

Pilot Online Database Manual

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.

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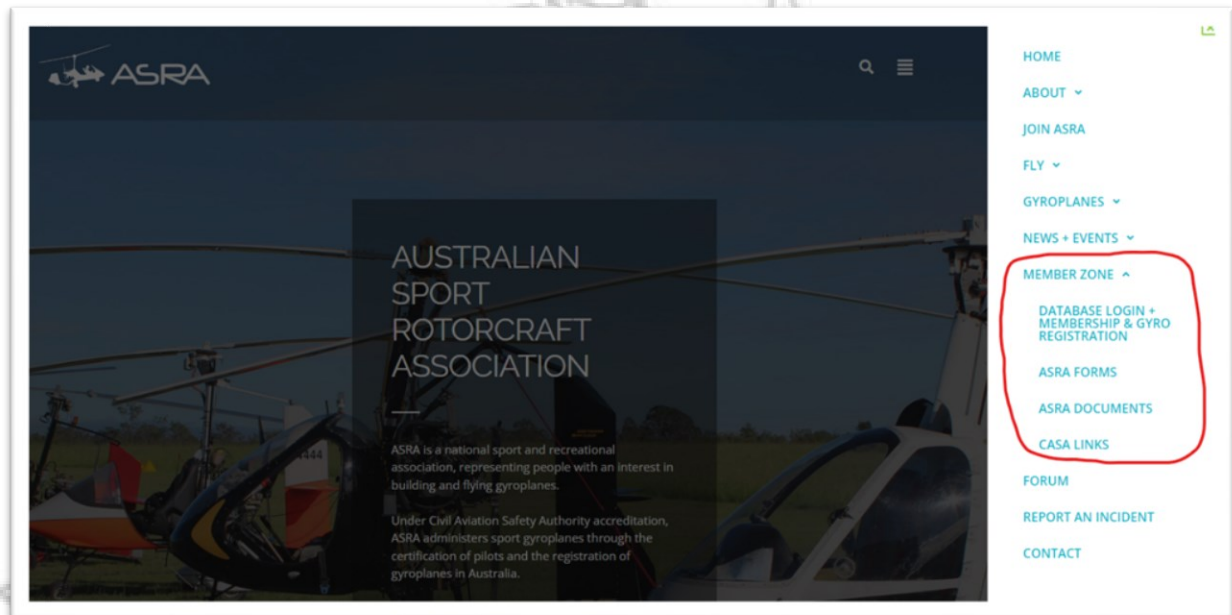
ACCESSING ASRA RESOURCES & LOGGING ON

Any web browser should work. Displayed layout will vary between devices. Access is through the

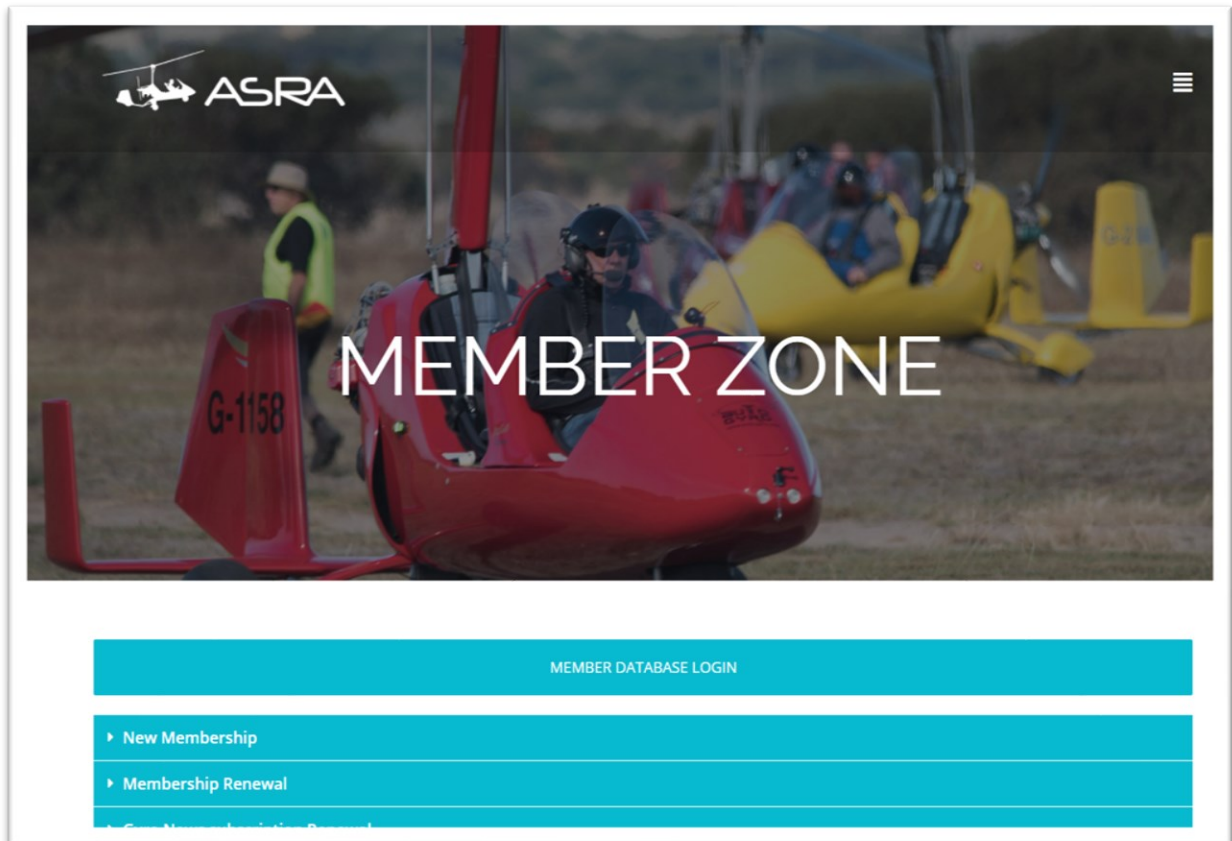
ASRA website home page www.asra.org.au by selecting the top menu  option, then “MEMBER ZONE v”. Selecting the “v” option will now make 4 options available.

