

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

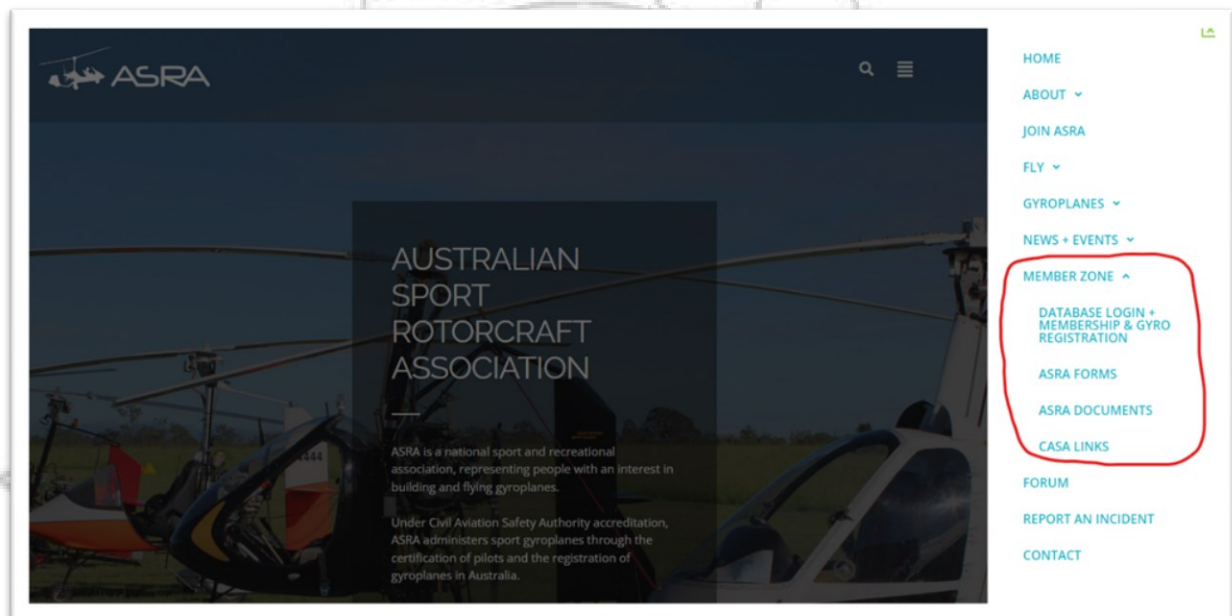
ASRA website home page www.asra.org.au by selecting the top menu  option, then “**MEMBER ZONE v**”. Selecting the “v” option will now make 4 options available.

