



Using the WSC Sailing Club Manager (SCM) Duty Roster system



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1. About the Duty Roster

As a Club that is run entirely by its members, we depend on members volunteering for the duties needed to provide a safe and enjoyable sailing programme.

Our approach is to encourage all members, who are able, to volunteer for 3 duties, usually as Assistant Race Officer (ARO) or in a Patrol Boat (PB or APB) role or, if they feel competent, as the Race Officer (RO).

The duty roster is drawn up at the start of each calendar year by the Sailing Secretary and is managed through the Club's SCM website.

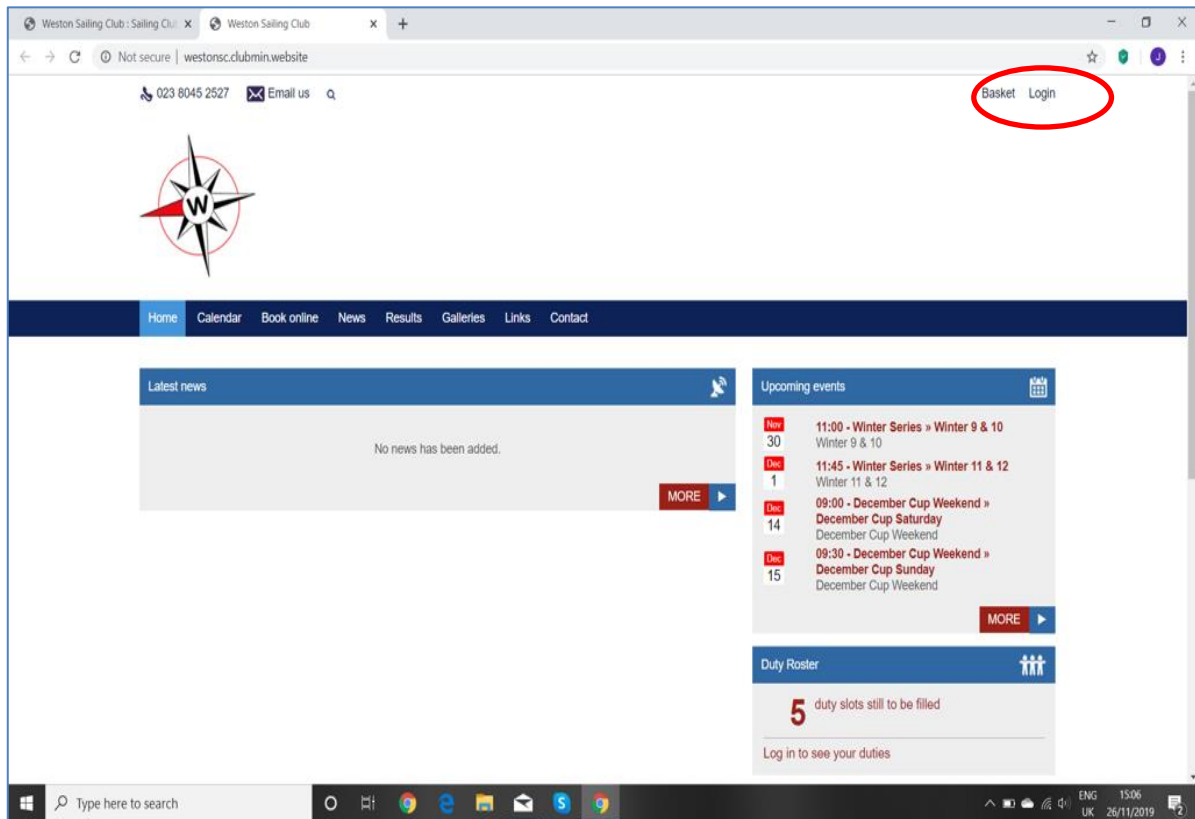
It is your responsibility as a member of the club to volunteer for the suggested number of duties (3). **Volunteering as early as possible gives you the best range of both duties and dates to suit your own sailing and social arrangements.** If insufficient volunteers are forthcoming by the end of February, Sailing Club Manager will randomly allocate unfilled duties (aka 'gaps') to members who have not yet volunteered for their 3 duties.

In the event that you cannot undertake a duty for which you have volunteered (or which has been allocated to you), it is your responsibility to arrange a duty swap with another club member.

If you are unable to undertake a particular duty (e.g. due to illness) or a week before your selected duty, you have been unable to arrange a suitable swap, you **MUST** inform the Duty Officer and/or Race Officer for the event concerned. Ideally this should be by telephone and their number can be found via the online Duty Roster system.