1. Access to the membership and gyroplane database.
2. Access/download to all forms used by ASRA.
3. Access/download to all ASRA documents and training material.
4. Access to CASA information pertaining to gyroplanes.

Select the link you require.



Select **MEMBER DATABASE LOGIN**



You will be taken to the Membership Database log in page. You need to select **MEMBER DATABASE LOGIN**. Enter your personal log on details issued to you. An option for [If you have forgotten your password – click here](#) is available below the **Log in** button.

Welcome to ASRA!

Please enter your user name and password.

Username

Password

[If you have forgotten your password - click here](#)

Using the forgotten password feature requires the ASRA member to enter his username (usually their email address unless changed by the registrar) and their Surname then selecting **Reset Password**.

Forgot Password

Username*

Surname*

[Back to Login](#)

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All personnel will be presented with the Indemnity and Notifications page that follows.

INDEMNITY

Indemnity

CONTRACT OF MEMBERSHIP

1. I acknowledge that this is a contract for ASRA membership only, and not a contract for recreational services, professional services, or goods and that ASRA membership will entitle me to enjoy the benefit of flying under various CASA Exemptions.

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 strict condition of membership of ASRA that I agree to comply with the Enforcement Scheme, and I do so agree.

3. The rest of the Indemnity.....

I declare that I fully understand these 8 membership conditions and agree to be bound by them.

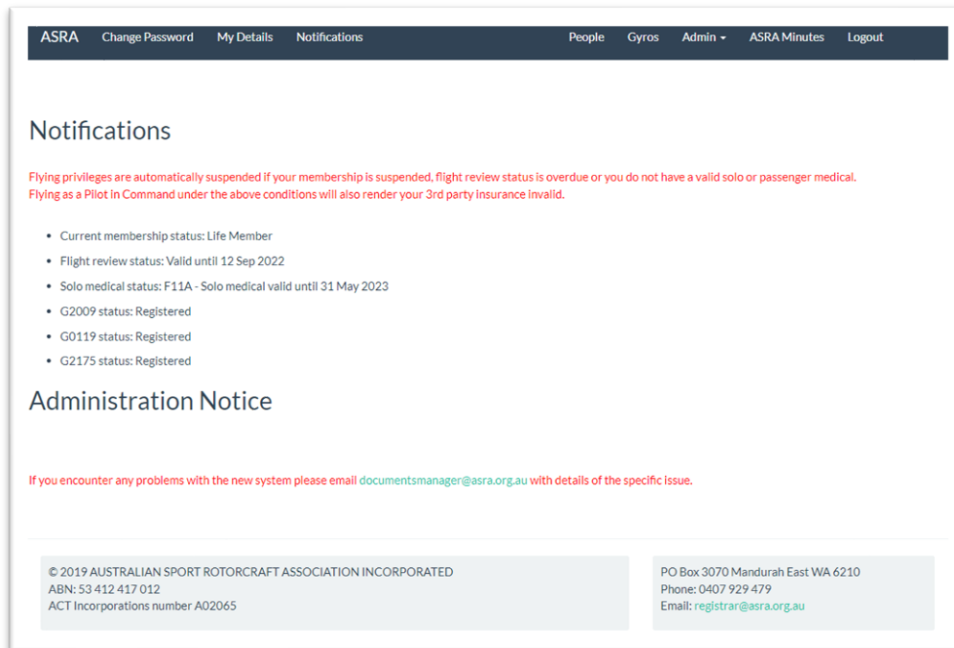
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You must accept the Contract of Membership to proceed further.

NOTIFICATIONS



ASRA Change Password My Details Notifications People Gyros Admin ASRA Minutes Logout

Notifications

Flying privileges are automatically suspended if your membership is suspended, flight review status is overdue or you do not have a valid solo or passenger medical. Flying as a Pilot In Command under the above conditions will also render your 3rd party insurance invalid.

- Current membership status: Life Member
- Flight review status: Valid until 12 Sep 2022
- Solo medical status: F11A - Solo medical valid until 31 May 2023
- G2009 status: Registered
- G0119 status: Registered
- G2175 status: Registered

Administration Notice

If you encounter any problems with the new system please email documentsmanager@asra.org.au with details of the specific issue.

