

# CLUB Event

Totnes Sub Aqua Club uses a system called Club Event for booking onto dives and other activities. This can be downloaded as an app to your mobile or accessed via the web.

**"A complete club & event management solution"**

GET IT ON  
Google Play

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App Store

ClubEvent is a web and mobile app designed to help you manage your club – to organise events and manage member subscriptions and communications.

**Works on your favourite device:**

Desktop Android Apple

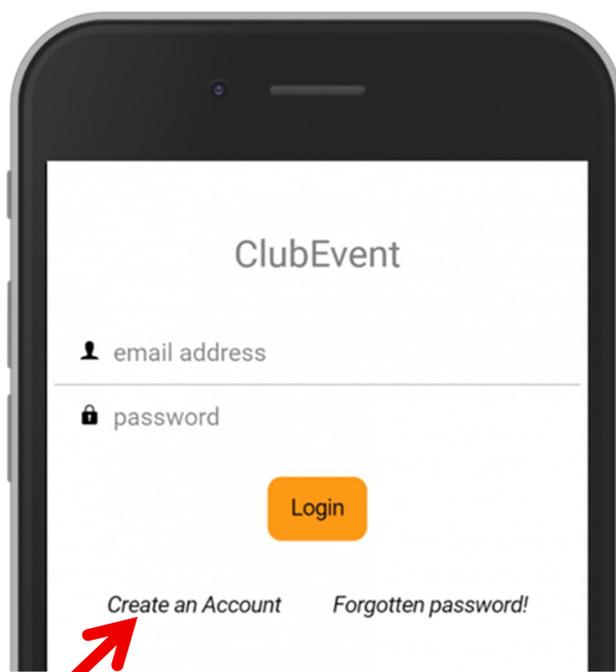


<https://www.clubevent.co.uk/>

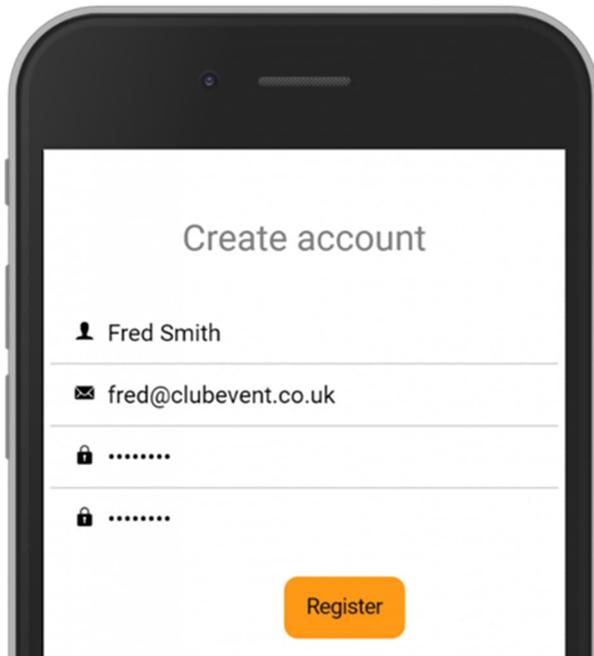
## Create a ClubEvent Account

You need to have an account to be able to use the app and sign-up for things.

After installing the app, you will see a login page, press the "Create an Account" link



Complete the registration form

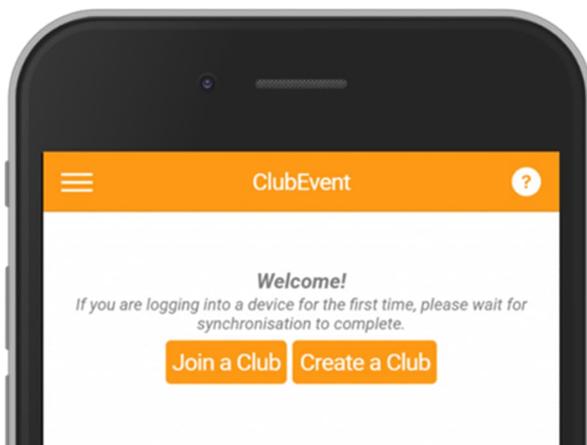


The image shows a smartphone screen with a registration form titled "Create account". The form contains the following fields:

- Name: Fred Smith
- Email: fred@clubevent.co.uk
- Password: [masked with dots]
- Confirm Password: [masked with dots]

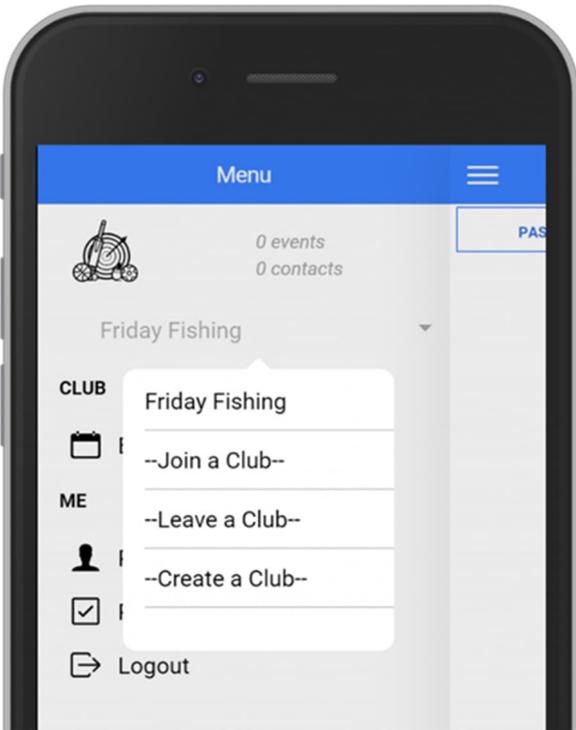
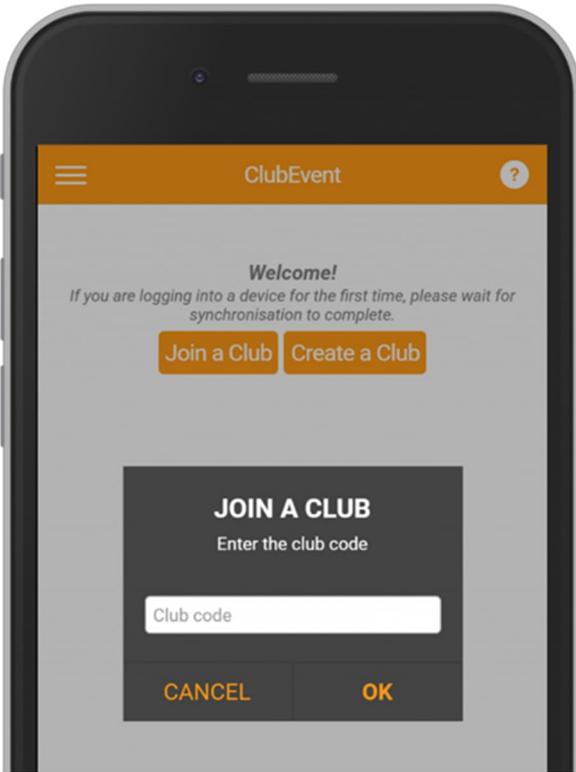
At the bottom of the form is an orange button labeled "Register".