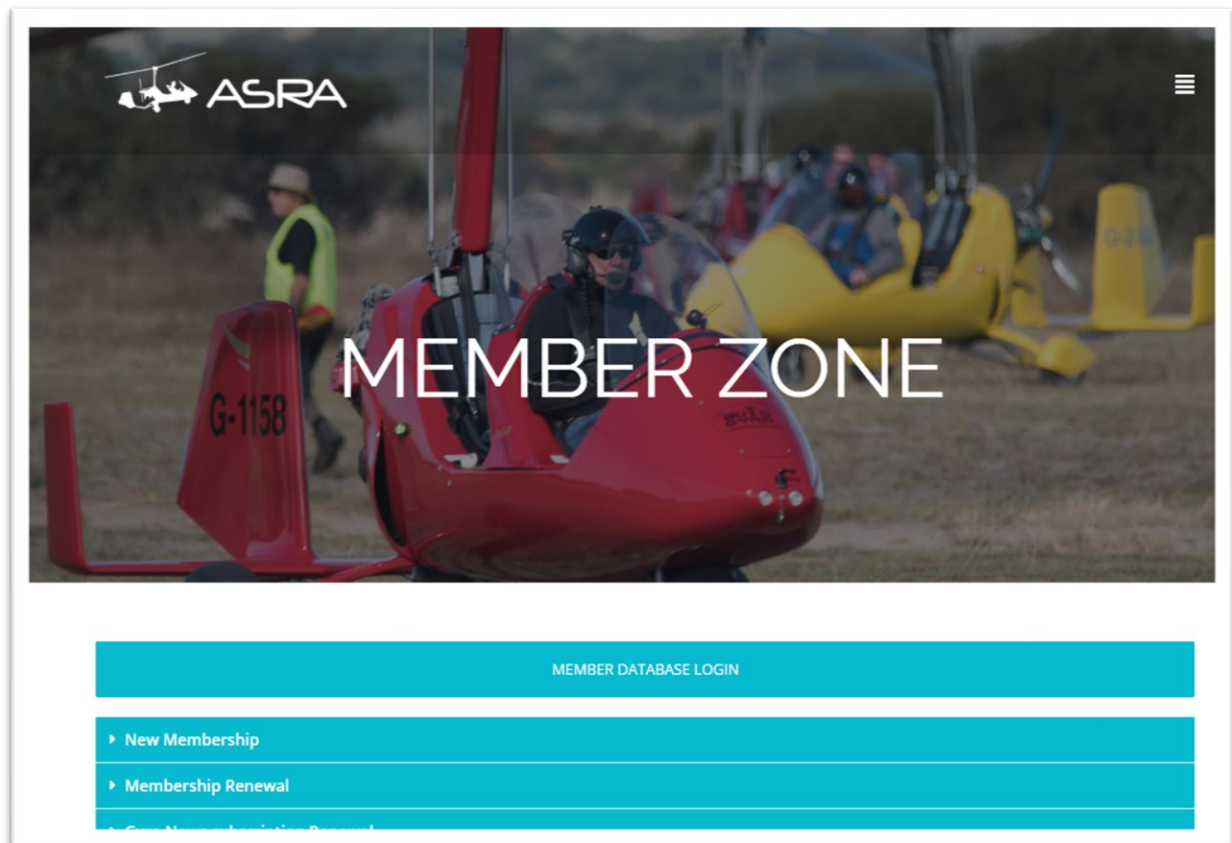
1. Access to the membership and gyroplane database.
2. Access/download to all forms used by ASRA.
3. Access/download to all ASRA documents and training material.
4. Access to CASA information pertaining to gyroplanes.

Select the link you require.

To follow instructions in this manual, select: -

DATABASE LOGIN+MEMBERSHIP & GYROPLANE LISTING



Select **MEMBER DATABASE LOGIN**

You will be taken to the Membership Database log in page. 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!

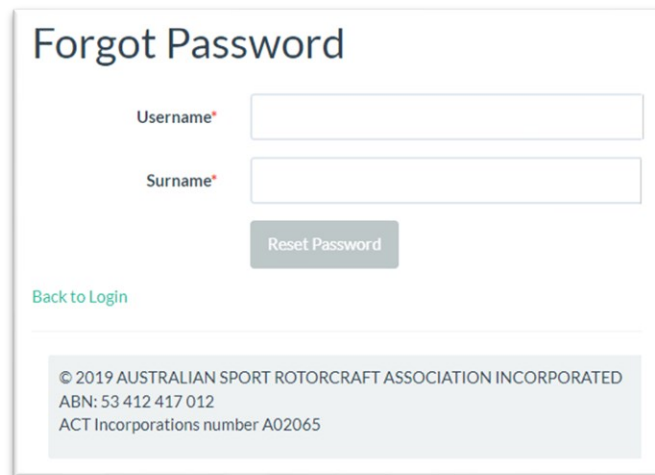
Please enter your user name and password.

