

## Instructions for the MYC Duty Roster System

Dear Member

Merricks Yacht Club will be using the “Find My Shift” duty roster software application for the 2019 / 2020 Sailing Season.

The Club needs sailing members to perform at least three (3) duty days over the course of the season. Members can choose their preferred dates for duty. Usually, the Club starts the season with many unfilled roster days and hence the Club requests that members sign up for another roster day if their previously selected day is cancelled.

Prior to the start of the Season, MYC Members who are currently on the System will be sent an email by the System which will provide a link to the application and allow Members to login or set-up a new password. Subsequent logins to the system will require members to enter their email address and password.

If a member would like to help out by driving a rescue boat and or assisting in the Control Tower and didn't received an email from the System, they can contact Doug Varey at [rearcommodore@merricks.org](mailto:rearcommodore@merricks.org) who will add them to the System with their preferred direct email address and mobile phone number.

## First Time Login

Example of the email each Sailing Member will receive and to log into the system, click on the link.

From: **Merricks Yc** <[noreply@findmyshift.com](mailto:noreply@findmyshift.com)>

Date: Saturday, September 29, 2018

Subject: Roster update: MYC Duty Roster

To: Joe Bloggs<[joebloggs@gmail.com](mailto:joebloggs@gmail.com)>

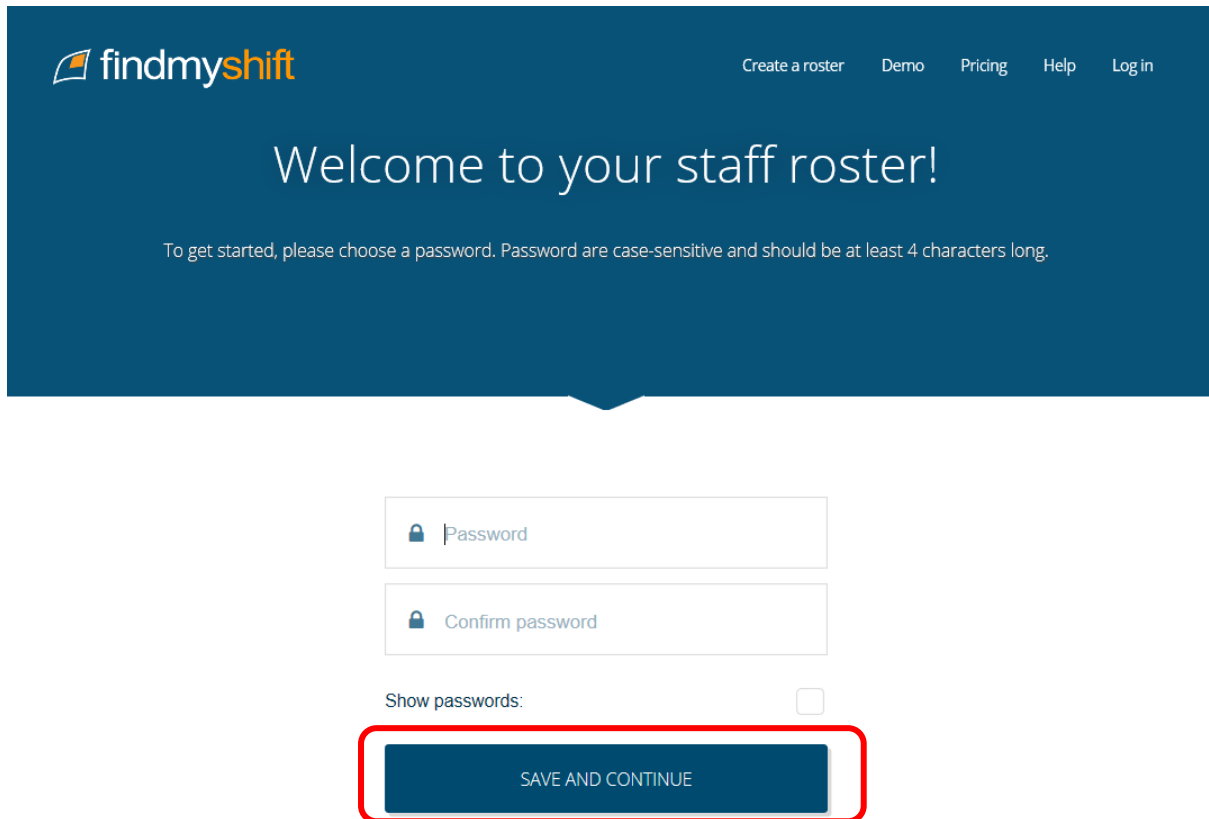
Hi Joe

You've been added to an online roster. Visit Findmyshift to log in.

To log in [click here](#).

