

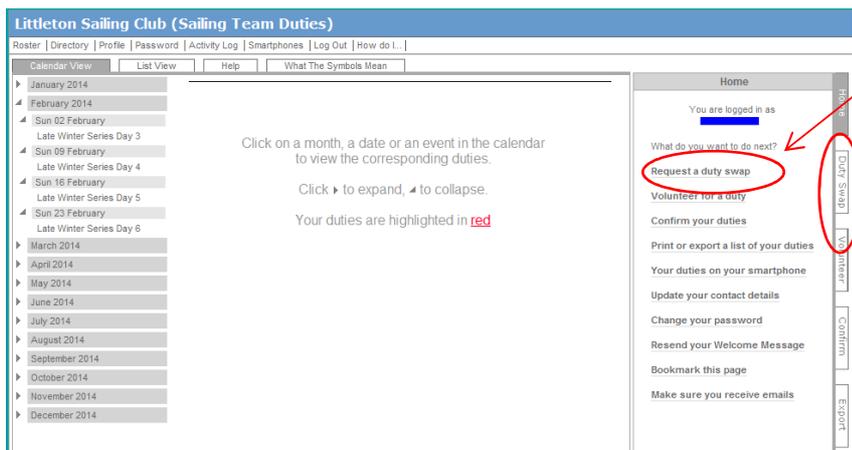
- I need to swap my duty
- I can't do my duty and can't get a swap

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 dutyman@littletonsc.co.uk.

Once logged in your home screen is shown. Select either of the [Request a duty swap](#) options.



The Dutyman [How do I](#) tab is very helpful and once you are on the swap page the [How 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.

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 dutyman@littletonsc.co.uk.