps first. Not everyone checks their emails regularly.
- Even if you agree a swap by telephone or email or in person you must then use Dutyman to record your swap.
- Once you get your swap, inform your OD/Team leader [and optionally the OD of the new duty] of the change.

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