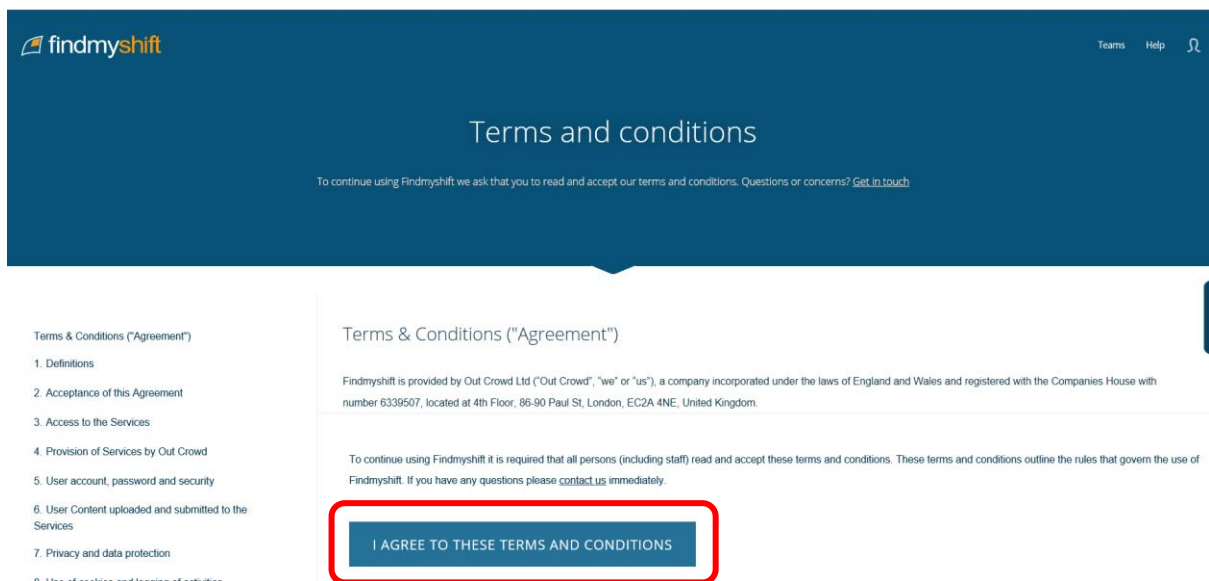
After clicking the link, the “FindMyShift” application will open to this page.  
Enter a password of your choice.

Take note of the system instructions on selecting a valid password.  
“...Password are case-sensitive and should be at least 4 characters long...”



The image shows the FindMyShift password creation interface. At the top, the FindMyShift logo is on the left, and navigation links for 'Create a roster', 'Demo', 'Pricing', 'Help', and 'Log in' are on the right. The main heading is 'Welcome to your staff roster!'. Below this, a message states: 'To get started, please choose a password. Password are case-sensitive and should be at least 4 characters long.' The form consists of two input fields: 'Password' and 'Confirm password', each with a lock icon. Below these fields is a 'Show passwords:' label and an unchecked checkbox. A red rectangle highlights the 'SAVE AND CONTINUE' button at the bottom.

After entering your password and clicking SAVE AND CONTINUE, this page will appear.



The image shows the FindMyShift Terms and conditions screen. The top header features the FindMyShift logo and links for 'Terms', 'Help', and a magnifying glass icon. The main heading is 'Terms and conditions'. Below this, a message states: 'To continue using Findmyshift we ask that you to read and accept our terms and conditions. Questions or concerns? [Get in touch](#)'. A table of contents is on the left, listing items 1 through 8. The main content area is titled 'Terms & Conditions ("Agreement")' and contains text about Findmyshift being provided by Out Crowd Ltd. A red rectangle highlights the 'I AGREE TO THESE TERMS AND CONDITIONS' button at the bottom.

After clicking the [I AGREE TO THESE TERMS AND CONDITIONS](#), this page will appear.

This is the “Member view” screen.