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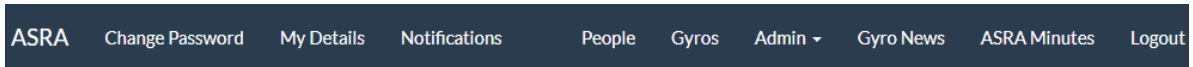
PO Box 3070 Mandurah East WA 6210
Phone: 0407 929 479
Email: registrar@asra.org.au

Here you are given a summary of your membership and gyro registration status. If your membership, medical or 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 once inside the database.

Selecting '**My Details**' on the top menu will take you to your own personal file and options available.

DATABASE MAIN MENU

At the top of the webpage are menu options.



Change Password – Allows the logged in user to change his/her password.

My Details – Allows access to your personal file and records held on the system.

Notifications – Allows access to your Notification page.

People – Allows access to all people records held on the system (Instructor & Technical Advisor only).

Gyros – Allows access to all gyroplane records held on the system (Technical Advisor only).

Admin – Allows access to the People admin functions. (Instructor & Technical Advisor only).

Gyro News – Allows the member to download the back editions of Gyro News.

ASRA Minutes – Allows ASRA members to download the latest minutes.

Logout – Exits the database.



My Details

Personal Details

The Personal Details page will display the member's personal and postal information. You can change any information on this page.

The screenshot displays the 'My Details' page for a user named Bruce Lee. The page is organized into several sections:

- Navigation Menu (Left):** Personal Details (selected), Membership Details, Medical, Certificates, Exams and Endorsement, Ratings, Approvals, Flight Review History, Gyroplanes, Documents, Authorise Solo Under Supervision, Payments.
- Login Section:**
 - Username: one@home.com
 - Status: Active
 - Email: one@home.com
 - Electronic only: Tick the box if you wish to receive the Gyro News electronically ONLY
 - Reset Member Password button
- Postal Address Section:**
 - Address: 12 Fiat Lane
 - Suburb: Dragonville
 - State: Other
 - State & Country: Saigon Vietnam
 - Postcode: 100
- Personal Section:**
 - Title: Mr
 - First name: Bruce
 - Middle name: (empty)
 - Surname: Lee
 - Occupation: Hero
 - Nationality: Australian
 - Date of birth: 16/03/2006
- Residential Address Section:**
 - Address: 12 Fiat Lane
 - Suburb: Dragonville
 - State: Other
 - State & Country: Saigon Vietnam
 - Postcode: 100
 - Copy postal address button
 - Save button (highlighted)
- Phone Section:**
 - Phone Private: (empty)
 - Phone Business: (empty)
 - Mobile: 0422333666
 - Facsimile: (empty)

The **Save** button must be selected to save all changes made. If the **Save** button is greyed out, an incorrect selection or a red field/red text has not been selected or filled in. Selecting another menu option from the left-hand side will not save any changes.

Membership Details

The membership details page displays membership number, option tick box if the member does not wish their details to be provided to other members, indemnity status, question about other aviation organisations and next of kin details. You can change any information on this page. Fields requiring information will have a red border.

The screenshot shows the ASRA membership details page for a member named Bruce Lee. The page is divided into several sections:

- Navigation:** ASRA logo, Change Password, and menu items: People, Incident, Gyros, Gyro Admin, Admin, ASRA Minutes, Logout.
- Member Name:** Bruce Lee
- Membership Section:**
 - Membership #: A0012
 - Membership Override: [Empty text box]
 - Don't release details to other members:
 - Indemnity Received: (marked with a red X)
 - Do you hold Civil Aviation Authorities issued by another Organisation or Government Department?: Yes No
 - Entered on: 18 Mar 2021
 - [Save button]
- Next of Kin Section:**
 - First name: Fly
 - Middle name: [Empty text box]
 - Surname: Lee
- Contact Section:**
 - Phone Business: 012345678
 - Mobile: [Empty text box]
 - Phone Private: [Empty text box]
 - Facsimile: [Empty text box]
- Address Section:**
 - [Copy Members address button]
 - Address: 12 Fist Lane
 - Suburb: Dragonville
 - State: Other (dropdown menu)
 - State & Country: California
 - Postcode: 1000
- Left Sidebar (Navigation Menu):** Personal Details, Membership Details, Medical, Certificates, Exams and Endorsement, Ratings, Approvals, Flight Review History, Gyroplanes, Documents, Authorise Solo Under Supervision, Payments.
- Footer:**
 - © 2019 AUSTRALIAN SPORT ROTORCRAFT ASSOCIATION INCORPORATED
ABN: 53 412 417 012
ACT Incorporations number A02065
 - PO Box 3070 Mandurah East WA 6210
Phone: 0408 969 118
Email: registrar@asra.org.au

Medical

The medical page allows the digital signing of the F011A medical and the upload of the F011B, CASA, F010 medicals. With the exception of the F011A, all other medicals must have been previously scanned and saved to your PC so they can be uploaded to the website. The medicals can be saved in most file formats.

