HELP

Publish a club practical guide

Write a guide for your members, have it reviewed, choose its readers, illustrate it and put it online.

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Written with the help of an AI

What it is for

Pool rules, filling procedure, organisation of an outing: the club writes its own practical guides, has them reviewed, then opens them to its members or more widely.

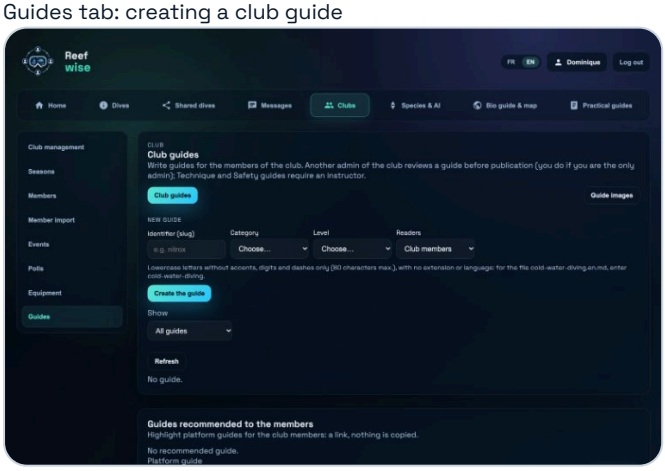
Before you start

- Be an administrator of the club. Writing is done in the web space only.
- Guides are read in the web space, menu **Practical guides**. They are not displayed in the iPhone and Android apps.

Create the guide

1. Open **Clubs**, tab **Guides**, then **New guide**.
2. Give an **Identifier (slug)** in lowercase, without accents, with dashes (`sortie-fosse`). It can no longer change once the guide is published.
3. Choose the **Category**, the **Level** and the **Readers**, then **Create the guide**.

Guides tab: creating a club guide



Reefwise

Write and have it reviewed

1. Click **Write this language** for French, which is the reference.

2. Fill in **Title** (120 characters), **Summary** (160) and **Content (Markdown)**. Section headings start with `##`; add your **Sources**.
3. **Save the draft**, then **Preview** to check the rendering and the problems reported.
4. **Submit for review**.
5. Another administrator of the club ticks the **Review checklist**, then **Approve** (or **Return to draft** with a note). If you are the only administrator, you review it yourself.
6. Click **Publish**. Tick **Notify the members once online** to send them a notification.

For the Technique and Safety categories, choose the **Reviewing instructor** among the validated members of the season who have the **Encadrant** function (given in **Members**); the server checks it. This function gives no other right. Guides reviewed before keep the name typed at the time. The English version can only be published after the French version.

Choose the readers

Readers	Who reads the guide
Club members	Administrators and accepted members of the active season.
Club members and followers	The same, plus the followers accepted by the club.
Every signed-in user (after moderation)	Any Reefwise account, once the platform has approved the guide.
Everyone, public site included (after moderation)	In addition, the club page on the public site.

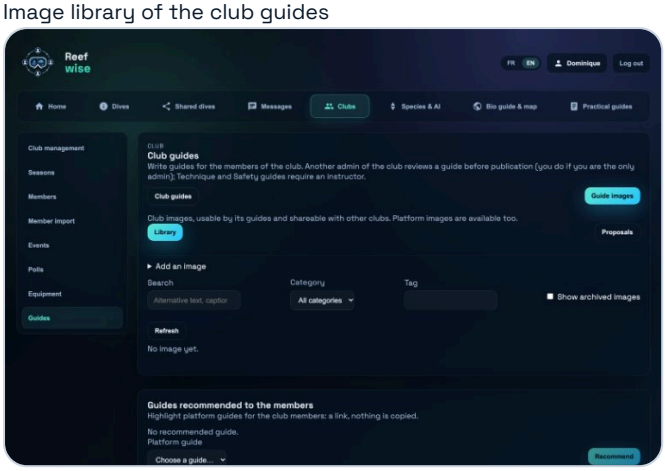
> With the last two choices, the first version is visible to nobody, not even your members, until the platform has approved it. The club administrators receive the decision by e-mail.

Illustrate the guide

1. In the **Guides** tab, open **Guide images**, then **Add an image**: JPEG, PNG, WebP or SVG, 10 MB at most. The position and the other metadata of the image are removed.
2. Fill in the **Alternative text in French (required)**, the **Credit / author** and the **License**.
3. In the draft, **Insert an image** adds the reference where you want it.

Members can suggest a dive photo with **Propose for the guides**: you find it in **Proposals**, to **Accept** or **Reject** with a reason.

Image library of the club guides



Reefwise

Keep the guide alive

- **Prepare a new version** starts from the text online; the **History** lets you go back to a previous version.
- **Sharing with other clubs** opens the guide to the members of another club, without copying it.
- **Guides recommended to the members** highlights platform guides for your club.
- The **Readers' comments open** box allows comments; you can delete them.
- **Archive** takes the guide offline.

Good to know

- **Keywords** are separated by commas; they are stored without accents ("oxygène" becomes "oxygene").
- The notification to members only goes to the members of the active season, not to followers.
- Some error messages are shown in English; moderation e-mails are in French.

Going further

Announce the new guide to your members: see "Organise an event and run a poll", section "Notify the members".