Using Dutyman for booking your Duty Day or Race Duty

[**Note**. If you have received an email from Dutyman, with your account details go straight to * below]

Logging on:
If you have used Dutyman before or you believe you have a Dutyman account go to the Dutyman page, either through the Dutyman link on the club web site (Use the drop down titled: Membership Services and then select Dutyman). The Web page is: (http://www.portchestersc.org/dutyman-login); or direct to http://www.dutyman.biz/dutymantimeout.aspx?id=P0001559
Select 'All events and duties' in blue to log in.

If you don't know your logon details or password then select "Yes, Please" in the "Need a log in reminder?" box. This will send you an email with your logon details.
If you do not have a Dutyman logon or it does not work, for Maintenance issues please contact the Maintenance help as shown below. Preferably by email.
If the problem is related to Dinghy duties, please use the administrator link on the Dutyman page.

*
The email will include a section

"ACCESSING DUTYMAN
There are two ways to access Dutyman -   "

This will be followed by a link, and further down an account name and password.
Either: save the email and use the link every time you wish to log on
Or: Logon to the Club website using the link and then change your password to something you can remember, and note your account name and password somewhere secure

[Note. If you are going to use the new terminal in the club foyer you will need to know your account name and password.]
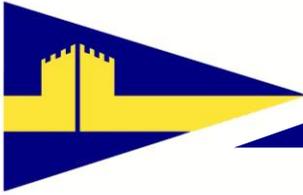
When you have logged on you will see:-

You are logged in as

'your account name'

And on the right hand side of the page a choice of items:-

What do you want to do next?

Request a duty swap

Volunteer for a duty

Confirm your duties

Print or export a list of your duties

Access Dutyman on your phone

Update your contact details

Change your password

Resend your Welcome Message

Bookmark this page

Make sure you receive emails

Choose the 'Volunteer for a duty'
The right hand box will now be headed 'Volunteer'
There will also be a choice of actions across the top of the screen under the heading, and on the tabs, the 'calendar View' will be highlighted.
There is a slider control (blue) towards the left hand side, just to the right of the dates. Pick the month you are interested in, and click on it. This will give you a view of the days in that month when something is happening. Use the second slider bar (blue) to the right hand side to move up and down the month, looking for 'Maintenance Duty' followed by a number 1, 2, 3 or 4. Alternatively look for an available dinghy duty on the dates you require and complete the sequence.

Follow the Instructions in the 'Volunteer' Box, ensuring you press the Volunteer button when you have the right selection.