

Customer Portal User Manual



For divers: finding trips, booking and paying, your bookings, waivers, certification cards and your dive history.

Screens shown are from the demo shop "Blue Reef Divers"; your shop's name, trips and prices will differ.

Edition: October 14, 2026

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1 Welcome

Your dive shop uses DiveScheduler for its bookings. This guide shows you how to find a trip, book and pay online, and keep everything for your dive day in one place: your bookings, waivers, certification cards and dive history.

Everything works on a computer, a tablet or a phone. The pictures in this guide come from a demo shop called **Blue Reef Divers**; your shop's name, trips and prices will be its own.

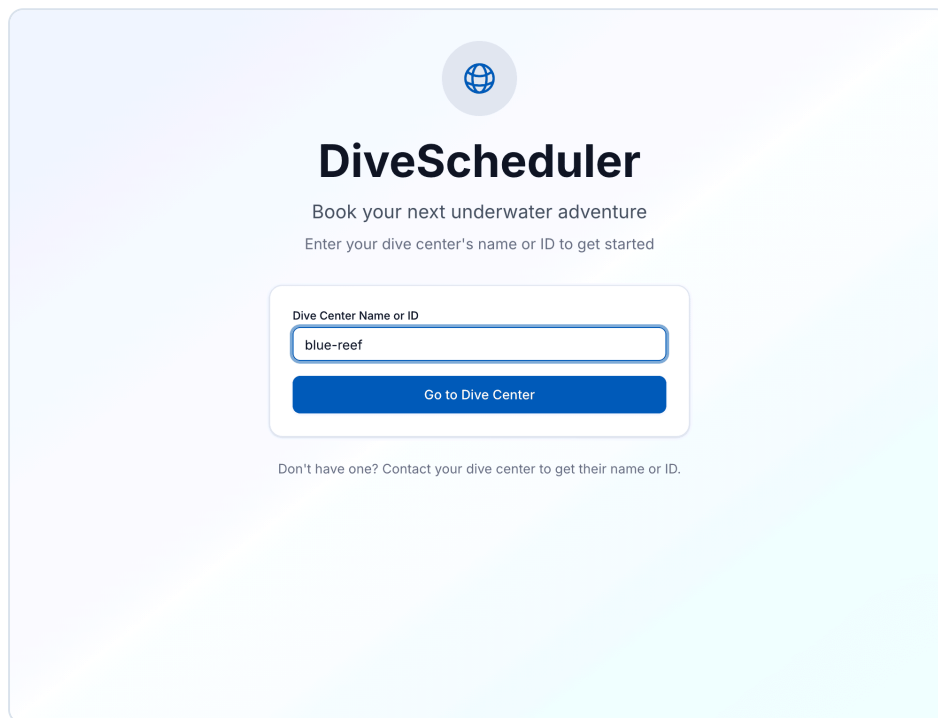
Tip Booking for friends or family? You can book several divers at once, and each diver can sign their own waiver and add their own certification card later.

2 Getting started

2.1 Finding your shop

Your shop will usually send you a link straight to its booking page. If you start at the DiveScheduler home page instead:

- 1 Type your shop's name or ID in **Dive Center Name or ID** (your shop can tell you what it is).
- 2 Click **Go to Dive Center**.



The screenshot shows the DiveScheduler home page. At the top center is a globe icon. Below it, the text "DiveScheduler" is displayed in a large, bold font. Underneath, it says "Book your next underwater adventure" and "Enter your dive center's name or ID to get started". A search box is centered on the page, containing the text "Dive Center Name or ID" and the input "blue-reef". Below the search box is a blue button labeled "Go to Dive Center". At the bottom of the search area, there is a link that says "Don't have one? Contact your dive center to get their name or ID."

Figure 1. Finding your dive shop. Shops you've visited are listed under **Recent dive centers**.

2.2 Creating an account

You can look at trips without an account. An account keeps your bookings, waivers and certification cards together, and fills in your details when you book.

- 1 Click **Sign Up** at the top right.
- 2 Enter your name, email and a password of at least 8 characters, then click **Create Account**.
- 3 Check your inbox and click the link to confirm your email address.

Blue Reef Divers Sign In Sign Up

Create Account

Join Blue Reef Divers to start booking your dives

First Name * Last Name *

Email *

Phone (optional)

Password *
Must be at least 8 characters

Confirm Password *

☐ Send me updates about trips, offers, and diving news

Create Account

By creating an account, you agree to Blue Reef Divers's [Terms & Conditions](#) and [Privacy Policy](#).

Already have an account? [Sign in](#)

Figure 2. Creating an account.

2.3 Signing in, and a forgotten password

- 1 Click **Sign In**, enter your email and password, and click **Sign In**.
- 2 Forgotten your password? Click **Forgot password?**, enter your email and click **Send Reset Link**. The email contains a link to choose a new password.

Blue Reef Divers Sign In Sign Up

Welcome Back

Sign in to your Blue Reef Divers

Email *

Password *

[Forgot password?](#)

Sign In

Don't have an account? [Sign up](#)

Or continue as a [guest](#)

Blue Reef Divers Sign In Sign Up

Forgot Password

Enter your email and we'll send you a reset link.

Email *

Send Reset Link

[Back to login](#)

Figure 3. Signing in (left) and asking for a password reset link (right).

Good to know If your shop booked you in, or you booked as a guest, an account was made for you automatically. Look for the welcome email and use its link to set your password, or use **Forgot password?** at any time.

2.4 Your account menu

Once you're signed in, click your name at the top right. The same list is down the left side of every account page.

The screenshot displays the 'Blue Reef Divers' account interface. At the top, there's a header with the company name and a user profile section showing a shopping cart icon, the initials 'OB', and the name 'Olivia'. Below this, there are filters for 'Destination' (set to 'All Destinations') and 'Location' (set to 'All Locations'). The main area is a calendar for 'October 2026'. The calendar shows dates from 27 to 31. On the 13th, there's a blue circle with the number 13. On the 14th, 15th, 16th, and 17th, there are orange boxes representing bookings. Each box contains the time, location, and a small green circle with the number 3. The bookings are as follows:

Date	Time	Location
14	7:30 AM	Coral Reef Blue Reef Marina
14	11:00 AM	Shipwreck Alley Harbor Dock
14	2:00 PM	North Wall Blue Reef Marina
15	7:30 AM	Coral Reef Blue Reef Marina
15	11:00 AM	Shipwreck Alley Harbor Dock
15	2:00 PM	North Wall Blue Reef Marina
16	7:30 AM	Reef Shallows / R... Coral Reef Blue Reef Marina
16	11:00 AM	Shipwreck Alley Harbor Dock
16	2:00 PM	North Wall Blue Reef Marina
17	7:30 AM	Coral Reef Blue Reef Marina
17	11:00 AM	Shipwreck Alley Harbor Dock
17	2:00 PM	North Wall Blue Reef Marina
18	7:30 AM	Coral Reef Blue Reef Marina
18	11:00 AM	Shipwreck Alley Harbor Dock
18	2:00 PM	North Wall Blue Reef Marina
19	7:30 AM	Coral Reef Blue Reef Marina
19	11:00 AM	Shipwreck Alley Harbor Dock
20	7:30 AM	Coral Reef Blue Reef Marina
20	11:00 AM	Wreck Bow / Wr... Shipwreck Alley Harbor Dock

On the right side of the calendar, there's a dropdown menu for the user 'Olivia'. The menu options are: View calendar, My Bookings, My Dives, Orders, Waivers, Certifications, Insurance, Settings, and Sign Out.

