

# 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
- 'DOCUMENTS' – Add service of your scuba gear (NOTE: expires every 12 months). Also EXTERNAL USERS must add your Medical declaration form for every fieldtrip.

Once all your mandatory information is provided, the Diving / Boating Officer will check and validate the relevant inductions then your register status will be activated.

## Field trip organisers

- Staff and students will log their details as per instructions above.
- You will be responsible to create a snorkel / dive trip in the system.
- Select Orpheus Island Research Station
- Select Trips on the top
- Select New Trip on the right hand side
- Follow the prompts.
- All staff and students needs to be included on the field trip.
- Station ratio is 1:6 (all staff in charge for the trip must have First Aid, CPR and Oxygen provider Certification.
- Snorkeler supervisors must have appropriate qualifications lodged.

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 register is in a trial period and under continual development, please contact [glen.ewels@jcu.edu.au](mailto:glen.ewels@jcu.edu.au) (internals users) or [jcu.orpheus@jcu.edu.au](mailto:jcu.orpheus@jcu.edu.au) (external users) if any problems are encountered.**