You will now see the welcome page

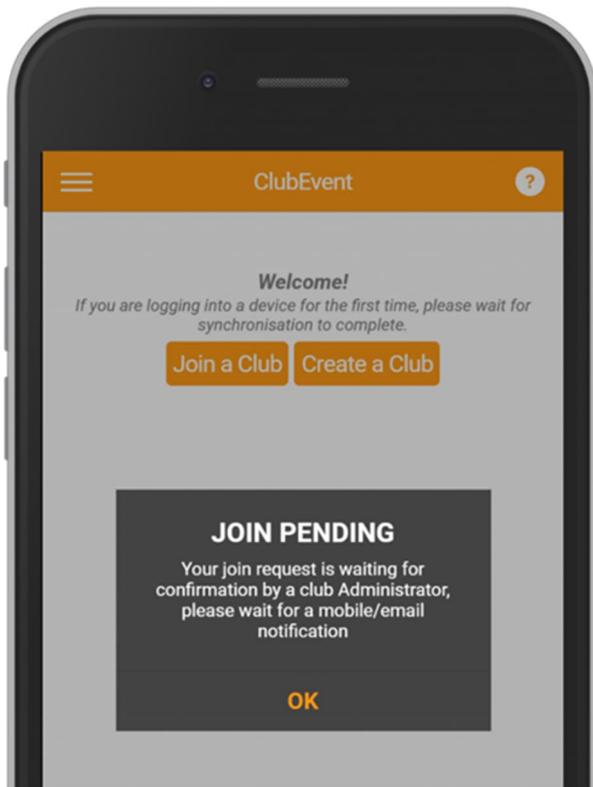


Press the "Join a Club" button.

You will be prompted to enter a club code, for Totnes Sub Aqua Club this is "tsac".



After pressing the button, your request will be processed and you should see a message telling you that your request is pending.



A notification has been sent to all club Admins for them to accept or reject your request. You will receive a notification on your phone and an email message, similar to the one shown below



## Signing up for dives and other club activities

Once you are registered as a Totnes SAC member on Club Event you will be able to sign up for dives, etc. You can do this several ways.

The weekly “shout” email that is circulated to all members will usually include a link to the relevant Club Event listing for dives, expeditions, talks, etc:

**Sunday 1 March - Johnny is planning a RIB dive and is offering a shallow reef for all and OD training for those that need it. [CLUB EVENT](#)**

The app and website links will show what’s coming up:

The screenshot shows the mobile app interface for Totnes Sub-Aqua Club. The header is teal with the club name. Below are four event cards, each with a Totnes logo, a title, a date and time, and a brief description. The events are: Saturday 25 April - training day (09:00, 8hrs), Dive planning meeting - Wednesday 29 April (19:30, 1hr), Instructor meeting - Wednesday 13 May (20:00, 45mins), and 23-25 May - Penzance/Hayle weekend - DM Sarah Dashfield/Adam Castle (08:00, 60hrs).

You can also access the same information via the planning page on the club’s website:

The screenshot shows a web browser displaying the planning page for Totnes BSAC dive club. The URL is https://totnes-bsac.link/club-dive-plan/. The page features a calendar view at the top and a list of events below. The first event is 'Saturday 21 February - training day', which is marked as 'Cancelled' and scheduled for Sat, 21 Feb 2026 at 09:00 (8hrs) at TBC. The second event is 'Sports Diver Skills Refresh - Pool Session', scheduled for Wed, 25 Feb 2026 at 19:30 (1hr) at Totnes Leisure Centre. A sidebar on the left contains navigation links like Home, Awards, Learn to dive, etc.

If you click on an item it will bring up more details.

This is the website view:

The screenshot shows a website interface for an event. At the top, there is a teal header with a back arrow and the event title. Below the header are two buttons: a red 'CANCEL' button and a teal 'EDIT' button. The event title is displayed in bold. Below the title, the date and time are shown as 'Sun, 1 Mar 2026 09:00 (6hrs)' with a green checkmark. The location is 'plymouth'. There is a star icon and a teal 'GET A TICKET!' button. The description reads 'RIB dive out of Plymouth - shallow reef.' and 'OD training'.

