



### Instructions for setting up a new diver's account

1. Diver must submit an online application from SDSU website on Webdiver Website:

<https://webdiver.ehs.ucsb.edu/webdiverapplication/SDSU>

2. Admin (DSO) is required to update and activate account, depth cert. etc.
3. Admin emails login info to diver.
  - a. User name: email
  - b. Password: "Password" for first time users.
4. Diver should review homepage Info
  - a. Review contact info, depth cert, training dates, etc.
  - b. Dive Log
  - c. Update contact and equipment info
  - d. Certification List
  - e. Dive Stats
5. Review Webdiver features and the "Entering Dives" instructions.

### Instructions for use after DSO activation

#### 1. Login Info

- a. Enter your email as your login
- b. Enter "Password" as your password. Create your new password.

#### 2. Dive Log Section:

##### a. Single Diver Entry:

- i. Enter your certification number as the "Diver 1" and your buddies names in the "Other Divers" column.

##### b. Multi Diver Entry (available only if DSO activates this feature)

- i. All divers entered in the "Diver (1,2,3 or 4)" columns will have all dive details *automatically* imported to their dive log.
- ii. Enter your certification number as the "Diver 1" and your buddies names in "Other Divers" column if you do not want the dive log entered into your buddies dive log.

##### c. Enter Data for all dives

- i. All divers entered in the "Diver (1,2,3 or 4)" columns will have all dive details *automatically* imported to their dive log.
- ii. PURPOSE: "Research" or "Training" should only be selected for dives under the auspices of your diving program. "Other" should be selected for recreation dives or training outside your sci. dive program so the dives won't be counted towards your scientific dive programs stats.
- iii. "Boat" is automatically selected and please uncheck for non-boat dives.



**d. Dive Log Section: Individual Dive Details**

- i. Multi Diver Entry (available only if DSO activates this feature)
  - 1. Divers 1-4 are always checked. Only uncheck if a diver sits out a particular dive and there is no need to uncheck a diver number if a diver hasn't been selected.
  - 2. Example: Diver ID's for 1, 2 & 3 are entered. For Dive 1, they all complete a dive together. Leave all 4 boxes checked for that entry. For Dive 2, Diver 3 sat out dive so you would uncheck Diver 3 for that entry.
- ii. Selecting "Yes" for a dive incident will send an email to your DSO.

Enter Data for all Dives  
Divers selected will have all dives entered into their dive log.

Diver 1 (Lead Diver): Enter Diver ID: 1067 Or select: -select certified diver-  
 UCSB Diver 2: Enter Diver ID: 1240 Or select: -select certified diver-  
 UCSB Diver 3: Enter Diver ID: 1456 Or select: -select certified diver-  
 UCSB Diver 4: Enter Diver ID: Or select: -select certified diver-

Purpose: Research  
 Dive Mode: Open-Circuit  
 Dive Group: Diving Safety  
 Dive Computer or Table: Computer  
 Specialty:  Blue Water  Boat  Ice  Dry Suit  Night  Oil Platform  Aquarium  Altitude

Individual Dive Details

[Submit Multiple Dives](#) [Cancel and Return to Dive Log](#)

Date (mm/dd/yyyy)	UCSB Divers	Other Divers	Location	Start Time (h:mm)	Depth (ft)	B.T. (min)	Visibility (ft)	Temp (f)	Air, Nitrox or Mix Gas	% Oxy Used	Dive Incident	Notes
12/31/2011	<input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4		Gull Island	12:00	45	66	15	60	Air	21	No	Fish Survey
12/31/2011	<input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 4		Gull Island	14:00	40	55	15	60	Air	21	No	Invert Survey
	<input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4								Air	21	No	

**3. Certification List**

- a. Select the "Certification List" button to view the status, depth rating, dive activity, emergency contact, etc for all our Active or Sustaining divers.

**4. Dive Plans (available only if DSO activates this feature)**

- a. To Submit a Dive Plan:
  - i. Select "Add Dive Plan"
  - ii. Complete Dive Plan and select "Save"
  - iii. To Submit for Approval, select "Edit Dive Plan" and select "Submit to DSO for Approval."
- b. Expired Dive Plan
  - i. Select the expired dive plan from your dive plan page.
  - ii. Update and select the "Submit to DSO for Approval" button to have your dive plan reviewed for approval.

**5. Training Course (available only if DSO activates this feature)**

- a. Review dates/time/location for an upcoming course: (CPR/O2, Nitrox, Refresher Dives and Equipment Inspections).
- b. Select "Sign-up" button to sign up for a particular course.
- c. Contact the DSO to cancel a course.



