



How to arrange a swap in duties

Password: Before you start you will need to know your password. This has been pre-set to be your membership number which can be found on the reverse of your gate card.

1. Follow the link on the SLYC Duty homepage for the Member Duty Rota or the one below:
<http://www.dutyman.biz/dmmain.aspx?id=S0001974&mode=2>

2. Log in on the panel on the right hand side, using your name such as “Joe Smith”

3. Enter your password.

4. If you cannot remember either your username or password you can request that it be emailed to you. Simply enter your email address or, if you have several, the one that the club uses to communicate with you.

Need a log in reminder?

Name
Joe Smith

Password
.....

5. Once logged in a list of option is available on the right hand side of the page. Click on Request a Duty Swap and follow the instructions on screen.

Home

You are logged in as
Brian Corry

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](#)
- [Your duties on your smartphone](#)
- [Update your contact details](#)

Home
Duty Swap
Volunteer

- a. Choose the duty that is currently assigned to you that you wish to swap by clicking on the associated radio button.

Calendar View | List View | Help | What The Symbols Mean

Paged Continuous

Go to ...

Request a Duty Swap

How requesting a duty swap works

- 1 Find your duty that you want to swap and click its button
- 2 Select duties (maximum 20) with which to request a swap by clicking their or symbols

or

Click **Multi Select** to select duties with the **same type** as yours on or after **11 April 2013**. (To change this date click the swap symbol of the first suitable duty.)

- b. Then choose a number of other people to contact for the swap by clicking on their red and blue symbol – **once selected that person’s name will appear in bold**.

on or after :
(To change symbol of t)

select,

3 Your mes

- c. You can decide to contact more than one person however I suggest that you do no more than two or three at any one time.
- d. You can then include a short message to the recipients.
- e. Click on Request Swap

What happens next?

All the people you have chosen will receive an email requesting your swap. They simply need to click on the link to accept or reject your request. You will receive a notification if it is accepted and the calendar will be updated with the new details.

If you have any problems please email sailing@slyc.co.uk