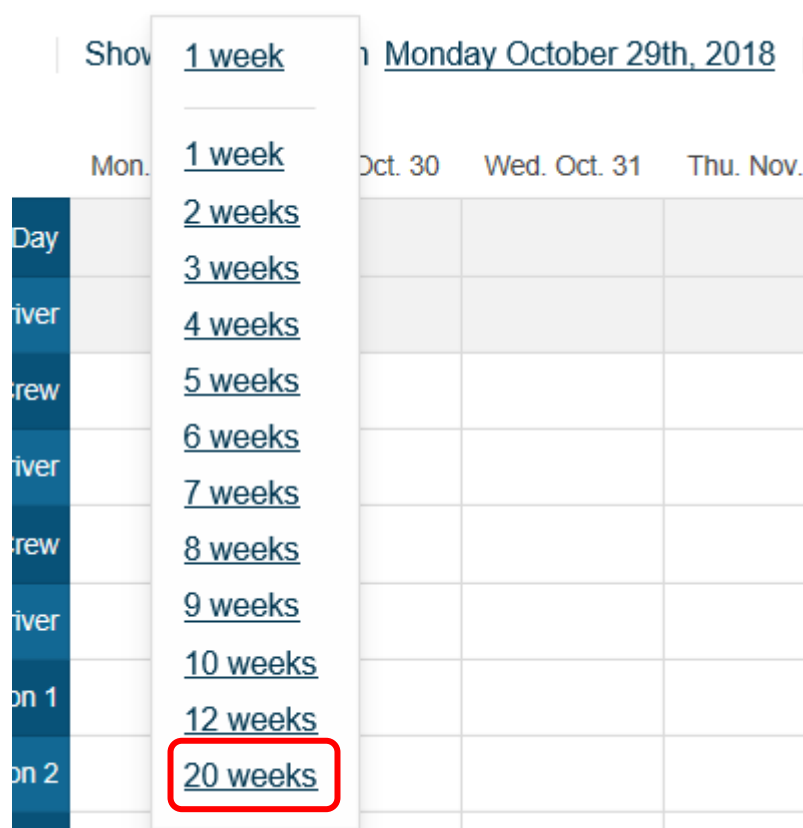
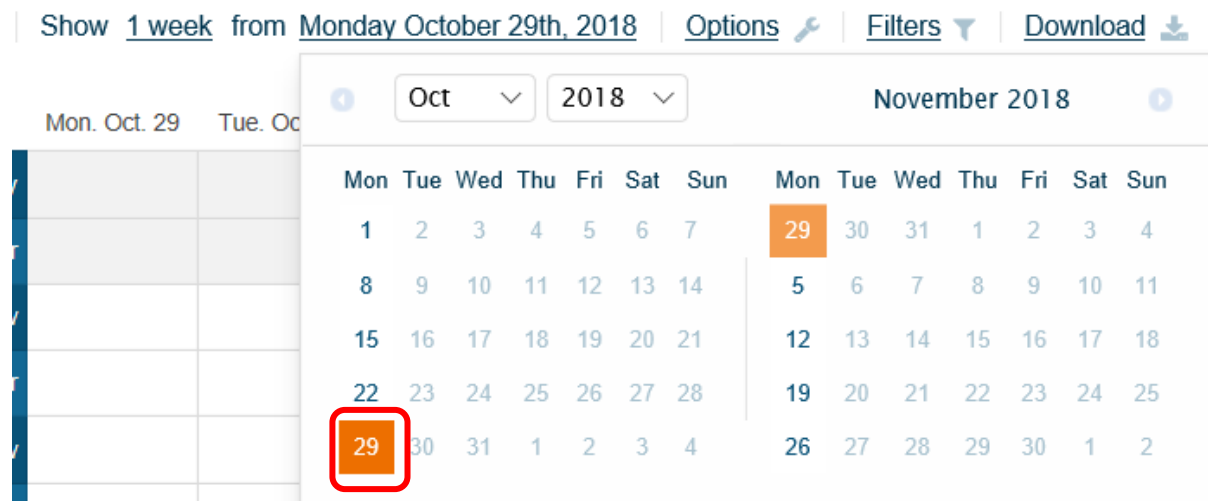
The screenshot shows the 'findmyshift' interface in 'Member view' mode. The top navigation bar includes links for Member view, Duty Role view, Members, Duty Roles, Notice board, Time off, Reports, and Uploads. Below this, a control bar allows users to 'Show 1 week from Monday October 1st, 2018', with options to adjust filters and download the data. The main area displays a roster grid for the week of October 1st to 7th, 2018. The grid lists team members on the left: Noel Adams, Anthony Alston, Bernard Barrett, Caitlin Barrett, Charlie Bassar, Harry Bassar, Ian Bassar, Joe Bassar, Megan Bassar, and Ted Bassar. The grid cells are currently empty, indicating no shifts have been assigned for this period.

## To set the date range for display

Note the date range and weeks to display will need to be set by you. To achieve this, change the “from” date and the number of weeks to “Show”.

This screenshot is similar to the one above but highlights the date range controls. The 'Show 1 week' and 'Monday October 1st, 2018' text in the control bar is enclosed in red boxes. Below the control bar, the start of the roster grid is visible, showing the days Mon. Oct. 01 through Fri. Oct. 05. The first row of the grid is highlighted in blue.

Click on the date link and select a date (say 29<sup>th</sup> October) and click on the weeks and select a number of weeks (say 20). This will show more of the season. To see the last months of the season, change the from date to a later date.