Figure 4. The account menu: your bookings, dives, orders, waivers, certification cards, insurance and settings.

3 Finding a trip

3.1 The trip calendar

Your shop's booking page opens on the calendar. Each coloured block is a trip, with its start time, where it's going and where it leaves from. The small number on each day is how many trips there are; it turns red when they're all full.

- Use **Destination** and **Location** to see only certain trips.
- Use the arrows and **Today** to move between months.

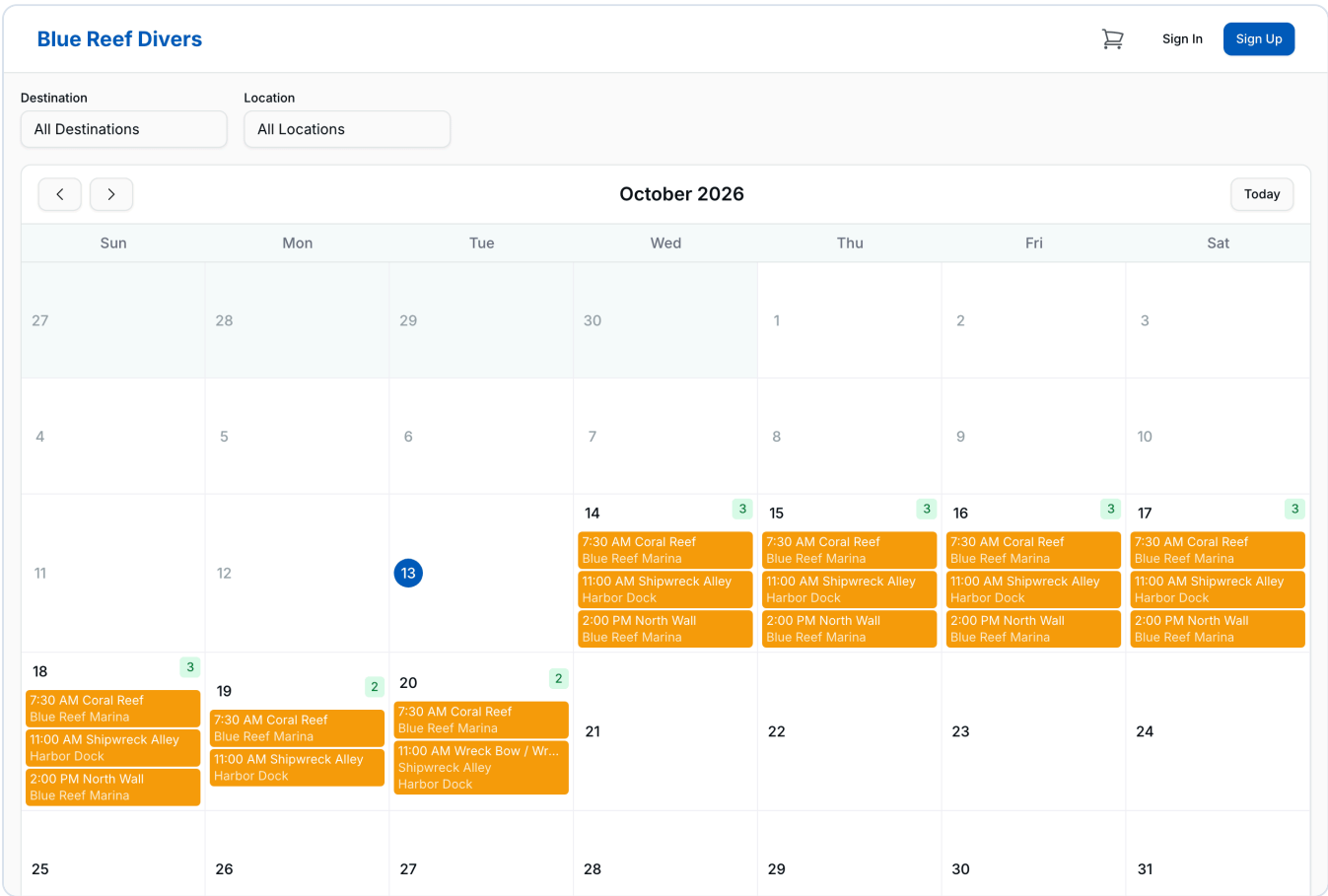


Figure 5. The trip calendar on a computer.

3.2 On your phone

On a phone the calendar becomes a list, day by day, showing how many spots are left on each trip.

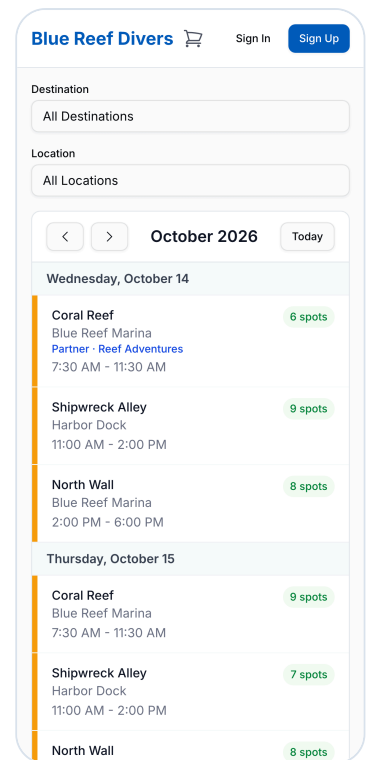


Figure 6. The trip list on a phone.

3.3 A trip's details

Click a trip to see its date, time, departure point, dive sites and how many spots are left.

