

Flying Start Online Registration



User Guide – Rev. February 2022

Flying Start Online Registration

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Flying Start Online Registration



Registering for FlyingStart.org

Flying Start Online Registration


- **EAA.org/FlyingStart – Resource section**
 - More instructional videos
 - Printable slide deck/step-by-step instructions.

Registering for FlyingStart.org


1. Skip this step if you are already registered for Young Eagles Online Registration or EAA Builders Log. Login for all three sites is the same username and password.
2. If you still need to create a login, visit FlyingStart.org.

← → ↻ flyingstart.org/?fshome

Apps ★ Bookmarks ⚠ Marketo Login 🎧 Spotify Web Player 🏠 WizeHive ⚙ KOSH WX 📄 ADP 🔄 Merlin: Login » | 📁 Other bookmarks 📖 Reading list

 Flying Start / Eagle Flights Registration Website [Videos](#) [Contact Us](#) [Site Info](#) [Sign Up](#) [Login](#)

Welcome to the EAA [Flying Start](#) and [Eagle Flights](#) Registration website giving adults education about being a pilot.
To create an Flying Start event or be an Eagle Pilot, please "[Sign Up](#)" and "[Login](#)". Please watch the "[Videos](#)" for details.



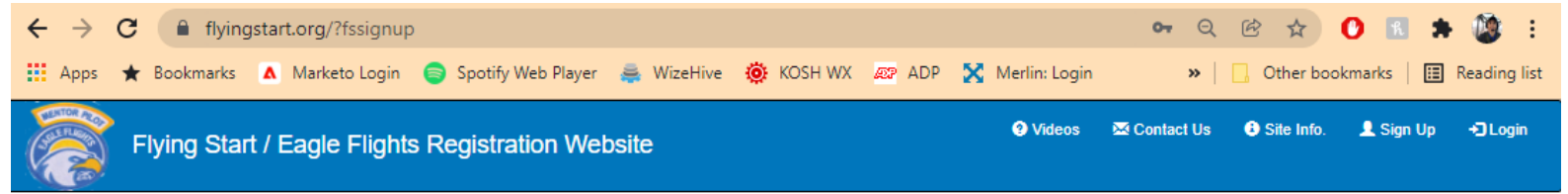
We have selected the 3 closest Flying Start events and Eagle Flight Leaders for your zip code location of **Neenah, WI**.
If this is not your location, please enter your 5 digit ZIP or 6 digit postal (Canada) code:

If you don't see a Flying Start event in your area below, please [select your nearest Eagle Flight Leader](#) for an Eagle Flight.

Please click on the logos below to view detailed Flying Start event information. [see more](#)

Registering for FlyingStart.org

3. Provide personal information.
Not public facing, only for event planning.
4. Email is critical, as this is tied to all communication and profile identification.



PLEASE DO NOT USE THIS FORM TO REGISTER FOR A FLYING START OR EAGLE FLIGHT.

Please enter the following information to register as a Eagle Flight website member. (Pilot, Volunteer or Leader)
If you are signing up as a pilot or ground volunteer, after you complete this form, the Eagle Flight Leader will assign you for an event.
Please contact your chapters Eagle Flight Leader if you don't hear anything in a few days.

You only need to fill in this form ONCE from any of the following websites: FlyingStart.org, EAABuildersLog.org or YoungEaglesDay.org. Please use the Login link above if you've completed this form already.

Name:

Email address:

Password: - Password must be a minimum of 6 characters, including an Upper & Lower case and a Number.
 - Show Password - Send password with confirmation email.

Mailing Address:

City: **State:** **Zip code:**

Phone Number: Format: xxx-xxx-xxxx

Chapter Type / #: Enter your EAA chapter type and number. [Click here to find a local EAA chapter.](#)

EAA Number: This is your EAA national membership number. (Required for a Eagle or YE Pilot and/or Coordinator)

Function: - Eagle or YE Pilot - Ground Volunteer - Eagle Flight Leader **(NOTE: only Eagle Flight Leader can register new events)**

Legal information and Submission.

I declare that all the information I have provided on this page is true and accurate to the best of my knowledge.

I ACKNOWLEDGE AND AGREE TO THE TERMS ABOVE. Submit button will appear after you check this box

Registering for FlyingStart.org

5. Pilots only – Will need to provide aircraft and flight information.
6. Agree to terms and click “Register yourself for FlyingStart.org – Submit.”

Function: - Eagle or YE Pilot - Ground Volunteer - Eagle Flight Leader (NOTE: only Eagle Flight Leader can register new events)

Aircraft N-Number: - Aircraft Type: (Pilots only - Required fields)

of Y.E. Seats

Total flight hours: - Approximate number of flight hours that you have as a pilot.

Passenger Load (lbs): - Useful passenger load of kids that your airplane can take in lbs.

of Flights: - Number of flights you would be comfortable doing for a Flying Start Rally in a day.

Legal information and Submission.

I declare that all the information I have provided on this page is true and accurate to the best of my knowledge.

----- FOR PILOTS ONLY -----

EAA® EAGLES® PROGRAM - AGREEMENT TO WAIVE LIABILITY, ASSUME RISK, AND INDEMNIFY;
RELEASE FOR USE OF PHOTOS AND IMAGES; and PILOT CERTIFICATION

I hereby certify that I meet the following guidelines for participation in the FAA Flying Start program

I ACKNOWLEDGE AND AGREE TO THE TERMS ABOVE Submit button will appear after you check this box

[Register yourself for the FlyingStart.org - Submit](#)

Questions?

David Leiting:

Eagles Program Manager

EAA Lifetime #579157

Phone: 920-426-6116

Email: dleiting@eaa.org

Flying Start Resources and Assistance: EAA.org/FlyingStart

Contact Us Tab:

flyingstart.org/?fscontact

Apps Bookmarks Marketo Login Spotify Web Player WizeHive KOSH WX ADP Other bookmarks Reading list

Mentor Pilot Eagle Flights Flying Start / Eagle Flights Registration Website Vid Contact Us Site Info Sign Up Login

Contact Us - Web Support, Comment or Question -
For event questions, please click on the email icon in the Flying Start event detail page.
This form is only for website or EAA member questions.

Name:

Email address:

EAA Chapter #:

Phone: - in (xxx-xxx-xxxx format)

Emergency Notification: - Please Login to get option for an emergency notification.

Question / Comment:

I ACKNOWLEDGE AND AGREE THAT THIS IS FOR EVENT QUESTIONS/COMMENTS ONLY Submit button will appear after you check this box

[Send Request - Submit](#)

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Flying Start Online Registration