## The Duty Roster View

To view the duty roles screen where a duty can be requested, click on the Duty Role View button.

findmyshift

Member view **Duty Role view** Members Duty Roles Notice board Time off Reports Uploads

Show 1 week from Monday October 1st, 2018 Options Filters Download

	Mon. Oct. 01	Tue. Oct. 02	Wed. Oct. 03	Thu. Oct. 04	Fri. Oct. 05	Sat. Oct. 06	Sun. Oct. 07
Rescue Boat Crew							
RIB Driver							
RIB Crew							
Tractor Driver							
Control Tower Person 1							
Control Tower Person 2							
Event							
Time off							

## To limit the view to the days which have race events

To limit the view to the days which have events and improve the view, click on the Option button.

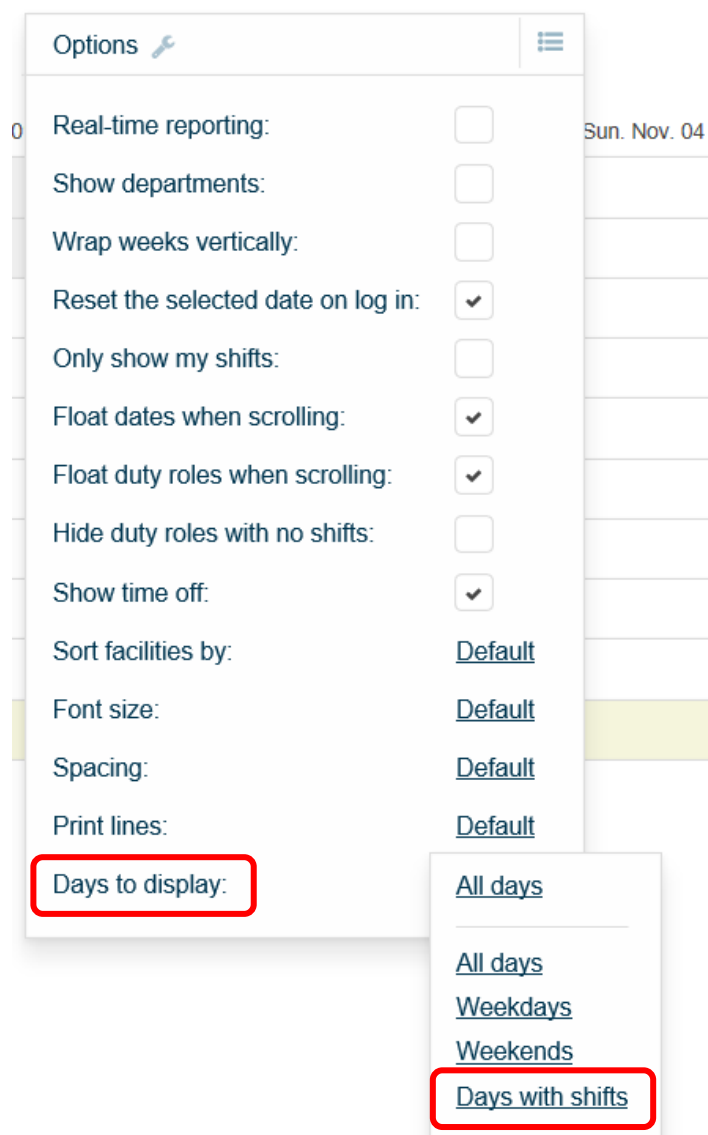
findmyshift

Member view Duty Role view Members Duty Roles Notice board Time off Reports Uploads

Show 1 week from Monday October 1st, 2018 **Options** Filters Download

	Mon. Oct. 01	Tue. Oct. 02	Wed. Oct. 03	Thu. Oct. 04	Fri. Oct. 05	Sat. Oct. 06	Sun. Oct. 07
Rescue Boat Crew							
RIB Driver							
RIB Crew							
Tractor Driver							
Control Tower Person 1							
Control Tower Person 2							
Event							
Time off							

Then click on “Days to display” and select “Days with Shifts”



## To request a Duty Roster

The Duty Role View shows the jobs that need to be performed on race day. The date of the event is displayed at the top of the column and actual event name is listed in the last row.

The orange background colour indicates that this job is required to be performed. A name on a blue background indicates that the request has been approved by the Rear Commodore.

