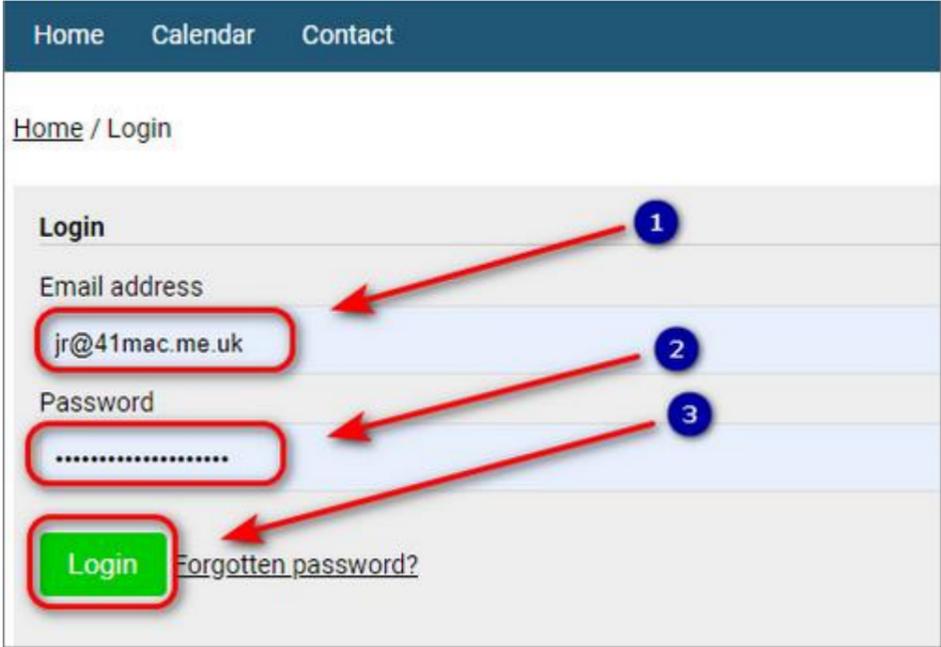
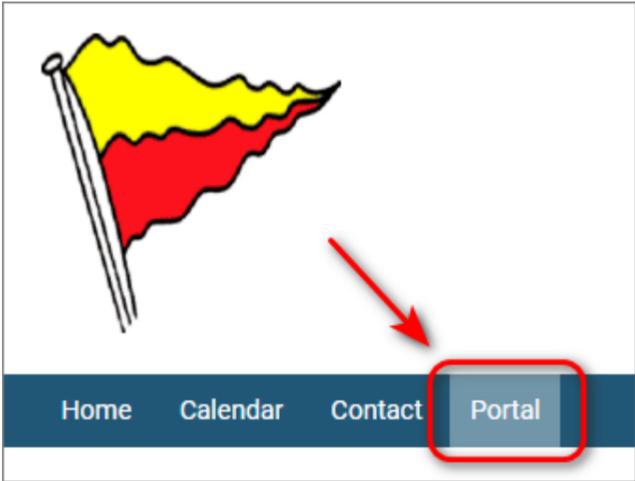
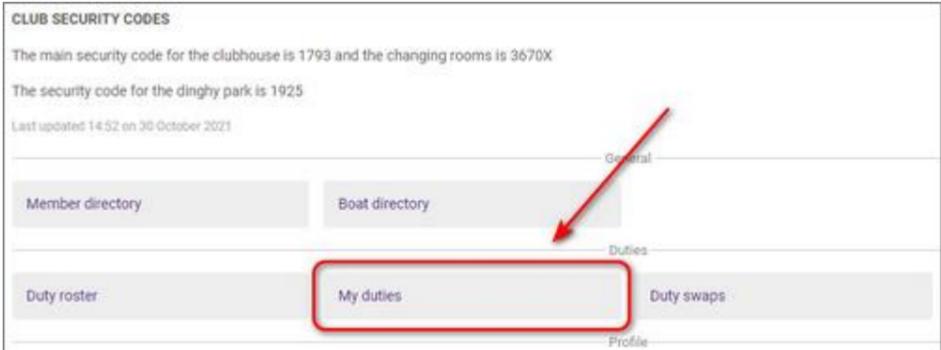
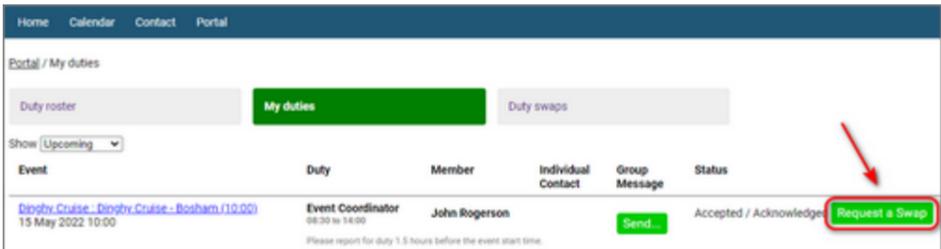