How to Create an Event

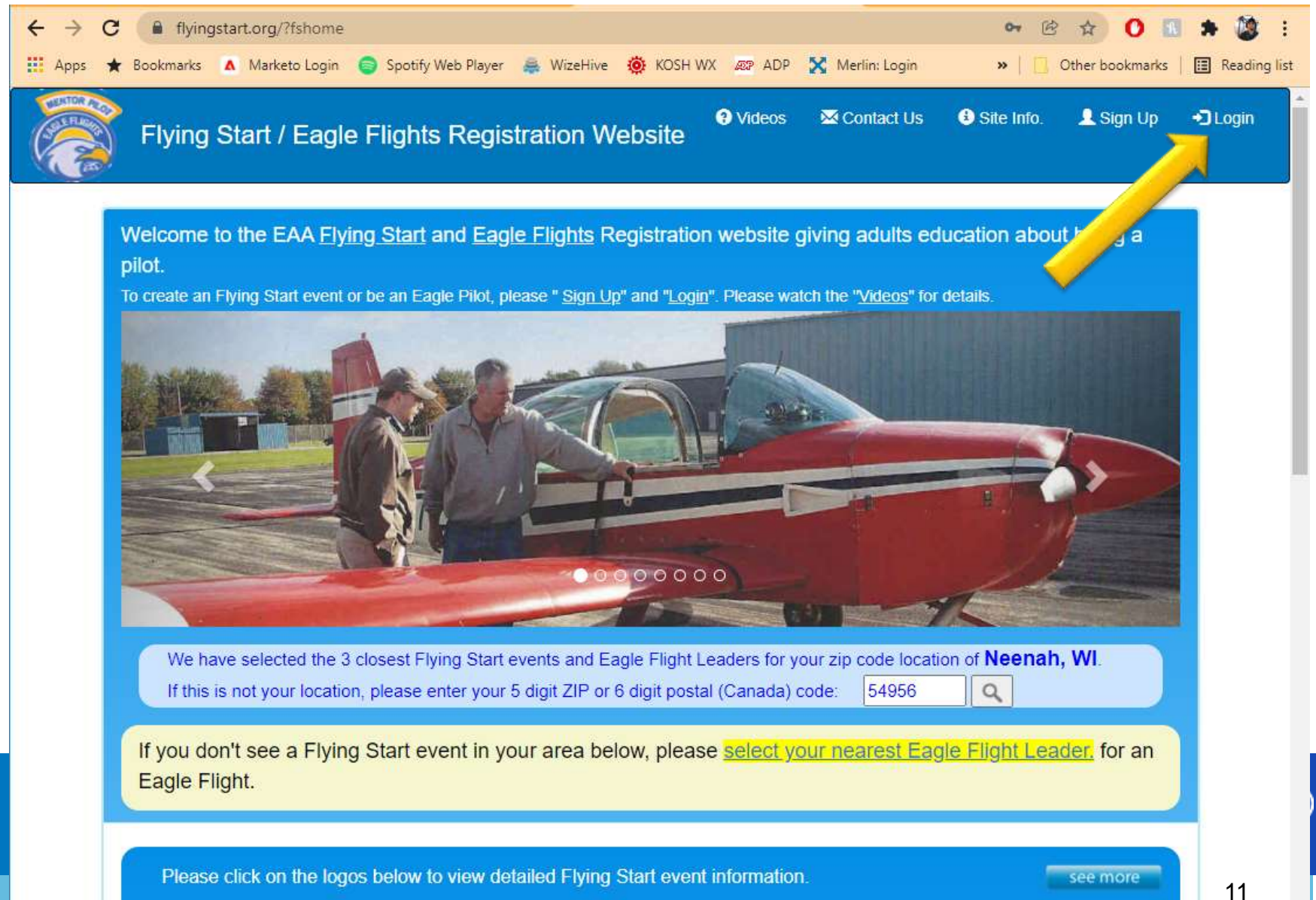
How to Create an Event

- Only Eagle Flight Leaders can create a new Flying Start event.
- Events created more than 90 days out will not show on the search page.



How to Create an Event

1. Login using your credentials.
(Same as Young Eagles Day or the EAA Builders Log)

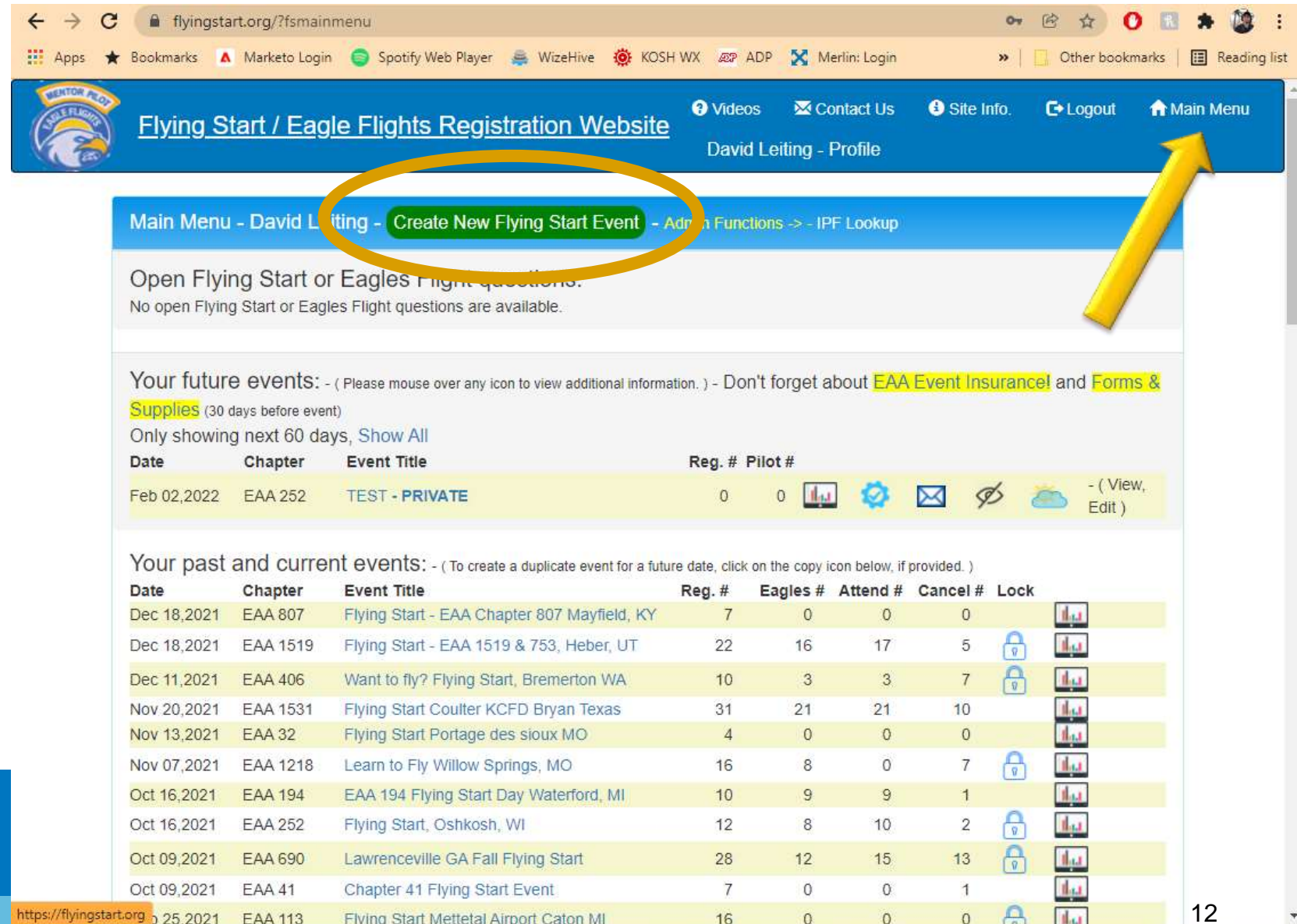


The screenshot shows a web browser at the URL `flyingstart.org/?fshome`. The browser's address bar and tabs are visible at the top. The website's header is blue and contains the logo on the left, the site name "Flying Start / Eagle Flights Registration Website" in the center, and navigation links for "Videos", "Contact Us", "Site Info.", "Sign Up", and "Login" on the right. A yellow arrow points to the "Login" link. Below the header, a blue banner contains the text: "Welcome to the EAA Flying Start and Eagle Flights Registration website giving adults education about being a pilot. To create an Flying Start event or be an Eagle Pilot, please 'Sign Up' and 'Login'. Please watch the 'Videos' for details." Below the banner is a large image of two men standing next to a red and white biplane. Underneath the image is a location selection box that says: "We have selected the 3 closest Flying Start events and Eagle Flight Leaders for your zip code location of **Neenah, WI**. If this is not your location, please enter your 5 digit ZIP or 6 digit postal (Canada) code: ". Below this is a yellow box with the text: "If you don't see a Flying Start event in your area below, please [select your nearest Eagle Flight Leader](#) for an Eagle Flight." At the bottom of the page, there is a blue box with the text: "Please click on the logos below to view detailed Flying Start event information." and a "see more" button.