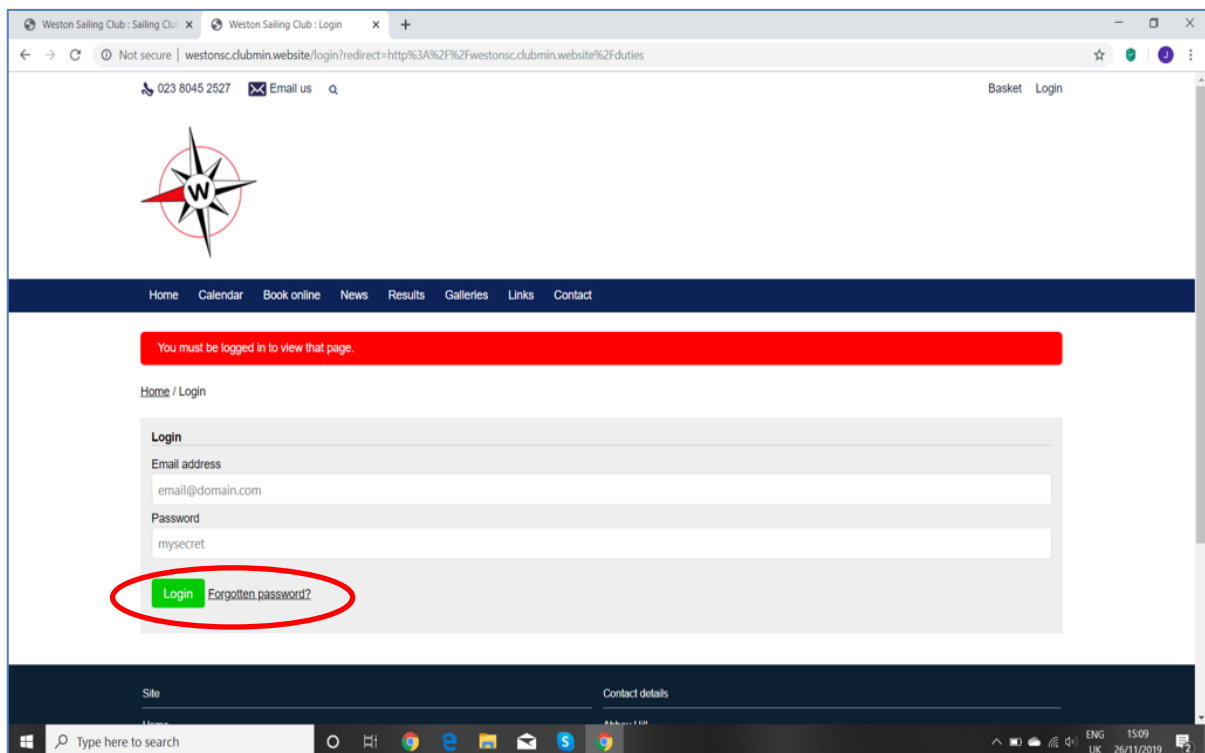
2. Signing in to the WSC website

Much of the WSC SCM web site can be viewed by the public but some pages, including the duty roster, are restricted to club members only. So to access the duty roster you will first need to sign in to your WSC SCM account. You can do this by clicking on the "Login" link which is in the very top right hand corner of the WSC SCM homepage. Please see the image below.