Certification Type	Date Last Passed	Edited by
F11A - Solo medical	24 May 2019	Mark Robertson @ 24 May 2019
F11A - Solo medical	22 May 2017	Mark Robertson @ 22 May 2017
F10 - Instructor/Passenger endorsement medical	26 May 2015	admin @ 26 May 2015
F10 - Instructor/Passenger endorsement medical	17 May 2013	Mark Robertson @ 17 May 2013
F11A - Solo medical	17 May 2013	Mark Robertson @ 17 May 2013
F11A - Solo medical	01 Dec 2012	admin @ 22 Jan 2015
F11A - Solo medical	20 Aug 2011	admin @ 29 Nov 2011
F10 - Instructor/Passenger endorsement medical	17 Mar 2011	admin @ 29 Nov 2011

Other medicals can be uploaded for the member by the Registrar if they wish. The procedure is outlined below.

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 **Add Medical**.

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 and any medical with a conditional expiry date, ignore the "Date Medical Passed" field and enter the date of expiry into the "Expiry Date" field. This ensures the database will issue a medical reminder email at the correct time.

Select the Choose File button and locate the file on your PC. Once selected, the file name will appear next to the button and the file uploading will proceed. Select **View** to view the uploaded file. Select **Save** to add the medical to the file. Once completed you will be returned to the medical list. The uploaded medical will now appear on the list. Check dates for accuracy.

To view any medical, 'click' on the file name required and it will appear with the options available.

An automatic email is sent to the member 30 days prior to, and on the date of expiry of any medical.

Certificates

This page displays the student and pilot certificates held. Only 1 Certificate can be active at any time. If the certificate is not current/withdrawn/inactive, the active tick box will be marked with **X**. Conversely, certificates that are current/active, the active tick box will be marked with **✓**.

A read only section appears below for any specific Notes added to your file.

Level	Date Given	Active	Comments	Instructor	PPL Experience	Solo Hours	Dual Hours	Last Edited (Operational Manager)
Pilot	18 Mar 2021	✓		Bare Bonzal	X	5	15	admin @ 18 Mar 2021 (KIm Dang)
Student Pilot	18 Mar 2020	X		admin	X	0	0	admin @ 18 Mar 2021 (KIm Dang)

Exams and Endorsements

This page displays the endorsements and exams held. If the endorsement is not current/withdrawn/inactive, the active tick box will be marked with **X**. Conversely, endorsements that are current/active, the active tick box will be marked with **✓**. The exam result for any theory test is also displayed here.

Level	Date Given	Active	Comments	Instructor	Last Edited (Operational Manager)	Exam Result
Gyroplane	15 Jan 2023	✓		admin	admin @ 15 Jan 2023 (Akim Dang)	--
Human Factors CASA Video	15 Jan 2023	✓		admin	admin @ 15 Jan 2023 (Akim Dang)	--
Human Factors Exam	15 Jan 2023	✓		admin	admin @ 15 Jan 2023 (Akim Dang)	80%
Flight Rules & Procedures (FR&P)	15 Jan 2023	✓		admin	admin @ 15 Jan 2023 (Akim Dang)	80%
Basic Aeronautical Knowledge (BAK)	15 Jan 2023	✓		admin	admin @ 15 Jan 2023 (Akim Dang)	80%

A read only section appears below for any specific Notes added to your file.

Ratings (Instructor Only)

This page displays the ratings held. Only 1 Gyroplane Instructor rating and/or 1 Gyroglider Instructor rating can be active at any time. If the Rating is not current/withdrawn/inactive, the active tick box will be marked with **X**. Conversely, Ratings that are current/active, the active tick box will be marked with **✓**. A read only section appears below for any specific Notes added to your file.

An automatic email is sent to the member 30 days prior to, and on the date of expiry of any Rating.

Rating Type	Date Given	Active	Comments	Instructor	Last Edited (Operational Manager)
Senior Instructor Gyroglider	03 Feb 2021	✓		admin	admin @ 18 Mar 2021 (Kim Dang)
Senior Instructor	27 Dec 2020	X		admin	admin @ 09 Mar 2021 (Kim Dang)
Assistant Instructor	17 Dec 2018	X		admin	admin @ 17 Dec 2018 (ops manager)
Instructor	17 Dec 2018	✓		admin	admin @ 18 Mar 2021 (Kim Dang)

Approvals (Instructor & TA Only)

This page displays the Approvals held. If the Approval is not current/withdrawn/inactive, the active tick box will be marked with **X**. Conversely, Approvals that are current/active, the active tick box will be marked with **✓**. A read only section appears below for any specific Notes added to your file.

An automatic email is sent to the member 30 days prior to, and on the date of expiry of any Approval

Rating Type	Date Given	Active	Comments	Instructor	Last Edited (Operational Manager)
Chief Flying Instructor	27 Dec 2020	✓		admin	admin @ 18 Mar 2021 (Kim Dang)
Technical Advisor (U)	17 Dec 2018	X		admin	admin @ 18 Mar 2021 (Kim Dang)

Flight Review History

This page displays the members Flight Review history issued by Instructors. A read only section appears below for any specific Notes added to your file.

