Handing kit out and checking it back in

From a member's request to the kit coming back: approve it, mark it collected, and check it in.

Where

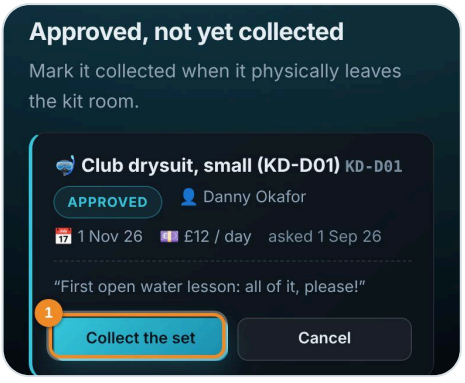
Members admin → Requests.

Members are told

At each step the member gets a message, and a phone notification if they use the app.

The steps

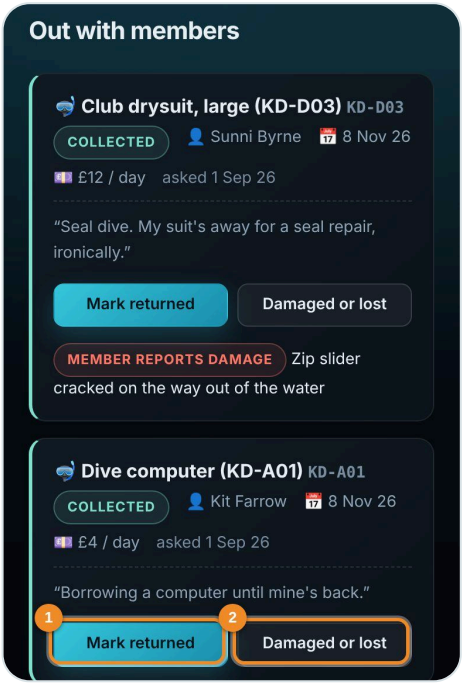
1. **Approve the request**
   Under **Waiting for a decision**, press **Approve**, or **Approve all** for a set (guide C6).
2. **Mark it collected when it leaves**
   Under **Approved, not yet collected**, press **Collect the set** (or **Mark collected**) when it physically leaves the kit room. Until then the member sees it as approved and can still cancel.
3. **Check it back in**
   Under **Out with members**, press **Mark returned** when it comes back. If it came back damaged or didn't come back, press **Damaged or lost** instead (guide K4).



1 Collect the set, when it leaves the kit room.

Kit that's out

1. **Out with members**
   Everything out is listed with who has it and when it's due back. The **Kit out** number at the top of Members admin counts it.
2. **Overdue kit**
   Anything past its return date is marked overdue, and the member is reminded in their messages.



1 Mark returned, 2 Damaged or lost.

FoxFace Diving how-to guides, guide K3. 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.