Username

Password

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

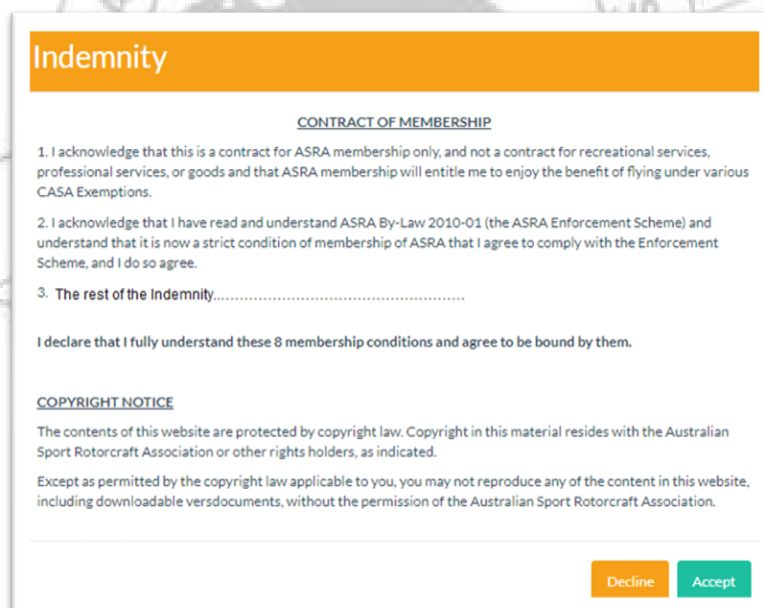
Using the forgotten password feature requires the ASRA member to enter his username (usually their email address unless changed by the registrar) and their Surname then selecting **Reset Password**. A new password will be emailed to your email address we have on file.



The 'Forgot Password' form is a white rectangular box with a light blue border. At the top, the title 'Forgot Password' is in a large, bold, dark blue font. Below the title, there are two input fields: 'Username*' and 'Surname*', both with red asterisks indicating required fields. Below these fields is a grey button labeled 'Reset Password'. At the bottom left of the form, there is a green link that says 'Back to Login'. At the bottom of the form, there is a light blue footer area containing the text: '© 2019 AUSTRALIAN SPORT ROTORCRAFT ASSOCIATION INCORPORATED', 'ABN: 53 412 417 012', and 'ACT Incorporations number A02065'.

Once logged on, all personnel will be presented with the Indemnity and Notifications page that follows.

