Naming a dive manager

The dive manager runs the dive on the day and is the one person who can open its emergency sheet.

Where

Members admin → **Dive calendar**, in the list of dives.

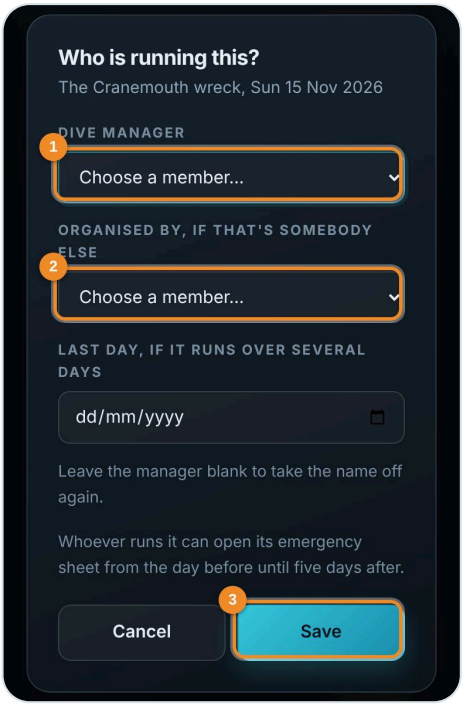
Why it matters

Without a manager, nobody but the chosen committee posts can open that dive's emergency contacts (guide C9).

Naming them

1. **Press Say who, or Change, on the dive**
   In the list of dives, a dive with no manager says **Nobody yet** with a **Say who** button. One that has a manager shows the name with **Change**.

2. **Choose the manager and save**
   Pick the dive manager. If someone else organises it, pick them too. For a trip over several days, put the last day. Press **Save**. They can open the emergency sheet from the day before until five days after (guide D1).



1 dive manager, 2 organiser, 3 Save.

FoxFace Diving how-to guides, guide C8. 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.