

Using the JCU Boating & Diving register

The Register is at - <https://boatndive.jcu.edu.au/>

New users:

- Select the Boating & Diving login
- If you have an existing JCU login, then use that to start your account
 - If you don't have a JCU login, then first 'create an account', complete your personal details (your email must be correct – your log-in will be emailed to you), when you receive your password, you can log-in.
- Go to 'Edit Profile', enter your details in the personal profile page and change your password
- Upload a photo of yourself
- 'REGISTERS' - Select the register you wish to apply for (Diving, Snorkelling or Boating)
- Press 'Start New Application' to complete the questionnaire for that register
- 'CERTIFICATIONS' – choose your certifications from the list and provide details (eg. scuba certificates, dive medical , first aid, boat licence etc). If a certificate or licence is not perpetual, then please enter the expiry date.
 - **NOTE: Dive medical expires 12months from issue date, First Aid expires 3 years from issue date, CPR & Oxygen expires 12months from issue date.**
- Upload copies of your certificates - a digital or scanned PDF is preferable, ensure that any attached documents can be clearly read and understood! Copy both sides of dive cert cards as one document. Please don't make multiple entries of the same certification!
- 'EQUIPMENT LIST' - Add details about your own diving equipment if relevant

Once all your mandatory information is provided, the Diving / Boating Officer will arrange a time for you to have the relevant inductions.

When your inductions are completed your register status will be activated.

All users must ensure that expired certifications are removed and replaced with updated ones. All new certificates will be re-validated by the Diving / Boating Officer.

NOTE: the JCU Boating & Diving register is in a trial period and under continual development, please contact glen.ewels@jcu.edu.au if any problems are encountered. Your feedback on the new system is also welcomed.