Adding members

How to add one person, or bring in the whole membership list from the spreadsheet.

Where

Members admin → Committee & members.

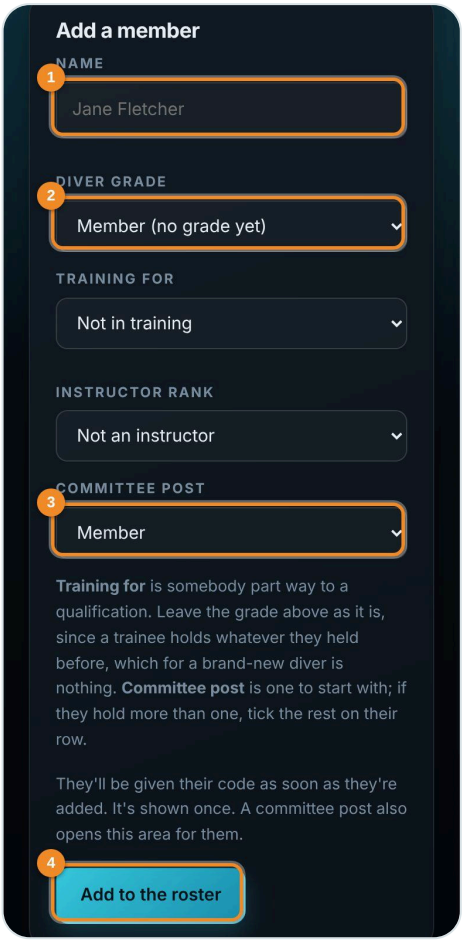
The spreadsheet

Members import.xlsx from the starter pack, or press **Download the members spreadsheet** on the page. Only the name is needed; grade, training and post are optional.

Adding one person

1. **Fill in Add a member**
   Type their name, pick their diver grade, what they're training for and their instructor rank if any, and their committee post if they have one. Press **Add to the roster**.

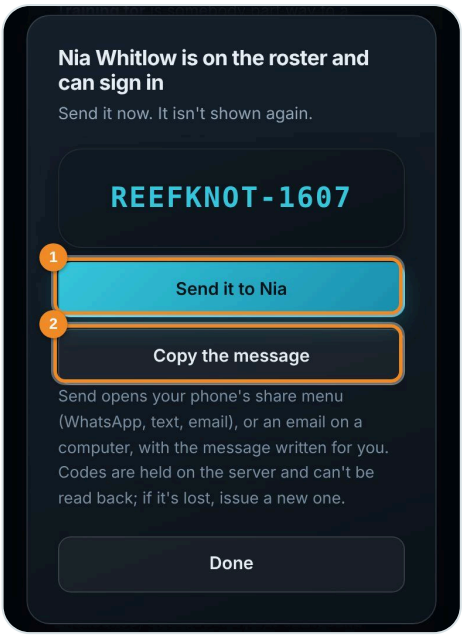
2. **Send them their code**
   Their sign-in code is made straight away and shown once. Press **Send it to…** to send it by WhatsApp, text or email with the message written for you, or **Copy the message**. It can't be read back later, so send it now (guide C3).



1 name, 2 grade, 3 committee post, 4 Add to the roster.

The code, shown once

1. **Send it straight away**
   Send it to… opens your phone's share sheet or your email with the message ready. **Copy the message** puts it on the clipboard. Press **Done** when it's gone.



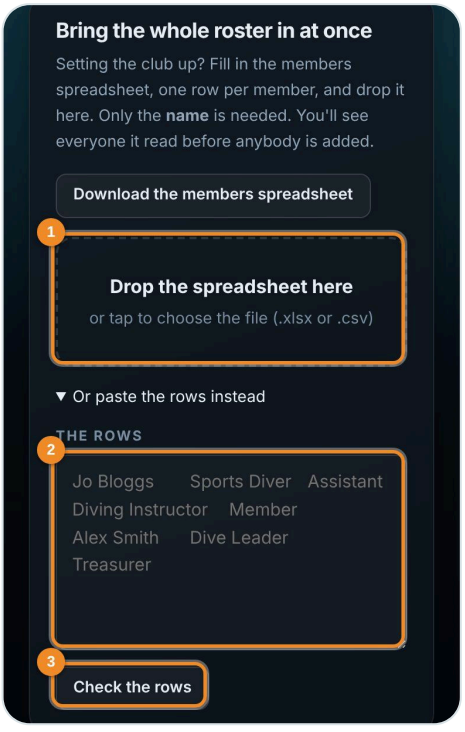
1 Send it to them, 2 Copy the message.

Bringing in the whole list

1. **Drop the spreadsheet**
   Fill in the spreadsheet and save it. Under **Bring the whole roster in at once**, drag it onto **Drop the spreadsheet here**, or tap there to choose the file. You can also paste rows straight into **The rows** and press **Check the rows**.

2. **Check and add**
   You see everyone the site read, and any rows it left out and why, before anything is added. Press **Add … to the roster**.

3. **Give everyone a code**
   Then, under **Codes**, press **Issue codes to everyone who hasn't got one** and send each person theirs (guide C3).



1 drop the spreadsheet, 2 or paste rows, 3 Check the rows.

Trying the site out first?
Tick **This is sample data** when you add the spreadsheet, and it can all be removed in one go later (guide C11).

Children
A child who dives with a parent doesn't need a sign-in: add them under the parent with **+ books for** (guide C17).

FoxFace Diving how-to guides, guide C2. 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.