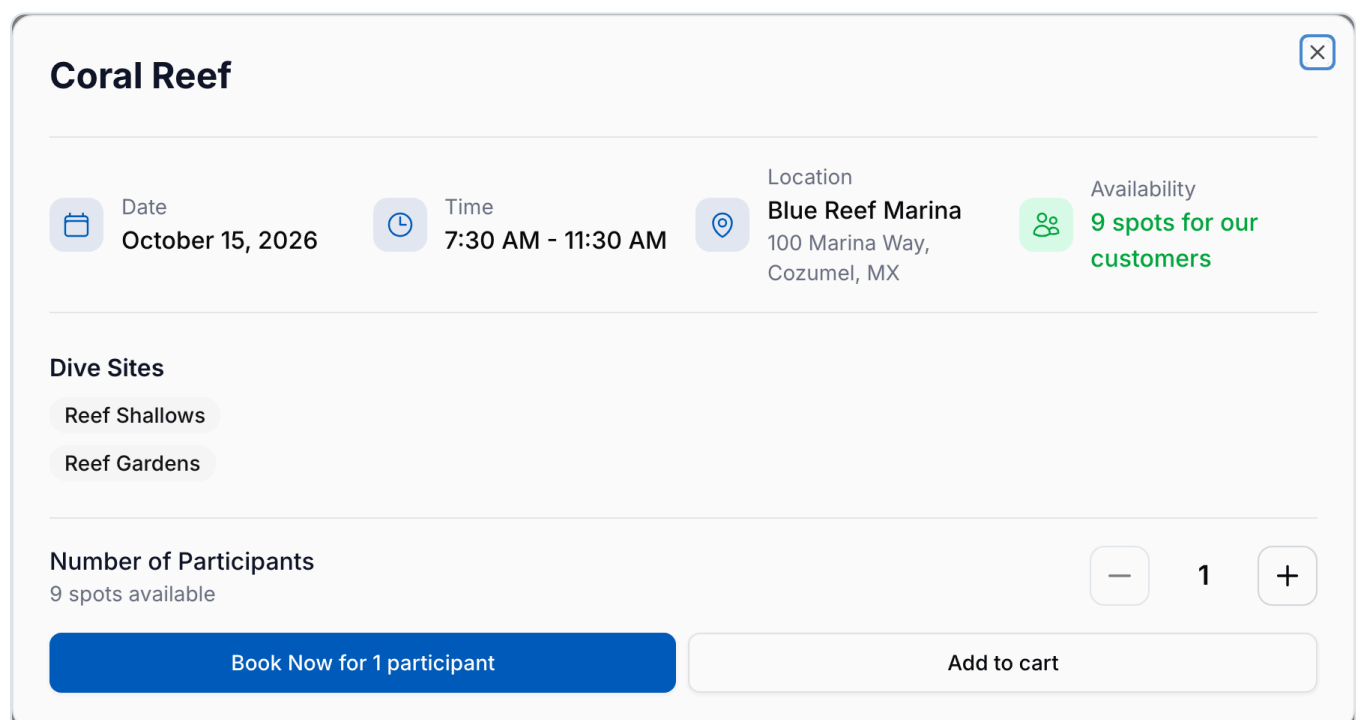


Figure 7. A trip's details.

- **Private trips** ask for an **access code**; your shop will give it to you.
- **Partner trips** are booked through one of the shop's partner dive shops; the trip shows who to call.
- **Fully booked** or cancelled trips say so and can't be booked.

4 Booking a trip

Booking takes three steps, shown at the top of the page: **Diver Details**, **Review** and **Payment**.

4.1 How many divers

- 1 On the trip, use + and – to choose the **Number of Participants**.
- 2 Click **Book Now** to book just this trip, or **Add to cart** to book several trips together (see “Booking several trips”).

Date

October 16, 2026

Time

7:30 AM - 11:30 AM

Location

Blue Reef Marina
100 Marina Way,
Cozumel, MX

Availability

8 spots for our
customers

Dive Sites

Reef Shallows

Reef Gardens

Number of Participants

8 spots available

–

2

+

Book Now for 2 participants

Add to cart

Figure 8. Two divers on one trip.

4.2 Diver details

Each diver has a card. If you're signed in, the first diver is filled in for you.

- **Ticket Type:** the kind of place (for example diver, or a non-diving bubble watcher). Prices can differ.
- First and last name, email (needed for the first diver) and phone.
- Tick **This participant is under 18 years old** for a young diver.
- **Add Participant** adds another diver, up to the spots left on the trip.

Blue Reef Divers

OB Olivia

1

Diver Details

2

Review

3

Payment

Participant Details

1

Olivia Bennett (Lead)

Diver

Ticket Type *

Diver - \$95.00

First Name *

Olivia

Last Name *

Bennett

Email *

olivia.bennett@example.com

Phone

555-0201

☐ This participant is under 18 years old

Rentals for Olivia

None added

2

Participant 2

Diver

Ticket Type *

Diver - \$95.00

Coral Reef

October 16, 2026

7:30 AM - 11:30 AM

Blue Reef Marina

2 participants

Subtotal

\$190.00

Taxes and Fees

\$18.05

Total

\$208.05

Figure 9. Diver details, with the trip and running total on the right.

4.3 Rentals and gear

Open **Rentals for ...** under a diver to add the gear they need, such as a tank, BCD or wetsuit.

- 1 Use **+** to add an item.
- 2 Choose its options, for example tank size, gas and configuration. Options marked ***** must be chosen.
- 3 Need two different setups (say, doubles on trimix and a small oxygen bottle)? Click **+ Add another ... (different options)**.

Custom gas blends

If your shop offers **Custom blend** as a gas, choosing it opens **Your blend**. Type the **Oxygen %** and, for trimix, the **Helium %**. The price is worked out straight away from the gas your tank needs: the fill fee plus the oxygen and helium used, for each tank (both of them, in doubles).



Tank Rental

One tank for the day, filled.

\$45.39

Optional

-1+

No Nitrox (enriched air) certification on your account (Tank Rental (Nitrox 32%)). You can still book this. Bring your card, or add it under [My Certifications](#).

Tank *

Aluminium 80

Gas

Custom blend (priced from the gas)

Configuration

Single Tank

Your blend

Oxygen %

32

Helium %

0

Nitrox 32%: \$15.39 for the gas (fill fee plus oxygen used)

+ Add another tank rental (different options)

1 × Tank Rental · \$45.39 (Aluminium 80, Nitrox 32%, Single Tank ×1)

Figure 10. A tank with a custom Nitrox 32% blend, and a reminder that it needs a Nitrox card.

Good to know Some gear needs a certification, such as Nitrox, trimix or doubles. If there isn't a matching card on your account you'll see a yellow reminder. It never stops the booking: bring your card on the day, or add it under **Certifications** (see “Certification cards”).

Tip If a blend isn't possible (for example less oxygen than air with no helium), the page says why, and you can't continue until it's fixed.

4.4 Dive sites and questions

Some trips let you choose the dive sites. Pick up to the number shown; sites with an extra charge show it on the card. Sites already chosen by an earlier booking are marked **(locked)**.

Select Dive Sites

Choose up to 2 dive sites for this trip. Some were already chosen by an earlier booking and can't be changed.

Reef Shallows (locked) ✓

Reef Gardens (locked) ✓

2 of 2 sites selected

Figure 11. Choosing dive sites.

Your shop may also ask a few questions at the end of the page. Questions marked as required must be answered. When everything's filled in, click **Continue to Review**.

4.5 Reviewing your booking

Check the divers, sites and rentals; each section has an **Edit** link to go back and change it. Have a promotion code? Enter it under **Promo code** and apply it. Then click **Continue to Payment**.

The **Price Summary** shows exactly what you'll pay. Shops show taxes and fees their own way: most on one **Taxes and Fees** line, some with each fee and the tax on its own line, and some with everything already in the price. The total is the same either way.

Blue Reef Divers

Ben Bennett

Diver

\$95.00

Dive Sites

Edit

Reef Shallows

Reef Gardens

Add-ons

Edit

Tank Rental for Olivia Bennett

Aluminium 80, Nitrox 32%, Single Tank

1 x \$45.39

Certification not on your account

Tank Rental (Nitrox 32%) needs Nitrox (enriched air).

This does not stop your booking. Bring your card, or add it under [My Certifications](#).

Promo Code

Apply

Back

Continue to Payment

Coral Reef

October 16, 2026

7:30 AM - 11:30 AM

Blue Reef Marina

2 participants

Price Summary

Participants	\$190.00
Add-ons & Rentals	\$45.39
Subtotal	\$235.39
Taxes and Fees	\$21.23
Total	\$256.62

Figure 12. The review step.

DiveScheduler · Customer Portal Manual

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4.6 Choosing how to pay

Depending on your shop and your account you may be able to choose:

Option	What it means
Pay in Full	Pay the whole booking now.
Pay Deposit Now	Pay part now; the rest is due before the trip. The page shows both amounts.
Pay Later	Nothing to pay now. Only for customers the shop has allowed to pay later.
Use a Free Charter	If your shop has given you free charters, one covers your seat and the booking fee.

You can also leave a note for the shop and choose whether to receive their news and offers. Click **Continue to Payment**.

