Who teaches, and the teaching plan

Say who teaches, then plan each training night: who's there, what they want, who's teaching whom.

Where

Members admin → Committee & members, **Who teaches**; then the **Training** tab.

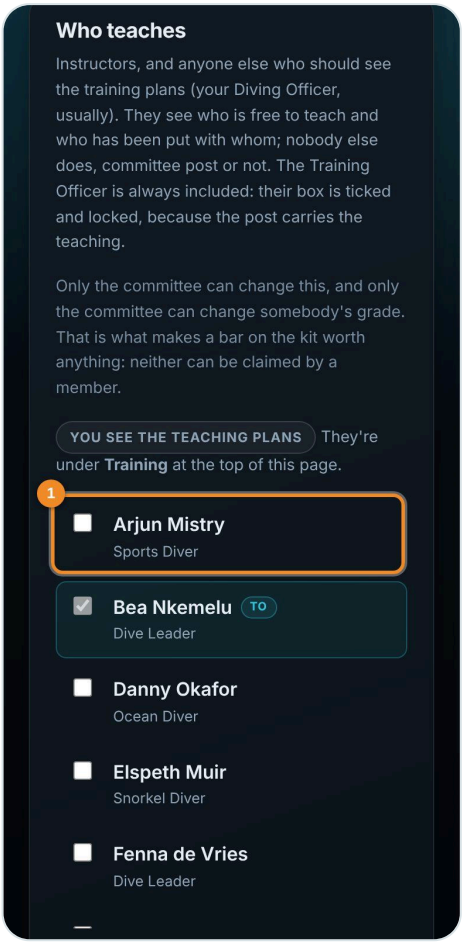
The Training Officer

Always teaches, so their box is ticked and locked. Training bookings are addressed to them (guide C4).

Who teaches

1 **Tick the instructors**

Tick everyone who teaches, and anyone else who should see the plans (the Diving Officer, usually), then press **Save**. Each of them gets the **Training** tab; nobody else sees it, committee post or not.



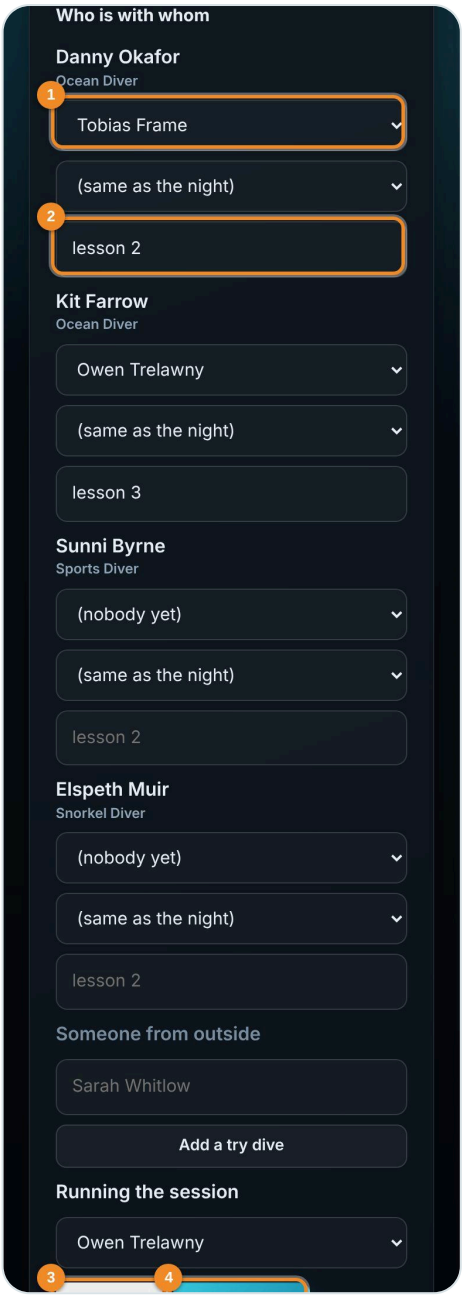
1 tick who teaches, 2 Save.

Planning a night

1. **Open Training**
   Each training night or pool session is listed with who's booked and what they've said they're there for. Instructors say whether they can teach: **yes**, **maybe**, **no**.

2. **Pair them up**
   Under **Who is with whom**, pick an instructor for each trainee and add a note ("lesson 2"). Say who's running the session.

3. **Save draft or Publish**
   Save draft keeps it to the instructors. **Publish** tells each person their own part, and only their own part. Changing it afterwards puts it back to a draft; **Publish again** sends the new version.



1 the instructor, 2 a note, 3 Save draft, 4 Publish.

FoxFace Diving how-to guides, guide T1. 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.