*Note: Names in the 3<sup>rd</sup> November column will be removed when the System goes live.*

findmyshift			
Member view Duty Role view Members Duty Roles Notice board Time off Reports Uploads			
◀ ▶ ⏮ ⏭ ⏯ ⏴ ⏵   Show 20 weeks from Monday October 29th, 2018 Options ! Filter			
	Sat. Nov. 03	Sat. Nov. 10	Sun. Nov. 18
Duty Officer of the Day	Keith Darwent		
Rescue Boat Driver			
Rescue Boat Crew	Doug Varey		
RIB Driver			
RIB Crew			
Tractor Driver	Keith Darwent		
Control Tower Person 1	Krysia Darwent		
Control Tower Person 2			
Event	Opening Day / Mark Sefton Race	Open Series 1 & 2	Home & Away 1 & 2

To request a duty, right click into the cell on the intersection of the date column and the duty role row and select “Request” and job (e.g. RIB Driver).

findmyshift		
Member view Duty Role view Members Duty Roles Notice board Time off		
◀ ▶ ⏮ ⏭ ⏯ ⏴ ⏵   Show 20 weeks from Monday October 29th, 2018		
	Sat. Nov. 03	Sat. Nov. 10
Duty Officer of the Day	Keith Darwent	
Rescue Boat Driver		
Rescue Boat Crew	Doug Varey	
RIB Driver		
RIB Crew		
Tractor Driver	Keith Da	
Control Tower Person 1	Krysia Darwent	





The requestor's name will have a yellow background until it is approved.

The screenshot shows the 'findmyshift' interface. At the top, there's a navigation bar with 'Member view', 'Duty Role view', 'Members', and 'Duty Roles'. Below this is a control bar with navigation icons and a text 'Show 20 weeks from Monday'. The main content area displays a duty roster for 'Sat. Nov. 03'. The roster is a table with two columns: roles and names. The 'RIB Driver' row has a yellow background and a red border around the name 'Joe Bloggs', indicating a pending request. Other roles include 'Duty Officer of the Day', 'Rescue Boat Driver', 'Rescue Boat Crew', 'RIB Crew', 'Tractor Driver', 'Control Tower Person 1', 'Control Tower Person 2', and 'Event'.

Sat. Nov. 03	
Duty Officer of the Day	Keith Darwent
Rescue Boat Driver	
Rescue Boat Crew	Doug Varey
RIB Driver	Joe Bloggs
RIB Crew	
Tractor Driver	Keith Darwent
Control Tower Person 1	Krysia Darwent
Control Tower Person 2	
Event	Opening Day / Mark Sefton Race

The background colour will turn to blue after the request is approved.



Show 20 weeks from Monday

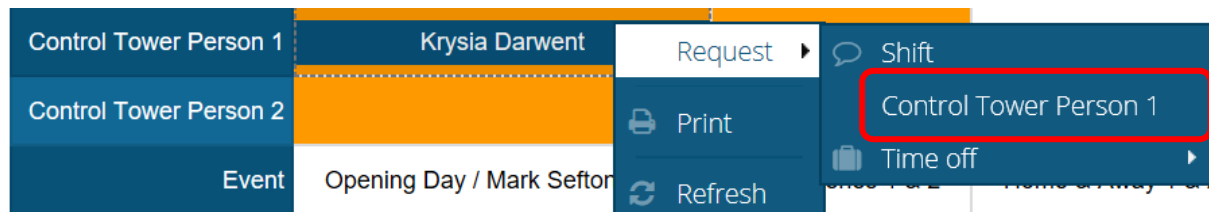
Sat. Nov. 03

Duty Officer of the Day	
Rescue Boat Driver	
Rescue Boat Crew	
RIB Driver	Joe Bloggs

## To swap your duty with another Member

In the event that you are not able to fulfill the duty that you had requested, the Club would encourage you to contact another member and do a swap.

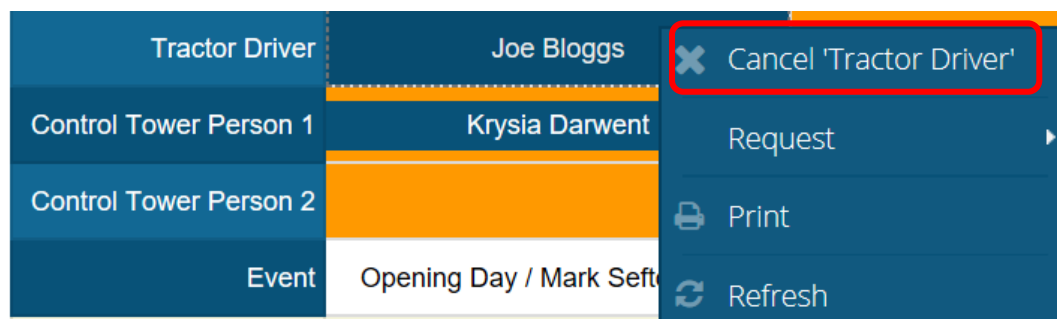
The member who is going to takeover your duty should go into the system and right click into the appropriate cell and request the duty. In the example Joe Bloggs is swapping with Krysia.



The Rear Commodore will receive an email and delete you from the duty and approve the member who you are swapping with.

## To cancel your name from the duty.

To delete your name from a duty without a swap, right click on the cell and select Cancel '*duty role*'



Feel free to add a comment and click SAVE

## Cancellation request

You're about to request the cancellation of the following shift:

1. Tractor Driver on Saturday November 3rd, 2018

Comments:

SEND

CANCEL

The cell will display the cancellation by turning the background red and the text has a strikethrough.



