

## How to use DutyMan

**It will help us considerably if all race officers and safety boat drivers would please confirm their duties on Dutyman. If you do not do this, it leads to uncertainty for all who are racing.**

1. Go to the RHYC website and click on "Racing", then "DutyMan roster".  
If you need a login reminder click on "Yes, please" on the right hand side of the screen.
  - i. You will be asked for your email address, then click "Send Welcome Message" to get an email reminder with your login details.
  - ii. Scroll down the message and eventually you get to your password.
2. Log in to DutyMan by entering your name and password.
3. When you are logged in you will see a column on the left with your duties marked in RED. You may have to scroll down the left hand column to get to your duty/ies. You can open a specific month by clicking on the month in the left hand column to display all the duties for that month.
4. You will also see a column on your right asking "What do you want to do?" This leads you through the process of confirming your duty, requesting a swap, finding another person to swap with etc.

There is also a YouTube video produced by George Finch available at:

<https://youtu.be/S9C1TOUf-IY>

If you still have a problem with this please contact Edward Harrison  
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