Dell Quay Sailing Club Manager

How To Request A Duty Swap

<p>Log into Dell Quay Sailing Club Manager</p>	<p style="text-align: center;">https://members.dellquaysc.co.uk/</p> 												
<p>Log into Dell Quay Sailing Club Manager:</p> <ol style="list-style-type: none"> 1. Enter login email address 2. Enter password 3. Click on "Login" 													
<p>Select "Portal"</p>													
<p>Scroll down the page and select "My Duties"</p>													
<p>Select "Request a Swap" next to the duty to be swapped</p> <p>Request a Swap</p> <p>Wait whilst DQSCM locates the first tranche of potentially swappable duties</p>	 <table border="1" data-bbox="894 2487 1835 2736"> <thead> <tr> <th>Event</th> <th>Duty</th> <th>Member</th> <th>Individual Contact</th> <th>Group Message</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Dinghy Cruise - Dinghy Cruise - Bosham (10:00) 15 May 2022 10:00</td> <td>Event Coordinator 08:30 to 14:00 <small>Please report for duty 1.5 hours before the event start time.</small></td> <td>John Rogerson</td> <td></td> <td>Send</td> <td>Accepted / Acknowledged Request a Swap</td> </tr> </tbody> </table>	Event	Duty	Member	Individual Contact	Group Message	Status	Dinghy Cruise - Dinghy Cruise - Bosham (10:00) 15 May 2022 10:00	Event Coordinator 08:30 to 14:00 <small>Please report for duty 1.5 hours before the event start time.</small>	John Rogerson		Send	Accepted / Acknowledged Request a Swap
Event	Duty	Member	Individual Contact	Group Message	Status								
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Before selecting any duties further down the page for swapping, type an explanation of why the duty swap is necessary.

Create a duty roster swap request

You are asking to swap:
 Event Coordinator (v)
 Dinghy Cruise - Bosham (10:00)
 15 May, 10:00 - 14:00

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*:

Keep selecting "Show more options..." to keep revealing more duties until duty candidates suitable for a swap request appear.

A little patience may be needed here as it takes a few seconds to reveal more duties.

Create a duty roster swap request

You are asking to swap:
 Event Coordinator (v)
 Dinghy Cruise - Bosham (10:00)
 15 May, 10:00 - 14:00

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*:

- Early Helm 1/2 (12:15) (2 Apr 12:15 to 16:15) @ Duty Officer ~ David
- Early Helm 1/2 (12:15) (2 Apr 12:15 to 16:15) @ Patrol Boat Crew ~ Christopher
- Early Helm 1/2 (12:15) (2 Apr 12:15 to 16:15) @ Assistant Race Officer ~ Helena
- Early Helm 1/2 (12:15) (2 Apr 12:15 to 16:15) @ House Duty ~ Richard
- Early Helm 1/2 (12:15) (2 Apr 12:15 to 16:15) @ House Duty ~ Joanna
- Cruiser Lift In (07:00) (2 Apr 07:00 to 13:00) @ House Duty ~ Jane
- Cruiser Lift In (07:00) (2 Apr 07:00 to 13:00) @ House Duty ~ Laura
- Cruiser Lift In (07:00) (2 Apr 07:00 to 13:00) @ House Duty ~ Gill
- Cruiser Lift In (07:00) (2 Apr 07:00 to 13:00) @ House Duty ~ Martin
- Cruiser Lift In (07:00) (2 Apr 07:00 to 13:00) @ Lift Team ~ Christopher
- Cruiser Lift In (07:00) (2 Apr 07:00 to 13:00) @ Lift Team ~ Nicholas
- Cruiser Lift In (07:00) (2 Apr 07:00 to 13:00) @ Lift Team ~ Mark
- Cruiser Lift In (07:00) (2 Apr 07:00 to 13:00) @ Lift Team ~ Gavin
- Cruiser Lift In (07:00) (2 Apr 07:00 to 13:00) @ Lift Team ~ Graham
- Cruiser Lift In (07:00) (2 Apr 07:00 to 13:00) @ Lift Team ~ Ben
- Junior Early Helm 1/2 (12:20) (2 Apr 12:20 to 16:20) @ Patrol Boat Crew ~ Richard
- Early Trophy 1/2 (13:00) (3 Apr 13:00 to 17:00) @ Duty Officer ~ Helen
- Early Trophy 1/2 (13:00) (3 Apr 13:00 to 17:00) @ Patrol Boat Crew ~ Jack
- Early Trophy 1/2 (13:00) (3 Apr 13:00 to 17:00) @ Assistant Race Officer ~ Trevor
- Early Trophy 1/2 (13:00) (3 Apr 13:00 to 17:00) @ House Duty ~ Brian

[Show more options...](#)

* Indicates required fields.

[Back to My Duties](#)

Select up to 10 duty candidates for swapping requests (in this example 3 have been selected).

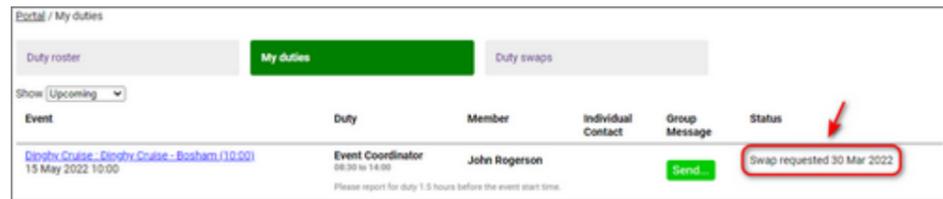
- Platinum Jubilee Races (13:30) (3 Jun 13:30 to 17:30) @ House Duty ~ Ben
- Cruiser Rally Bembridge (with dinghies) - Dell Quay to East Head (3 Jun) @ Patrol Boat Crew ~ Ben ALCOTT
- Cruiser Rally Bembridge (with dinghies) - Dell Quay to East Head (3 Jun) @ Event Coordinator ~ John
- Early Helm 5/6 (12:15) (2 Apr 12:15 to 16:15) @ Duty Officer ~ Stephen
- Cruiser Rally Hamble River (14 Jun) @ Event Coordinator ~ Peter
- DQSC Regatta (13:00) (18 Jun 13:00 to 17:00) @ Assistant Race Officer ~ Christopher Rigg-Milner
- DQSC Regatta (13:00) (18 Jun 13:00 to 17:00) @ Event Coordinator ~ Mark
- DQSC Regatta (13:00) (18 Jun 13:00 to 17:00) @ House Duty ~ Ker
- WGW (09:00) (10 Jun 09:00 to 13:00) @ Event Coordinator ~ Nicola
- Cruiser Rally Yarmouth (15 Jul) @ Event Coordinator ~ Donald
- DQSC Firefly Open (11:45) (16 Jul 11:45 to 15:45) @ Race Admin ~ Graham CAUSER
- DQSC Firefly Open (11:45) (16 Jul 11:45 to 15:45) @ Committee Boat ~ Peter
- DQSC Firefly Open (11:45) (16 Jul 11:45 to 15:45) @ House Duty ~ Stephen

Review the selections made to ensure they are as you want.