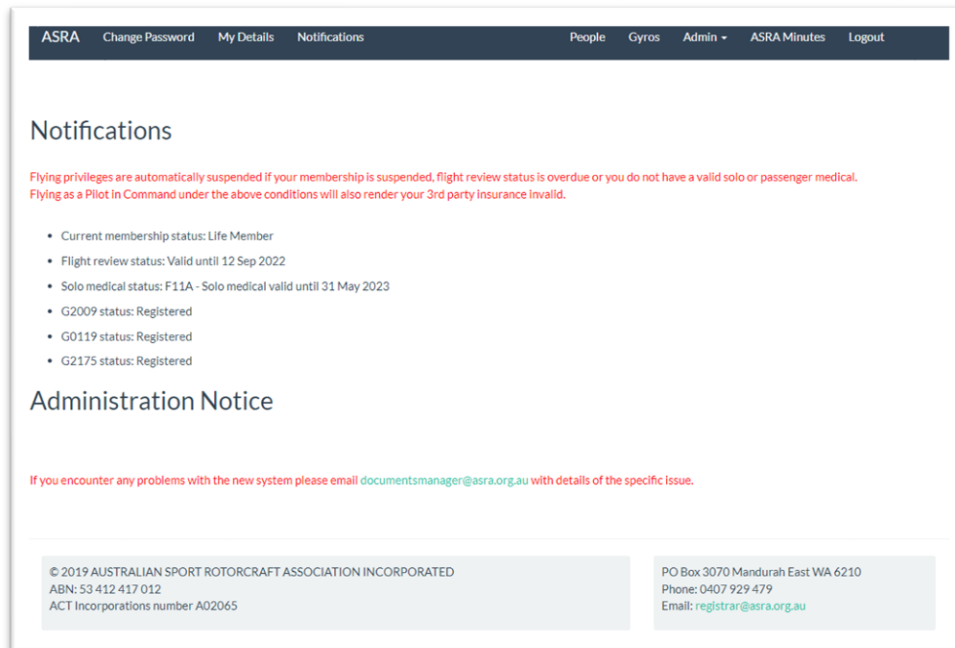
INDEMNITY



The 'Indemnity' form is a white rectangular box with a light blue border. At the top, there is an orange header bar with the word 'Indemnity' in white. Below the header, the title 'CONTRACT OF MEMBERSHIP' is in a small, bold, dark blue font. The main body of the form contains three numbered points: 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..... Below these points, there is a line of text: 'I declare that I fully understand these 8 membership conditions and agree to be bound by them.' Below this, there is a section titled 'COPYRIGHT NOTICE' in a small, bold, dark blue font. The text below this title reads: 'The contents of this website are protected by copyright law. Copyright in this material resides with the Australian Sport Rotorcraft Association or other rights holders, as indicated. Except as permitted by the copyright law applicable to you, you may not reproduce any of the content in this website, including downloadable documents, without the permission of the Australian Sport Rotorcraft Association.' At the bottom right of the form, there are two buttons: 'Decline' (orange) and 'Accept' (green).

You must accept the Contract of Membership to proceed further.

NOTIFICATIONS

A screenshot of the ASRA website's 'Notifications' page. The page has a dark blue header with navigation links: ASRA, Change Password, My Details, Notifications, People, Gyros, Admin, ASRA Minutes, and Logout. The main content area is white. It starts with the title 'Notifications' followed by a red warning message: '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.' Below this is a bulleted list of membership and gyro status: 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. This is followed by a section titled 'Administration Notice' with a red message: 'If you encounter any problems with the new system please email documentsmanager@asra.org.au with details of the specific issue.' At the bottom, there are two grey boxes containing contact and legal information. The left box contains: '© 2019 AUSTRALIAN SPORT ROTORCRAFT ASSOCIATION INCORPORATED', 'ABN: 53 412 417 012', and 'ACT Incorporations number AQ2065'. The right box contains: 'PO Box 3070 Mandurah East WA 6210', 'Phone: 0407 929 479', and 'Email: registrar@asra.org.au'. A large, faint watermark of the ASRA logo is visible in the background of the page.

Here you are given a summary of your membership and gyro listing 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.

If you believe any details are incorrect, contact the ASRA Registrar.

DATABASE MAIN MENU

At the top of the webpage are menu options.



ASRA – Takes you to the main ASRA website

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.

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

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

Change Record – Allows ASRA members to submit a request to change ASRA documentation.

Logout (your username) – Exits the database.

Other menu selections will be available depending on your qualification level. Extra menu items include:

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/Gyro admin functions. (Instructor & Technical Advisor only).

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. For change of Username, contact the ASRA Registrar.

Fields with an * are mandatory. Any fields marked in RED in the example below, are missing correct details and the **Save** button will be greyed out. 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.

ASRA

Change Password

My Details

Notifications

Gyro News

ASRA Minutes

Change Record

Logout (Astudentmember)

Allan StudentMember

Personal Details

Membership Details

Medical

Certificates

Exams and Endorsement

Ratings

Approvals

Flight Review History

Gyroplanes

Gyroplane Flight Hours

Pilot Training

Documents

Authorise Solo Under Supervision

Private Documents & Exam Results

Payments

Login

Username *

Astudentmember

Status *

Active

Email *

gyro@bigpond.com

Electronic only

☐ Tick the box if you wish to receive the Gyro News electronically ONLY

Postal Address

Address *

10 Brian St

Suburb *

Caboolture

State *

QLD

Postcode *

4556

Personal

Title *

Select title

First name *

Allan

Middle name

Surname *

StudentMember

Occupation

Fitter & Turner

Nationality

Australian

Date of birth *

20/05/1960

Residential Address

Copy postal address

Address *

10 Brian St

Suburb *

Caboolture

State *

QLD

Postcode *

4556

Save

Phone * (No Spaces)

Phone Private

0754458321

Phone Business

Mobile

Facsimile

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 with an * are mandatory. Any fields marked in RED in the example below, are missing correct details and the Save button will be greyed out. 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.

