Approving and declining requests

Kit hire and boat days wait on the Requests tab for a decision. The member is told either way.

Where

Members admin → Requests.

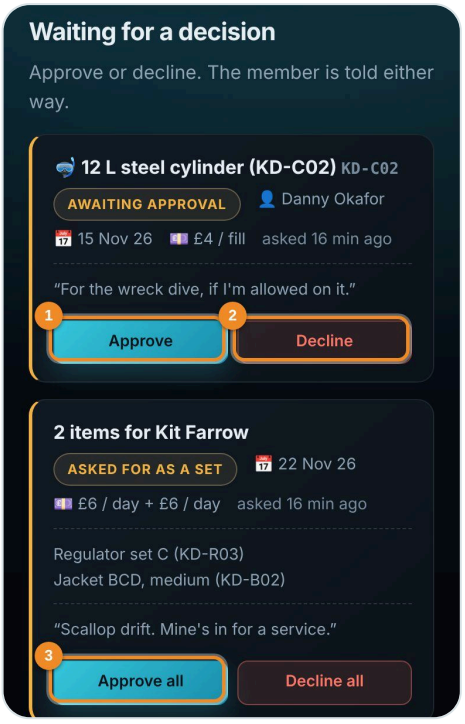
Who

Requests are addressed to the Equipment Officer or Boat Manager, but any committee member can decide them.

Deciding

1. **Approve or decline**
   Under **Waiting for a decision**, each request shows who, what, the dates, the cost and the member's note. Press **Approve** or **Decline**. Several items asked for together come as one set: **Approve all** or **Decline all**.

2. **If you decline, say why**
   The member sees your reason, for example "it's away for test that week". Press **Decline**.



1 Approve, 2 Decline, 3 Approve all for a set.

Waiting more than three days?

1. **The banner at the top**
   Anything that has waited too long is listed at the top of the tab, so whoever is about can pick it up. Every officer sees it.

What happens next

An approved kit request moves to **Approved, not yet collected** until the kit leaves the kit room (guide K3). An approved boat day goes into the diary on the Clubboat page (guide B2).

FoxFace Diving how-to guides, guide C6. 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.