

Dell Quay Sailing Club Manager

How To Accept Or Decline A Duty Swap

When someone wants to swap a duty with you, you will receive an email invitation from them



To respond to the swap request, log into Dell Quay Sailing Club Manager

<https://members.dellquaysc.co.uk/>

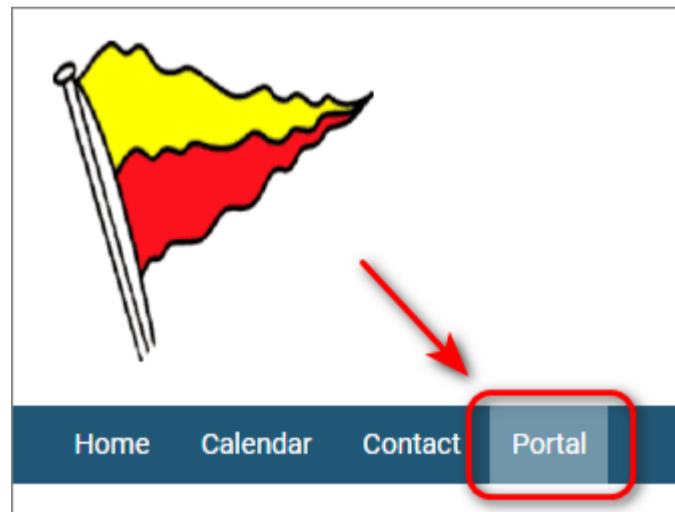


Log into Dell Quay Sailing Club Manager:

1. Enter login email address
2. Enter password
3. Click on "Login"

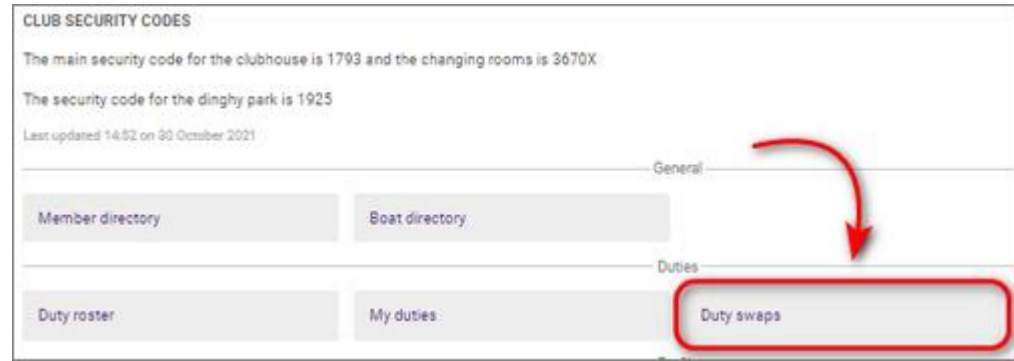


Select "Portal"



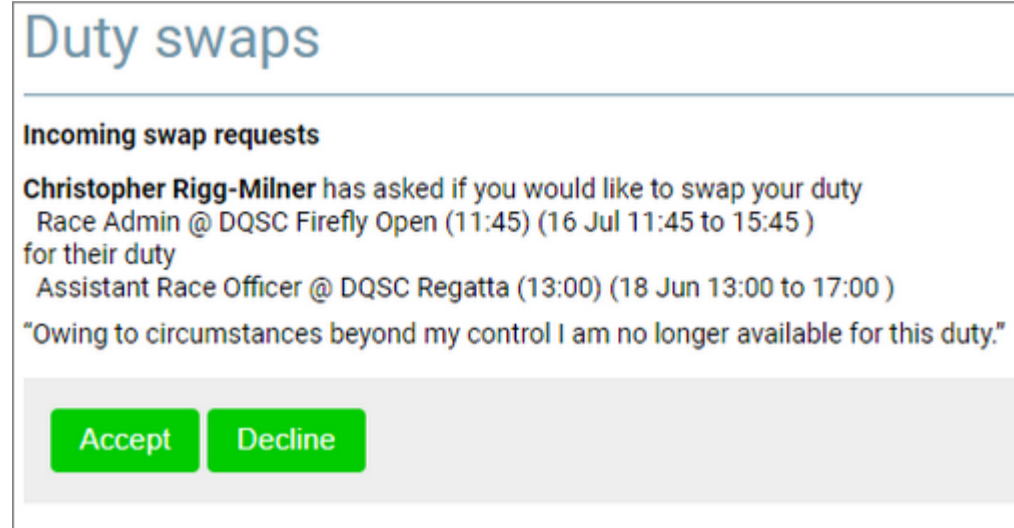
Scroll down the page and select "Duty swaps"

