Sign-in codes: issuing, sending and replacing

Everybody has their own code. It's shown once when it's made and can't be read back afterwards, so a lost code is replaced, not looked up.

Where

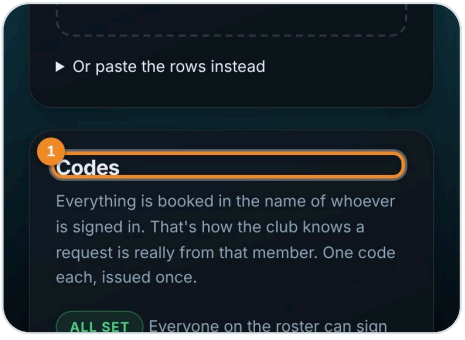
Members admin → **Committee & members**: the **Codes** card, and the buttons on each person's row of the roster.

Kept scrambled

Codes are stored so that nobody, including us, can read them. Send each one as soon as it's made.

Codes for everyone

1. **Check the Codes card**
   It says whether everyone on the roster can sign in. If not, press **Issue codes to everyone who hasn't got one**, then **Send** beside each name. The **No code yet** button above the roster lists who's missing one.

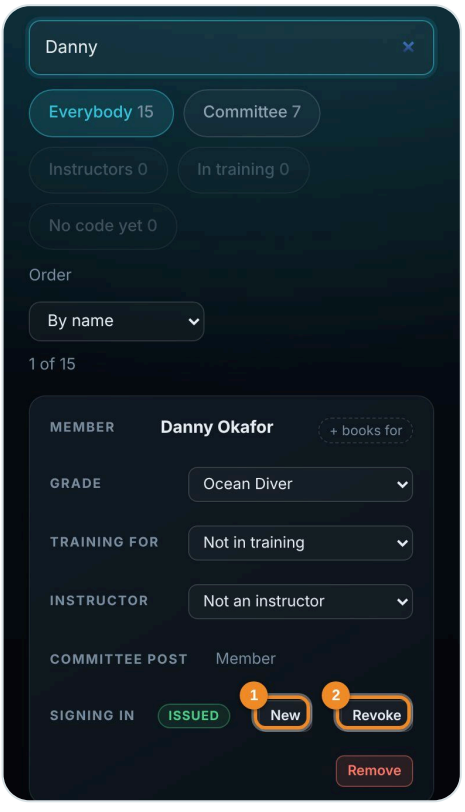


1 the Codes card.

A lost code

1. **Press New on their row**
   Find the person on the roster (type a few letters in **Find somebody**). Press **New**: they get a new code and the old one stops working at once. **Revoke** stops them signing in but keeps them on the roster.

2. **Send it**
   Send the new code straight away with **Send it to…** or **Copy the message**. It isn't shown again.



1 New, 2 Revoke.

The first logins

The six logins in the welcome email are only for getting started. Once each committee member has a code in their own name, stop using them (guide C14).

Lost every code?

FoxFace keeps a way back in for exactly that, and every use of it is recorded on the Data tab (guide C15).

FoxFace Diving how-to guides, guide C3. 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.