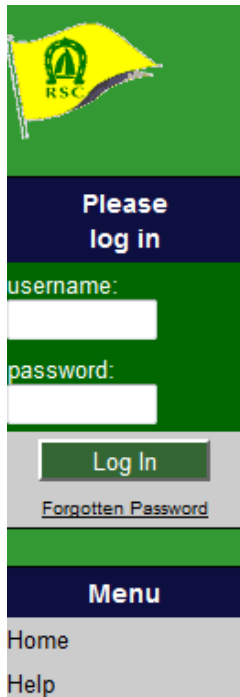


To Bag Own Duties.... Here's How You Do It..

To access the site, go to http://www2.rutland-sailing.org.uk/rutland_members/



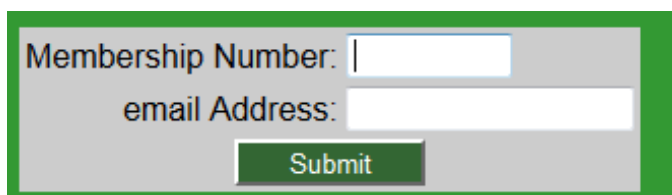
Enter your membership number in the “username” space



On your first visit, you will need to click on “forgotten password”



If you click on “forgotten password”, the following registration screen will appear.



You will then need to enter your membership number and email address and click on “submit”.

The system creates a password from two dictionary words joined by a symbol, which it sends by email to the member. If the email address that is entered is not the one that we hold on our records, the system will respond “Member no “xxxx” has been granted access to the system by the system manager but the email address “abc@xyz” does not match any on record for this member. Please try again with an alternative email address, or contact the Club Office to request a valid email address to be added to the records”.

Once the correct email address for the membership number has been entered, the following screen will appear.



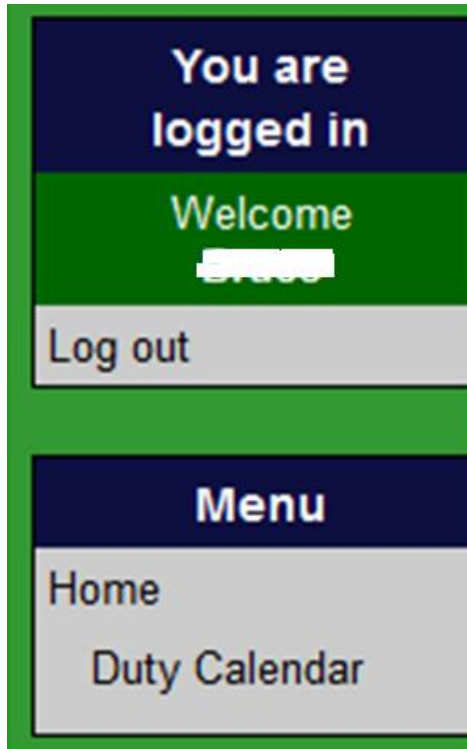
The dictionary has been sanitised but if you feel the phrase is in any way offensive or unacceptable, please notify the office of the problem and repeat the “Forgotten Password” procedure.

Once you have the password, you can then log in to the system using your membership number and password.

Click on “Home” to begin again, armed with your password.

Enter your membership number and password and click on “Log In”.

Once you have successfully logged in, the following will appear on the screen.



Click on Duty Calendar

The next screen looks like this:

Rutland Sailing Club -- Events Calendar

November 2013

1	Sat Nov 2	Sun Nov 3	4	5	6	7	8	Sat Nov 9	Sun Nov 10	11	12	13	14	Fri Nov 15	Sat Nov 16
	Club Sailing	Club Sailing						Firefly Inlands	Firefly Inlands					Safety boat course	Club sailing
								participants: 40	participants: 40						
	crew:confirmed/req'd	crew:confirmed/req'd						crew:confirmed/req'd	crew:confirmed/req'd					crew:confirmed/req'd	crew:confirmed/req'd
	PRO 0/0	PRO 0/0						PRO 1/0	PRO 1/0					PRO 0/0	PRO 0/0
	APRO 0/0	APRO 0/0						APRO 3/0	APRO 3/0					APRO 0/0	APRO 0/0
	OOD 0/0	OOD 1/1						OOD 0/0	OOD 1/1					OOD 0/0	OOD 0/0
	AOD 0/0	AOD 2/2						AOD 0/0	AOD 2/2					AOD 0/0	AOD 0/0
	Primary Cox 1/1	Primary Cox 1/1						Primary Cox 1/1	Primary Cox 1/1					Primary Cox 0/0	Primary Cox 0/0
	Coxswain 1/1	Coxswain 1/1						Coxswain 3/3	Coxswain 4/4					Coxswain 0/0	Coxswain 1/1
	Comp Crew 0/0	Comp Crew 0/0						Comp Crew 0/0	Comp Crew 0/0					Comp Crew 0/0	Comp Crew 0/0
	Marklayer 0/0	Marklayer 0/0						Marklayer 1/1	Marklayer 1/1					Marklayer 0/0	Marklayer 0/0
	Ferryman 1/1	Ferryman 1/1						Ferryman 1/2	Ferryman 1/1					Ferryman 0/0	Ferryman 1/1
	Rescue Crew 2/3	Rescue Crew 2/3						Rescue Crew 8/8	Rescue Crew 7/8					Rescue Crew 0/0	Rescue Crew 1/1

Action

Months to View: 3

Start Date: 2013-11-01

Action

Months to View

3

Start Date

2013-11-01

Using this box, find the month in which you would like to do your duty.

Once you have arrived at the month, you can scroll forwards and backwards, using the scroll bars at the bottom of the screen.