You will be able to **Accept** or **Decline** the swap request



Accept

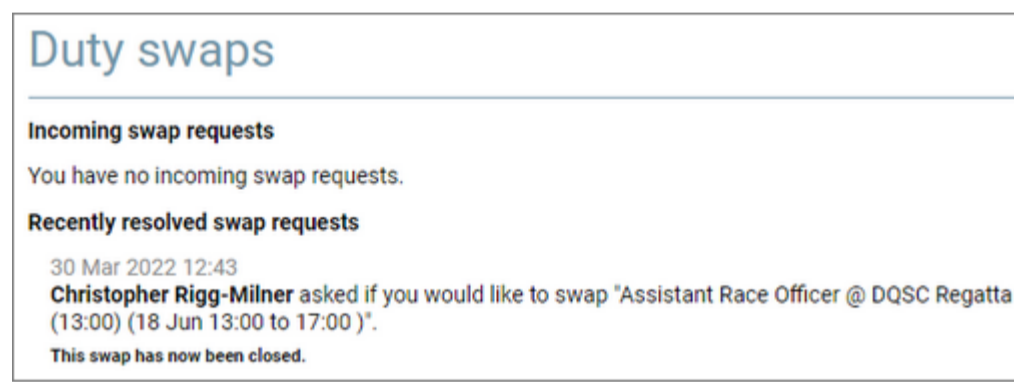
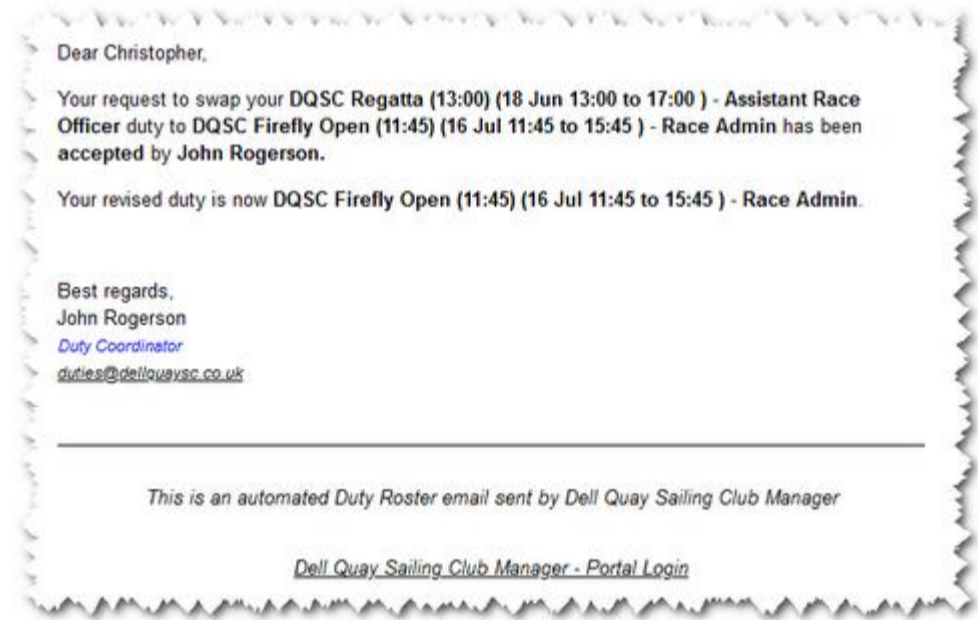
To accept the swap, select "Accept"



Accept

An email is sent to the swap requester to advise that the swap has been accepted

The swap will show as "closed" in your Recently resolved swap requests



Accept

Your current duties can be reviewed using “My duties”