An automatic email is sent to the member 30 days prior to, and on the date of expiry of any Flight Review

Flight Review Date	ATR Number	Instructor	Last Edit
25 Dec 2019		--	admin @ 25 Dec 2019
21 Apr 2016	654321	An Instructor	admin @ 25 Jun 2017
20 Apr 2016	123456+	An Instructor	admin @ 26 Apr 2016

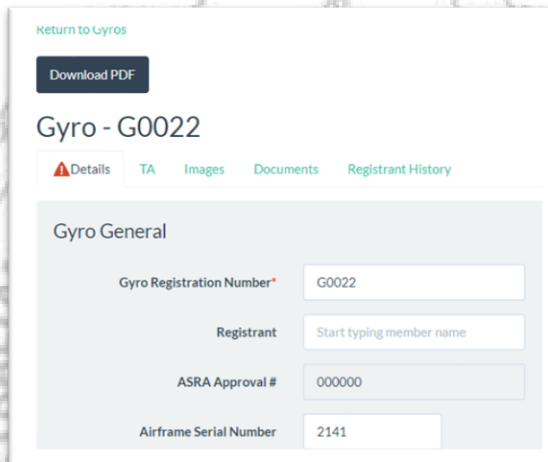
Gyroplanes

This page displays the details of the gyros registered to the member.



Registration #	ASRA Approval #	Airframe Serial #	Status	Places	Owner	Last Modified
G0006	RA0029	1057	Registered	Two Side by Side	Alan Wardill	30/07/2020 by dang
G0008	SP0101	2526	Registered	Two Side by Side	Alan Wardill	08/06/2020 by admin
G0018	000000	1	Reserved	Two Side by Side	Alan Wardill	23/07/2020 by admin

Selecting a Gyro will take you to the respective details page. Scroll down to see more information.



Return to Gyros

Download PDF

Gyro - G0022

[Details](#)
[TA](#)
[Images](#)
[Documents](#)
[Registrant History](#)


Gyro General

Gyro Registration Number*

Registrant

ASRA Approval #

Airframe Serial Number

New menu options appear at the top of the page. A  symbol against a menu means that the particular page has missing details and therefore incomplete.

Selecting **Details** shows the complete details of the gyro.

Selecting **TA** displays the TA inspections of the respective gyro. This can also include any other procedure e.g. Recommendation for grounding etc.

Selecting **Images** displays the photos of the respective gyro. These should be side on photos clearly showing the registration number. Image formats supported are TIF, JPEG, PNG etc. PDF format for image files is not supported.

Selecting **Documents** displays the documents specific to the gyro. e.g. NDI inspection of the hub bar etc.

Selecting **Manuals** takes you to the manuals section of the gyro file. This read only section will only appear if the gyro is a Compliant machine. All documentation specific to the ASRA Approval Number will appear here.

A **Download PDF** button will download the complete gyro details and photo to your PC.

*** Only a TA or admin can edit the gyroplane file.

Gyroplane Flight Hours

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



Select **Add Flight Hours** to enter the hours flown. Select the Flight Period required from the drop-down box. Enter the hours against each field as required. Selecting **Save** will save the record and **Cancel** exits back to the flight hours list without saving.

NOTE: Entering of the hours should be done when renewing ASRA membership. Creating and editing of the flight hours can be done up until the end of June. If the member has not entered data for the current flight hours period, he will receive a reminder pop up message whenever logging onto their respective file.

Pilot Training

The ASRA training syllabus is made up of modules. Each module is made up of 1 or more categories. The categories are required to be digitally signed by the member and their instructor as they progress through the various stages of training. An explanation of the module list page below follows.

Figure 1.

