Putting dives on the calendar

How to add a club dive, trip, training day, pool night, expedition or social, including ones that repeat every week.

Where

Members admin → Dive calendar, under **Add a dive to the calendar**.

Seen at once

Members see a dive the moment you add it. Who is running it is only shown to members once they've signed in.

Adding a dive

1. **Fill in Add a dive to the calendar**
   Give it a title, the site, the date and meeting time, choose the type (club dive, training, trip, expedition, pool, social) and name the dive manager, and the organiser if that's someone else. Add the places, depth, cost, meeting point and notes for members, then press **Add to calendar**.

2. **A trip over several days**
   Fill in **Last day, if it runs over several days**. The dive manager's emergency sheet then stays open until five days after the last day.

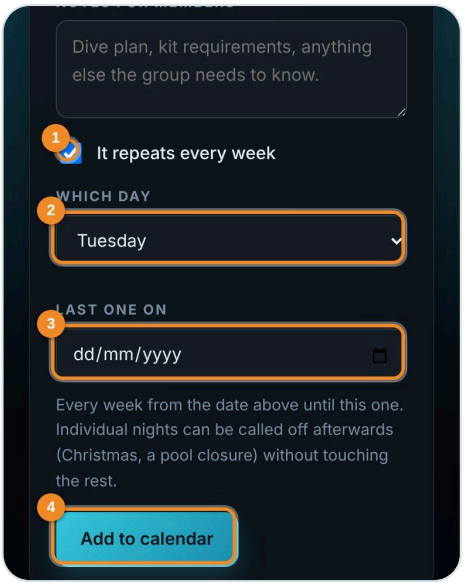


1 title, 2 site, 3 date, 4 meet time, 5 type, 6 dive manager.

Something every week

1. **Tick It repeats every week**
   Tick it, choose **Which day** and **Last one on**. It goes on the calendar as one entry with every week shown.

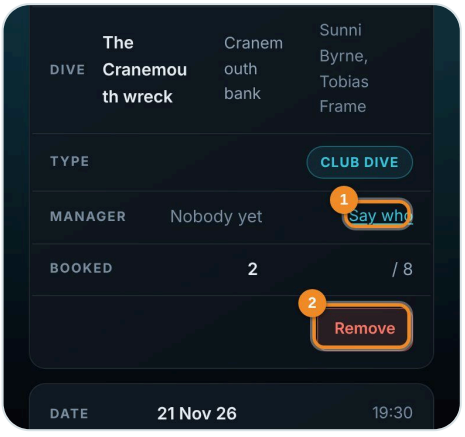
2. **Call off one week**
   Under **Repeating entries** at the top of the tab, call off a single date (the pool's shut, say) without touching the rest. Everyone booked on that date is told.



1 It repeats every week, 2 which day, 3 last one on, 4 Add to calendar.

Changing or removing a dive

1. **Use the dive list**
   Every dive is listed with who's booked. Press **Change** (or **Say who**) to change the manager, organiser or last day (guide C8), or **Remove** to take it off. Anyone booked on a removed dive is told.



1 Say who or Change, 2 Remove.

FoxFace Diving how-to guides, guide C7. 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.