

Pilot Online Database Entry

Preamble

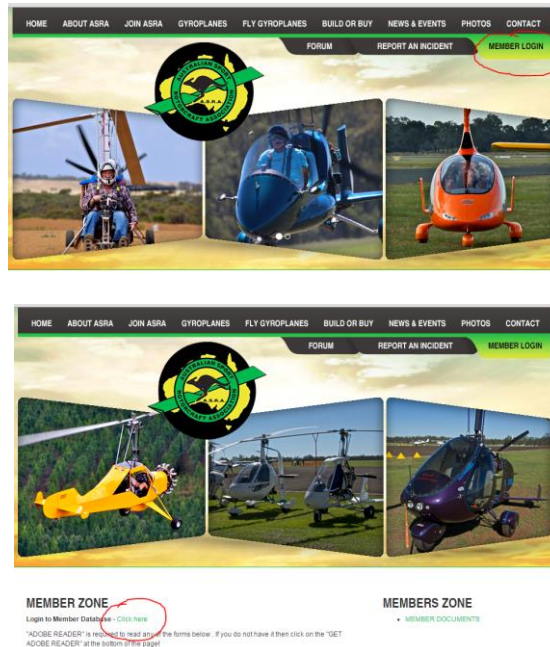
ASRA members can now enter information directly into their own record using their personal log on details.

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.

Your personal details are entered on the log on page.

The screenshot shows the ASRA Member Zone log on page. It includes a navigation menu with 'Home' and 'About' links, a 'Log On' button, and a form for entering user details. The form has fields for 'User name', 'Password', and a 'Remember me?' checkbox, followed by a 'Log On' button. The page footer indicates '© 2011 ASRA'.

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 only, and not a contract for recreational services, professional services, or goods and that ASRA is not a professional airworthiness certification entity.
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.
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 the airworthiness of rotorcraft is through the ASRA rotorcraft registers.
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 purchase appropriate insurance cover.
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 proceedings 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.

Welcome gyro qld! [[Log Off](#)]

Australian Sports Rotocraft Association [Change Password](#) | [My Details](#) | [Notifications](#)

Notifications

- Current membership status: Active

Administration Notice

Memberships can now be paid for 2014.
Download the membership application application from the ASRA website and submit paperwork and payment as in the past **or** check your personal and membership details, then proceed to the [payments](#) section accessible from the left hand menu. Select the 2014 payment method and fill in the details as required. **No further paperwork** is required to be submitted. **DON'T FORGET TO ADD YOUR FLIGHT HOURS FOR THE PERIOD ENDING JUNE 2013**

If paying a gyro registration place the **registration number** in the description box. Presently the Gyro Registration Form F006 must still be submitted to the registrar for 2014 until the registration database is completed.

Contact the registrar@asra.org.au if you have any questions.

ASRA Nationals are to held over the 2014 Easter period at Wondai QLD.
Further information will be sent out over the next few months.

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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.

Australian Sports Rotocraft Association Welcome gyro qld! [Log Off]

Change Password | My Details | People | Notifications

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Just Test Personal Details

Username

Username*
AnotherTest

Member Status*
Active

Tick the box if you wish to receive the Gyro New electronically

Personal Details

Email*
registrator@asra.org.au

Title*
Mr

First name*
Just

Middle name
Another

Surname*
Test

Occupation
Building Contractor

Date of birth*
1/08/1936

Contact Number* (Area Code+Number - no spaces)
Phone Private
0296541158
Phone Business
07544458111
Mobile
Facsimile
0296541158

Copy Postal Address

Address Details

Postal*
Street Address*
32 Sagar Rd
City*
KENTHURST
State*
NSW
Postal code*
2156
PreSortCode: 204

Street Address
32 Sagar Rd
City
KENTHURST
State
NSW
Postal code
2156

Save

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There are a number of rules regarding information.

1. All fields marked with a * are mandatory.
2. There must be at least 1 contact 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.

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Just Test Membership Details

Membership	
Membership Number A0024	<input type="checkbox"/> Don't Release Details
Date of last BFR: 26/01/2013	Indemnity Received Yes

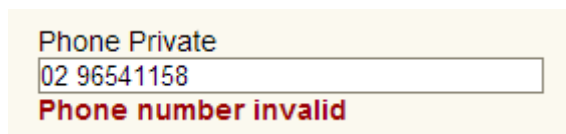
Next of Kin		
First name* Wendy	Contact Number* (Area Code+Number - no spaces) Phone Private 0712345678 Phone Business Mobile Facsimile	
Middle name		
Surname* Smith		
<input type="text"/>		
<input type="text"/>		

Next of Kin Address	
<input type="checkbox"/> Copy Members Address	
Street Address 32 Sagar Rd	
City KENMORE	
State NSW	<input type="text"/>
Postal code 2157	<input type="text"/>

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There are a number of rules regarding information.