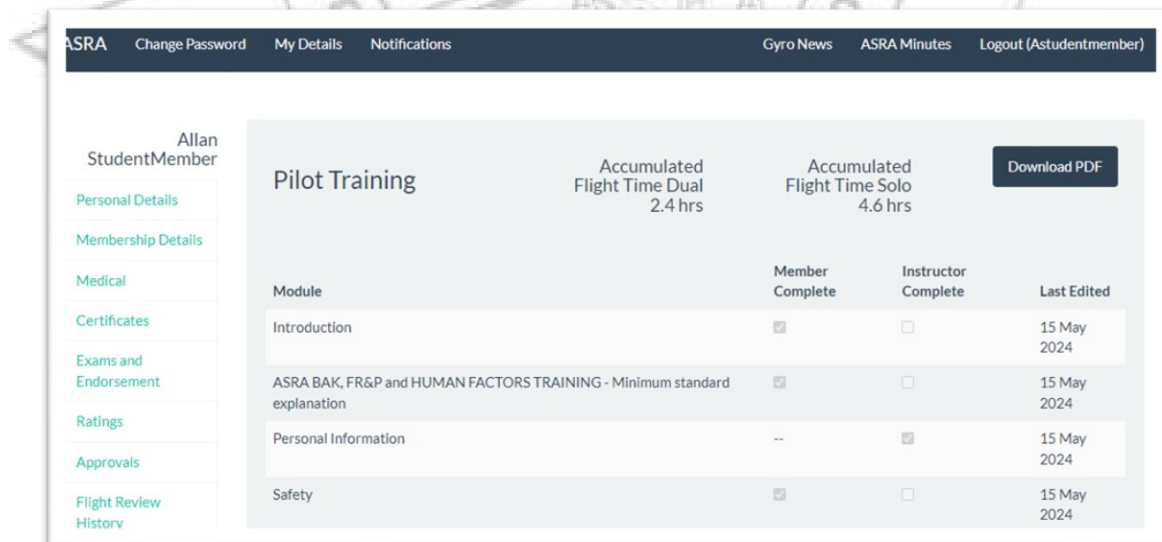


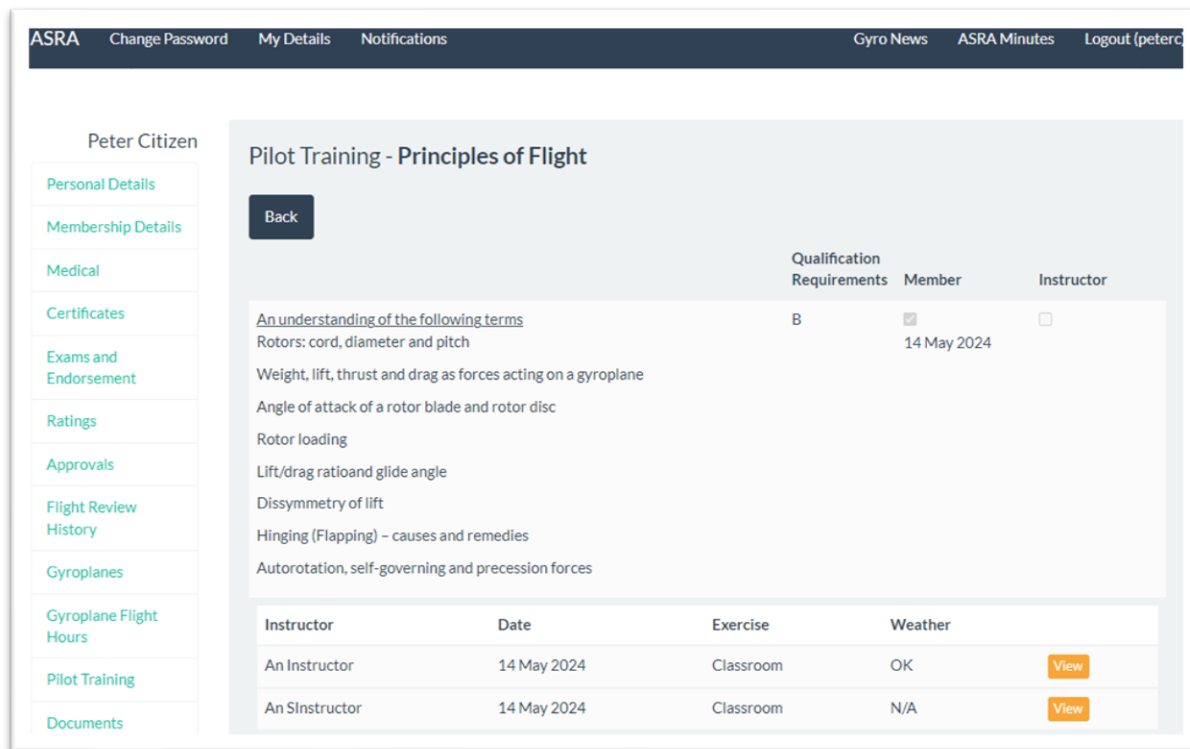
Figure 1 above displays the modules within the training syllabus. Scroll down to see all modules. The columns listed are Module Name, Member Complete, Instructor Complete and the last edited date. When all categories within a module are digitally signed by the member or instructor, the respective “Complete” column is “ticked” to show that the module has been completed. The **Download PDF** button allows the viewing/printing of all the ASRA Training Syllabus.

Principles of Flight module has been opened as Figure 2 below. In this example the member has signed the category “An understanding of the following terms” on the 14May2024 and an Instructor and Senior Instructor have also made a comment on the 14May2024 but, is yet to complete the first category as the Instructor tick box is still clear.

You can view the instructor entry by selecting the **View** button.

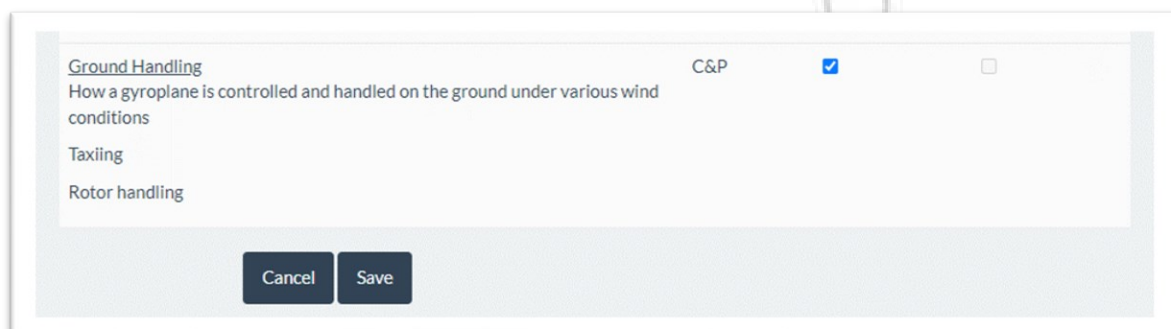
Pressing **Back** takes the member back to the module list page.

Figure 2.