Blue Reef Divers

OB Olivia

✓

✓

3

Diver Details

Review

Payment

Payment Option

☒ Pay in Full

Complete your payment now

\$256.62

☐ Pay Deposit Now

Pay \$64.16 now, remaining \$192.46 due later

\$64.16

Additional Information

Notes for the operator (optional)

Any special requests, dietary requirements, or other information...

☐ Keep me updated with news, offers and promotions

We'll send occasional emails about special offers and new experiences. You can unsubscribe at any time.

Back

Continue to Payment - \$256.62

Coral Reef

October 16, 2026

7:30 AM - 11:30 AM

Blue Reef Marina

2 participants

Price Summary

Participants

\$190.00

Add-ons & Rentals

\$45.39

Subtotal

\$235.39

Taxes and Fees

\$21.23

Total

\$256.62

Figure 13. Choosing to pay in full or pay a deposit.

Good to know From this point your places on the trip are held for you while you pay. Going **Back** lets them go again.

4.7 Paying by card

- 1 If you have store credit, the page shows your balance. Enter an **Amount to apply** and click **Apply Credit**. If it covers everything, click **Complete Booking**.

- 2 Otherwise enter your card details. Payments are handled securely by Stripe; your shop never sees your full card number.
- 3 Click **Pay**. Your bank may ask you to confirm the payment.

Blue Reef Divers

OB Olivia ▾

✓

✓

3

Diver DetailsReviewPayment

Payment Details

Card number

4242 4242 4242 4242

VISA

Expiration (MM/YY)

12 / 34

Security code

123

Country

United States ▾

ZIP code

77001

Pay \$256.62

Secured by Stripe

Back

Coral Reef

October 16, 2026

7:30 AM - 11:30 AM

Blue Reef Marina

2 participants

Price Summary

Participants

\$190.00

Add-ons & Rentals

\$45.39

Subtotal

\$235.39

Taxes and Fees

\$21.23

Total

\$256.62

Figure 14. Paying by card.

4.8 Booking confirmed

You'll see your **booking reference**, the trip, divers, rentals and what was paid, and you'll get a confirmation email. Click **View Booking Details** to see the booking and the forms still to complete.

Blue Reef Divers

OB Olivia

✓

Booking Confirmed!

Thank you for your booking. A confirmation email has been sent.

Booking Reference

BK-JBR5P8

Confirmed

Trip Details

Coral Reef

Coral Reef

📅 October 16, 2026

🕒 7:30 AM - 11:30 AM

📍 Blue Reef Marina

Participants

Olivia Bennett

Diver

\$95.00

Ben Bennett

Diver

\$95.00

Add-ons

Tank Rental

\$45.39 × 1

\$45.39

Payment

Subtotal

\$235.39

Taxes and Fees

\$21.23

Total

\$256.62

Amount Paid

\$256.62

Need Help?

If you have any questions about your booking, feel free to contact us.

✉ hello@example.com

☎ +1 555 0100

View Booking Details

Back to Home

Figure 15. The confirmation page.

5 Booking several trips

5.1 Your cart

Click **Add to cart** on each trip you want, then click the cart icon at the top. Booking several trips together means one checkout and one payment.

- Change the number of participants on each trip, or click **Remove**.
- If a trip fills up or is cancelled, the cart tells you; sort it out before you check out.
- Click **Check out** when you're ready. Your places are held from that moment, not while trips sit in the cart.

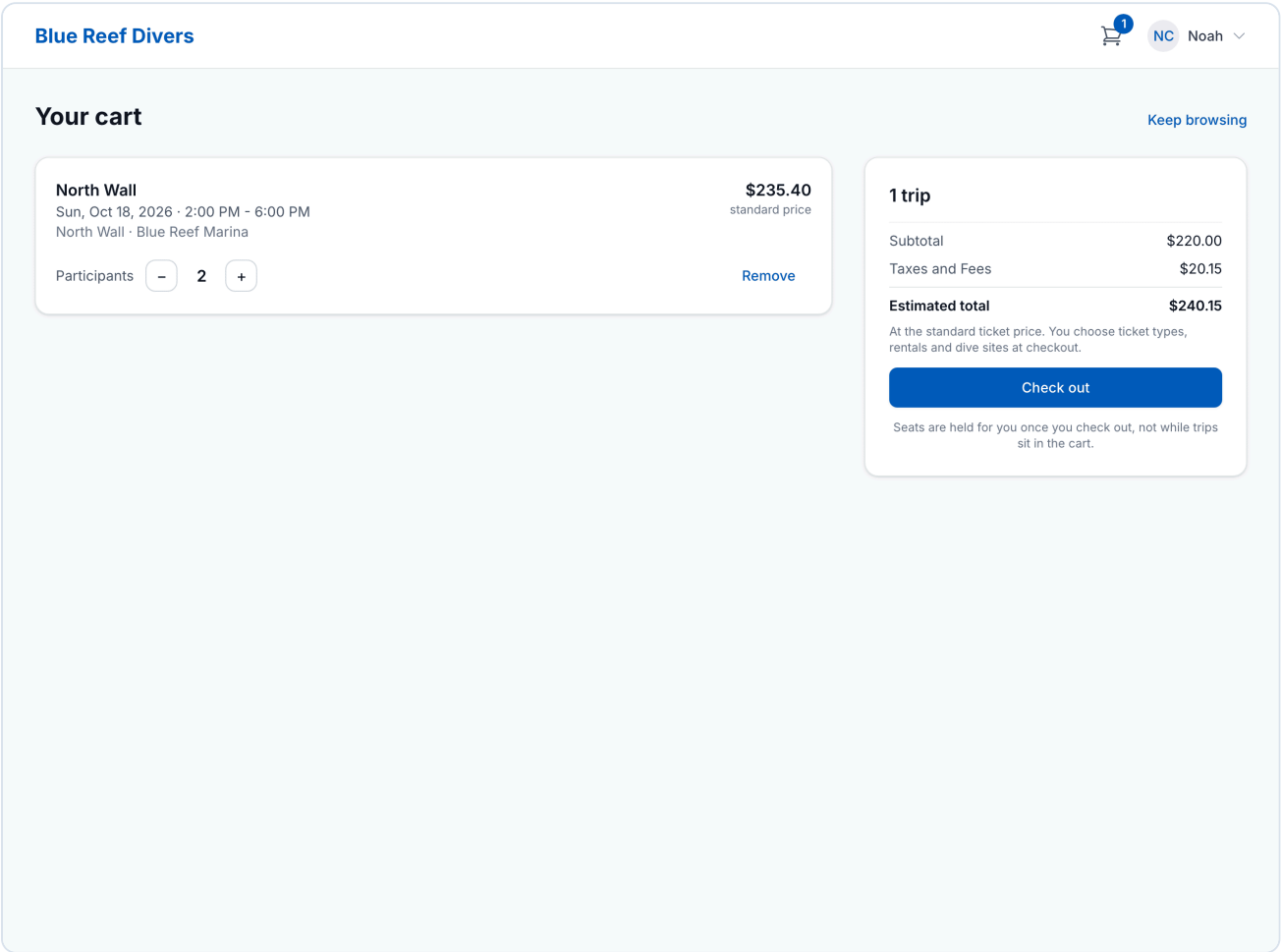


Figure 16. Two trips in the cart.

5.2 Checking out

Each trip gets its own section for divers, rentals and dive sites. On the second trip, **Same participants as trip 1** copies the divers over. The review and payment steps work just like booking a single trip.