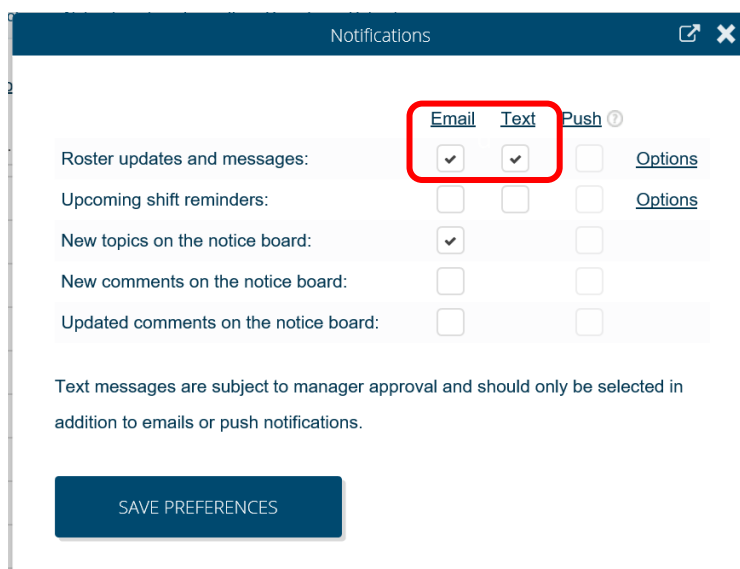
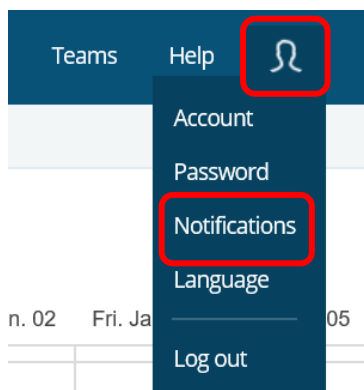
The Rear Commodore will delete the members name.

## Coordinating Rosters for the Whole Crew

The Club recommends coordinating the skipper's duty days with those of the crew to minimise the number of races that are given up for duty rosters.

## Notification by Email and or Text Message

For notifications choices from the System, Members can click on their profile symbol and from the drop down menu, Notifications.