How to Create an Event

2. Click “Main Menu” in the upper right hand corner.
 - Your event planning homepage
3. Click “Create New Flying Start Event”

Helpful Hint: Hover over icons to understand the functionality



The screenshot shows the Flying Start website interface. The top navigation bar includes links for Videos, Contact Us, Site Info, Logout, and Main Menu. The 'Main Menu' link is highlighted with a yellow arrow. Below the navigation bar, the 'Create New Flying Start Event' button is circled in yellow. The main content area displays a list of events, including a table for 'Your future events' and a table for 'Your past and current events'.

Your future events: - (Please mouse over any icon to view additional information.) - Don't forget about [EAA Event Insurance!](#) and [Forms & Supplies](#) (30 days before event)
Only showing next 60 days, [Show All](#)

| Date | Chapter | Event Title | Reg. # | Pilot # | | | | | |
|-------------|---------|----------------|--------|---------|--|--|--|--|--|
| Feb 02,2022 | EAA 252 | TEST - PRIVATE | 0 | 0 | | | | | |

Your past and current events: - (To create a duplicate event for a future date, click on the copy icon below, if provided.)

| Date | Chapter | Event Title | Reg. # | Eagles # | Attend # | Cancel # | Lock | |
|-------------|----------|---|--------|----------|----------|----------|------|--|
| Dec 18,2021 | EAA 807 | Flying Start - EAA Chapter 807 Mayfield, KY | 7 | 0 | 0 | 0 | | |
| Dec 18,2021 | EAA 1519 | Flying Start - EAA 1519 & 753, Heber, UT | 22 | 16 | 17 | 5 | | |
| Dec 11,2021 | EAA 406 | Want to fly? Flying Start, Bremerton WA | 10 | 3 | 3 | 7 | | |
| Nov 20,2021 | EAA 1531 | Flying Start Coulter KCFD Bryan Texas | 31 | 21 | 21 | 10 | | |
| Nov 13,2021 | EAA 32 | Flying Start Portage des sioux MO | 4 | 0 | 0 | 0 | | |
| Nov 07,2021 | EAA 1218 | Learn to Fly Willow Springs, MO | 16 | 8 | 0 | 7 | | |
| Oct 16,2021 | EAA 194 | EAA 194 Flying Start Day Waterford, MI | 10 | 9 | 9 | 1 | | |
| Oct 16,2021 | EAA 252 | Flying Start, Oshkosh, WI | 12 | 8 | 10 | 2 | | |
| Oct 09,2021 | EAA 690 | Lawrenceville GA Fall Flying Start | 28 | 12 | 15 | 13 | | |
| Oct 09,2021 | EAA 41 | Chapter 41 Flying Start Event | 7 | 0 | 0 | 1 | | |
| Oct 09,2021 | EAA 113 | Flying Start Mettetal Airport Caton MI | 16 | 0 | 0 | 0 | | |

How to Create an Event – Chapter Info

4. Enter event information
5. Mark as private event, if you do not want the event to show up in a search.
 - A unique event URL will be created
6. Phone number listed but not email.
7. Address fields are optional.
8. Continue to Step 2 – Submit

Flying Start / Eagle Flights Registration Website
Event title: - Dec 31, 1969
David Letting - Profile

1 Chapter Info 2 Description 3 Logo 4 Event Picture 5 Registration 6 Options 7 Finalize

--- Please click on the **GREEN** button at the bottom to enter or change any information on this page. ---

Please enter the following information to create or change event information for your Flying Start Event.

Event Title: Test Flying Start Event - Please include CITY and STATE in the title. (max 43 characters)

Chapter Type & Number: EAA 252

Chapter Website: Chapter website URL - Optional - Enter your chapter's website address (URL) - ex: "eaa724.org"

Private Event: - Yes, this is a private Flying Start Event Day. It will NOT be advertised on the home page.

Start Date & Time: mm/dd/yyyy --:-- -- **End Time:** --:-- -- - Events later than 3 months will not be displayed.

Event Time Zone: Central Time Zone

Contact Phone: (920) 426-6116

Airport Identifier: Code - Example: ATL, DFW, NYC, etc.

Young Eagles Rally Address Information: - Optional - Recommend providing an address found using GPS.

Street Address: Mailing address

City: City **State:** Select State **Zip code:** Zip code

Event Directions: Short directions to your Young Eagles Event location - Optional - (Optional)


Note: All fields are required.

Continue to Step 2 - Submit

How to Create an Event – Description

9. Provide additional event description
 - Schedule of events
 - Information of flight schools/CFIs in attendance
10. Continue to Step 3 – Submit



 Flying Start / Eagle Flights Registration Website
Event title: Test - Feb 02,2022

Videos Contact Us Site Info Logout Main

David Leiting - Profile

1 Chapter Info 2 Description 3 Logo 4 Event Picture 5 Registration 6 Options 7 Finalize

-- Please click on the GREEN button at the bottom to enter or change any information on this page. --

Please provide a description and/or schedule of events for your Flying Start Event.

Flying Start event description and/or schedule.

Process to Step 3 - Submit

This text will automatically appear below your description.

Meet your Pilot
The pilots who participate in the Eagles program are local members of EAA who are volunteering their time and aircraft to make your flight possible. Each Eagles pilot is certificated with the Federal Aviation Administration or Transport Canada. Flights are conducted according to federal regulations and no aerobatic maneuvers will be performed.

What will my pre-flight be like?
First of all, your pilot will explain what you will see and do. This may include explaining how airplanes work, looking at an aeronautical chart (or map), and describing the interior of the airplane, including the instrument panel. Then comes the fun part: you get to go flying!

Safety Reminders
Safety is always top priority when it comes to aviation. Listen and follow instructions given by your pilot, stay away from the propellers, and stay with your pilot or ground crew at all times.

What will my flight be like?
You will spend about 15 to 20 minutes in the air and follow the basic steps in the flight pattern. You will experience the awesome feeling of flight that many people only dream about. Many people remember this experience for the rest of their lives. You will, too!

How to Create an Event – Logo

Flying Start / Eagle Flights Registration Website
Event title: Test - Feb 02,2022
Videos Contact Us Site Info Logout Main Menu
David Leiting - Profile

11. Upload your own chapter logo or choose one of the existing options

12. If you upload your own, you can use drop & drag or upload from your computer

- 1 Chapter Info 2 Description 3 Logo 4 Event Picture 5 Registration 6 Options 7 Finalize

-- Please click on the GREEN button at the bottom to upload your Logo picture on this page. --

Logo - Please click on any of the following icons or you can upload your own logo file and click the submit button.



Upload File:



Drag&Drop files here

or

Browse Files

Continue to Step 4 - Submit

How to Create an Event – Logo

13. If you upload your own, look for the “Success” icon.
- Previous logos will be overwritten



Flying Start / Eagle Flights Registration Website
Event title: Test - Feb 02,2022
Videos Contact Us Site Info Logout Main Menu
David Leiting - Profile

1 Chapter Info 2 Description 3 Logo 4 Event Picture 5 Registration 6 Options 7 Finalize

-- Please click on the GREEN button at the bottom to upload your Logo picture on this page. --

Logo - Please click on any of the following icons or you can upload your own logo file and click the submit button.

This is your current selected icon.

Upload File:


Drag&Drop files here
or
Browse Files

Continue to Step 4 - Submit



How to Create an Event – Event Picture

14. This is the banner photo on your event/registration page
- Must be 3.5 to 1
i.e. 3500w x 1000h

 Flying Start / Eagle Flights Registration Website
Event title: Test - Feb 02,2022


Videos Contact Us Site Info Logout Main Menu
David Leiting - Profile

1 Chapter Info 2 Description 3 Logo 4 Event Picture 5 Registration 6 Options 7 Finalize


--- Please click on the GREEN button at the bottom to upload your Site picture on this page. ---

Upload your Flying Start or Eagles Flight Picture for your Event or click the submit button for default picture.
--- Please use a picture that has about an 3.5 to 1 aspect ratio (3.5 times wider than high) --- [Use default Event Picture](#)

This is your default site picture.