Blue Reef Divers

1

Diver Details

2

Review

3

Payment

TRIP 1 OF 1

North Wall

Sunday, October 18, 2026 · 2:00 PM

1

Noah Carter (Lead)

Diver

Ticket Type *

Diver - \$110.00

First Name *

Noah

Last Name *

Carter

Email *

noah.carter@example.com

Phone

555-0202

☐ This participant is under 18 years old

Rentals for Noah

None added

2

Participant 2

Diver

Ticket Type *

Your order: 1 trip

North Wall

Sun, Oct 18 · 2 participants

Subtotal

\$220.00

Taxes and Fees

\$20.15

Total

\$240.15

Figure 17. Checking out several trips at once.

5.3 Payment links from your shop

If you booked by phone, your shop may email you a secure payment link. Open it, pay on the card page, and you'll come back to a page saying **Payment received** with your booking reference. If you close the payment page without paying, nothing is charged; use the link again before it expires.

6 Your bookings

6.1 My Bookings

Click **My Bookings** to see all your bookings. Search by name or reference, filter by status, and sort by date. A booking that still needs forms says **Forms incomplete**.

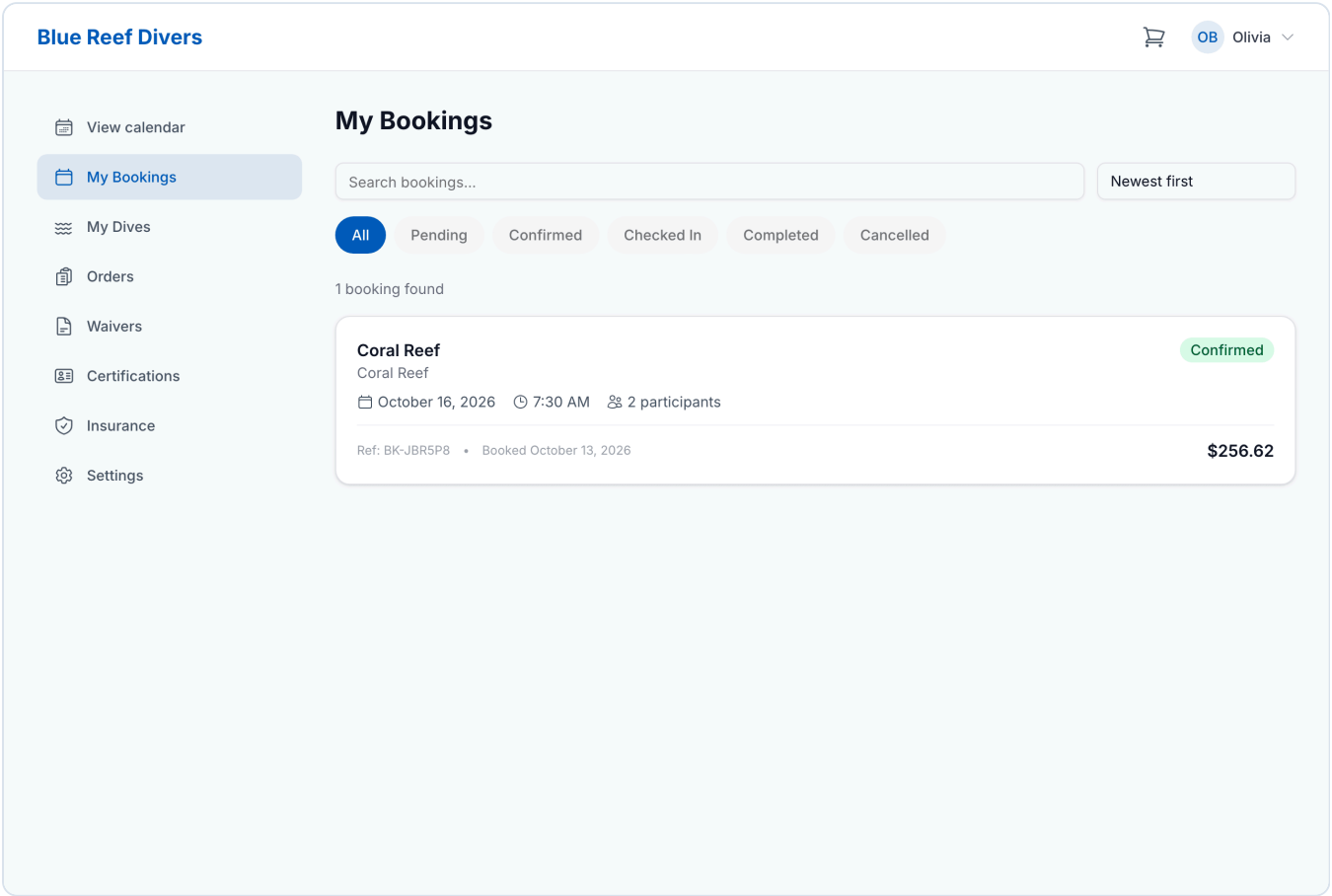


Figure 18. My Bookings.

6.2 A booking's page

Open a booking to see the trip, divers, rentals and payments. **Required Forms** lists, for each diver, what still needs doing before the trip:

- **Waivers: Sign Now**, or **Signed** with **View** and **PDF**.
- **Certification (C-Card)**: approved, waiting for the shop to review it, or **Upload** to add it.

Blue Reef Divers OB Olivia

[View calendar](#) [Back to Bookings](#) Confirmed

My Bookings

Coral Reef
Ref: BK-JBRSP8

Trip Details

Coral Reef
October 16, 2026 7:30 AM - 11:30 AM
Blue Reef Marina
Dive Sites: Reef Shallows Reef Gardens

Participants

Name	Role	Price
Olivia Bennett	Diver	\$95.00
Ben Bennett	Diver	\$95.00

Add-ons

Item	Price
Tank Rental	\$45.39

Payment

Category	Amount
Subtotal	\$235.39
Taxes and Fees	\$21.23
Total	\$256.62
Amount Paid	\$256.62

Required Forms Incomplete

Olivia Bennett

- ☐ Liability Release & Assumption of Risk [Sign Now](#)
- ☒ Certification (C-Card) 1.2 Advanced Open Water - PADI Approved

Ben Bennett

- ☐ Liability Release & Assumption of Risk [Sign Now](#)
- ☐ Certification (C-Card) Not on file

[Edit booking](#) [Cancel Booking](#) [Contact Support](#)

Figure 19. A booking, with its required forms and the buttons to change or cancel it.

Tip Every diver on a booking can sign their own waiver. Share the booking with them, or ask the shop to send them the waiver link.

6.3 Adding to a booking

Click **Edit booking** to add divers, rentals, add-ons or merchandise to a booking you've already made. The page says how late you can make changes. You'll see what's already paid, the new total and **To pay now**; click **Continue to payment** to pay the difference.

Blue Reef Divers

OB Olivia

View calendar

My Bookings

My Dives

Orders

Waivers

Certifications

Insurance

Settings

← Back to booking

Add to your booking

Coral Reef · Friday, October 16 at 7:30 AM · BK-JBR5P8

On this booking
You can add to this booking until Fri, Oct 16 at 7:30 AM.

Olivia Bennett
Has: Tank Rental

Add rentals for Olivia None added

Ben Bennett

Add rentals for Ben None added

+ Add Participant

Add-ons None added

Merchandise None added

Add a diver or an item to see the price.