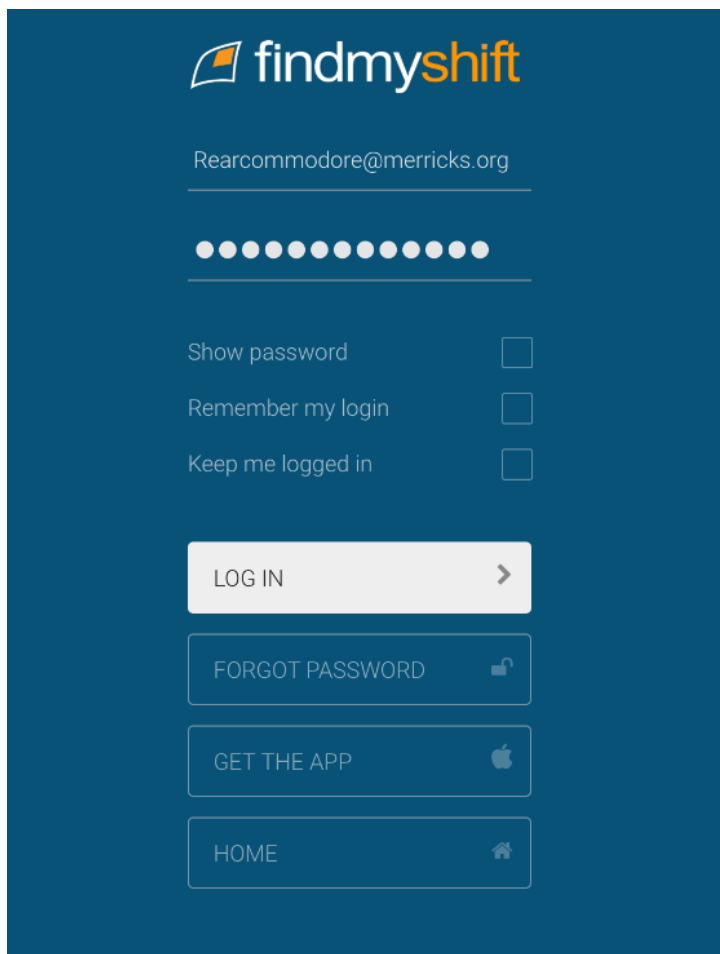


## Special Instructions for Apple iPhone , IPAD and Android users

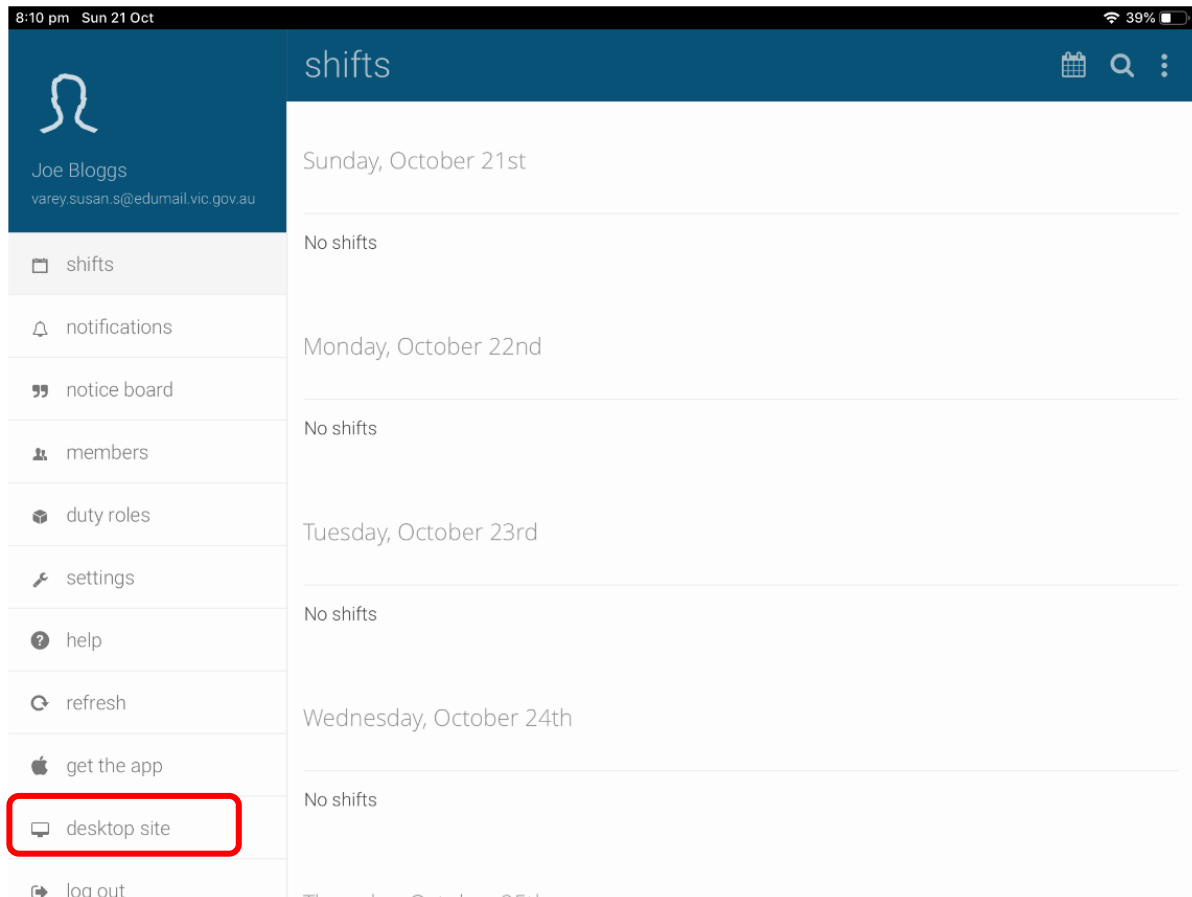
IPad users can download the FindMyShift app from the App Store.



This is the log-in screen the IPad user will see.


The image shows the login screen of the Findmyshift app. The background is a solid dark blue. At the top, the "findmyshift" logo is displayed in white and orange. Below the logo, the email address "Rearcommodore@merricks.org" is entered into a white text field. Underneath the email field is a row of 12 white dots, representing a password field. Below the password field are three checkboxes with labels: "Show password", "Remember my login", and "Keep me logged in". At the bottom, there are four buttons: "LOG IN" with a right arrow, "FORGOT PASSWORD" with a key icon, "GET THE APP" with an Apple logo icon, and "HOME" with a house icon.

The application will open to this screen. By selecting the Desktop Site button, you can see the same screens that a PC user would see.



The application will reopen to the Member View. Click to Duty Role View button.





Member view

Duty Role view

Members


Duty Roles

Notice board


1

Time off

Outbox



Show 20 weeks from Monday October 15th, 2018




	Sat. Nov. 03	Sat. Nov. 10	Sun. Nov. 18	Sat.
Bernard Barrett				
Megan Bassar				
Debbie Bengier				
Joe Bloggs				
Stuart Boxer				
Sue Boxer				

The Duty Role View allows you to select the roster you wish to request.

