Approving boat days

Members ask for a boat day from the Clubboat page. You decide, and they're told.

Where

Members admin → Requests. Boat days wait in the same queue as kit.

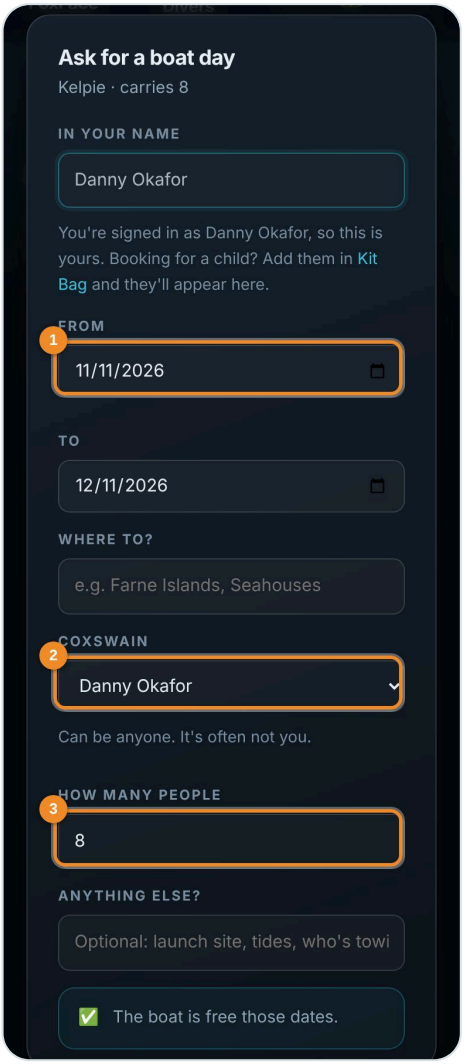
The diary

Approved days show under **The diary** on the Clubboat page, so everyone can see when the boat is out.

Deciding

1. **Approve or decline**
   The request shows the dates, where they're going, who's driving and how many people. Press **Approve** or **Decline**. If you decline, say why: the member sees it.

2. **It's in the diary**
   Members see it under **The diary** on the Clubboat page, and the member can still cancel if plans change.



What the member fills in: 1 the dates, 2 who's driving, 3 how many.

Boat requests go to you

Under **Posts and holiday cover** on the Requests tab, boat bookings are addressed to the Boat Manager. Going away? Set a deputy (guide C4).

FoxFace Diving how-to guides, guide B2. 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.