Once all the swap candidates have been selected, scroll to the bottom of the page and select "Request duty swap"

This duty will now appear with a status of "Swap requested"

Status
Swap requested 30 Mar 2022



Portal / My duties

Duty roster My duties Duty swaps

Show Upcoming

Event	Duty	Member	Individual Contact	Group Message	Status
Dinghy Cruise - Dinghy Cruise - Bosham (10:00) 15 May 2022 10:00	Event Coordinator 09:30 to 14:00	John Rogerson		Send...	Swap requested 30 Mar 2022

Please report for duty 1.5 hours before the event start time.

Select "Duty swaps" to review pending swaps



Pending duty swap requests are shown

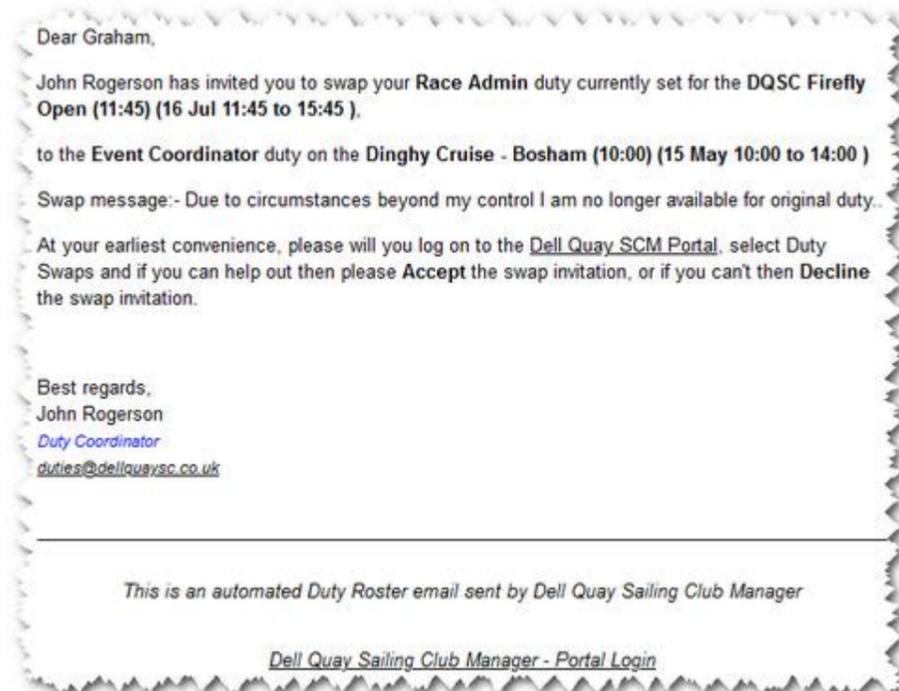
Duty swaps

Incoming swap requests
You have no incoming swap requests.