Event	Duty	Member	Individual Contact	Group Message	Status	
Open Event - DQSC Regatta (13:00) 18 Jun 2022 13:00	Galley Supervisor 09:30 to 20:00	Anne Williams	anne.williams@firefly.org.uk		Waiting approval	
	Please report for duty at the time shown.					
	House Duty 09:30 to 14:30	Karen Hill	karen.hill@firefly.org.uk		Accepted / Acknowledged	
	Please report for duty at the time shown.					
	House Duty 09:30 to 14:30	Samantha Williams	samantha.williams@firefly.org.uk		Accepted / Acknowledged	
	Please report for duty at the time shown.					
	House Duty 09:30 to 14:30	Carl Hill	carl.hill@firefly.org.uk		Accepted / Acknowledged	
	Please report for duty at the time shown.					
	House Duty 09:30 to 14:30	Mary Hill	mary.hill@firefly.org.uk		Accepted / Acknowledged	
	Please report for duty at the time shown.					
	House Duty 13:45 to 18:45	Samantha Williams	samantha.williams@firefly.org.uk		Accepted / Acknowledged	
	Please report for duty at the time shown.					
	House Duty 13:45 to 18:45	Lucy Williams	lucy.williams@firefly.org.uk		Waiting approval	
	Please report for duty at the time shown.					
	House Duty 13:45 to 18:45	Martin Williams	martin.williams@firefly.org.uk		Waiting approval	
	Please report for duty at the time shown.					
	House Duty 13:45 to 18:45	Mary Williams	mary.williams@firefly.org.uk		Accepted / Acknowledged	
Please report for duty at the time shown.						
House Duty 18:00 to 20:00	Alexis Williams	alexis.williams@firefly.org.uk		Accepted / Acknowledged		
Please report for duty at the time shown.						
House Duty 18:00 to 20:00	Jackie Williams	jackie.williams@firefly.org.uk		Accepted / Acknowledged		
Please report for duty at the time shown.						
Event Coordinator 11:00 to 17:00	Mark Williams	mark.williams@firefly.org.uk		Waiting approval		
Please report for duty at the time shown.						
Race Officer (experience level 4) 11:00 to 17:00	William Hill	william.hill@firefly.org.uk		Waiting approval		
Please report for duty at the time shown.						
Assistant Race Officer 13:00 to 17:00	John Rogerson			Accepted / Acknowledged Request a Swap		
Please report for duty at the time shown.						
Patrol Boat Helm 11:00 to 17:00	Keith Williams	keith.williams@firefly.org.uk		Accepted / Acknowledged		
Please report for duty at the time shown.						
House Duty 16:00 to 20:00	Jack Hill	jack.hill@firefly.org.uk		Accepted / Acknowledged		
Please report for duty at the time shown.						

Decline

To decline the swap, select “Decline”

Decline

Duty swaps

Incoming swap requests

Christopher Rigg-Milner has asked if you would like to swap your duty
Race Admin @ DQSC Firefly Open (11:45) (16 Jul 11:45 to 15:45)
for their duty
Assistant Race Officer @ DQSC Regatta (13:00) (18 Jun 13:00 to 17:00)
“Owing to circumstances beyond my control I am no longer available for this duty.”

Accept

Decline

Decline

An email is sent to the swap requester to advise that the swap has been declined

The swap will show as "closed" in your Recently resolved swap requests

Dear Christopher,

Your request to swap your **DQSC Regatta (13:00) (18 Jun 13:00 to 17:00) - Assistant Race Officer** duty to **DQSC Firefly Open (11:45) (16 Jul 11:45 to 15:45) - Race Admin** has been **declined** by **John Rogerson**.

At your earliest convenience, please will you log on to the [Dell Quay SCM Portal](#), select Duty Swaps and check your duty swaps status.

Best regards,
John Rogerson
Duty Coordinator
duties@dellquaysc.co.uk

This is an automated Duty Roster email sent by Dell Quay Sailing Club Manager

[Dell Quay Sailing Club Manager - Portal Login](#)

Duty swaps

Incoming swap requests

You have no incoming swap requests.

Recently resolved swap requests

30 Mar 2022 12:43

Christopher Rigg-Milner asked if you would like to swap "Race Admin @ DQSC Firefly (18 Jun 13:00 to 17:00)".

This swap has now been closed.