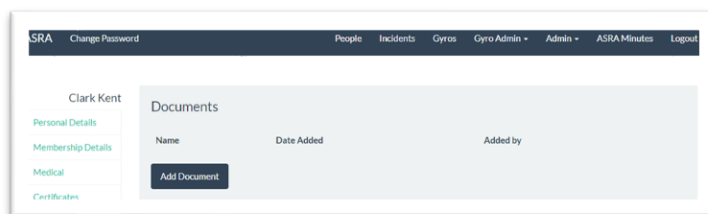
A member only has to “tick” the appropriate category once satisfied with the training received in that category. A mark will appear as . The member can tick as many categories as appropriate. You must then scroll to the bottom of the page (Figure 3) and press the **Save** button to make the changes permanent. Press **Cancel** to not save any changes.

Figure 3.



Documents and Private Documents and Exam Results

The Documents page displays the uploaded members files. 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.



The difference between Documents and Private Documents is outlined below.

DOCUMENTS

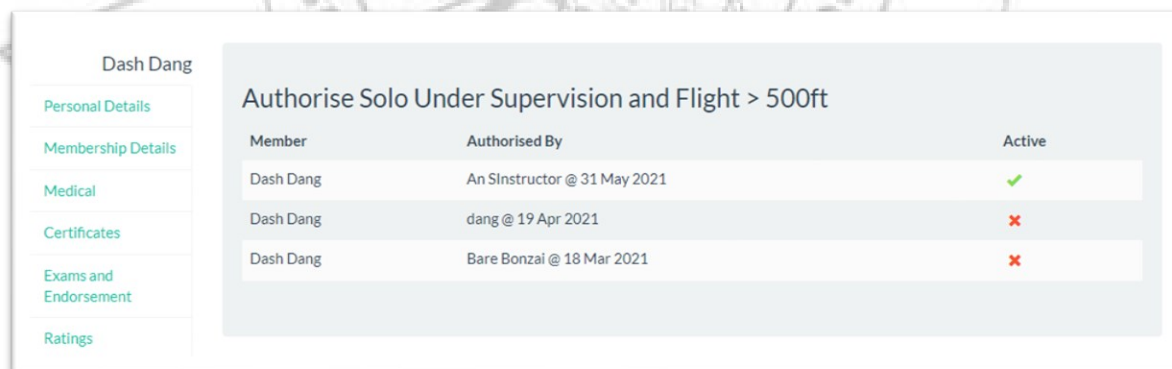
This menu is used to upload files such as overseas medicals, documentary evidence of previous flying experience, Certification Statement from the Pilot Training Booklet etc. These files can be uploaded and downloaded by the member or an Instructor+. These documents are viewable by the member and/or Instructors.

PRIVATE DOCUMENTS and EXAM RESULTS

This menu is used to upload files such as exam results and confidential information e.g. Disciplinary enforcement action. Only Instructors+ can upload files but cannot read them. Only the ASRA Board members can read/download files from this area.

Authorise Solo Under Supervision

Once a Solo has been authorised the record will be displayed and its status.



Payments

This page displays the historical payments that have been made. Payments are marked as to their status. Created means that the invoice has been created and emailed to the member but payment is yet to be made. Paid means the payment has been processed successfully.

A number of other options are available.

Pay allows the member to make a payment via credit card.

View allows the view/printing of the paid invoice.

- Personal Details
- Membership Details
- Medical
- Certificates
- Exams and Endorsement
- Ratings
- Approvals
- Flight Review History
- Gyroplanes
- Documents

Invoices

All prices and transactions are in Australian dollars. We do not keep any of your credit card or eftpos information. Credit cards are processed using Pin Payments, while eftpos transactions are handled via POLI Payments. If you have made a mistake or want a refund please contact the registrar via email at registrar@asra.org.au please make sure you include the invoice number in the email.

Invoice	Reference	Amount	Status	When	
#00000996	Endorsement Upgrade	\$15.00	Created	16 Mar 2021	Pay
#00000850	9 - Registered Gyros	\$62.00	Paid	08 Dec 2020	View
#00000495	3 - Members w/o Pass (ex Life)	\$208.00	Paid	08 Dec 2020	View
#00000664	2020 New Gyro Registration (includes log book)	\$31.00	Paid	10 Oct 2020	View

First
Previous
1
Next
Last

When selecting **Pay** you will be presented with credit/debit card input screen. All payments are made through a secure connection. No credit/debit card details are kept by ASRA.

Credit/Debit Card Payments

*** Only Visa, Mastercard and American Express are accepted.

Selecting **Pay with Credit/Debit Card** will take you to the details page where you fill in your payment details. The details page shows you what the payment is for, the amount and the postal address for the delivery of goods etc. Once the details are entered select **Make Payment**. Only successful payments will be accepted. If there are any errors you will be advised when submitting the payment.

Make Payment

Only cards with Visa, Mastercard or American Express logos accepted.