ASRA

Change Password

My Details

Notifications

Gyro News

ASRA Minutes

Change Record

Logout (Astudentmember)

Allan StudentMember

Personal Details

Membership Details

Medical

Certificates

Exams and Endorsement

Ratings

Approvals

Flight Review History

Gyroplanes

Gyroplane Flight Hours

Pilot Training

Documents

Authorise Solo Under Supervision

Private Documents & Exam Results

Payments

Membership

Membership #

A0018

Don't release details to other members

☐

Indemnity Received

✓

Do you hold Civil Aviation Authorities issued by another Organisation or Government Department? *

☐ Yes

☒ No

Entered on

29 Aug 2024

Save

Next of Kin

First name *

Brian

Middle name

Surname *

McKay

Contact* (No Spaces)

At least 1 phone number is required.

Phone Business

Mobile

Phone Private

Email

Address

Copy Members address

Address *

10 Brian St

Suburb *

Caboolture


State *

QLD

Postcode *

4556

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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 (PDF format preferred).

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 2013
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 or don't have access to a scanner. 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.

NOTE: 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.

Dash Dang

Personal Details

Membership Details

Medical

Certificates

Exams and Endorsement

Ratings

Certificates

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

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

An Instructor		Exams and Endorsement						
Personal Details		Level	Date Given	Active	Comments	Instructor	Last Edited (Operational Manager)	Exam Result
Membership Details		Gyroplane	15 Jan 2023	✓		admin	admin @ 15 Jan 2023 (Akim Dang)	--
Medical		Human Factors CASA Video	15 Jan 2023	✓		admin	admin @ 15 Jan 2023 (Akim Dang)	--
Certificates		Human Factors Exam	15 Jan 2023	✓		admin	admin @ 15 Jan 2023 (Akim Dang)	80%
Exams and Endorsement		Flight Rules & Procedures (FR&P)	15 Jan 2023	✓		admin	admin @ 15 Jan 2023 (Akim Dang)	80%
Ratings		Basic Aeronautical Knowledge (BAK)	15 Jan 2023	✓		admin	admin @ 15 Jan 2023 (Akim Dang)	80%
Approvals								
Flight Review History								



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.

An Instructor						
Personal Details	Ratings					
Membership Details	Rating Type	Date Given	Active	Comments	Instructor	Last Edited (Operational Manager)
Medical	Senior Instructor Gyroglider	03 Feb 2021	✓		admin	admin @ 18 Mar 2021 (Kim Dang)
Certificates	Senior Instructor	27 Dec 2020	X		admin	admin @ 09 Mar 2021 (Kim Dang)
Exams and Endorsement	Assistant Instructor	17 Dec 2018	X		admin	admin @ 17 Dec 2018 (ops manager)
Ratings	Instructor	17 Dec 2018	✓		admin	admin @ 18 Mar 2021 (Kim Dang)
Approvals						

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

An Instructor						
Personal Details	Approvals					
Membership Details	Rating Type	Date Given	Active	Comments	Instructor	Last Edited (Operational Manager)
Medical	Chief Flying Instructor	27 Dec 2020	✓		admin	admin @ 18 Mar 2021 (Kim Dang)
Certificates	Technical Advisor (U)	17 Dec 2018	X		admin	admin @ 18 Mar 2021 (Kim Dang)
Exams and Endorsement						

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

ASRA Change Password People Incidents Gyros Gyro Admin Admin ASRA Minutes Logout				
Mark Robertson				
Personal Details	Flight Reviews			
Membership Details	Flight Review Date	ATR Number	Instructor	Last Edit
Medical	25 Dec 2019		--	admin @ 25 Dec 2019
Certificates	21 Apr 2016	654321	An Instructor	admin @ 25 Jun 2017
Exams and Endorsement	20 Apr 2016	123456+	An Instructor	admin @ 26 Apr 2016
Ratings				