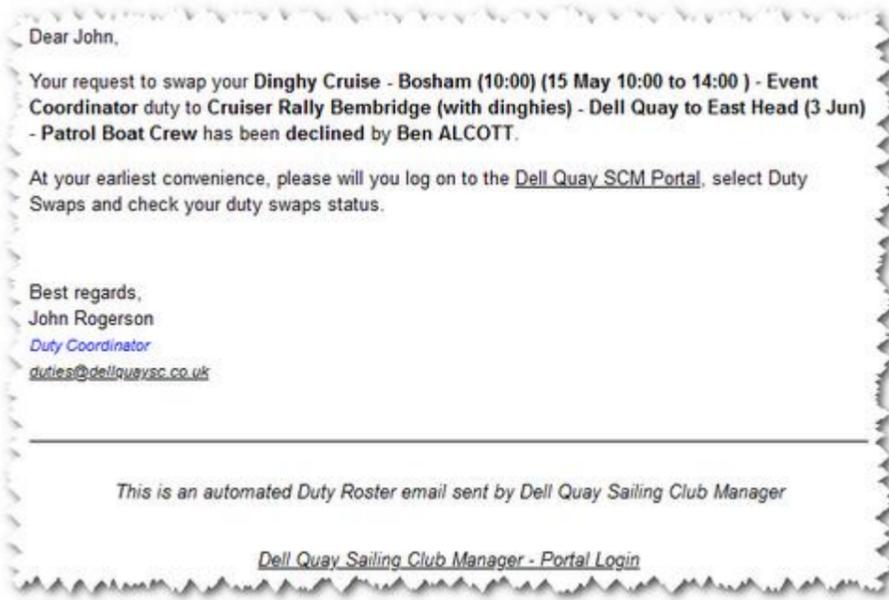
My pending swap requests
Looking to swap: [update](#)
Event Coordinator @ Dinghy Cruise - Bosham (10:00) (15 May 10:00 to 14:00)
Have asked:
Ben ALCOTT Patrol Boat Crew @ Cruiser Rally Bembridge (with dinghies) - Dell Quay to East Head (3 Jun)
Christopher Rigg-Milner Assistant Race Officer @ DQSC Regatta (13:00) (18 Jun 13:00 to 17:00)
Graham CAUSER Race Admin @ DQSC Firefly Open (11:45) (16 Jul 11:45 to 15:45)

What happens next?

Each member that has been asked for a swap will receive an email:



If a member declines to swap you will receive an email confirming that this member has declined the swap, and under Duty Swaps it will show that the swap invitation has been declined.



Duty swaps

Incoming swap requests

You have no incoming swap requests.

My pending swap requests

Looking to swap: [update](#)

Event Coordinator @ Dinghy Cruise - Bosham (10:00) (15 May 10:00 to 14:00)

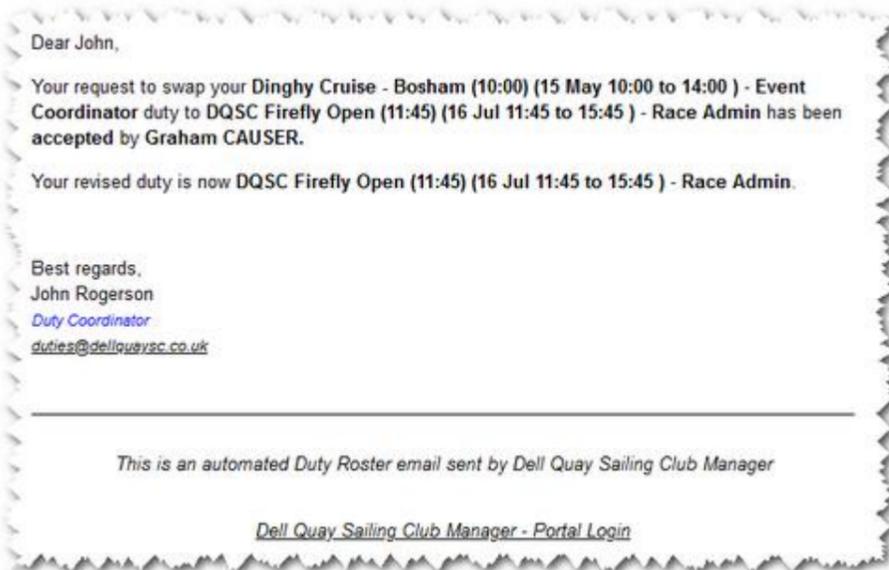
Have asked:

Declined Ben ALCOTT Patrol Boat Crew @ Cruiser Rally Bembridge (with dinghies) - Dell Quay to East Head (3 Jun)

Christopher Rigg-Milner Assistant Race Officer @ DQSC Regatta (13:00) (18 Jun 13:00 to 17:00)

Graham CAUSER Race Admin @ DQSC Firefly Open (11:45) (16 Jul 11:45 to 15:45)

When a member accepts the swap you will receive an email confirming that the swap has been successful, and Duty Swaps will also show the swap as successful.