Upload File:


Drag&Drop files here
or
[Browse Files](#)

[Continue to Step 5 - Submit](#)

How to Create an Event – Registration

15. Specify registration opening and closing

16. Specify those with update permission.

- I.e. update the event

17. Read permission is “read only”

- Pilots and volunteers automatically have this view

18. Set maximum number of registrants

Flying Start / Eagle Flights Registration Website
Event title: Test - Feb 02, 2022
David Leiting - Profile

1 Chapter Info 2 Description 3 Logo 4 Event Picture 5 Registration 6 Options 7 Finalize

--- Please click on the GREEN button at the bottom to enter or change any information on this page. ---

Please enter your Flying Start Registration Times & Deadlines / Permissions.

Online Registration Opens: 02/01/2022 01:00 AM

Online Registration Closes: 02/02/2022 06:00 PM

Update Permission: dleitung@eaa.org - (Enter person's email, one per line)

Note: All update people must complete the EAA Youth Protection program.

Read Permission: Enter person's email, one per line - (Enter person's email, one per line)

Note: All pilots and volunteers for this event will automatically have read permission.

Maximum # of adults? 0 - (blank = no limit of Flying Start Registrations)

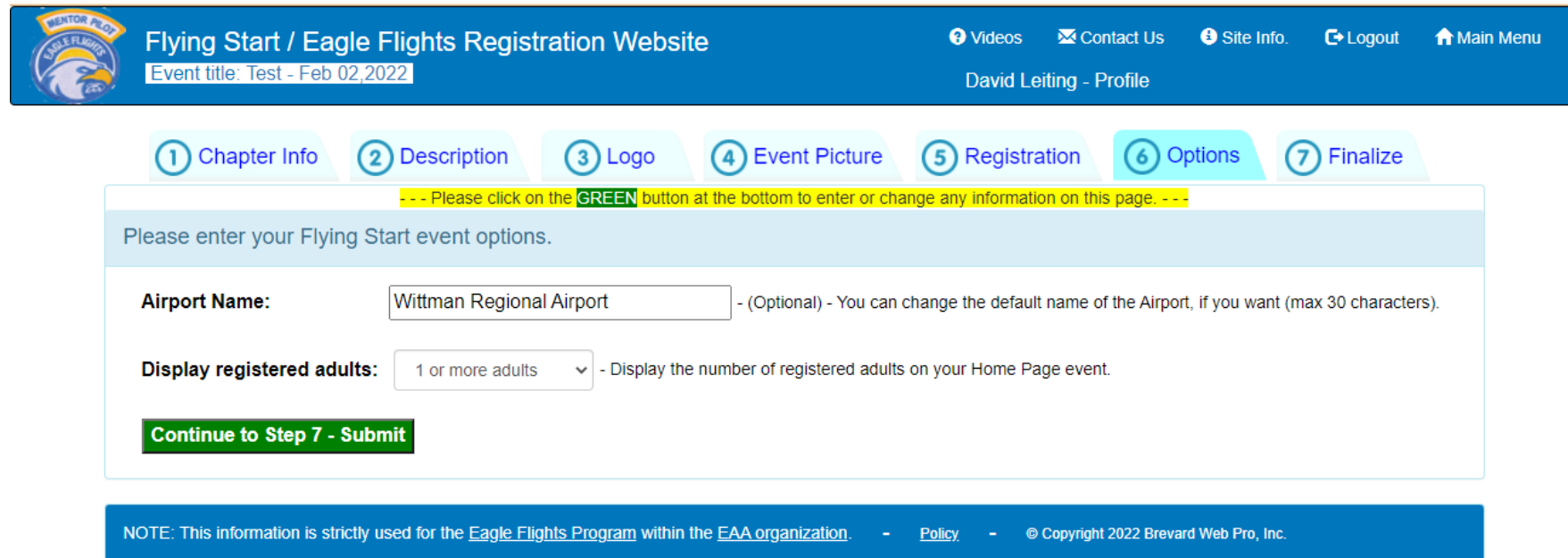
Continue to Step 6 - Submit

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How to Create an Event – Options

19. Airport name

20. Home page will display the number of people registered



Flying Start / Eagle Flights Registration Website
Event title: Test - Feb 02, 2022
David Leiting - Profile

1 Chapter Info 2 Description 3 Logo 4 Event Picture 5 Registration 6 Options 7 Finalize

-- Please click on the GREEN button at the bottom to enter or change any information on this page. --

Please enter your Flying Start event options.

Airport Name: - (Optional) - You can change the default name of the Airport, if you want (max 30 characters).

Display registered adults: - Display the number of registered adults on your Home Page event.

[Continue to Step 7 - Submit](#)

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How to Create an Event – Finalize

Flying Start / Eagle Flights Registration Website
Event title: Test - Feb 02, 2022

Videos Contact Us Site Info Logout Main Menu
David Leiting - Profile

1 Chapter Info 2 Description 3 Logo 4 Event Picture 5 Registration 6 Options 7 Finalize

--- Please click on the GREEN button at the bottom to SUBMIT your event. ---

Finalize and Submit your Flying Start Event.
Please review all information below and submit the button at the bottom to register your Flying Start event.
Don't forget to apply for your [EAA Event Insurance!](#) - 30 days before your event.

Event Title: Test
EAA Chapter: EAA - 252
Airport Code: KOSH - Wittman Regional Airport
Event Date: Feb 2, 2022 (Wednesday) - TIME: 9:00 am - 11:00 am
Contact Info: David Leiting - dleiting@eaa.org - 920-426-6116
Max. # of adults: 0
Checkbox Options:
Registration: Feb 1, 2022 (Tuesday) - 1:00 am -- TO -- Feb 2, 2022 (Wednesday) - 6:00 pm
Description: No description provided.

Event Location:

Latitude: 43.9844017
Longitude: -88.55699921
Change location
Reset location

If you need to update any information, please click on the black circles at the top of this page for that section.

Finalize and Register your Flying Start/Eagle Flight event - Submit

21. Review event information

- If edits are needed, you can navigate using the tabs

22. Click “Finalize and Register...”

How to Create an Event – Event Submitted

 Flying Start / Eagle Flights Registration Website

Videos Contact Us Site Info Logout Main Menu

David Leiting - Profile

Your event has been submitted and is online now. Thank you.
... Don't forget to apply for your **EAA Event Insurance!** ...

Welcome to the EAA [Flying Start](#) and [Eagle Flights](#) Registration website giving adults education about being a pilot.
To create an [Flying Start](#) event or be an [Eagle Pilot](#), please "[Sign Up](#)" and "[Login](#)". Please watch the "[Videos](#)" for details.



Remember to file for your EAA Event Insurance, at least 30 days prior to your event!

Flying Start Online Registration



How to Register Volunteers
and Volunteer Eagle Pilots

How to Register Volunteers and Volunteer Pilots

- Chapter Eagle Flight Leaders can register volunteers and volunteer pilots
- Those assigned “Update Permissions” can also register volunteer and volunteer pilots




Flying Start®

Registering Volunteers and Volunteer Pilots


1. Login using your credentials.
(Same as YEDay and EAA Builders Log)

← → ↻ flyingstart.org/?fshome 🔑 📄 ☆ 📶 ⚙️ 👤

📄 Apps ★ Bookmarks 🚩 Marketo Login 🟢 Spotify Web Player 📄 WizeHive ⚙️ KOSH WX 📄 ADP 📄 Merlin: Login » 📄 Other bookmarks 📄 Reading list

 Flying Start / Eagle Flights Registration Website 📺 Videos 📧 Contact Us 📄 Site Info. 👤 Sign Up 🔑 Login

Welcome to the EAA Flying Start and Eagle Flights Registration website giving adults education about being a pilot.
To create an Flying Start event or be an Eagle Pilot, please "Sign Up" and "Login". Please watch the "Videos" for details.



