

FAU Bloop Quick Start Guide

TOPIC: Viewing and Updating My Equipment

My Equipment

Use this to see your equipment, input new equipment, see when your next service will be needed, and submit the annual service forms.

Adding Equipment

1. On your Dashboard, click your name in the top, right corner of the page
2. Select 'My Equipment'
3. Select '+Add equipment'
4. Select the manufacturer of your equipment
5. Select the model of your equipment
6. If the manufacturer and/or your model is not listed, scroll to the bottom and select 'Add different model'
7. Enter in the necessary data
8. For regulators, under Notes add:
 - a. 1st stage
 - b. 2nd State
 - c. Octopus or Air2
9. Select 'Submit'

Renew equipment after annual service

1. On your Dashboard, click your name in the top, right corner of the page
2. Select 'My Equipment'
3. Select the 'refresh' icon on the right of the page
4. Upload the paperwork from your annual service
 - a. If this is the same as other equipment, select 'Existing Files' and choose the appropriate one
5. Fill in the day the service occurred
6. Select 'Submit'