Duty swaps

Incoming swap requests

You have no incoming swap requests.

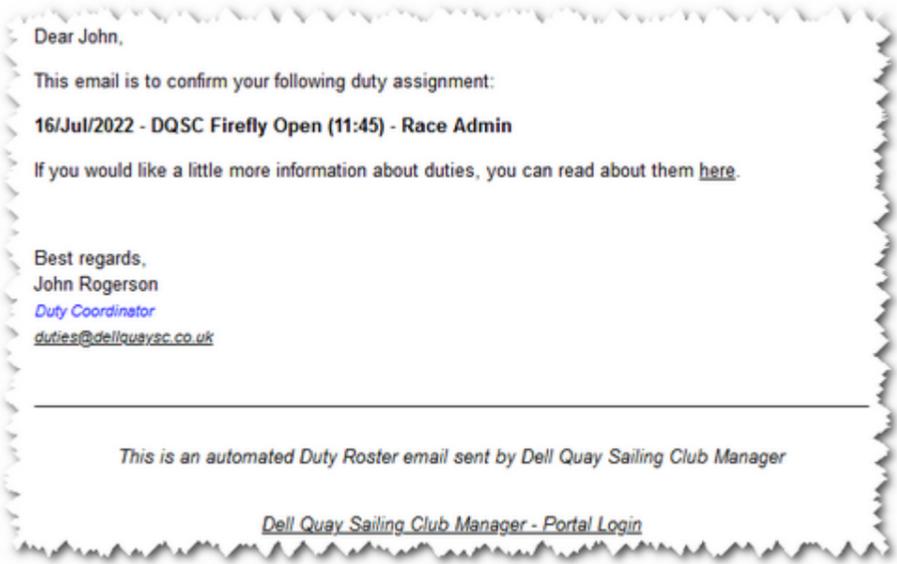
My pending swap requests

None

My successful swap requests

Race Admin **Graham CAUSER** ⇄ Event Coordinator **John Rogerson**

A roster confirmation is emailed to you to confirm the newly assumed duty



Select "My duties" and the duty swapped into will now be in your list

Duty roster		My duties		Duty swaps	
Event	Duty	Member	Individual Contact	Group Message	Status
Open Event - DQSC Firefly Open (11:45) 16 Jul 2022 11:45	Galley Supervisor 08:00 to 19:00 <small>Please report for duty at the time shown.</small>	Karen			Accepted / Acknowledged
	House Duty 08:00 to 19:00 <small>Please report for duty at the time shown.</small>	Stephen			Waiting approval
	House Duty 08:00 to 19:00 <small>Please report for duty at the time shown.</small>	Richard			Waiting approval
	House Duty 10:00 to 19:00 <small>Please report for duty at the time shown.</small>	Rob			Accepted / Acknowledged
	House Duty 10:00 to 19:00 <small>Please report for duty at the time shown.</small>	Jonathan			Accepted / Acknowledged
	House Duty 17:00 to 22:00 <small>Please report for duty at the time shown.</small>	Richard		Send	Waiting approval
	Race Admin 09:45 to 19:45 <small>Please report for duty at the time shown.</small>	John Rogerson			Accepted / Acknowledged Request a swap
	Committee Boat 09:45 to 19:45 <small>Please report for duty at the time shown.</small>	Peter			Waiting approval
	Patrol Boat Helm 09:45 to 19:45 <small>Please report for duty at the time shown.</small>	Mike			Waiting approval
	House Duty 17:00 to 22:00 <small>Please report for duty at the time shown.</small>	Rob			Accepted / Acknowledged