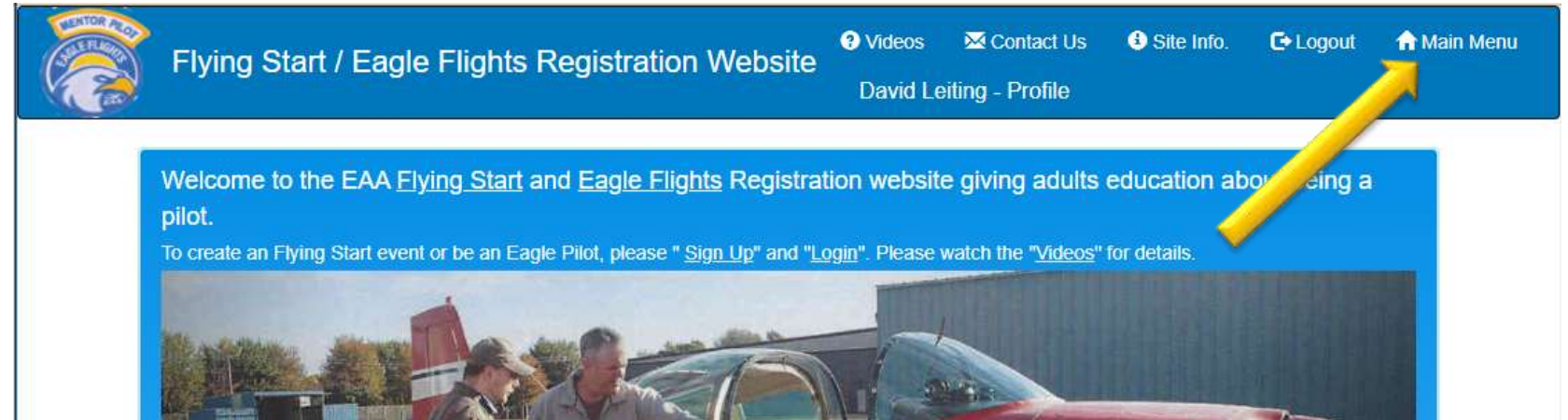
We have selected the 3 closest Flying Start events and Eagle Flight Leaders for your zip code location of **Neenah, WI**.
If this is not your location, please enter your 5 digit ZIP or 6 digit postal (Canada) code: 🔍

If you don't see a Flying Start event in your area below, please [select your nearest Eagle Flight Leader](#) for an Eagle Flight.

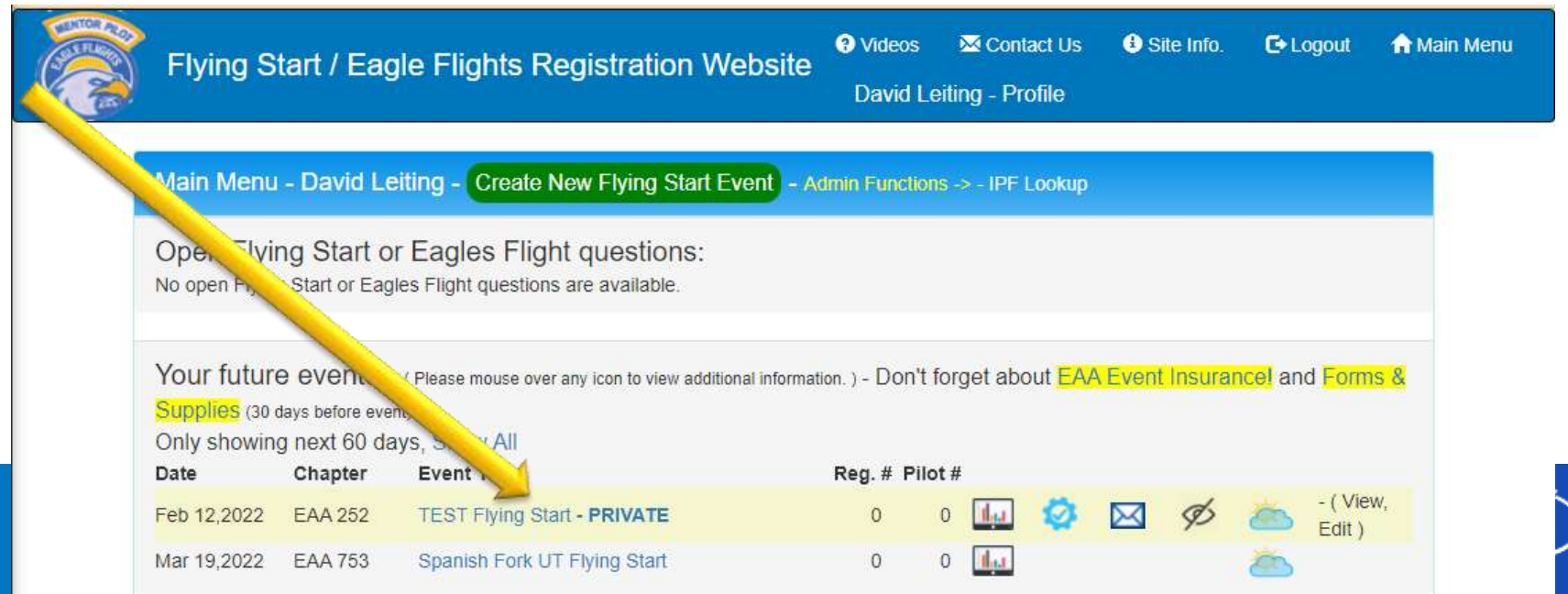
Please click on the logos below to view detailed Flying Start event information. [see more](#)

Registering Volunteers and Volunteer Pilots

2. Visit the Main Menu on FlyingStart.org



3. Click on your upcoming event



Registering Volunteers and Volunteer Pilots

- 4. Navigate to the "Register Pilots" tab

The screenshot shows the website interface for 'Flying Start / Eagle Flights Registration Website'. The header includes navigation links for Videos, Contact Us, Site Info, Logout, and Main Menu. The event title is 'TEST Flying Start - Feb 12, 2022' and the user profile is 'David Leiting'. A navigation bar contains several tabs: Pre-Reg. Report, Register Pilots (highlighted with a yellow arrow), Ground Volunteers, Check-In/Print Reg., Final Report, Email Functions, Eagle Flt Requests, and Update Event. Below the navigation bar, there is a section for pre-registration information, including a direct URL for adults to register and a QR code. A green bar displays registration statistics: 'Flying Start List - Pre-Registration Totals: - Registered = 0 - Confirmed = 0 - Cancelled = 0'. At the bottom, there are two charts: 'Registered by age and gender' and 'Registrations for last 30 days by gender (before event date)'. Both charts show zero registrations for both Female and Male across all age groups and days.

Registering Volunteers and Volunteer Pilots

5. Check the names of the pilots you'd like to invite
6. Click "Assign the check pilots to this event – Submit"
7. Pink section can be used to search for users from other chapters
8. Yellow section can be used to invite new users to the site

Flying Start / Eagle Flights Registration Website Videos Contact Us Site Info Log

David Leiting - Profile

Pre-Reg. Report **Register Pilots** Ground Volunteers Check-In/ Print Reg. Final Report Email Functions Eagle Flt Requests Update Event

This page will manage your pilots for your Flying Start event, including assigning, inviting and search other chapters.
Please note: when assigning pilots to this event, an email will be sent to that pilot to confirm or cancel.
If a pilot needs to change their airplane, click on the pilots name below and enter that airplane. This will not change the users record, only the event record.

List of pilots: - Total # of pilots: 0, Est # of Flight Seats: 0. - Click the name of the pilot below to modify event record.