	Sat. Nov. 03	Sat. Nov. 10	Sun. N
Duty Officer of the Day	Doug Varey		
Rescue Boat Driver	Daryl Cowen		
Rescue Boat Crew	Simon Corden	Lance Pilgrim	
RIB Driver	Lance Pilgrim		
RIB Crew			
Tractor Driver			
Control Tower Person 1			
Control Tower Person 2			
Event	Opening Day / Mark Sefton Race	Open Series 1 & 2	Home & A

Press your finger on the cell for the roster and date you wish to request and a download list will appear. Then, select Request and tap on the duty role name e.g. Tractor Driver



[Member view](#)
[Duty Role view](#)
[Members](#)
[Duty Roles](#)
[Notice board](#)

◀ ▶ ⏮ ⏭ 🖨
Show 20 weeks from Monday October 15th, 2

	Sat. Nov. 03	Sat. Nov. 1
Duty Officer of the Day	Doug Varey	
Rescue Boat Driver	Daryl Cowen	
Rescue Boat Crew	Simon Corden	Lance Pilgr
RIB Driver	Lance Pilgrim	
RIB Crew		
Tractor Driver		
Control Tower Person 1		
Control Tower Person 2		
Event	Opening Day / Mark Sefton Race	Open Series 1

Request ▶

Print

Refresh

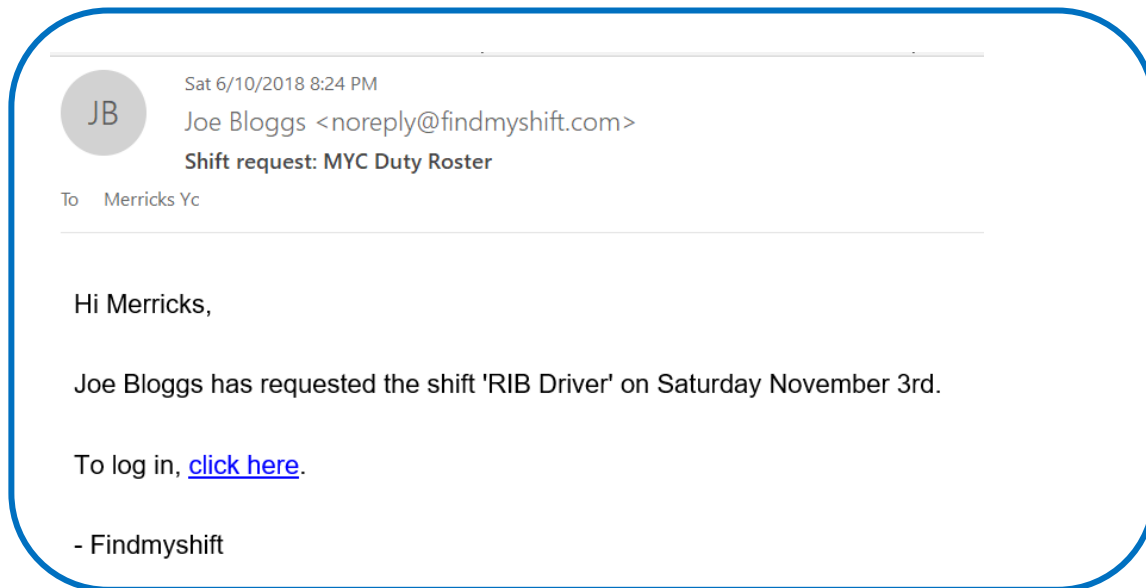
Shift

Tractor Driver

Time off

## Instructions for System Administrator Only

When a Member requests a duty, the Rear Commodore will receive an email, see below.



The Rear Commodore will click on the cell with the request and approve it.

Joe Bloggs	RIB Driver	<div>+ Add ▶</div>	
Nicole Bond		<div>Appearance ▶</div>	
Alex Boxer		<div>Select ▶</div>	
April Boxer		<div>Request ▶</div>	<div>Approve</div>
Grace Boxer			<div>Decline</div>

The Rear Commodore will receive an email for the cancellation.



Sun 7/10/2018 4:56 PM

Joe Bloggs <noreply@findmyshift.com>

Cancellation request: MYC Duty Roster

To Merricks Yc

Hi Merricks,

Joe Bloggs has requested the cancellation of 'Tractor Driver' on Saturday November 3rd.

Joe commented: *"testing"*

To log in, [click here](#).

- Findmyshift

The Rear Commodore will delete the members name.

Rescue Boat Driver	
Rescue Boat Crew	
RIB Driver	Joe Bloggs
RIB Crew	
Tractor Driver	<del>Joe Bloggs</del>
Control Tower Person 1	Krysia Darwent
Control Tower Person 2	

- + Add
- Swap 'Joe Bloggs'
- Appearance
- Find & Replace
- Cut
- Copy
- Delete**
- Undo