Continue

Figure 20. Adding to a booking.

Good to know If the trip is full, or it's too close to the trip to change online, the page says so. Call the shop instead.

6.4 Cancelling

Click **Cancel Booking**. The window shows any cancellation fee and how much will come back to you (your shop may keep the booking and card fees), and lets you choose:

- **Store Credit:** available straight away for your next booking.
- **Original Payment Method:** back to your card, usually within 5–10 business days (if your shop allows it).

Cancel Booking

Full refund of \$244.13

Refund to:

☐ Store Credit
Available immediately for future bookings

☒ Original Payment Method
Refund to your card (may take 5-10 business days)

Are you sure you want to cancel this booking?
This action cannot be undone.

Keep Booking

Cancel Booking

Figure 21. Cancelling a booking.

6.5 Orders and paying a balance

An order is one checkout; it can hold one trip or several. **Orders** lists them with their totals. If you paid a deposit or still owe something, click **Pay Now** on the order to pay the balance by card. Any refunds are shown on the order and on each booking.

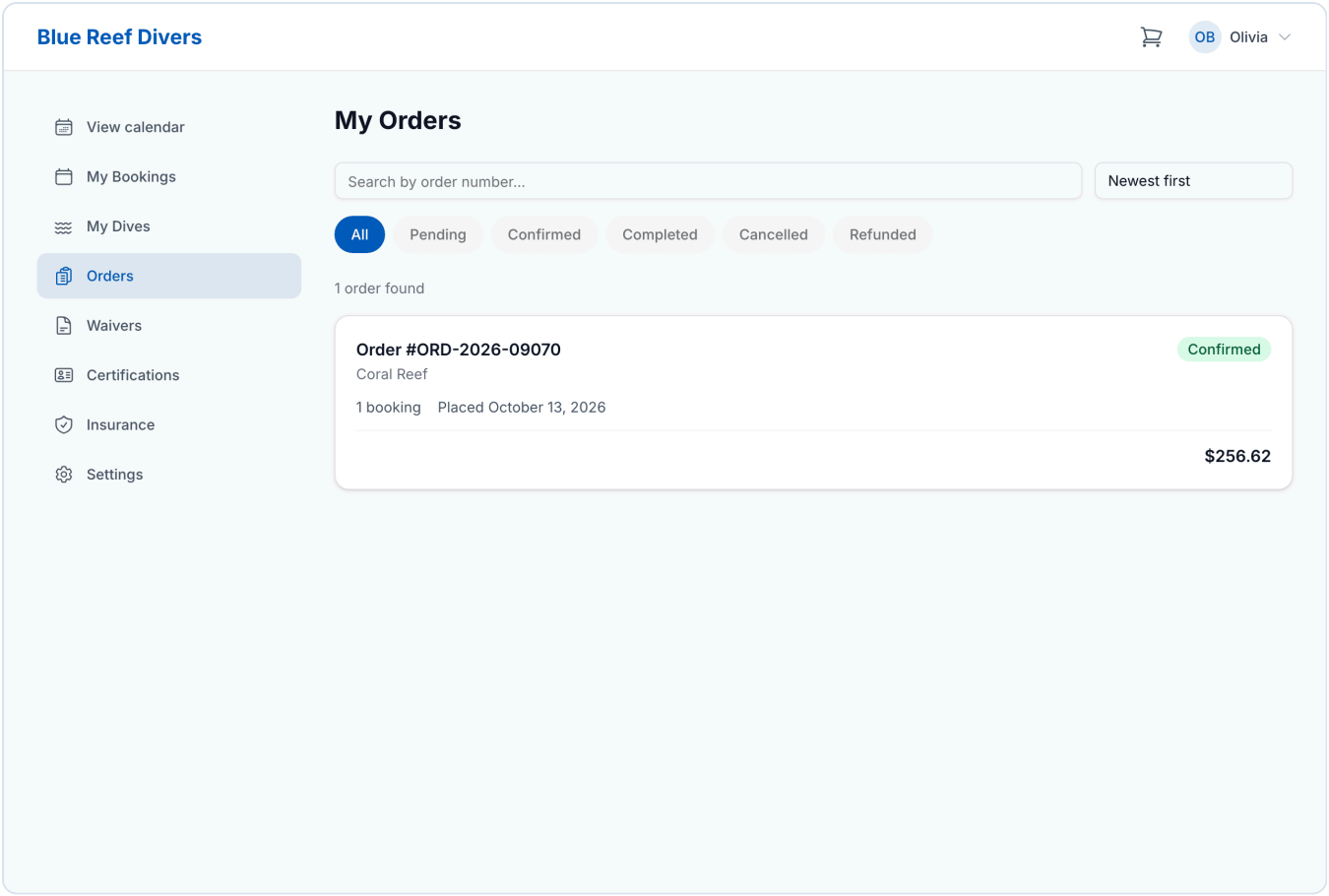


Figure 22. Your orders.

Blue Reef Divers

OB Olivia

View calendar

My Bookings

My Dives

Orders

Waivers

Certifications

Insurance

Settings

Back to Orders

Order #ORD-2026-09070

Placed October 13, 2026

Confirmed

Pricing Summary

Subtotal	\$235.39
Taxes and Fees	\$21.23
Total	\$256.62
Paid	\$256.62

Bookings (1)

Coral Reef

Ref: BK-JBR5P8

October 16, 2026

7:30 AM

2 participants

Confirmed

Figure 23. An order: what it cost, what's been paid and refunded, and what's still due.

7 Waivers

7.1 Signing a waiver

Waivers shows anything you still need to sign under **Action Required**, and the waivers you've already signed.

