HELP

Create and set up your club

Request the creation of your club, complete its profile, logo and signature, understand what is public and who administers.

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Written with the help of an AI

What it is for

Your club gets its page on the public site and its management space. This page covers the creation of the club and its first settings.

Before you start

- Give in the request the e-mail address of your Reefwise account: it is what gives you administrator rights when the club is created. Without an account at this address, one is created for you when the request is accepted (see “Create an account”).
- The setup is done in the web space. The iPhone gives access to the club tools, not to its profile.

Request the creation of the club

1. On the public site, open **Clubs** and scroll down to the **Suggest a club** block, “Add your club”.
2. Fill in the **Club name** and the **Email** (required), then the **Contact name** and a **Description (optional)**.
3. Click **Send request**. The message “Thanks! Your request has been submitted.” confirms.
4. The Reefwise team reviews the request and creates the club with a first season. You become its administrator; the Reefwise team member who accepts the request does not join the club.

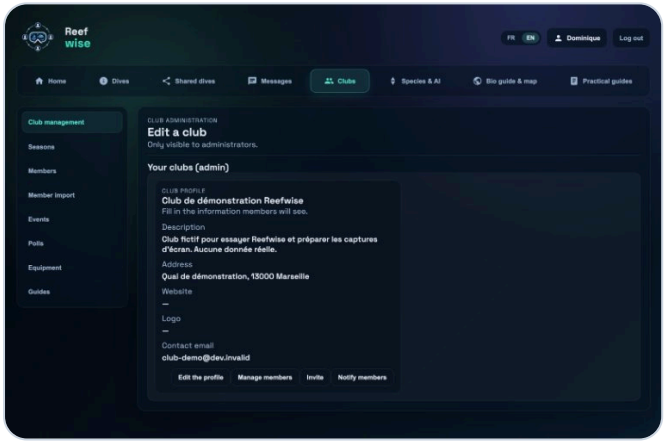
An e-mail tells you the decision. If the request is accepted and you had no account yet, a second e-mail contains the link to choose your password. If the club does not appear in your space after it is created, check that your account uses the address given in the request.

Complete the club profile

1. In the web space, open **Clubs**, tab **Club management**: your club is listed in **Your clubs (admin)**.
2. Click **Edit the profile**.
3. Complete the fields of the table, then **Update**.

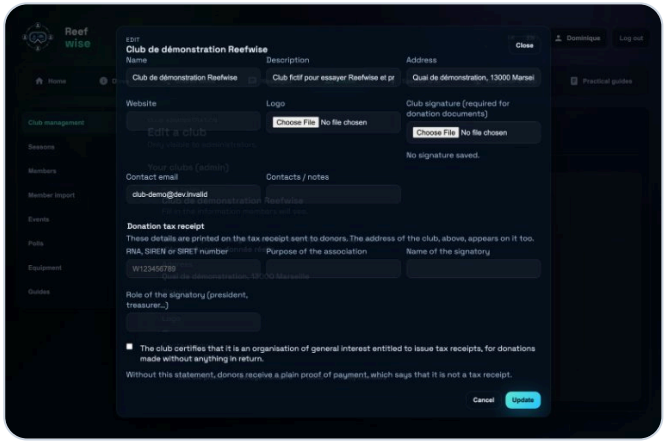
Field	Where it appears
Name, **Description**, **Address**, **Website**	Club page on the public site and donation documents.
Logo (JPEG, PNG, WebP or HEIC image, 20 MB at most, saved again without its metadata)	Club directory, club page and donation documents.
Club signature	Donation documents only, for which it is required. It is neither published nor shown to members: only the club administrators see it.
Contact email	Proofs of donation. It is shown neither on the public site nor to members: only the club administrators see it.
Donation tax receipt	RNA or SIREN number, purpose, signatory and statement of the club (see “Issue a donation receipt”).
Contacts / notes	Internal reminder (president, technical lead). Reserved to the club administrators.

Club management tab with the club profile and its actions



Reefwise

Club profile editing window



Reefwise

What is public

Every club is listed in the directory of the public site: there is no setting to hide a club. The club page shows its name, description, address, website, logo, its events marked “Publicly visible” and its guides open to everyone. Members, registrations and shared dives are never public.

Who administers the club

- **Administrator**: has access to all the club tools. In **Manage members**, **Make admin** and **Remove admin** give or remove this role for a member of the current season.
- **Member**: accepted member of the active season.
- **Follower**: someone whose follow the club accepted, without a membership.
- The **functions** (Board, Instructor, Equipment, Events, Filling / Rescue, Communication) describe each person’s role. They are shown for information and grant no right: only the administrator role opens the club management, whatever function is ticked.

The other tools are in the tabs of the **Clubs** space: **Seasons**, **Members**, **Member import**, **Events**, **Polls**, **Equipment** (club inventory) and **Guides**.

Good to know

- The club always keeps at least one administrator: the last one can neither remove their own role nor have their membership refused. Name a second one to hand over.
- Changing the **Contact email** gives no rights: to name an administrator, use **Make admin**.
- A logo or a signature cannot be deleted, only replaced. Only JPEG, PNG, WebP or HEIC images are accepted (no SVG or PDF); they are saved again without their metadata.
- On the iPhone, the **Manage my clubs** icon opens **Club administration**, without the club profile.

Going further

Then open your season and bring your members in: see “Manage seasons and memberships”.