1. All fields marked with a * are mandatory.
2. There must be at least 1 contact 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.



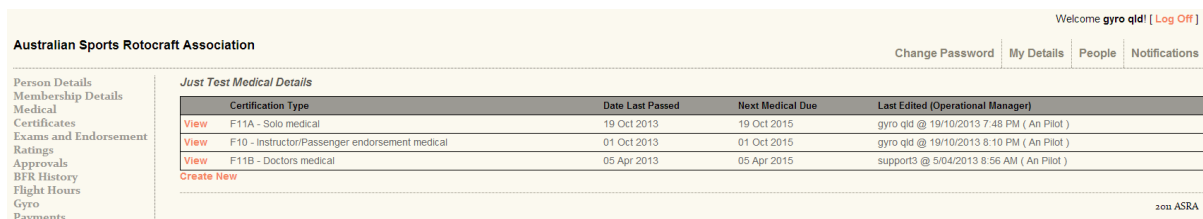
3. The **Save Details** button must be selected to save all changes made. Selecting another menu option from the left hand side will not save any changes.

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)



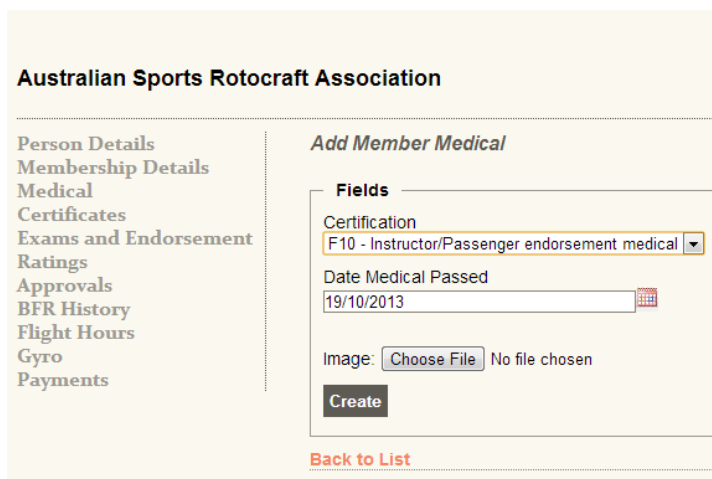
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Certification Type	Date Last Passed	Next Medical Due	Last Edited (Operational Manager)
View F11A - Solo medical	19 Oct 2013	19 Oct 2015	gyro qid @ 19/10/2013 7:48 PM (An Pilot)
View F10 - Instructor/Passenger endorsement medical	01 Oct 2013	01 Oct 2015	gyro qid @ 19/10/2013 8:10 PM (An Pilot)
View F11B - Doctors medical	05 Apr 2013	05 Apr 2015	support3 @ 5/04/2013 8:56 AM (An Pilot)

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**



Australian Sports Rotocraft Association

Add Member Medical

Fields

Certification
F10 - Instructor/Passenger endorsement medical

Date Medical Passed
19/10/2013

Image: No file chosen

[Back to List](#)

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.

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Just Test Certificates

	Level	Date Given	Active	ATR Number	Last Edited (Operational Manager)
View	Student Pilot	19 Oct 2013	<input checked="" type="checkbox"/>		gyro qld @ 19/10/2013 8:29 PM (An Pilot)
View	Pilot	26 Jan 2013	<input checked="" type="checkbox"/>		admin @ 26/01/2013 12:17 PM (An Pilot)

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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.

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Just Test Exams and Endorsement Types

