Pilot Online Database Entry

Preamble

ASRA members can now enter information directly into their own record using their personal log on details.

The following section explains the procedures for making changes to your own records.

LOGGING ON

Any web browser should work. If you encounter problems contact the registrar@asra.org.au

Access is through the ASRA website home page www.asra.org.au by selecting "MEMBER LOGIN" then at the MEMBER ZONE click here

Once through the initial log on, you will be taken to the Membership Database log on page. Select [**Log On**] and enter your personal log on details issued to you by the registrar by copying and pasting the details from the email you received (if you haven't already changed them). Do not try to type in the password issued. If you have lost your log on details contact the registrar@asra.org.au to reset your password or use the option for lost username and passwords available below the Log On button.

Your personal details are entered in the log on page.

INDEMNITY

Contract of Membership

You must accept the Indemnity to proceed.

Indemity
CONTRACT OF MEMBERSHIP

1. I acknowledge that this is a contract for ASRA membership <u>only</u>, and not a contract for recreational services, professional services, or goods and that A$

2. I acknowledge that I have read and understand ASRA By-Law 2010-01 (the ASRA Enforcement Scheme) and understand that it is now a <u>strict condition</u>

3. I acknowledge that neither CASA nor ASRA certify the airworthiness of rotorcraft on the ASRA rotorcraft registers.

4. I acknowledge that because ASRA is not a professional airworthiness certification entity, that the only practical means ASRA has of indirectly controlling

5. I acknowledge that I will be flying in ASRA registered rotorcraft at entirely my own risk.

6. I acknowledge that there is no personal or 3rd party insurance cover associated with ASRA membership and that it is my responsibility to negotiate and

7. I hereby solemnly and sincerely declare and affirm that ASRA and its officers will not be named as defendants or joined into any action or legal proceedin or executors shall be similarly bound.

I declare that I fully understand these 7 membership conditions and agree to be bound by them.

Decline   Accept

Once you have accepted the Contract of Membership you are taken to your Notifications page.

NOTIFICATIONS PAGE

Here you are given a summary of your membership status. If your membership, medical and BFR status is overdue, it will appear here. An administration note will appear at the bottom of the page if there is any message that ASRA members need to be advised of. This page can be viewed at any time by selecting the Notifications option on the top menu.

Other options are the ability to change your password.

If this is the first time you have logged on, take the time to change your password now.

Select **My Details** once you have changed your password.

PERSON DETAILS

Once inside your file a menu appears on the left hand side of the page. This is the main selection menu to access other records within your file and is selected using the PC mouse.

The Person Details page will display your personal and postal information. You can change any information on this page.

There are a number of rules regarding information.

1. All fields marked with a * are mandatory.
2. There must be at least 1contact number supplied. All numbers must be entered with the area code and no spaces between numbers. Incorrect syntax will result in the following error when the Save button is pressed.

3. The Save button must be selected to save all changes made. Selecting another menu option from the left hand side will not save any changes.

MEMBERSHIP DETAILS

The membership details page displays the membership number, last BFR date, option tick box if you do not wish your details to be provided to other members, indemnity status and next of kin details. You can change any information on this page.

There are a number of rules regarding information.

1. All fields marked with a * are mandatory.
2. There must be at least 1contact number supplied. All numbers must be entered with the area code and no spaces between numbers. Incorrect syntax will result in the following error when the Save Details button is pressed.

3. The Save Details button must be selected to save all changes made. Selecting another menu option from the left hand side will not save any changes.

MEDICAL

The medical page allows the digital signing of the F011A solo medical and the upload of CASA, F010 and other medicals. With the exception of the F011A all other medicals must be scanned and saved to the PC prior so they can be uploaded to the website. The medicals can be saved in most file formats.

NOTE: Although the commercial drivers medical is the minimum standard required for Instructors and passenger endorsements, a commercial drivers medical certificate is not acceptable to ASRA. The member must get the F010 medical form signed by the doctor if he/she is getting a commercial drivers certificate at the same time.

The procedure for all medical uploads is outlined below. (F011A not required)

Uploading a medical.

Scan and save the respective medical to a folder on your PC. Make a note of the date the medical was passed. In respect to a CASA medical note the date of expiry.

Select **Create New**

From the drop down box select the medical you wish to upload. All medicals with the exception of the F011A will allow you to choose the file that you have saved to your PC.

Enter the Date the medical was passed. With CASA medicals the date last passed and the date of expiry may not be a 2 year interval. With respect to CASA medicals only, you must calculate 2 years prior to the date of expiry and enter this date as the Date Medical Passed.

Select the Choose File button and locate the file on you PC. Once selected, the file name will appear next to the button. Select Create and the upload process will begin. Once the upload has been completed you will be returned to the medical list. The uploaded medical will now appear on the list. Check dates for accuracy.