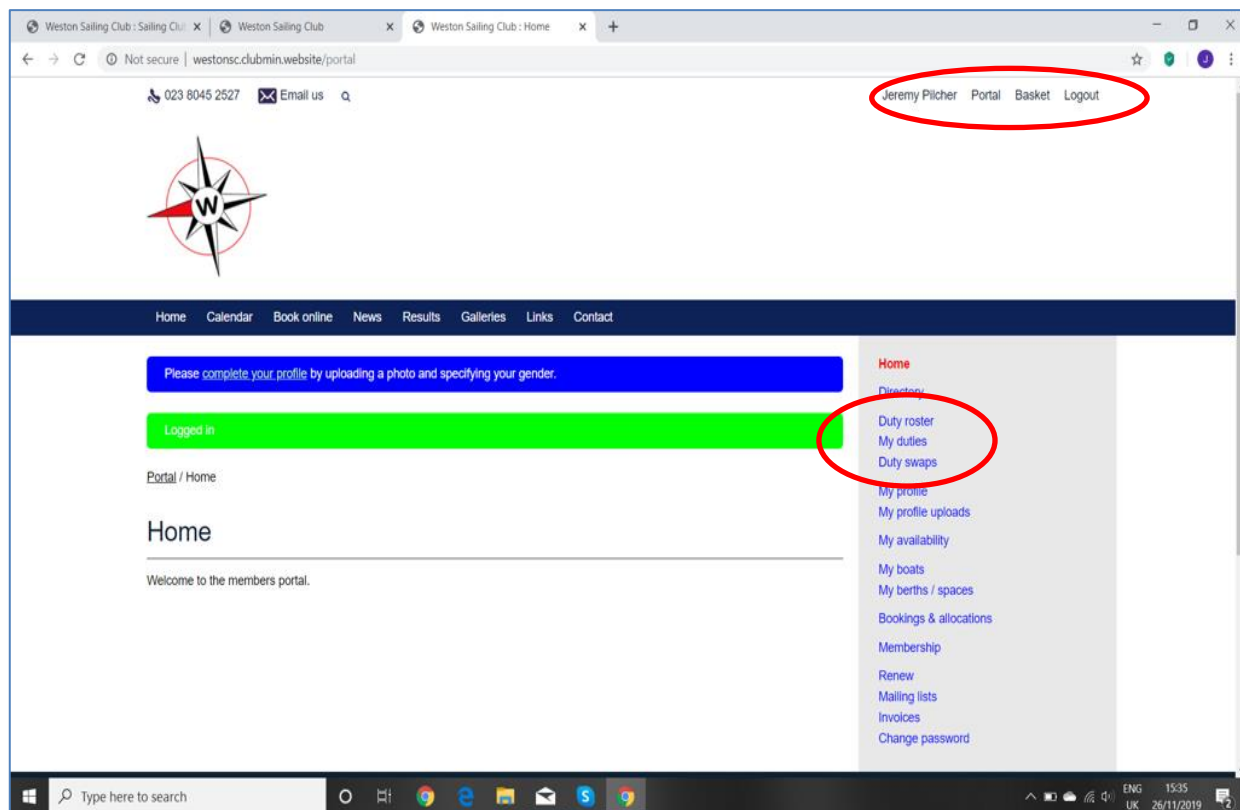
You can log in using your registered email address and password. When you have entered your log in details, click the “Login” button.

If you have forgotten or lost your password, click on the “Forgotten Password” link (see below) and we will send you a new one.



3. Your personal home page

Once you have signed in successfully you will see your personal home page. This shows your name, the “Portal”, and a logout link at the top right of the screen. Clicking the “Logout” link logs you out of the members’ area and returns you to the main public website. “Portal” gives access to a panel with the links to other pages in the Members Only section of the website.



The duty roster screens can be viewed by clicking on one of the links in the grey “Portal” panel on the right hand side of the page. By clicking “Portal” at the top right you can return to this menu list from any other screen on our website so long as you are logged in.

The 3 links that you will use to access the Duty Roster are ringed above. They are:

- Duty Roster
- My duties
- Duty swaps

4. Viewing the full Duty Roster

Click on the link that says “**Duty Roster**”. This opens a screen that will look similar to the image below:

The screenshot shows the 'Duty roster' page. At the top, there's a header 'Duty roster'. Below it, there are filters for 'Duty types' (All, Assistant Race Officer, Beach Parent, Race Officer, Safety Boat Assistant, Safety Boat Driver, Trainee Race Officer) and 'Event types' (All, Points Race, Trophy Race, Social, Junior Training, Junior Sailing, One Tide Cruise, Day Cruise, Training, Sprint Races). There are also 'Tags' (All, Cruise, Junior, Race, Social, Training). The main table has columns: Date, Event, Duty, Times, Contact / Member, and Status. The table lists three events: 'Early Points 1' on Sat 28 Apr 2018, 'Early Points 2' on Sun 29 Apr 2018, and 'Early Points 3' on Sat 5 May 2018. Each event has a list of duties with assigned members or a 'Volunteer' button. The sidebar on the right contains a menu with 'Duty roster' highlighted by a red circle. Other menu items include My duties, Duty swaps, My profile, My profile uploads, My availability, My boats, My berths / spaces, Bookings, Allocations, Membership, Renew, Mailing lists, Invoices, Change password, Frequently Asked Questions, 7 Club Document Library..., Minutes of the 2017 AGM, and Approved Version of the WWSC Constitution. Red circles also highlight the 'Volunteer' buttons in the Status column for each event.