Reference *

Amount to Pay *

Credit Card Details *

Billing Address

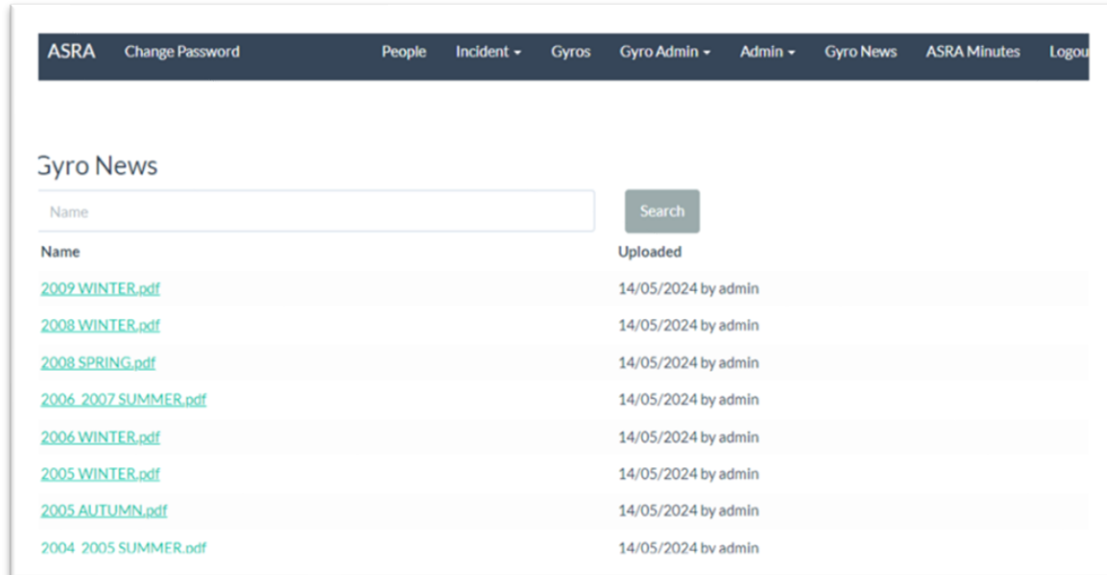
Address *

Cancel
Make Payment

Gyro News

Gyro News

Shows the historical ASRA Gyro News magazines which can be downloaded by selecting the respective file.

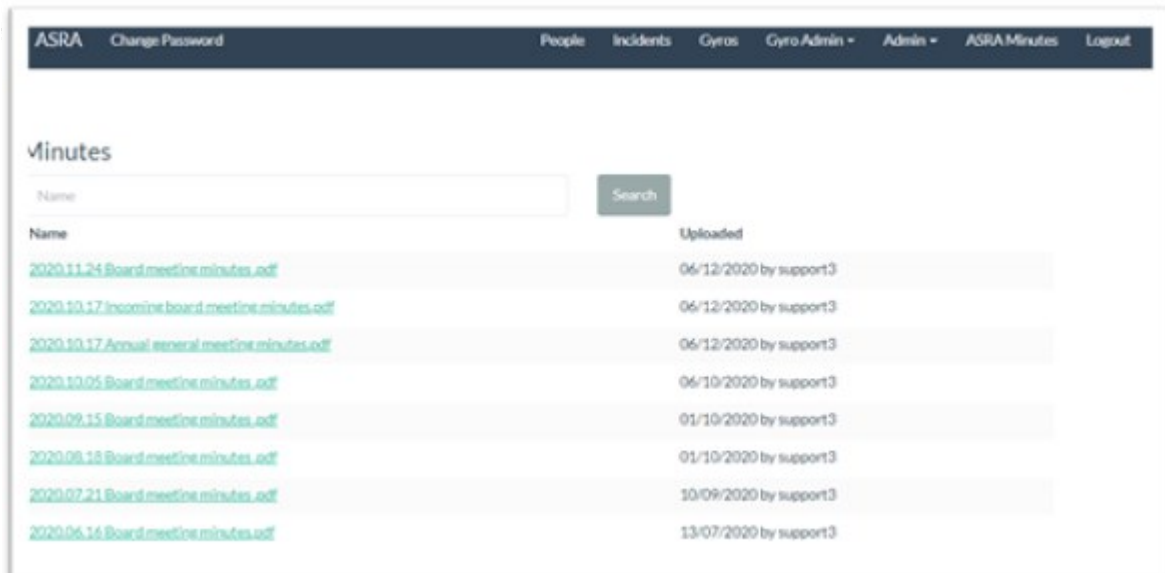


Name	Uploaded
2009 WINTER.pdf	14/05/2024 by admin
2008 WINTER.pdf	14/05/2024 by admin
2008 SPRING.pdf	14/05/2024 by admin
2006_2007 SUMMER.pdf	14/05/2024 by admin
2006 WINTER.pdf	14/05/2024 by admin
2005 WINTER.pdf	14/05/2024 by admin
2005 AUTUMN.pdf	14/05/2024 by admin
2004_2005 SUMMER.pdf	14/05/2024 by admin

To **Delete** a Gyro News magazine, contact the Documents Manager or the Head of Flight Operations (HOFO).

ASRA Minutes

Shows the historical ASRA minutes from previous meetings. You can download the minutes by selecting the respective file.



Name	Uploaded
2020.11.24 Board meeting minutes.pdf	06/12/2020 by support3
2020.10.17 Incomine board meeting minutes.pdf	06/12/2020 by support3
2020.10.17 Annual general meeting minutes.pdf	06/12/2020 by support3
2020.10.05 Board meeting minutes.pdf	06/10/2020 by support3
2020.09.15 Board meeting minutes.pdf	01/10/2020 by support3
2020.08.18 Board meeting minutes.pdf	01/10/2020 by support3
2020.07.21 Board meeting minutes.pdf	10/09/2020 by support3
2020.06.14 Board meeting minutes.pdf	13/07/2020 by support3

Logout (your username)

Allows the user to exit the DB.