CERTIFICATES

This page displays your student and pilot certificate status.

EXAMS AND ENDORSEMENTS

This page displays you exams passed and endorsement status. If the endorsement is not current and has been withdrawn, the active tick box will be clear.

RATINGS

This page displays your rating status.

APPROVALS

This page displays your approval status.

BFR HISTORY

This page displays your BFR history.

BFR Date	Last Edited (Operational Manager)
26 Jan 2013	admin @ 26/01/2013 12:17 PM (An Pilot)
24 Sep 2012	admin @ 24/08/2012 5:18 PM (An Pilot)
31 Aug 2012	admin @ 21/08/2012 7:47 AM (An Pilot)

FLIGHT HOURS

This page displays allows the input of the flight hours for the period selected.

	Period Start	Period End	In Private Pilot	In Gyroplane Instruction	In Gyroglider Instruction	In Search And Rescue	Student Private Pilot	Student Gyroplane Instruction	Student Gyroglider Instruction	Student Search And Rescue
Edit	01 July 2012	30 June 2013	10.00	9.00	8.00	7.00	0.00	0.00	0.00	1.00
Edit	01 July 2011	30 June 2012	10.00	2.00	3.00	4.00	5.00	6.00	7.00	8.00

Create New

Select **Create New** to enter the hours flown. Select the Flight Period required from the drop down box. Enter the hours against each field as required. Selecting Create will save the record and **Back to List** exits back to the flight hours list without saving.

NOTE: Entering of the hours should be done when renewing ASRA membership. Editing of the hours can be done up until the end of June.

GYRO

This page displays the details of the gyros owned by the member. The gyros details may be viewed, edited, new images and/or documents uploaded/downloaded from this menu. Gyroplane registration payments can only be made here and not from the payments section. Select the respective **Payment** against the gyro you wish to register.

NOTE: The editing of a Compliant gyro cannot be done here.

Selecting **VIEW** shows the complete details of the gyro including the last Technical Advisor inspection, photo and documents held.

Selecting **EDIT** allows the changing of details of the gyro such as engine make etc. Only available if the gyro is a basic machine. Compliant machines must be edited by a TA.

Selecting **IMAGE** allows the uploading of photos of the respective gyro. These should be side on photos clearly showing the registration number.

Selecting **DOCUMENTS** allows the uploading or downloading of F024 Basic Construction standards, Basic Flight Manuals etc for the respective gyro. **Do not upload F006's here.**

Selecting **PAYMENT** takes you to the payments section of the Membership file with the registration number automatically added to the description field. Normal payment procedure follows.

Uploading a photo or document.

Scan and save the respective file to a folder on your PC.

Select **Images or Documents**

From the drop down box select Choose File and navigate to the file you wish to upload from the PC. Select Add Document to start the upload process.

PAYMENTS

This page displays the historical payments that have been made. New payments can be made here. Payments are marked as to their status. Pending means that the payment is yet to be processed by the registrar. Failed means the credit card has not been successfully processed and the member needs to contact the registrar. Complete means the payment has be processed successfully.

Select **Add Payment.** A selection option will appear. Pick the payment required.

If **Membership and other payments** is selected, the following page is then displayed. If **Gyro Registration Only** is selected, you will first need to select **Payment** for the respective gyro you wish to register.

Enter the details requested against each field. You must enter a description in the description field. eg gyro registration renewal. Select the correct payment type. Selecting Create will save the record and **Back to List** exits back to the payments list without saving.

A pending payment can be deleted by selecting the **Delete** text next to the respective payment.

NOTE: A fee of $15 needs to be paid to the registrar or create a payment online if you have been given a new endorsement by an Instructor before the membership card will be issued.

If you have 1 or 4 endorsements granted at the same time and the registrar can process all at the same time, the fee is still only $15. (Not $15/endorsement)

DOCUMENTS

The Documents page allows the uploading of scanned images to the members file. All documents must have been previously scanned and saved to your PC so they can be uploaded to the website. The documents can be saved in most file formats.

Do not upload Australian medicals, ASRA membership applications or gyro registration renewals here.

DOCUMENTS

This menu is used to upload files such as overseas medicals, documentary evidence of previous flying experience, Certification Statement from the Pilot Training Booklet etc. These files can be uploaded and downloaded by the member or an Assistant Instructor+.

The procedure is outlined below.

Uploading a document.

Scan and save the respective document to a folder on your PC.

Select the relevant Documents Menu, from the drop down box select Choose File and navigate to the file you wish to upload from the PC. Select Add Document to start the upload process. Once uploaded, the document will appear in the list at the top of the page.