No pilots have been assigned to this Flying Start Day. Please use the sections below to add pilots

Note: Membership expiration and Youth Protection Dates are retrieved from EAA Headquarters.

Registered users belonging to your chapter but are not assigned to this event. - Total # of pilots: 10, # of seats: 24.

| Pilot Name | Email address | N-Number | Plane type | Seats | Hours | Flights |
|--------------------------|---------------|----------|----------------------|-------|-------|---------|
| <input type="checkbox"/> | | | | 3 | 100 | 10 |
| <input type="checkbox"/> | | | Cessna 182 | 3 | 250 | 10 |
| <input type="checkbox"/> | | | Cessna 172 | 1 | 150 | 5 |
| <input type="checkbox"/> | | | Piper Arrow IV Turbo | 3 | 250 | 6 |
| <input type="checkbox"/> | | | Cessna 182 | 3 | 250 | 8 |
| <input type="checkbox"/> | | | Decathlon | 1 | 250 | 10 |
| <input type="checkbox"/> | | | BE 35 | 3 | 200 | 10 |
| <input type="checkbox"/> | | | C172 | 1 | 250 | 10 |
| <input type="checkbox"/> | | | Cessna 210 | 3 | 250 | 10 |
| <input type="checkbox"/> | | | PA28R-200 | 3 | 150 | 5 |

Assign the checked pilots to this event - Submit

Search for other **sign up/registered** pilots to be assigned to this event.

Search - - Please enter the email address, chapter number or persons name (either first or last) to search. (3 characters minimum)


Send an email to invite other pilots that have NOT used this website before.

First & Last Name - Email Address - Please enter the pilots name and email address.

Send email to this pilot to invite for this event - Submit

Registering Volunteers and Volunteer Pilots

9. Confirmation view of invites


Flying Start / Eagle Flights Registration Website

[Videos](#) [Contact Us](#) [Site Info.](#) [Logout](#) [Main Me](#)

Event title: TEST Flying Start - Feb 12,2022
David Leiting - Profile

Sent=dleiting@eaa.org, Subj=Flying Start/Eagle Flights - Rally on February 12,2022
 Sent=tbogenhagen@eaa.org, Subj=Flying Start/Eagle Flights - Rally on February 12,2022
 Sent=don@eaa724.org, Subj=Flying Start/Eagle Flights - Rally on February 12,2022

Pre-Reg. Report

Register Pilots

Ground Volunteers

Check-In/ Print Reg.

Final Report

Email Functions


Eagle Flt Requests

Update Event

This page will manage your pilots for your Flying Start event, including assigning, inviting and search other chapters.
 Please note: when assigning pilots to this event, an email will be sent to that pilot to confirm or cancel.
 If a pilot needs to change their airplane, click on the pilots name below and enter that airplane. This will not change the users record, only the event record.

List of pilots: - Total # of pilots: 3, Est # of Flight Seats: 14. - Click the name of the pilot below to modify event record.

| INVITED PILOTS | | N-Number | | Plane type | Flights | EAA Number | EAA Member | Confirmed | Print Pilot Name Tags |
|---------------------------------|---------------------|---------------|---------------|------------|---------|------------|------------|-----------|------------------------|
| Sort: First Last | | Email address | | | | | | | |
| David Leiting | dleiting@eaa.org | N6YE | RV-6A | | 5 | 579157 | ✓ | ⊕ | Cancel |
| Don White | don@eaa724.org | N55KD | Searey | | 8 | | ✓ | ⊕ | Cancel |
| Timm Bogenhagen | tbogenhagen@eaa.org | 161TB | Challenger II | | 1 | 379292 | ✓ | ⊕ | Cancel |



EAA
THE SPIRIT OF AVIATION

28

Registering Volunteers and Volunteer Pilots

10. Click “Cancel” on far right to uninvited pilots

11. Date of confirmation is displayed on the right column

- Manual confirmation options as well

12. EAA membership status shown with green checkmark or red highlighted note. Click “ReCheck Now” to verify

INVITED PILOTS

| Sort: First Last | Email address | N-Number | Plane type | Flights | EAA Number | EAA Member | Confirmed | Print Pilot Name Tags |
|---------------------------------|---------------------|----------|---------------|---------|------------|------------|-------------|-----------------------|
| David Leiting | dleiting@eaa.org | N6YE | RV-6A | 5 | 579157 | ✓ | Feb 2, 2022 | Cancel |
| Don White | don@eaa724.org | N55KD | Searey | 8 | | ✓ | ⊕ | Cancel |
| Timm Bogenhagen | tbogenhagen@eaa.org | 161TB | Challenger II | 1 | 379292 | ✓ | ⊕ | Cancel |

CANCELLED PILOTS

| Email address | N-Number | Plane type | Seats | EAA Member | Cancelled | |
|------------------------------|-------------------|------------|---------|------------|-----------|-----------|
| Test Leiting | dlete47@gmail.com | N2018 | RV-12is | 1 | ✓ | Re-Invite |

Note: Membership expiration and Youth Protection Dates are retrieved from EAA Headquarters.

INVITED PILOTS

| Sort: First Last | Email address | N-Number | Plane type | Flights | EAA Number | EAA Member | Confirmed | Print Pilot Name Tags |
|------------------|---------------|-----------|------------|---------|------------|------------|-----------|-----------------------|
| [Redacted] | [Redacted] | hyperbype | | 1 | [Redacted] | ✗ | ⊕ | Cancel |


Note: Please confirm with the above pilot about a current EAA Membership. - ReCheck Now

Registering Volunteers and Volunteer Pilots

13. Confirmation email sent to pilots

14. Have pilots check their spam/junk folders

15. Response to this email triggers confirmation or cancelation on “Register Pilots” tab



Flying Start / Eagle Flight - Pilot/Volunteer Confirmation

Please do not reply to this email address. Submit questions using the ["Contact Us"](#) website link.

Hi David,

You are receiving this email to confirm or cancel your interest as being an Eagle Pilot for the following Flying Start event.

Airport: Wittman Regional Airport
Event: TEST Flying Start
Date: February 12, 2022
Time: 9:00 am - 11:00 am
Chapter: EAA 252

Please click one of these two buttons to either confirm or cancel your interest to be an Eagle Pilot:

If you have any questions or comments, please contact the Eagle Flight Leader:

Name: David Leiting
Phone: 920-426-6116 **Email:** dleiting@eaa.org

Registering Volunteers and Volunteer Pilots

16. Process for the Ground Volunteers is identical.

17. Click into the Ground Volunteers tab and follow the same steps for registering pilots.

The screenshot displays a web interface for managing ground volunteers. At the top, a navigation bar includes tabs for Pre-Reg. Report, Register Pilots, Ground Volunteers (which is highlighted), Check-In/Print Reg., Final Report, Email Functions, Eagle Fit Requests, and Update Event. Below the navigation bar, a light blue banner states: "This page will manage your ground volunteers for your Eagle Flight Day. Please note: when assigning ground volunteers to this event, an email will be sent to that volunteer to confirm or cancel." The main content area shows a message: "List of ground volunteers for your Eagle Flight Day - Total # of ground volunteers: 0." Below this, a yellow highlighted box contains the text: "No ground volunteers have been assigned for this Eagle Flight Day event." A note below that reads: "Note: Membership expiration and Youth Protection Dates are retrieved from EAA Headquarters. **Not required for Ground Volunteers**." The next section, titled "Registered users belonging to your chapter but are not assigned to this event. - Total # of volunteers: 22.", contains a table with columns for Volunteer Name, Email address, and Volunteer Role. The table content is obscured by a large grey box with the text "Blurred for privacy". Below the table is a green button labeled "Assign the checked volunteers to this event - Submit". At the bottom, there is a search section with a text input field and a search icon, followed by the instruction: "Search for other registered users to be assigned to this event. Please enter the email address, chapter number or persons name (either first or last) to search. (3 characters minimum)". Below the search section is a yellow section for sending invitation emails, with a text input field for "First & Last Name", another for "Email Address", and a green button labeled "Send email to this volunteer to invite for this event - Submit".