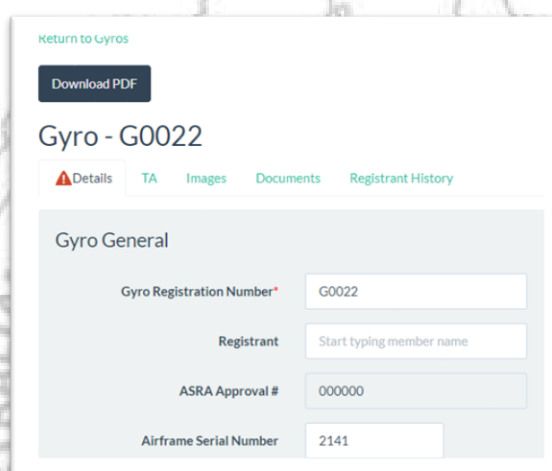
Gyroplanes

This page displays the details of the gyros listed 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* G0022

Registrant Start typing member name

ASRA Approval # 000000

Airframe Serial Number 2141

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 listing 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 an Ultralight Gyroplane. All documentation specific to the ASRA Approval Number will appear here.

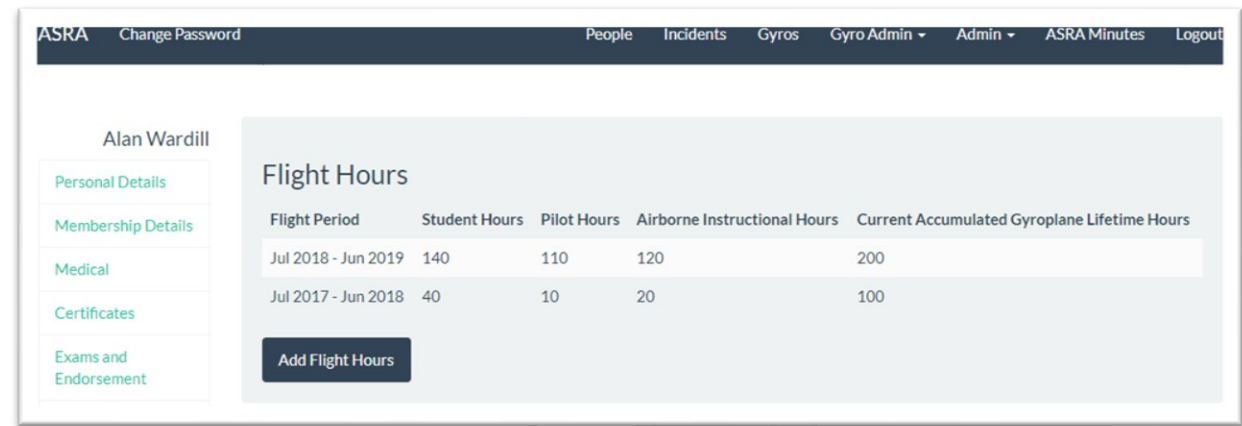
A **Download PDF** button will download the complete gyro details and photo to your PC.