## **Bue buddy (BB) Webdiver (WD) Instructions**

Useful Links:

My Bluebuddy App = <https://itunes.apple.com/us/app/my-bluebuddy/id616163274?mt=8>

My Bluebuddy Forum for FAQs = <http://www.ediving.us/forum/viewforum.php?f=154>

- Having dives on MyBluebuddy allows a diver to carry their entire dive log with them at all times, just in case they need to show it to an employer or dive operator

### **How to connect your BB to the App**

1. Download the BB App from iTunes (it is free) or the Android store
2. Open the “My Bluebuddy” app on your smart device
3. Tap on the icon (gear) in the lower right corner to open “Settings”
4. Scroll down and tap on “Device Manager”
5. Wet contacts on your BB unit to turn it on
6. Tap on “Scan for Devices”
7. When your BB is listed (make sure it is yours) tap on it
8. Once the check mark appears next to your BB tap on “Download Dives” icon at the bottom
9. Select “Download All New Dives” or “Download Dives in Range” (you will need to select the date range – you should do this if you are using a BB used by other divers, i.e. not your personal BB)
10. Once the dives are downloaded you can tap on the “View My Logs” icon at the bottom and tap on the dive you want to open

### **Manually entering your dives into WD using your BB**

1. Open the “My Bluebuddy” app
2. Tap on the “View My Logs” icon on the bottom
3. Select and tap on the dive you want to log
4. Once the dive is open all the needed dive data will be available on the first page (start time, depth, bottom time, temperature)
5. Use this information to populate your WD dive log – you’ll have to add the buddy, location and visibility.

### **Logging dives on MyBB to send to WD (unit first needs to be registered)**

If you have more than a few dives to enter into WD – you’ve waited until the end of the month/season to enter your dives - it will be much faster and easier to manually enter your dives into WD using your BB (the method described above). The true usefulness of the upload is logging your dive while you are traveling back home via your smart device. Alternatively if you have no cell or internet connection (remote dive site) you can log your dives in the MyBluebuddy app daily (as outlined below) and when you do have a connection then send your logs to the cloud to be downloaded into WD

1. Open the “My Bluebuddy” app
2. Tap on the “View My Logs” icon on the bottom
3. Select and tap on the dive you want to log
4. Once the dive is open add the below information into the appropriate fields by tapping on the field and making a selection or adding the required information. Adding this information is required to upload the dive to the cloud. Any blank fields in these categories will result in an error when uploading to cloud. Make sure all of these fields are complete:



- **Gas Mix Oxygen** – **default is 20.9%**; change to appropriate mix if Nitrox used
- **Dive Purpose** – **default is Scientific** (but choose **Training** or **Other** if applicable)
- **Diving Mode** – **default is Open Circuit** – change as needed
- **Breathing Gas** – **default is Air** – change as needed
- **Planning Method** – **default is Tables** (most of the time you will choose **Dive Computer**)
- **Specialized Environment** – **default is None** which you would use for beach or wharf diving
- **Dive Site** – type in your dive location
- **Visibility** – **default is 33 ft** – change as needed
- **Tank** – **default is AL80**; if you want MyBB to calculate your SAC rate you will need to input your tank type and beginning and ending tank pressure
- **Summary** – type in a brief (you are allowed only one line of text) summary of your dive
- **Buddies** – list name(s) of buddy(s)
- **Dive with incident** – if there was an incident on the dive, flip the switch and describe the incident in the field **Description**, which is the previous entry field
- **Dive Group** – you need to list one of the approved WD dive groups

### **Sending your Dive Log to the Cloud & WD**

1. Open the “My Bluebuddy” app
2. Tap on the **View My Logs** icon on the bottom
3. Select and tap on the dive you want to send to the Cloud
4. Once open tap on the box icon with the upward arrow
5. Tap on **Sync with DSOCLOUD**
6. If upload goes through it will say **OK**
7. If upload fails it will tell you which field is missing (typically Location, Buddy or Group)
8. Dives will be downloaded from the DSOCLOUD into WD weekly so divers should check to make sure dives are appearing in WD periodically

### **Batch Uploading of Dive Logs to the Cloud & WD**

1. Open the app and tap on the **View My Logs** icon at the bottom
2. Tap on the box icon with the upward arrow and then tap on **Upload** – this will cause any dives not previously uploaded, to be uploaded, to the cloud in a batch.