

I can no longer do my duty – what now?

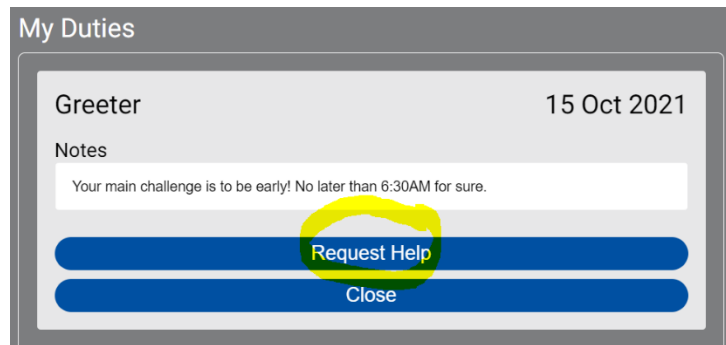
If you have an upcoming duty that you are no longer able to perform, use the following steps.



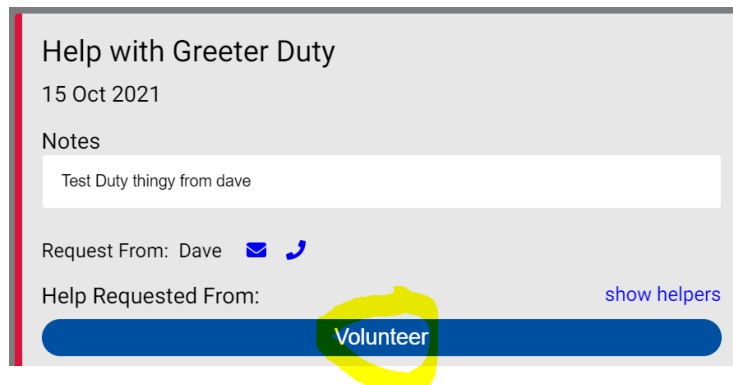
Please don't directly create a Help request for this as it will behave like a Club project that requires an approval step.

Steps:

1. From the menu, select **“My Duties”**.
2. Select the duty you want help with (i.e. you want someone to do this for you) and then select the **“Request Help”** button.



3. You will then get a list of possible helpers/owners. You can “select all” or select subset of members.
4. After entering a note, this action creates an approved Help Request in the background. This is visible to the members you selected.
5. Members can then volunteer to do your duty using the “Volunteer” button on the Help Request that was generated. This is also visible from the Club calendar.



NOTE:

- a) **Achieving a “swap”** - If someone volunteers for your duty, they then get assigned this and get the duty credit from the Robot. If they in turn want you to do one of their duties (effectively a swap), it is up to them to go into their respective duty and follow the above process, selecting you as a Helper (and you will need to volunteer for theirs, to achieve the swap) 😊
- b) **Planned absences** - Don't forget, if you know you are going to be away for certain meetings, enter your absences (click on your name on the title bar and select “Planned absences”) so that the Robot does not assign you duties on those dates. This is only effective if done before the Robot assignment has been done!