*** 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.

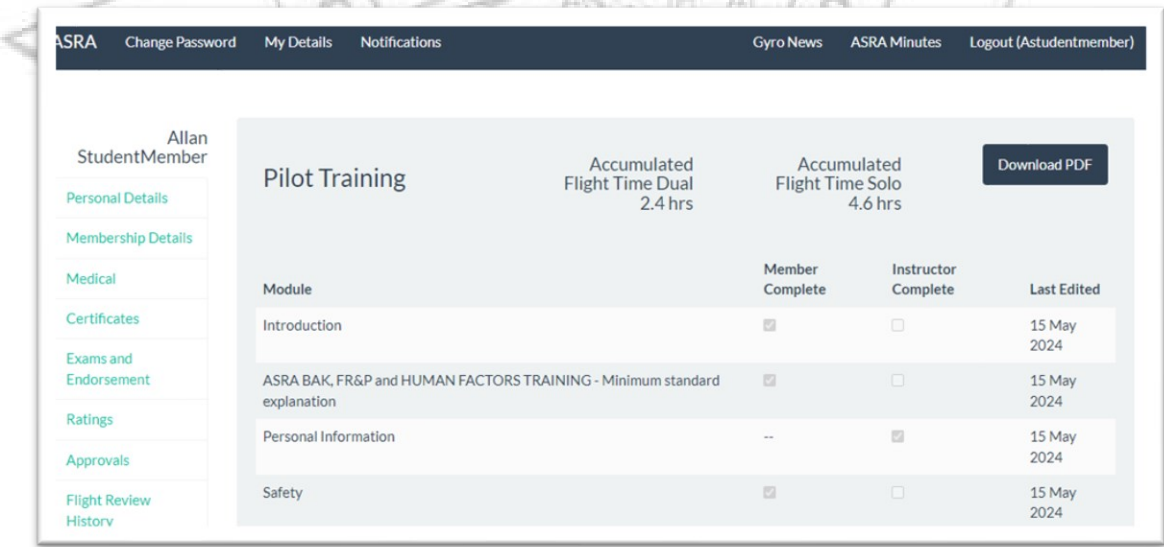


Figure 1 above displays the modules within the training syllabus. Scroll down to see all modules. The columns listed are Module Name, Member Complete, Instructor Complete and the last edited date. When all categories within a module are digitally signed by the member or instructor, the respective "Complete" 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.

ASRA Change Password My Details Notifications Gyro News ASRA Minutes Logout (peterc)

Peter Citizen

Personal Details
Membership Details
Medical
Certificates
Exams and Endorsement
Ratings
Approvals
Flight Review History
Gyroplanes
Gyroplane Flight Hours
Pilot Training
Documents

Pilot Training - Principles of Flight

Back

Qualification Requirements	Member	Instructor
An understanding of the following terms Rotors: cord, diameter and pitch Weight, lift, thrust and drag as forces acting on a gyroplane Angle of attack of a rotor blade and rotor disc Rotor loading Lift/drag ratio and glide angle Dissymmetry of lift Hinging (Flapping) – causes and remedies Autorotation, self-governing and precession forces	<input checked="" type="checkbox"/> 14 May 2024	<input type="checkbox"/>

Instructor	Date	Exercise	Weather	
An Instructor	14 May 2024	Classroom	OK	View
An SInstructor	14 May 2024	Classroom	N/A	View

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.

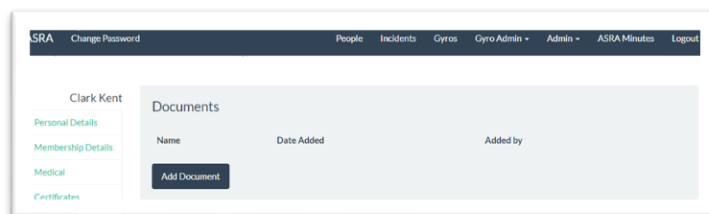
Ground Handling
How a gyroplane is controlled and handled on the ground under various wind conditions
Taxiing
Rotor handling

C&P ☒ ☐

Cancel Save

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.

Dash Dang

Personal Details

Membership Details

Medical

Certificates

Exams and Endorsement

Ratings

Authorise Solo Under Supervision and Flight > 500ft

Member	Authorised By	Active
Dash Dang	An Sinstructor @ 31 May 2021	✓
Dash Dang	dang @ 19 Apr 2021	✗
Dash Dang	Bare Bonzai @ 18 Mar 2021	✗

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
#00000064	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 *

