



Dive Centre Scheduling Checklist

Daily Scheduling Checklist

- Review bookings for the day (fun dives, courses, snorkelling trips)
- Confirm instructor and boat availability
- Check weather conditions and adjust trip plans accordingly
- Ensure waivers and medical forms are completed
- Assign instructors to trips based on qualifications
- Confirm dive site plans and boat departure times
- Check all gear and rental needs per diver
- Monitor real-time updates or last-minute bookings
- Reassign instructors or boats if cancellations occur
- Keep team informed of any changes via app or team chat
- Log any incidents or schedule changes in system
- Ensure dive logs are completed and linked to diver profiles
- Review instructor usage and trip success
- Note no-shows, cancellations, or unusual events
- Confirm bookings for the next day and flag any gaps



Dive Centre Scheduling Checklist

Weekly Scheduling Checklist

- Update instructor availability and blocked dates
- Review and optimise boat usage across the week
- Check for overbooked or understaffed days
- Rotate instructors fairly to avoid burnout
- Analyse most popular trips-add extras if needed
- Prepare staff rosters and assign responsibilities
- Flag any events, group bookings, or maintenance needs
- Schedule in time for social media content and reviews