	Endorsement	Date Given	Active	ATR Number	Last Edited (Operational Manager)
View	ATSB Accident Investigation Training	17 Oct 2013	<input checked="" type="checkbox"/>		gyro qld @ 17/10/2013 8:18 PM (An Pilot)
View	Radio Theory Exam	08 Apr 2013	<input checked="" type="checkbox"/>		support3 @ 8/04/2013 7:40 AM (An Pilot)
View	Radio	08 Apr 2013	<input checked="" type="checkbox"/>		support3 @ 8/04/2013 7:46 AM (An Pilot)
View	Aerodrome	22 Feb 2013	<input checked="" type="checkbox"/>		admin @ 22/02/2013 6:19 PM (An Pilot)
View	Basic Aeronautical Knowledge (BAK)	26 Jan 2013	<input checked="" type="checkbox"/>		admin @ 26/01/2013 12:17 PM (An Pilot)
View	Flight Rules & Procedures (FR&P)	26 Jan 2013	<input checked="" type="checkbox"/>		admin @ 26/01/2013 12:17 PM (An Pilot)
View	MTO/ELAVARROW/MAGNI	26 Jan 2013	<input checked="" type="checkbox"/>		admin @ 26/01/2013 12:17 PM (An Pilot)
View	Above 500ft	26 Jan 2013	<input checked="" type="checkbox"/>		admin @ 17/02/2013 8:01 PM (An Pilot)

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RATINGS

This page displays your rating status.

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Just Test Ratings

	Rating Type	Date Given	Active	ATR Number	Last Edited (Operational Manager)
View	Assistant instructor	17 Feb 2013	<input checked="" type="checkbox"/>		admin @ 17/02/2013 7:49 PM (An Pilot)

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APPROVALS

This page displays your approval status.

Welcome **gyro qld** [[Log Off](#)]

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Just Test Approvals

	Approval Type	Date Given	Active	ATR Number	Last Edited (Operational Manager)
View	Technical Advisor (U)	17 Feb 2013	<input checked="" type="checkbox"/>		admin @ 17/02/2013 7:49 PM (An Pilot)

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BFR HISTORY

This page displays your BFR history.

Welcome **gyro qjd!** [[Log Off](#)]

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Just Test 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)

2013 ASRA

FLIGHT HOURS

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

Welcome **gyro qjd!** [[Log Off](#)]

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Just Test Flight Hours

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](#)

2013 ASRA

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.

Australian Sports Rotocraft Association		Welcome gyro qld [Log Off]				
		Change Password	My Details	Notifications	People	Gyros
Person Details	Mark Robertson Gyros					
Membership Details		Registration Number	Owner	AirframeSerialNumber	Last Modified	Last Modified By
Medical	View Edit Images Documents Payment	G0005	Mark Robertson	1056	4/12/2014 8:43 PM	A_pilot
Certificates	View Edit Images Documents Payment	G1256	Mark Robertson	nx	15/11/2014 9:21 PM	gyro qld
Exams and Endorsement	View Images Documents Payment	G1818	Mark Robertson	24127544	16/09/2013 8:18 PM	root
Ratings						
Approvals						
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Documents						
Admin Documents						
Authorise Solo						

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 F022 or F024 Registration standards, 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**

Australian Sports Rotocraft Association			
<ul style="list-style-type: none">Person DetailsMembership DetailsMedicalCertificatesExams and EndorsementRatingsApprovalsBFR HistoryFlight HoursGyroPaymentsDocumentsAdmin DocumentsAuthorise Solo	<h3>GyroDocuments</h3> <table border="1"><thead><tr><th>Name</th></tr></thead><tbody><tr><td>Download G2468 Flight Manual2.pdf</td></tr></tbody></table> <p>Add New Document</p> <p>Document: <input type="button" value="Choose File"/> No file chosen</p> <p><input type="button" value="Add Document"/></p> <p>Back to List</p>	Name	Download G2468 Flight Manual2.pdf
Name			
Download G2468 Flight Manual2.pdf			

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 been processed successfully.

Australian Sports Rotocraft Association Welcome gyro qidi [Log Off]

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Just Test Payments

Reference	Payment For	Description	Date Created	Amount	Payment Type	Status
R13	2013 Renewal of current 2012 Gyro registration	g0123	17 Jan 2013	\$60.00	Credit Card	Pending
R1	2012-2013 New Membership (includes student pack)		13 Aug 2012	\$35.00	Credit Card	Complete

[Add Payment](#)

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Select **Add Payment**. Select the required payment from the drop down box.

Australian Sports Rotocraft Association

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Add Payment

Card Details

TransactionType
Credit Card

Credit card number

Card Expiry
01 2013

Description - (The same description you used on the payment, including username, membership # or gyro rego # would be useful)

PaymentType
2013 Late Membership renewal (applies after 31/03/2013) - \$168.00

Create

[Back to List](#)

Enter the details requested against each field. Select the correct payment type from the drop down box. Selecting **Create** will save the record and **Back to List** exits back to the payments list without saving.

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)

Payments for gyroplane registration can only be made from the Gyro Menu by selecting [Payment](#) against the respective gyroplane. (refer to the Gyro menu explanation)

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.