The how-to guides

A short guide, with pictures, for everything your club's site does. Each one is a separate document, so you can send a member just the one they need. Find the guide by who it is for, then by what you want to do.

Where to find them

Every guide is on **foxface.io/diving/guides.html**, linked from the bottom of every page of your club's site and from the panel behind your initials on the home screen. The committee's starter pack has them too.

Where your club is

Your club's site is at **clubs.foxface.io/yourclub**, where yourclub is your club's own name in the address. It works on a phone, a tablet or a computer, and in the FoxFace Diving app. Stuck? Email **hello@foxface.io**.

For members

M1	**Signing in**	How to get into your club's site with your name and your own code, stay signed in on your phone, and sign out on a shared computer.
M2	**Filling in your details**	The club needs an emergency contact for everyone who dives.
M3	**Booking onto a dive**	How to put your name down for a club dive, trip, training day or pool night, and how to give your place up if you can't go.
M4	**Hiring club kit**	How to ask for a cylinder, regulator, BCD, drysuit or anything else from the club's kit store, ask for several things at once, and give it back.
M5	**Booking the club boat**	How to ask for a day on the club boat, and how to see the boat's diary.
M6	**Keeping a list of your own kit**	Your own regulator, drysuit, computer and so on, with when each needs its next service and what's been done to it.
M7	**Booking for your children or family**	How a parent books a dive place or club kit for a child, and how to keep a note of family members' own kit.
M8	**Notices and messages**	Where the club's notices, minutes and trips are posted, and where you're told when something happens, such as your kit being approved.
M9	**Paying for damaged or lost kit**	If club kit comes back damaged or goes missing, the Equipment Officer may ask for a contribution.
M10	**Getting a copy of everything the club holds about you**	You can download everything the site holds about you at any time, without asking anyone.
M11	**Joining the club: your first sign-in**	When you're new, the site walks you through what the club needs from you before you start booking.
M12 new	**Your home screen**	What the tiles on the home screen mean, the panel behind your initials, and the What's new cards.
M13 new	**The FoxFace Diving app on your phone**	The free iPhone and Android app: notifications, emergency sheets with no signal, saving files, switching club.

M14 new	**Choosing how the site looks**	Pick a dark or light look, or one of the underwater ones, and the language the site is read in.
M15 new	**Your household: letting someone book for you**	Let another adult in your household book dives and kit for you, and fill in your details.
M16 new	**Finding your club**	If you don't know your club's address, type its name at clubs.foxface.io.
M17 new	**Training days: saying what you want and seeing the plan**	Say what you're there for on a training day, and see who you're paired with once the plan is published.

For dive managers

D1	**Running a dive: the emergency sheet**	Whoever is named as a dive's manager can open the emergency contacts and next of kin of everyone booked on that dive, even with no phone signal.

For the committee

C1	**Members admin: finding your way round**	The committee's part of the site.
C2	**Adding members**	How to add one person, or bring in the whole membership list from the spreadsheet.
C3	**Sign-in codes: issuing, sending and replacing**	Everybody has their own code.
C4	**Committee posts and who can use Members admin**	A committee post is what opens Members admin.
C5	**Removing someone who has left**	When a member leaves, removing them deletes their personal details.
C6	**Approving and declining requests**	Kit hire and boat days wait on the Requests tab for a decision.
C7	**Putting dives on the calendar**	How to add a club dive, trip, training day, pool night or social, including ones that repeat every week.
C8	**Naming a dive manager**	The dive manager runs the dive on the day and is the one person who can open its emergency sheet.
C9	**Who can see emergency contacts**	Members' emergency contacts and next of kin are the most sensitive thing the club holds.
C10	**The data agreement, safety copies and downloading everything**	The club's paperwork with FoxFace, and how to get the club's records back if something goes wrong.
C11	**Trying the site out with sample data**	Fill the site with made-up members, kit and boats to try everything, then take every trace of them out in one press.
C12	**The club's details, dive sites and how the site looks**	Keep the club's own information up to date: contact details, pool night, the club's rules, where you dive, and the colours and language.
C13	**Reporting a problem with the site**	Something not working? Tell the people who built it, straight from the site.
C14 new	**Registering a club, and the first logins**	How a club signs up, pays, and gets its site and starter logins in a few minutes.

