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.

Where

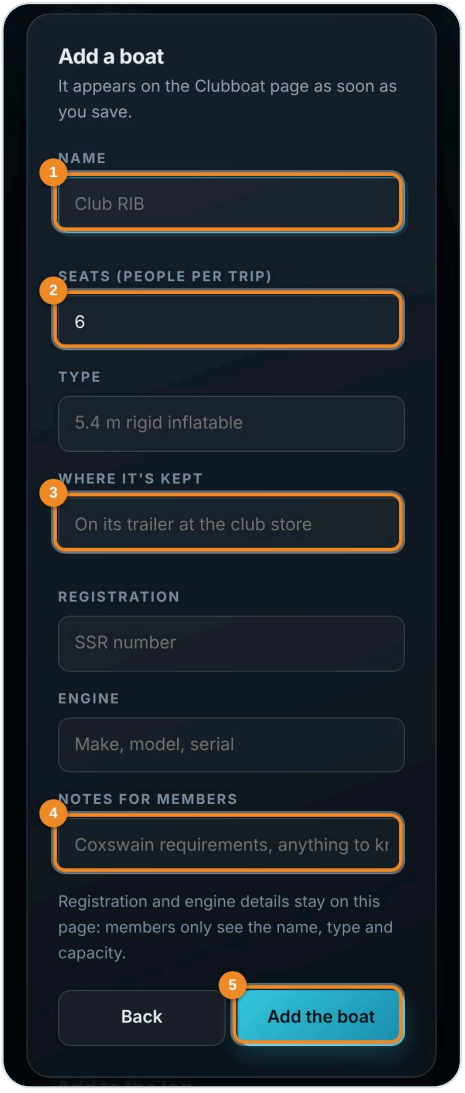
Members admin → Clubboat.

No boat?

Retire every boat and the Clubboat page and its menu link switch off for members. This tab stays, so you can add one again.

The fleet

1. **Add a boat**
   Under **The fleet**, press **Add a boat**. Give its name, seats per trip, type, where it's kept, registration and engine, and notes for members (coxswain requirements and so on). Press **Add the boat**.
2. **Edit or retire**
   Each boat has **Edit**, **Add document** and **Retire**.



1 name, 2 seats, 3 where it's kept, 4 notes for members, 5 Add the boat.

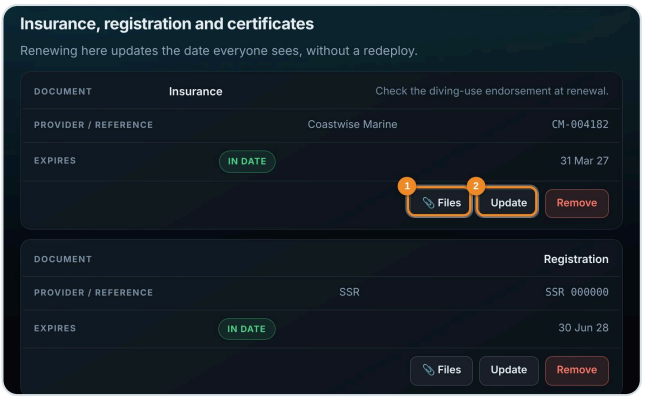
Documents

1 **Add a document with its expiry date**

Press **Add document**: insurance, registration, safety check, engine service, trailer service. Give the expiry date, the provider and a reference. A warning appears at the top of the tab as one gets close, and in red once it has expired.

2 **Renew one**

Under **Insurance, registration and certificates**, press **Update** and put the new date when it's renewed. Attach the certificate itself with **Files** (guide K9).



1 Files, 2 Update.

FoxFace Diving how-to guides, guide B1. Pictures are from Kelpline Divers, a made-up club; your club's site shows your own names and kit. Made by FoxFace. Version 2, October 2026.