Chasing missing details

See who hasn't given an emergency contact, next of kin, or answered about photos, and chase them.

Where

Members admin → Membership, under **What members still owe you**. The number on the tab is how many people.

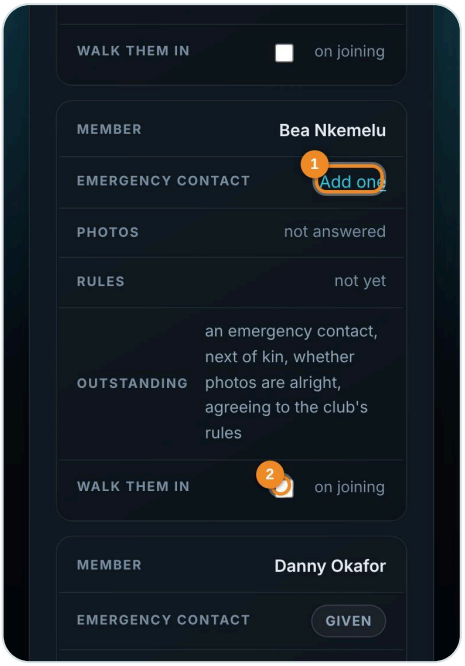
Theirs to give

Photo consent and agreeing to the rules can only be given by the member. An officer ticking a consent isn't consent.

Who still owes what

1. **Read the list**
   Everyone is listed with what's outstanding: an emergency contact, next of kin, whether photos are alright, the rules. Members fill these in from **Kit Bag → My details** (guide M2).

2. **Type in a contact for someone**
   Press **Add one** to type in a contact someone has read out to you, and press **Save**.



1 Add one, 2 the on joining tick (guide MS2).

Nobody is the Membership Officer?

The tab says so. Give somebody the post on the roster and this becomes their job (guide C4). Until then it's everybody's.

FoxFace Diving how-to guides, guide MS1. 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.