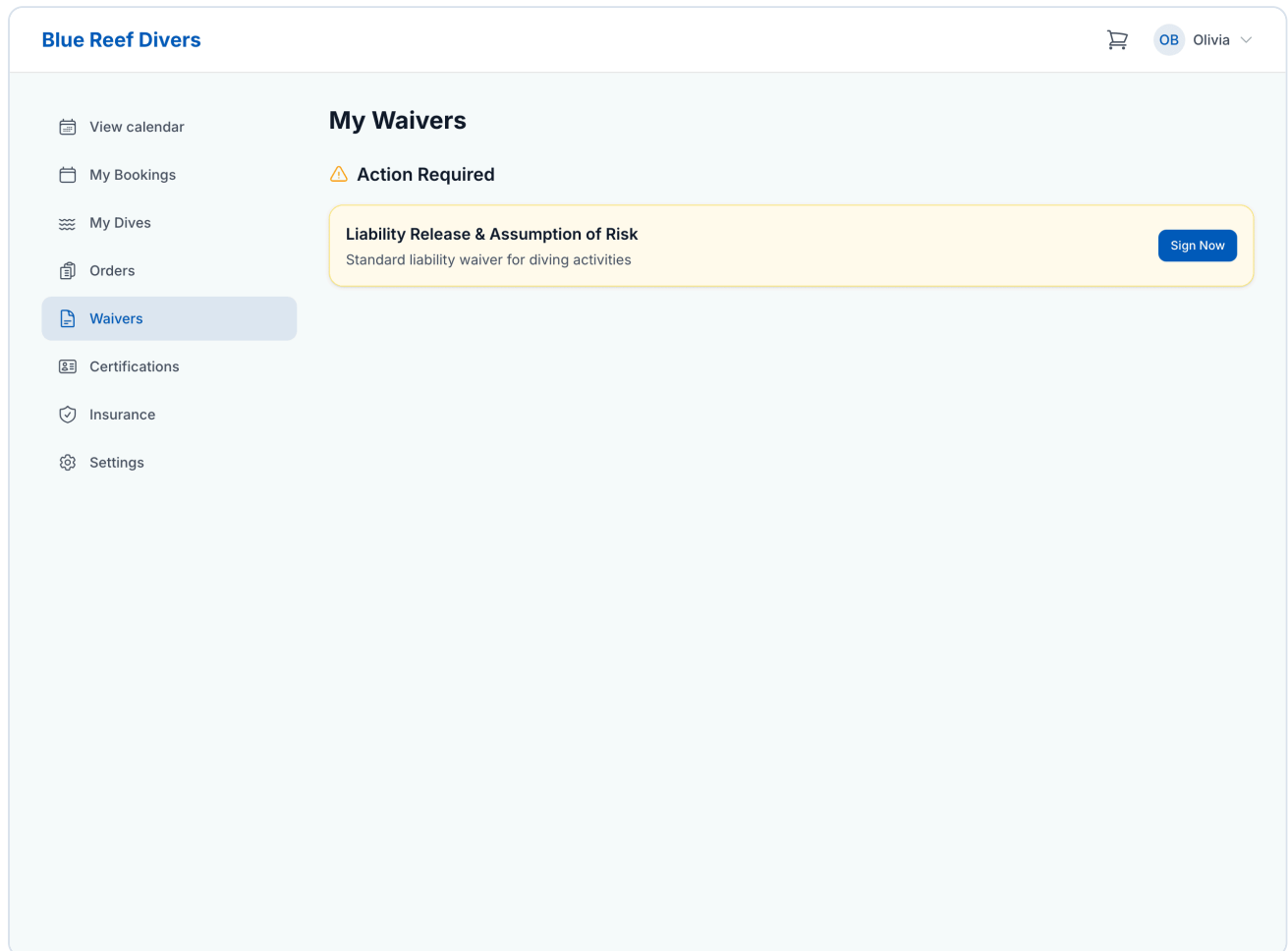


Figure 24. A waiver waiting to be signed.

- 1 Click **Sign Now**.
- 2 Read the waiver and answer its questions. Required answers are marked.
- 3 Enter your full legal name, email and an emergency contact.
- 4 Type or draw your signature, tick that you agree, and click **Sign Waiver**.

Blue Reef Divers Olivia

Liability Release & Assumption of Risk

Liability Release & Assumption of Risk Agreement

Please read this document carefully before signing. This is a release of liability and waiver of certain legal rights.

1. Assumption of Risk

I acknowledge that diving and water-related activities involve inherent risks, including but not limited to: decompression sickness, embolism, hyperbaric injuries, drowning, marine life encounters, equipment malfunction, boat-related hazards, and other injuries or illness that may occur in a water environment. I understand that these risks may result in serious injury, disability, or death.

I voluntarily assume full responsibility for any risks of loss, property damage, or personal

Questions

I confirm I am medically fit to participate in diving activities *

☐ Yes ☐ No

I understand the inherent risks associated with diving and water activities *

☐ Yes ☐ No

I agree to follow all safety instructions provided by the crew *

☐ Yes ☐ No

I have read and agree to the terms of this liability release *

☐ I have read and agree to the terms of this liability release

Please initial to acknowledge *

[X Clear](#)

Signature

Full Legal Name * Email *

Number of dives

Roughly how many dives you've logged — helps our crew support you.

Emergency contact name * Emergency contact phone *

Signature *

[Type Signature](#) [Draw Signature](#)

☐ **I agree to the terms and conditions ***
By checking this box and signing above, I acknowledge that I have read, understood, and agree to be bound by the terms of this waiver.

An emergency contact name and phone number are required to sign.

[Sign Waiver](#)

Figure 25. Signing a waiver.

7.2 From an email link

Your shop can email a waiver link to any diver, including friends you booked for. The link opens the same form; no account is needed, and the signed copy is saved to the diver's account.

7.3 Your signed waivers

Signed waivers show **Valid** or **Expired**. Use **View Waiver** or **Download PDF** for a copy, or **Sign Again** when one has expired.

8 Certification cards

8.1 Adding your card

Adding your certification card before the trip saves time at the dock, and stops gear reminders for things you're certified for.

- 1 Go to **Certifications** and click **Upload Certification**.
- 2 Add a photo (or PDF) of the front of your card; the back is optional.
- 3 Choose the **Certification Agency** and **Certification Type**, and add the number and issue date if you have them.
- 4 Click **Upload**.

Blue Reef Divers

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Upload Certification

Please upload your diver certification card. Instructor certifications and certifications not in the list below can't be added here. If you don't see yours or have any questions, please contact us at hello@example.com or call +1 555 0100.

Certification Card *

Choose FileNo file chosen

Photo or PDF, max 10 MB. Large photos are resized automatically.

Back of Card (optional)

Choose FileNo file chosen

Photo or PDF, max 10 MB. Large photos are resized automatically.

Certification Agency

Select agency...

Certification Type

Select an agency first

Certification Number

e.g. 1234567890

Issue Date

yyyy/mm/dd

CancelUpload

Figure 26. Uploading a certification card.

The shop checks each card. It shows **Pending Review** until then, then **Approved** (with its level) or **Declined** with the reason. You can delete a card while it's still pending.

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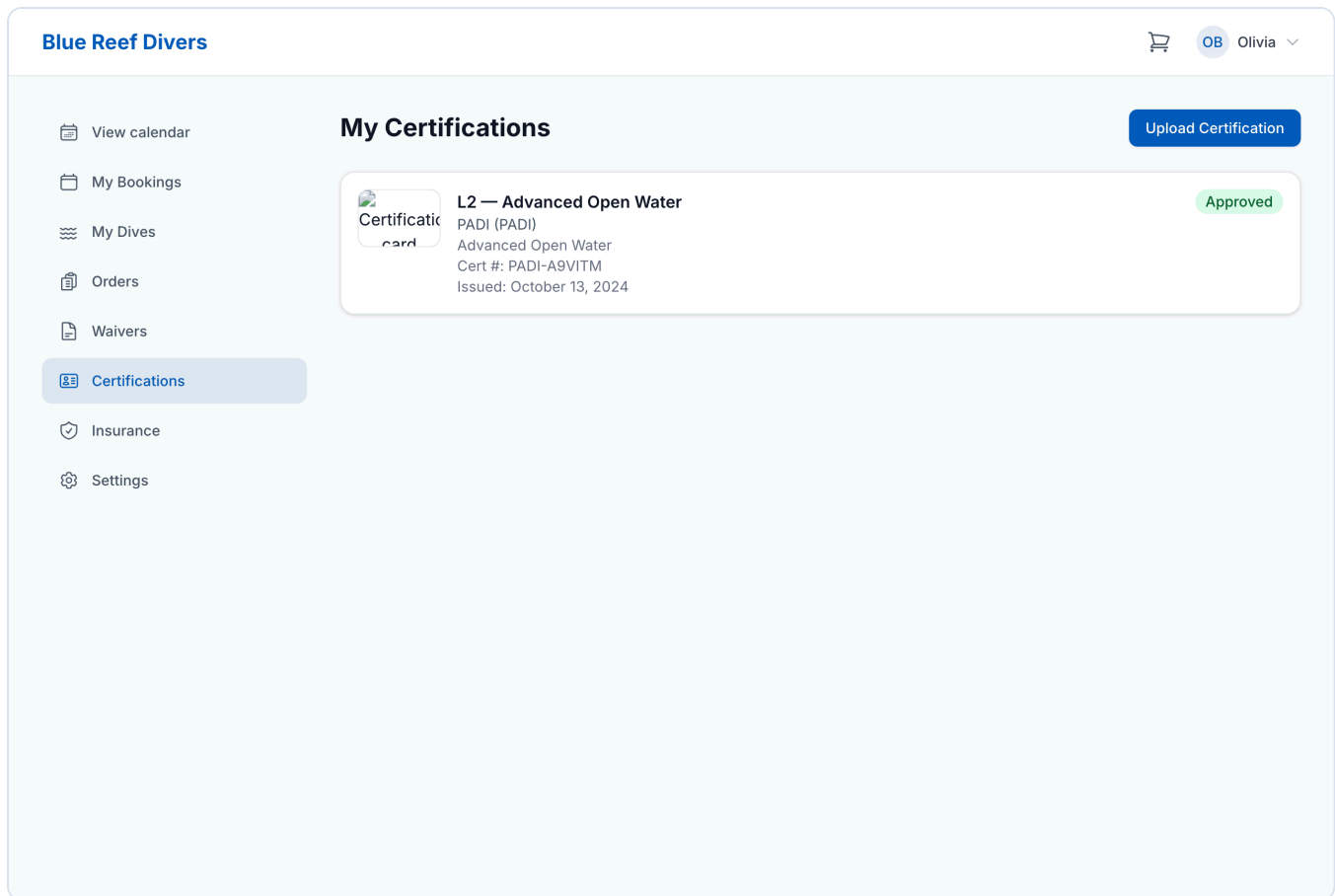