1	2	3	Sat Jan 4	Sun Jan 5	6	7	8	9	10	Sat Jan 11	Sun Jan 12	13
			Club Sailing	Club Racing						Club Sailing. Topper Natonal Junior Int Squad	Club Racing Topper National Junior Int Squad	
			crew:confirmed/req'd	crew:confirmed/req'd						crew:confirmed/req'd	crew:confirmed/req'd	
			<u>PRO</u> 0/0	<u>PRO</u> 0/0						<u>PRO</u> 0/0	<u>PRO</u> 0/0	
			APRO 0/0	APRO 0/0						APRO 0/0	APRO 0/0	
			<u>OOD</u> 0/0	<u>OOD</u> 0/1						<u>OOD</u> 0/0	<u>OOD</u> 1/1	
			AOD 0/0	AOD 0/2						AOD 0/0	AOD 2/2	
			Primary Cox 0/1	Primary Cox 0/1						Primary Cox 0/1	Primary Cox 0/1	
			Coxswain 1/0	Coxswain 1/0						Coxswain 1/0	Coxswain 0/0	
			Comp Crew 0/0	Comp Crew 0/0						Comp Crew 0/0	Comp Crew 0/0	
			<u>Marklayer</u> 0/0	<u>Marklayer</u> 0/0						<u>Marklayer</u> 0/0	<u>Marklayer</u> 0/0	
			Ferryman 0/0	Ferryman 0/0						Ferryman 0/0	Ferryman 0/0	
			Rescue Crew 0/1	Rescue Crew 0/1						Rescue Crew 0/1	Rescue Crew 0/1	

The crew type for which you are eligible (rescue boat, ferry driver or race management) will be underlined and you will be able to click on it to open the roster window.

If there are slots that need to be filled, then the numbers by the duty will be coloured red. If there are slots, you will be able to enter yourself for one or more duties. If you enter yourself for more than one duty, then this implies that you are bringing a spouse or adult child, who is eligible to fulfil a duty in his or her own right. In this case, please use the comment field to name the individual. The extra duty counts towards the member's total.

If the number is not coloured red, you can still access the duties to view them but will not be able to put yourself in for a duty.

Edit Event Crew

Event name:	Club Racing	Date:	2014-01-05
Crew Type:	OOD	Max Crew:	2

[Member No] Name (Confirmed/Maximum)	Status	Edit crew	Comment
[504] (0/2)	Cancelled	edit	testing =!
[504] (0/2)	Cancelled	edit	testing =!
[504] (0/2)	Cancelled	edit	testing =!
		edit	

Provided there is a vacancy for a duty, and provided the event is more than 6 weeks off, you may volunteer for a duty. To do so, select your name in the left-hand drop-down list, and click on "Submit".

If you have already volunteered, as shown in the list, and the event is more than 6 weeks off, you may cancel your duty by selecting "Cancelled" against your name.

You also may enter a comment against your selected duty for additional information

Edit Event Crew

Event name:	Club Racing. RYA Feva E/SE Zone Squad	Date:	2014-01-26
Crew Type:	OOD	Max Crew:	2

[Member No] Name (Confirmed/Maximum)	Status	Edit crew	Comment
	Volunteered	edit	

Provided there is a vacancy for a duty, and provided the event is more than 6 weeks off, you may volunteer for a duty. To do so, select your name in the left-hand drop-down list, and click on "Submit".

If you have already volunteered, as shown in the list, and the event is more than 6 weeks off, you may cancel your duty by selecting "Cancelled" against your name.

You also may enter a comment against your selected duty for additional information

Your name will appear here.

This box allows you to "volunteer" for a duty or cancel it.

If you decide not to make any changes, just click on "Close". If you wish to effect the reservation or cancellation of the duty, click on "Submit".

It is important to remember that in order to actually cause anything to happen, you must click on the “submit” button.

If you already have a duty and need to cancel it, you may mark it as cancelled but only as long as it is more than 6 weeks away. If you need to cancel an imminent duty, you will need to email or contact the office. This will apply for imminent swaps as well.

After selecting a duty, you will return to the screen with all the dates on and you can scroll forward or backwards to put in further reservations or use the little box on the bottom left of the screen to move around the year.

From there, you can return to the “Home” screen or directly log out of the system.

A couple of months before duties become live, the office will fill in the other gaps, using members who have not rostered themselves and who have not sent in forms. At this time, the roster will be emailed or posted to all of the members who have a duty during the month and, as before, reminders will be sent out about two weeks before the actual date of the duty.

If a member decides to send in a form, the office will endeavour to allocate the duties, as stipulated and as available. It is advisable to offer at least five different dates if you decide to use the form. Similarly, if a member emails the office with dates which suit him, we will try to use these.

The system keeps an accurate record of all events such that, at the end of the year, we are able to see how many times each member has cancelled a duty, the dates when they have simply not turned up and, of course, the dates when duties are booked in and when they have been completed. The Sailing Committee and fleet captains are updated each month with this information.

We have been “testing” the system for most of this year and are fairly confident that it works very well. However, if you are struggling to find your way around it, please do not hesitate to telephone us and we will do our best to help you to work through any initial difficulties you are experiencing.

Equally: we accept that while this system will be very helpful to members who want to organise their own duties; others may still feel more comfortable using the old rescue form or telephone. This is perfectly acceptable.

Members should be aware that if they fail to turn up for duties and fail to inform the office, extra members have to be drafted in, sometimes needlessly. There are a lot of excellent members who do far more duties than would be expected but it is better that they should be called on to cover genuine emergencies and unforeseen circumstances.