C15 new	**If the committee loses every code: the way back in**	FoxFace's emergency logins for a committee locked out of its own club, and the record of every use.
C16 new	**Telling members what's new, and where the guides are**	What members see when the site gains a feature, and where the guides are linked from.
C17 new	**Adding a member's children**	Put a child under a parent on the roster, so the parent can book dives and kit for them.

For the Equipment Officer

K1	**Adding kit to the store**	How to add a single item, several identical items at once, and sets such as a regulator set made of parts.
K2	**Bringing kit in from the spreadsheet**	Add the whole kit store at once from the club's kit spreadsheet.
K3	**Handing kit out and checking it back in**	From a member's request to the kit coming back: approve it, mark it collected, and check it in.
K4	**Damaged or lost kit, and charges**	Record what happened, take the item off hire, and if the club charges for it, ask the member for a contribution.
K5	**Tests, services and reminders**	Keep every item's test and service dates, and its history, so nothing goes out of date.
K6	**Packs, prices and who can take what**	Sell a whole set at one price, set what the club charges, and stop items going to people without the right grade.
K7	**The asset register for the insurer**	What the club owns, what it paid and what it's worth now, ready to send to the insurer.
K8	**Retiring and deleting kit**	Retiring takes an item out of the store but keeps its history.
K9 new	**Certificates and papers on an item**	Attach a scan or PDF of a test certificate or receipt to the item itself.
K10 new	**Damage reported by a member**	What happens when a member reports damage or loss themselves, and what you do with it.

For the Boat Manager

B1	**Adding a boat and its documents**	Put the club's boats on the site, with insurance, registration and service dates so you're warned before anything runs out.
B2	**Approving boat days**	Members ask for a boat day from the Clubboat page.
B3	**Taking the boat off the water**	When the boat is away for a service or repair, stop it being booked and tell anyone already booked.
B4	**The boat log**	Servicing, repairs, checks, fuel and incidents, all in one place with the engine hours.
B5 new	**Damage to the boat, and charges**	What happens when a member reports damage after a boat day, and how you record it and charge for it.

For the Membership Officer

MS1	**Chasing missing details**	See who hasn't given an emergency contact, next of kin, or answered about photos, and chase them.

MS2	**Setting up joining**	What a new member reads and does when they first sign in: your joining letter, and the forms you ask them to complete.
MS3	**Households**	Link members who live together, and say who may act for whom, such as a parent for a teenager.
MS4	**Seeing the site as a member sees it**	Check what a particular member sees, without their code.
MS5 new	**Grades, training and the club's agency**	Set each member's grade, what they're training for and their instructor rank, and the club's training agency.

For the Secretary

S1	**Calling a committee meeting**	Put the next committee meeting on the site, with the agenda.
S2	**Minutes and documents**	File the minutes of each meeting, committee only or shared with members.
S3	**Posting notices and planning an expedition**	Tell the club about something, or put a trip on the noticeboard with its costs and dates.
S4 new	**Changing, pinning and removing a notice**	Change a notice after posting, pin it to the top, give it an end date, or take it down.

For the Training Officer

T1	**Who teaches, and the teaching plan**	Say who teaches, then plan each training night: who's there, what they want, who's teaching whom.
T2 new	**What the evening is, and try dives from outside**	Say what a pool night is for, and add a try dive guest from outside the club to the plan.

Guides marked **new** cover things added to the site since the first set of guides. FoxFace Diving how-to guides. Made by FoxFace. Version 2, October 2026.