

## SIO/UCSD Webdiver Instructions

### Login Info:

- Access Webdiver at <https://webdiver.ehs.ucsb.edu/UCSD>
- Enter your email as your login.
- Enter "Password" as your password. Login and create your new password.

### Dive Log Section:

- Select **Add Dives**. Your individual diver ID is shown in the UCSD Diver 1 row. Disregard the **Or select**: pull down bar. The system can be enabled to allow a single diver to log dives for themselves and for up to 3 other divers diving with them. I will send further instructions if/when we enable this function.
- Select **Purpose**: Other (recreational or dives unaffiliated with UCSD), Scientific, or Training.
- Select **Mode**: Open-Circuit, Surface-supplied, Hookah (used at the Birch Aquarium), or Rebreather.
- Disregard **Dive Group**.
- Select **Computer or Table**: Or software if utilizing decompression planning software.
- Check any applicable **Specialty**: *Boat* is automatically selected. Please uncheck for non-boat dives. Any dives conducted in the Birch Aquarium at Scripps should be selected here as *Aquarium* dives.
- Complete the **Individual Dive Details** for all dives where the previous information remains true.
- Select **Submit Multiple Dives** to save the logs.

### Certification List:

- Select the Certification List button to view status, depth authorization, recent diving activity, and emergency contact, etc. for all **Active** or **Sustaining** divers. Please reference this list when soliciting dive buddies and completing dive plans.

### Diver Stats:

- Allows a diver to view their personal diving stats for a specific start and end date.

### Dive Plan:

- All dive projects need to have a dive plan on record regardless of location. Local training and proficiency and episodic scientific dives may be conducted without a formal dive plan in consultation with the Scientific Diving Program.

- Recent submitted dive plans will be shown on the Dive Plan page.
- Select **Add Dive Plan**. Complete the dive plan as outlined. With respect to "Hazards and Mitigations," reasonable consideration of risk associated with the planned diving and scientific tasks and mitigations to reduce these risks are necessary.
- If you wish to complete a plan at a later time, select **Save** at the bottom of the page. When finished, select **Save and Submit to DSO for Approval**. The DSO, or designee, will review, offer comment/revision, and approve when it's ready to go. Once approved, it will be assigned an expiration date, generally not to exceed 6 months. Notification of approval will be made to the submitting diver. Saved pdf copy's of the approved dive plan should be shared with the PI and with the participating divers.
- Dive Plans can be archived and copied to aid re-submission to the DSO on the Dive Plan Summary page.

#### **Training Courses:**

- Upcoming Scientific Diving, Small Boating, CPR/First Aid/Oxygen Administration, Proficiency diving opportunities will be posted on the Training Page and will allow divers to sign up as needed.

#### **ACCOUNT INFO:**

- Selecting the **Contact Info** tab on the pull down menu allows the diver to edit their contact and emergency contact information as needed.
- Disregard the **Equipment Info** tab at this time.

#### **Automated Notifications:**

- We plan to send everyone a quarterly prompt to log into the system to check on your status, update any dive plans, and log any dives. WebDiver will send an auto-generated message in advance and at expiration of Diving Medical Clearance, CPR/First Aid/Oxygen Administration training, equipment service/inspection, and/or dive currency delinquencies.