Who can see emergency contacts

Members' emergency contacts and next of kin are the most sensitive thing the club holds. Choose which committee posts can read them.

Where

Members admin → Emergency contacts.

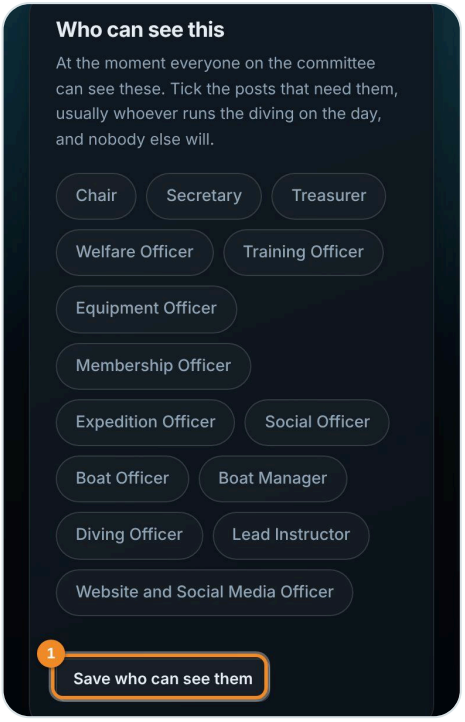
Until you choose

The whole committee can see them. Most clubs choose whoever runs the diving.

Choosing the posts

1. **Tick the posts and save**
   Under **Who can see this**, tick the posts that need them, usually the Diving Officer and Chair, and press **Save who can see them**. Nobody else on the committee can see them after that. You must include one of your own posts.

2. **The list of contacts**
   Under **Contacts**, everyone is listed with what they've given. **Find a member** narrows it. Anyone with nothing is marked **No emergency contact**.



1 Save who can see them.

Typing in a contact, and a member's data

1. **Edit**

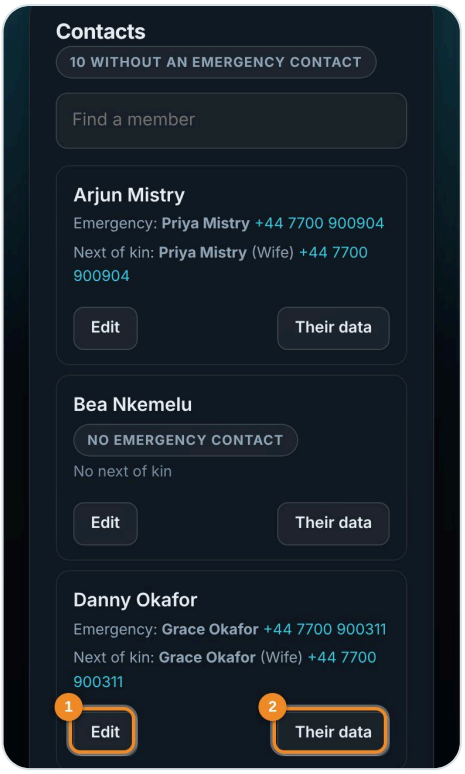
   Press **Edit** beside a member to type in a contact they've read out to you. Photo consent and the rules are theirs alone, so those aren't here.

2. **Their data**

   Press **Their data** to download everything the club holds about that member, for when they ask to see it.

3. **Check who opened what**

   Under **Emergency sheets opened**, every time a dive manager opens an emergency sheet is recorded: who, which dive and when.



1 Edit, 2 Their data.

FoxFace Diving how-to guides, guide C9. 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.