And this is from the app:

The screenshot shows the app interface for the event. It has a teal header with a back arrow, the event title, and a search icon. Below the header are three buttons: a red 'Cancel' button, a teal 'Edit' button, and a teal 'Actions -' button. The event title is displayed in bold. Below the title, the date and time are shown as 'Sun, 1 Mar 2026 09:00 (6hrs)' with a green checkmark. The location is 'plymouth'. There is a star icon and a teal 'Get a ticket!' button. The description reads 'RIB dive out of Plymouth - shallow reef.' and 'OD training'. At the bottom, there is a section titled 'My Actions' with three buttons: a teal 'Comment' button, a yellow 'Change' button with a warning icon, and a red 'Cancel' button with a close icon.

If you click "get a ticket" you will get a screen like this:

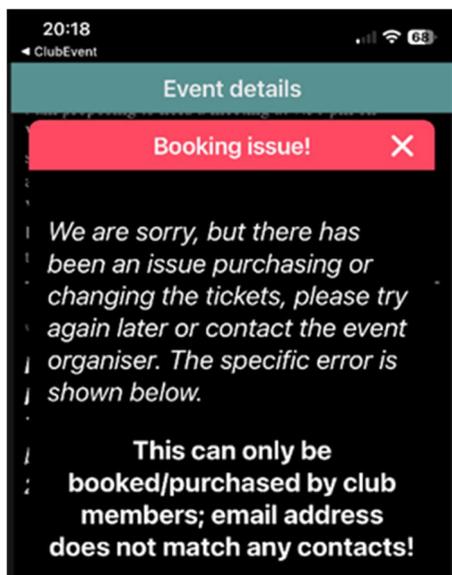
The screenshot shows the 'Event details' screen. The title is 'Saturday 28 March - training day'. The description reads: 'We are planning to run regular training days to help members complete theory and/or practical lessons in Ocean, Sports, Dive Leader and Advanced Diver courses or catch-up if you have missed scheduled sessions. The day may be used for shore/boat dives or to run dry lessons such as Basis Life Support or theory lectures. We will try and accommodate as many students as possible. Instructors would be very welcome. Open to all grades. Sign up on ClubEvent and also email Sarah so she knows what you need to do: Sarah.dashfield@btinternet.com'. On the right side, there are details: 'Date: Sat, 28 Mar 2026', 'Time: 09:00 (8hrs)', 'Location: TBC', 'Copy link: COPY LINK', and 'Contact details: sarah dashfield sarah.dashfie 97451'. At the bottom, there is a 'Join' section with a note: 'Please note that tickets can only be booked by club members. This is a free event which you can join; book some tickets below 6 tickets are available'. Below this, there is a 'Free ticket' section with a note: 'This is free to book but any costs will be handled by the Dive Manager'. There are three buttons: a red minus button, a white plus button, and a red plus button. At the bottom right, there is a red 'NEXT' button.

Click on the red “+” to select a ticket and then click “next”:

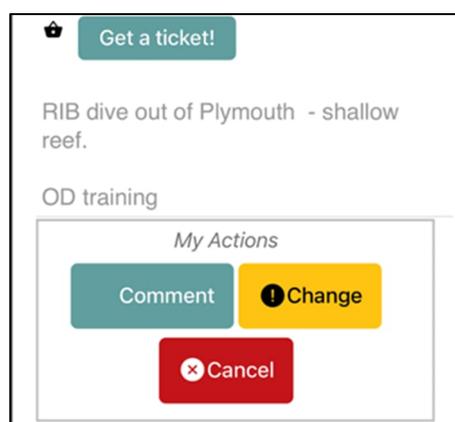


This will then take you to a screen to confirm your contact details and you then hit “next” and “finish”. You should then receive an email to confirm your booking.

Please make sure that you use the same email address you registered with (it should come up automatically with the app, but this may not be the case if you click through from the shout email using a desktop). If you don't you will get a screen like the one below:



Sometimes there may be options for the dive such as deep or shallow. You can either email the dive manager whose details will be shown on the booking page (this is the preferred option) or you can comment via the app using the “comment” button:



Finally, if you have to cancel out from a dive or event that you have signed-up for please **email or text the dive manager/organizer** to let them know and don't just cancel on Club Event (you can do this as well), as there may be a delay in the system sending out the change notification.