Date	Event	Duty	Times	Contact / Member	Status
Sat 28 Apr 2018	Early Points 1	Race Officer	10:45 to 13:15	Ann Carnegie	Volunteer
		Assistant Race Officer	10:45 to 13:15	Liz Richardson	
		Safety Boat Driver	10:45 to 13:15	Tom Richardson	
		Safety Boat Assistant	10:45 to 13:15	Catharine Melville	
		Trainee Race Officer	10:45 to 13:15	-	
Sun 29 Apr 2018	Early Points 2	Race Officer	11:30 to 14:00	Peter McKerchar	Volunteer
		Assistant Race Officer	11:30 to 14:00	Sarah Hammett	
		Safety Boat Driver	11:30 to 14:00	Mark Chilton	
		Safety Boat Assistant	11:30 to 14:00	Judy Chilton	
		Trainee Race Officer	11:30 to 14:00	-	
Sat 5 May 2018	Early Points 3	Race Officer	15:00 to 17:30	-	Volunteer

The club duty roster is displayed for all club events in chronological order. It shows the date and name of the event, the duties that have been defined for the event, and the duty start and finish times. By scrolling down you can access every page of the Duty Roster covering the entire programme of events for the year.

If the word “**Volunteer**” appears in the Status column, this means that no one has yet volunteered for that duty and you may select it.

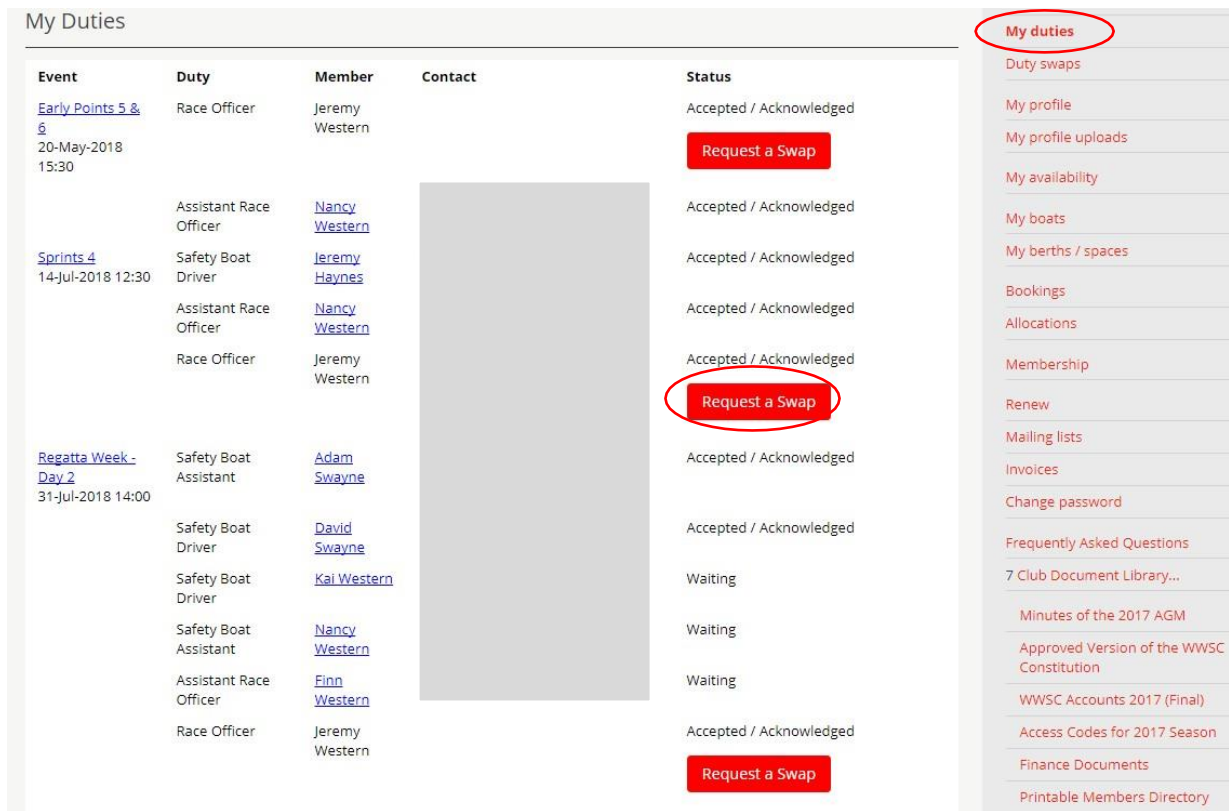
For club members who have already volunteered (or been allocated) to a particular event, clicking on the member’s name will take you to their contact details.