2021 Gyro Transfer

Amount to Pay *

\$ 62

Credit Card Details *

0000 0000 0000 0000

Name on Card

MM/YY

CVV

Billing Address

Address *

Sandgate

QLD

4017

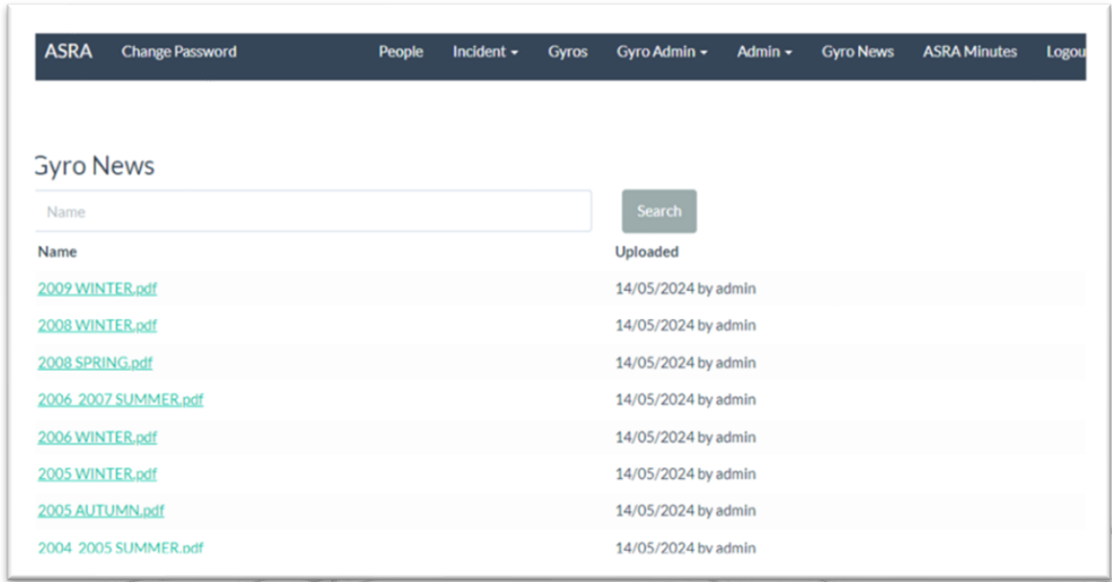
Cancel

Make Payment

GYRO NEWS

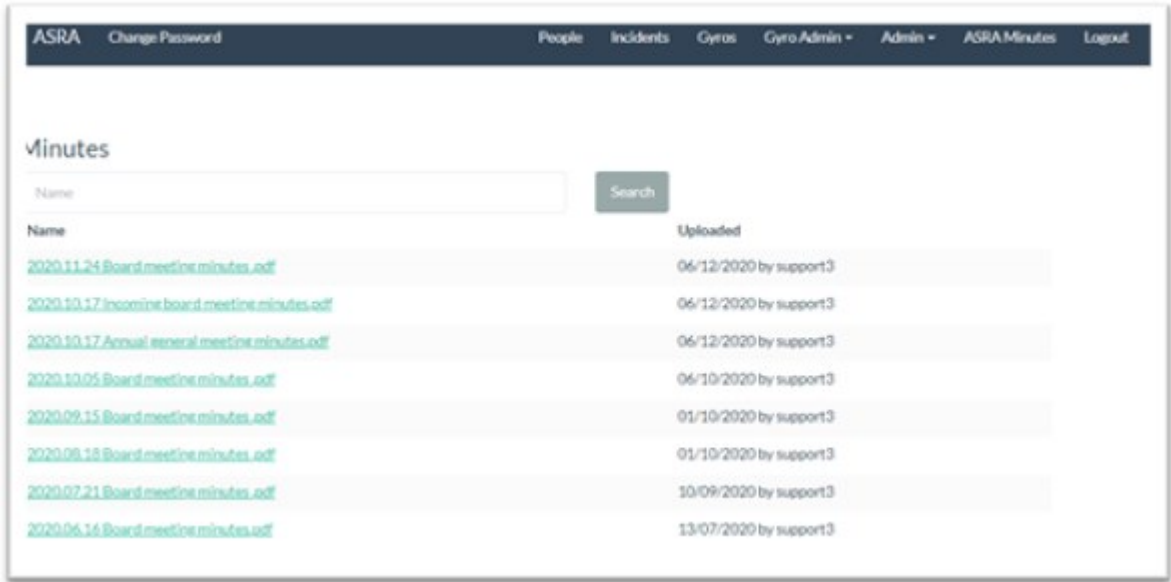
Gyro News

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



ASRA MINUTES

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



LOGOUT (your username)

Allows the user to exit the DB.