Flying Start Online Registration



Checking in Participants and
Finalize an Event

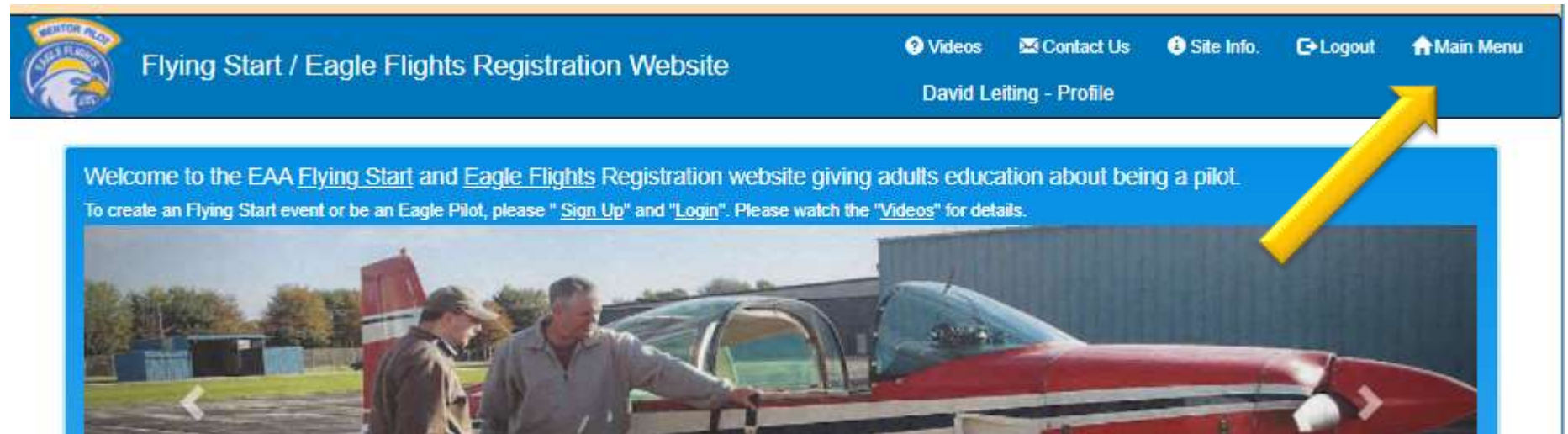
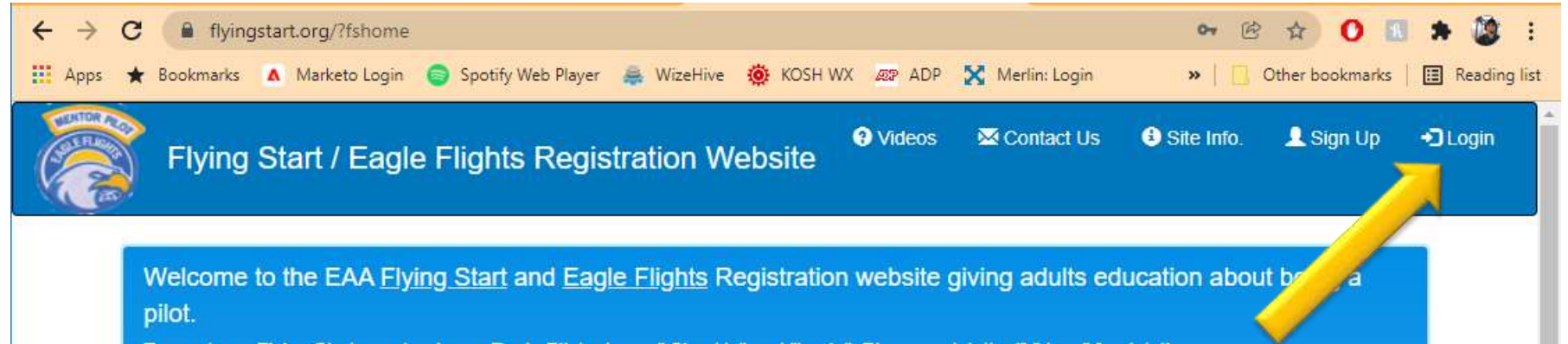
How to Check in Participants and Close an Event

- Chapter Eagle Flight Leaders and those assigned “Update Permissions” can check-in participants.
- This step is required to trigger free 6 month membership
- Can also process Eagle Flights (optional)

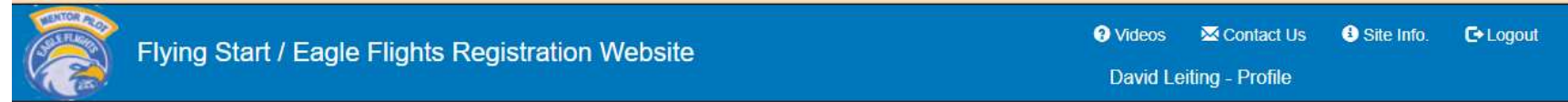


Checking in Participants

1. Login and navigate to the main menu.



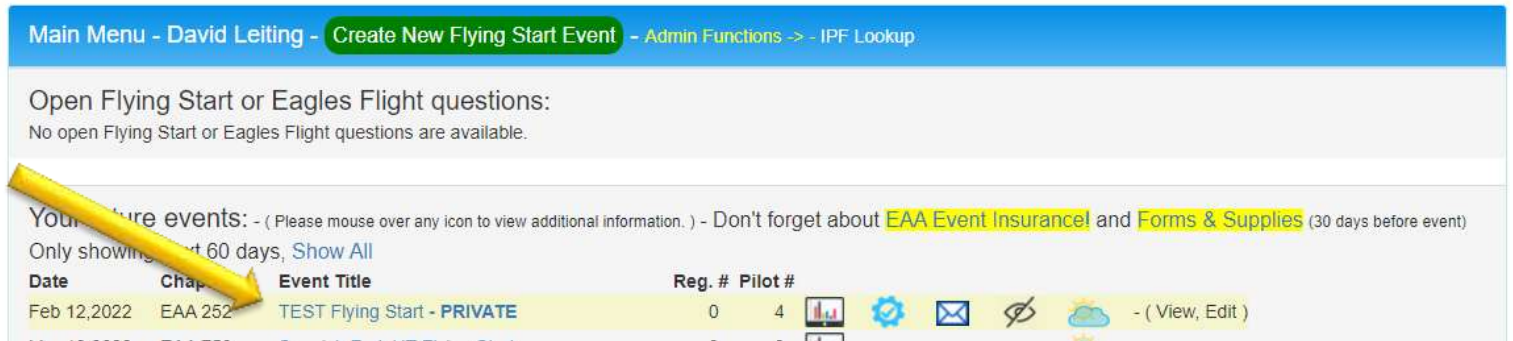
Checking in Participants



Flying Start / Eagle Flights Registration Website

David Leiting - Profile

2. Click on your upcoming event.

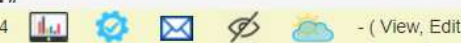


Main Menu - David Leiting - [Create New Flying Start Event](#) - Admin Functions -> - IPF Lookup

Open Flying Start or Eagles Flight questions:
No open Flying Start or Eagles Flight questions are available.

