

SOP for Creating a Project & Dive Plan and Logging Dives on Bloop

Creating a Project:

A project is an umbrella document that houses dive plans and dive logs and is required in order to approve or submit dive plans and dive logs. All potential participants during the project should be listed here. Dive plans will list specific individuals. The participant list can be altered after approval if additional people need to be added later. If the depth range, research tasks, etc change then another project will need to be created and approved.

1. On the left side panel, select the *Projects* tab.
2. Click on the red + *New Project* button.
3. Fill in the information for the dive project.
4. Click the *Submit Project* button.
5. You have created a project.

*Note: If diving at a single site for the duration of a project, it is suggested to enter the area and dive site at the project or plan level. If diving at multiple sites within a project/plan, you can specify the site when logging individual dives. If the dive location is not already in the system, you will have to create it.

Creating a Location:

1. On the left side panel, select *Settings*.
2. Select *Locations*.
3. At the top click on the blue + *Add new area* button.
4. Type the name of the general area (city/state, etc.) in the *Search map* bar. Specific dive sites may not show up on the map.
5. Hit next when the area is shown on the map.
6. You can adjust the *Region/State* if incorrect and adjust the area name if you need it to be different.
7. Next, you must add a location (dive site) to your new area. Go to *Locations* under *Settings*.
8. Click the button under *Action* that corresponds to your dive site.
9. Click *Edit area/Map position*.
10. You can either enter the coordinates of your dive site if you know them or click on the map to create a location. Name your dive site. You can add multiple locations to a single area.
11. You should now be able to select your location and associated site when creating a project/plan/log.

Creating a Dive Plan:

A dive plan is created under an approved project. This plan will list the individuals participating in this specific event and still needs to be approved by the DSO. Though creating a project and a dive plan may seem redundant, it is required for this system and will streamline the dive plan process by populating data from the project. It works well for long-term projects or semester-long classes.

1. On the left side panel, select the *Diving* tab.
2. Select *Dive Plans*.
3. Click on the red *+ dive plan* button.
4. Select a project to add a dive plan to.
5. Enter the information pertaining to the dive plan and hit *Submit*.

*Note: If logging dives for a group, it may be easier to select *Team 1* as the buddy option for each person included in the plan. When inputting a dive, this option will make it so that the remaining people on the dive will have an impending dive log on their profile with most of the information already filled in.

Logging a Dive:

A dive can only be logged when attached to an approved dive plan under an approved dive project. The newly required paper dive logs are helpful when logging dives in the system as Bloop utilizes surface interval and time in/out details captured on the paper log.

1. Click *Diving* in the left side panel.
2. Select *My Dive Logs*.
3. At the top, select the red *+ Log* button.
4. Select the dive plan that you want to add a log to by clicking the button under *Action*.
5. Click *Continue*.
6. Fill in the information from the dive. You must enter a surface interval and select a dive buddy.
7. Click submit. You have logged a dive.

Certifications and Training:

Bloop allows you as the user to update your certifications such as DAN insurance, 1st Aid/CPR certifications, equipment service records, etc. When updating these items, you will need to attach proof or documentation of the new expiration date. The attached file needs to be in a PDF format. Information such as Nitrox certifications, night diving authorizations, and new depth authorizations must be added by the DSOs. If you have updates or new certifications, please email the DSOs with proper documentation, and we will input the information for you. Bloop will send out notifications of expiration, which is an incredibly helpful feature!