If the word “**Pending**” appears next to a duty and member’s name in the status column, this means that the member has not yet acknowledged and accepted the duty allocated to them.

Prior to an event, we strongly recommend that the Duty Officer and Race Officer for that event logs in to the Duty Roster to see who is on their race team for that event and to check the status of the duties that have been assigned.

5. Viewing your allocated duties

Click on the link that says “**My duties**”. This will open a screen that looks similar to the image below:



Event	Duty	Member	Contact	Status
Early Points 5 & 6 20-May-2018 15:30	Race Officer	Jeremy Western		Accepted / Acknowledged Request a Swap
	Assistant Race Officer	Nancy Western		Accepted / Acknowledged
Sprints 4 14-Jul-2018 12:30	Safety Boat Driver	Jeremy Haynes		Accepted / Acknowledged
	Assistant Race Officer	Nancy Western		Accepted / Acknowledged
	Race Officer	Jeremy Western		Accepted / Acknowledged Request a Swap
Regatta Week - Day 2 31-Jul-2018 14:00	Safety Boat Assistant	Adam Swayne		Accepted / Acknowledged
	Safety Boat Driver	David Swayne		Accepted / Acknowledged
	Safety Boat Driver	Kai Western		Waiting
	Safety Boat Assistant	Nancy Western		Waiting
	Assistant Race Officer	Finn Western		Waiting
	Race Officer	Jeremy Western		Accepted / Acknowledged Request a Swap

My duties
Duty swaps
My profile
My profile uploads
My availability
My boats
My berths / spaces
Bookings
Allocations
Membership
Renew
Mailing lists
Invoices
Change password
Frequently Asked Questions
7 Club Document Library...
Minutes of the 2017 AGM
Approved Version of the WWSC Constitution
WWSC Accounts 2017 (Final)
Access Codes for 2017 Season
Finance Documents
Printable Members Directory

Note: Personal contact Details have been greyed out but will normally appear on this screen

The page shows all the events for which you have either volunteered or been allocated a duty.

It shows the date and name of the event, the duties that have been defined for the event, and the duty start and finish times.

It also shows the names of club members who have been allocated to the same event and whether or not they have accepted the duty. It also shows their contact details. If the word “**Waiting**” appears next to a duty and member’s name in the status column, this means that they have not yet acknowledged and accepted the duty.

If you need to swap a duty allocation, simply click on the red “**Request a Swap**” button alongside your name and follow the actions outlined below.

6. Requesting a duty swap

Clicking on the **“Request a Swap”** button on the **“My Duties”** screen will open a new “Swap request” screen similar to the one shown below:

Create a duty roster swap request

You are asking to swap:

Race Officer (v)
Early Points 5 & 6
20 May, 15:30 - 18:00

Please explain why you would like to swap your duty*:

Please select up to **ten** positions you are interested in. You must pick at least one*:

- ☐ Ann Carnegie – Race Officer @ Early Points 1 (28 Apr 10:45 to 13:15)
- ☐ Liz Richardson – Assistant Race Officer @ Early Points 1 (28 Apr 10:45 to 13:15)
- ☐ Tom Richardson – Safety Boat Driver @ Early Points 1 (28 Apr 10:45 to 13:15)
- ☐ Catharine Melville – Safety Boat Assistant @ Early Points 1 (28 Apr 10:45 to 13:15)
- ☐ Peter McKerchar – Race Officer @ Early Points 2 (29 Apr 11:30 to 14:00)
- ☐ Sarah Hammett – Assistant Race Officer @ Early Points 2 (29 Apr 11:30 to 14:00)
- ☐ Mark Chilton – Safety Boat Driver @ Early Points 2 (29 Apr 11:30 to 14:00)
- ☐ Judy Chilton – Safety Boat Assistant @ Early Points 2 (29 Apr 11:30 to 14:00)
- ☐ Peter McKerchar – Race Officer @ Sprints 1 (19 May 14:30 to 17:00)
- ☐ Alice McMillan – Assistant Race Officer @ Sprints 1 (19 May 14:30 to 17:00)
- ☐ Nancy Western – Assistant Race Officer @ Early Points 5 & 6 (20 May 15:30 to 18:00)
- ☐ David Swayne – Race Officer @ RNLI Pennant (28 May 11:00 to 13:30)
- ☐ Sarah Hammett – Assistant Race Officer @ RNLI Pennant (28 May 11:00 to 13:30)
- ☐ Guy Russell – Race Officer @ WSSYSA Topper Open Meeting (2 Jun 14:15 to 16:45)
- ☐ Clare Collett – Assistant Race Officer @ WSSYSA Topper Open Meeting (2 Jun 14:15 to 16:45)

