# Members admin: finding your way round

The committee's part of the site. Anyone with a committee post sees Members admin in the menu and a Committee area button on the home screen; nobody else does.

**Where**

**Members admin** in the menu, or the **Committee area** button on the home screen.

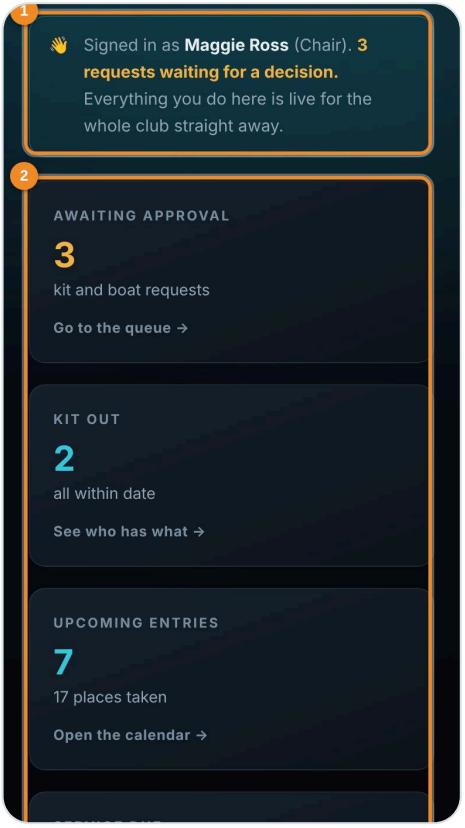
**Who**

Everyone whose post on the roster is a committee post. Change someone's post and their access changes with it (guide C4).

## The top of the page

1. **Who you are, and what's waiting**
   The first line says who you're signed in as and how many requests are waiting. Everything you do here is live for the whole club straight away.

2. **The four numbers**
   **Awaiting approval**, **Kit out**, **Upcoming entries** and **Service due**. Each is a button that takes you straight to the thing it counts.




1 who you are, 2 the four numbers, 3 the tabs.

## The tabs

1. **Requests**
   Kit and boat requests waiting for a decision, kit out with members, damage reports and charges (guides C6, K3, K4, B2).

2. **Dive calendar**
   Add and change dives, name dive managers (guides C7, C8).

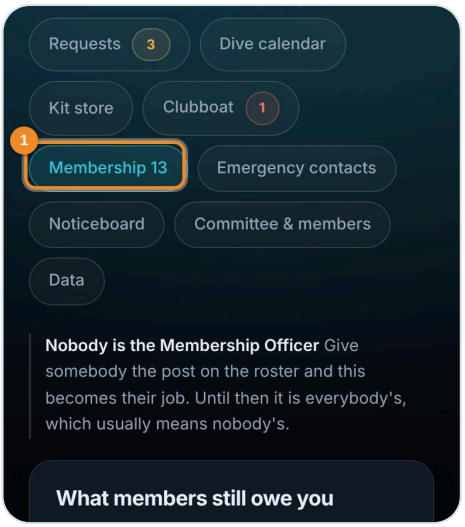
3. **Kit store and Clubboat**
   The kit and the boats (guides K1 to K9, B1 to B5). Clubboat only appears once the club has a boat.

4. **Membership**
   Who still owes details, joining, households, and seeing the site as a member sees it (guides MS1 to MS5).

5. **Emergency contacts**
   Who can see them, and who has opened an emergency sheet (guide C9).

6. **Training**
   Only for the Training Officer and the instructors (guides T1, T2).

7. **Noticeboard, Committee & members, Data**
   Notices and minutes (guides S1 to S4); the roster, codes, posts and meetings (guides C2 to C5); the club's details, safety copies and the data agreement (guides C10 to C15). A number on a tab means something is waiting.



1 the tab you're on is highlighted.

FoxFace Diving how-to guides, guide C1. 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.