Figure 27. Your certification cards.

Good to know Instructor cards, and cards from agencies not in the list, can't be added here. Contact the shop.

9 Insurance, dives and settings

9.1 DAN insurance

If you have Divers Alert Network (DAN) insurance, you can upload the document (photo, PDF or Word, up to 10MB) with its expiry date. It shows as active or expired, and you can replace or remove it.

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DAN Insurance

Optionally upload your Diver Alert Network (DAN) insurance so dive operators have it on file. Images, PDF, or Word documents are accepted.

Upload document

Document

Choose File

No file chosen

JPEG, PNG, PDF, or DOCX, max 10MB

Expiry date (optional)

yyyy/mm/dd

Save

Figure 28. Your insurance document.

9.2 My Dives

My Dives shows your dive history with the shop: total dives, bottom time, depths, the sites you've dived and a depth chart. Dives logged by the crew on the boat appear here automatically.

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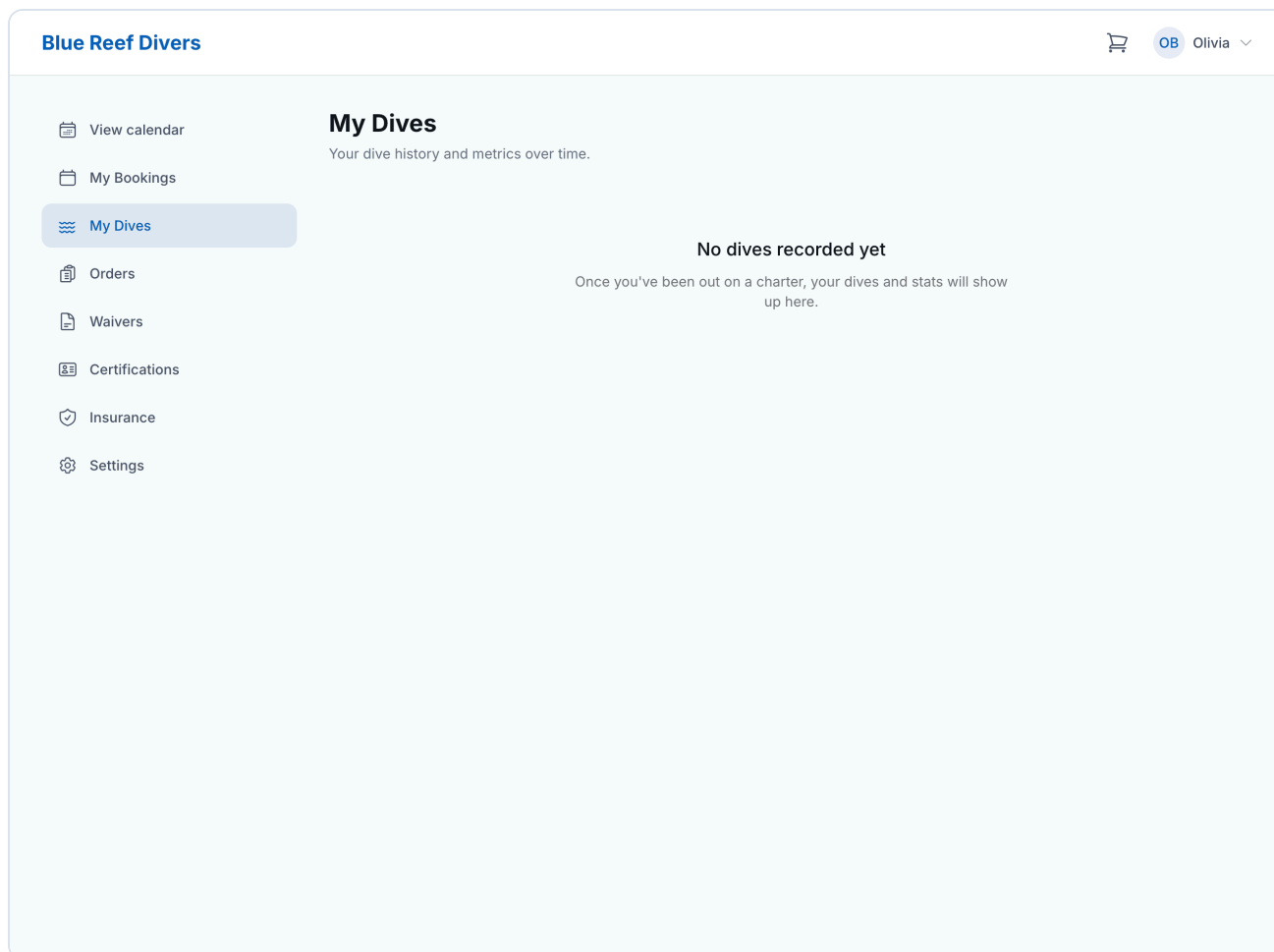


Figure 29. Your dive history.

9.3 Account settings

Under **Settings**, the **Profile** tab holds your name, phone, date of birth and emergency contact (used to fill in your waivers). The **Password** tab changes your password.

Blue Reef Divers

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Account Settings

Profile

Password

Profile Information

First Name *

Olivia

Last Name *

Bennett

Email

olivia.bennett@example.com

Email cannot be changed

Phone

555-0201

Date of Birth

yyyy/mm/dd

Emergency Contact

Contact Name

Emergency contact name

Contact Phone

Emergency contact phone

Save Changes

Figure 30. Account settings.

Good to know Your email address can't be changed here; ask the shop. If your account was made for you and you've never set a password, use **Forgot password?** instead.

9.4 Getting help

Every booking has a **Contact Support** button, and the confirmation page lists the shop's email and phone. For anything about your trip, gear or payments, contact your dive shop directly.

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