Navigation sidebar:

- Duty roster
- My duties
- Duty swaps
- My profile
- My profile uploads
- My availability
- My boats
- My berths / spaces
- Bookings
- Allocations
- Membership
- Renew
- Mailing lists
- Invoices
- Change password
- Frequently Asked Questions
- 7 Club Document Library...

This screen shows the duty that you have requested to swap, the event, the date and the duty time.

If you want to, you can type a message into the message box explaining why you want to swap your duty e.g. “On holiday”. This message will appear in the email that is automatically sent on to all the people you select from the list possible swaps.

Obviously, the more people you identify as possible swaps, the greater the chance of finding someone. You can choose up to ten people and duties from the list by clicking in the box against their name.

When you have finished, make sure that you scroll to the bottom of the list and click the red **“Request duty swap”** button.

This will automatically send a swap request to each person that you have selected from the list.

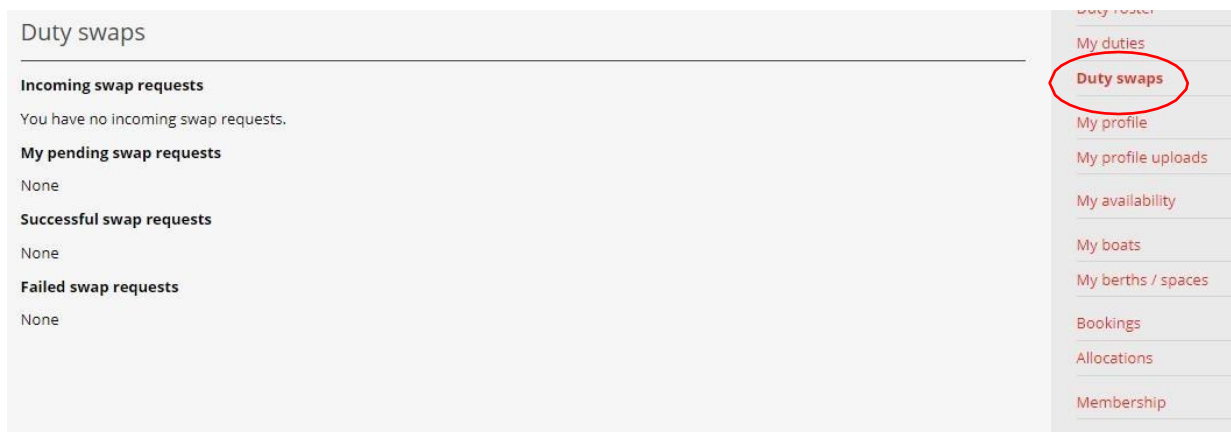
7. Responding to a duty swap request

During the sailing season, you may receive an email from the WSC SCM website notifying you that someone would like to swap their duty with you.

It is essential that you respond as soon as possible to the swap request, whether you are able to swap or not. If you do not respond, the duty swap request cannot be resolved and may mean that an essential duty goes unfilled, and may even result in cancellation of the event.

When you receive a swap request, you should log in to the member's section of the website and navigate to the Duty swaps page by clicking on the "**Duty swaps**" link. Remember that you can do this from any computer, tablet or smart phone.

This will open a page similar to the one below:



The screen will show:

- A summary of all of the swap requests that you have received (**Incoming swap**)
- Any swap requests that you have made that remain unresolved (**My pending swap**)
- Your swap requests that have been successfully resolved (**Successful swap**)
- Swap requests you have made that have been declined (**Failed swap**)

If you receive an incoming swap request, simply click on the "Accept" or "Decline" button as appropriate. [NB As the screen image above contains no swap requests, these buttons are not shown.] This will send an email to the person making the request to let them know your decision.

As well as responding to swap requests, you should use this screen to check on the status of any swap requests you have made and whether these have been successful or not.

In case of any queries about this system, please feel free to contact the Sailing Secretary (sail@weston.org.uk).