Your future events: - (Please mouse over any icon to view additional information.) - Don't forget about [EAA Event Insurance!](#) and [Forms & Supplies](#) (30 days before event)

Only showing next 60 days, [Show All](#)

| Date | Chap | Event Title | Reg. # | Pilot # | |
|--------------|---------|-----------------------------|--------|---------|--|
| Feb 12, 2022 | EAA 252 | TEST Flying Start - PRIVATE | 0 | 4 |  - (View, Edit) |

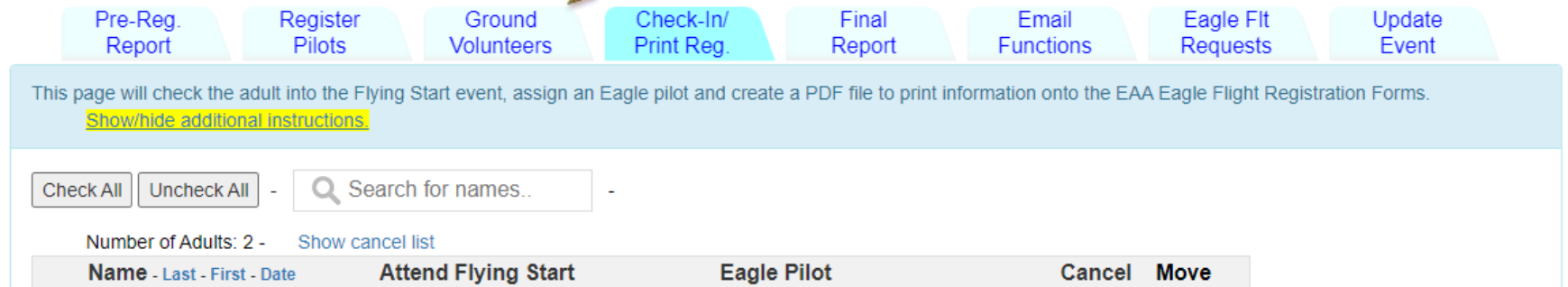
3. Click on "Check-In/Print Reg." tab



Flying Start / Eagle Flights Registration Website

Event title: TEST Flying Start - Feb 12, 2022

David Leiting - Profile



Pre-Reg. Report Register Pilots Ground Volunteers **Check-In/Print Reg.** Final Report Email Functions Eagle Fit Requests Update Event



This page will check the adult into the Flying Start event, assign an Eagle pilot and create a PDF file to print information onto the EAA Eagle Flight Registration Forms.
[Show/hide additional instructions.](#)


- -

Number of Adults: 2 - [Show cancel list](#)

| Name - Last - First - Date | Attend Flying Start | Eagle Pilot | Cancel | Move |
|----------------------------|---------------------|-------------|--------|------|
|----------------------------|---------------------|-------------|--------|------|

Checking in Participants

4. Click  icon to mark an individual as attended.
5. Use drop down to assign Eagle Flight pilot.
6. Click the check box on the left and then click “Mark adults(s) Checked-In and create PDF file for Registrations” or “Create PDF file for Registrations to print waivers.”
7. Move icon  is for flights occurring after a Flying Start event.

 Flying Start / Eagle Flights Registration Website
Event title: TEST Flying Start - Feb 12,2022







Videos Contact Us Site Info. Logout Main Menu
David Leiting - Profile

Pre-Reg. Report Register Pilots Ground Volunteers **Check-In/ Print Reg.** Final Report Email Functions Eagle Fit Requests Update Event

This page will check the adult into the Flying Start event, assign an Eagle pilot and create a PDF file to print information onto the EAA Eagle Flight Registration Forms.
[Show/hide additional instructions.](#)

Check All Uncheck All - Search for names.. - Don't show 1 check-in adults -

Number of Adults: 2 - Show cancel list

| Name - Last - First - Date | Attend Flying Start | Eagle Pilot | Cancel | Move |
|---------------------------------------|---|--------------------------|---|---|
| <input type="checkbox"/> Karen Cari | CHECKED IN at Feb 3 - 2:44 pm  | - Assign Eagle Pilot - v |  |  |
| <input type="checkbox"/> Charles Lodi |  | - Assign Eagle Pilot - v |  |  |

Create PDF file for Registrations Mark adult(s) Checked-In and create PDF file for Registrations

Helpful hint: Hovering your mouse over icons will let you know what they mean or the function of the icon.

Checking in Participants – Rescheduling a Flight

8. If a participant is moved to a future Eagle Flight, navigate back to the Main Menu.
9. Use drop down to assign Eagle Flight pilot.
10. Click green button to assign the pilot the flight.

Flying Start / Eagle Flights Registration Website

Videos Contact Us Site Info Logout Main Menu

Gary Brossett - Profile

Main Menu - Gary Brossett - Create New Flying Start Event Your Eagle Pilots

Open Flying Start or Eagles Flight questions:
No open Flying Start or Eagles Flight questions are available.

Adults that have registered, but not been assigned an Eagle Pilot: - Select the Eagle Pilot and submit to assign.

| Reg. Date | Assign Eagle Pilot | Eagle Name | Age | M/F | Email | Phone | City, State | Hear by |
|--------------|------------------------|------------|-------|-----|---------------------|--------------|----------------|------------|
| Apr 08, 2020 | - Assign Eagle Pilot - | Don White7 | 18-24 | M | easyhouse@yahoo.com | 321-266-7410 | Merrt, Florida | Craigslist |

Assign and email the selected Eagle Pilot(s) for an Eagle Flight - Submit

Your future events: - (Please mouse over any icon to view additional information.) - Don't forget about EAA Event Insurance! and Forms & Supplies (30 days before event)

| Date | Chapter | Event Title | Reg. # | Pilot # |
|------|---------|-------------|--------|---------|
|------|---------|-------------|--------|---------|

Checking in Participants – Rescheduling a Flight

11. After assigning the pilot you can....

12. Click  to print the registration/waiver.

13. Click  to confirm completion of the flight

14. Click  to undo the assignment

Mentor Pilot
Eagle Flights
EAA

Flying Start / Eagle Flights Registration Website

Videos Contact Us Site Info. Logout Main Menu

David Leiting - Profile

Main Menu - David Leiting - **Create New Flying Start Event** - Admin Functions -> - IPF Lookup

Open Flying Start or Eagles Flight questions:
No open Flying Start or Eagles Flight questions are available.

Adults that have been assigned an Eagle Pilot, but not completed:

| Confirmed | Reg. | Adult | Age | M/F | Eagle Pilot | Adult Email | Adult Phone | Date Assigned |
|-----------|------|------------|-------|-----|---------------|-------------|--------------|---------------|
| N/A | | Karen Cari | 45-54 | F | David Leiting | [REDACTED] | 920-426-6116 | Feb 03, 2022 |

Adults that have completed the Eagle Flight: (last Month)

Helpful hint: Hovering your mouse over icons will let you know what they mean or the function of the icon.

Checking in Participants – Closing the Event

15. Navigate to “Final Report” tab

16. Click “Submit Event Information to EAA Headquarters”

17. On second screen click “Submit to EAA Headquarters”

18. MAIL SIGNED EAGLE FLIGHT WAIVERS TO EAA HQ

The image shows two screenshots of the Flying Start / Eagle Flights Registration Website. The top screenshot displays the 'Final Report' tab selected in the navigation menu. Below the navigation, the page title is 'Final Flying Start Event Report Page for TEST Flying Start on Feb 12, 2022'. The main content area shows 'Flying Start Attendees: Total: 0 Adults, - Pilots, 0 Flights' and a green button labeled 'Submit Event Information to EAA Headquarters'. Below this, there are two charts: 'Attended the Flying Start Event' and 'Eagles flown today by age and gender', both with radio buttons for 'Female' and 'Male'. The bottom screenshot shows the same website with the 'Submit to EAA Headquarters' button highlighted. The text on this page reads: 'Submit Young Eagles Day event information to EAA Headquarters. By selecting this button, you are sending your Flying Start/Eagle Flight information to EAA Headquarters. You will NOT be able to make any changes to this event after you submit, with the exception of the Eagle pilot assignments. Please make sure that your Eagles are assigned to your pilots with both the adult and pilot signatures. Please remember to mail all of the registration forms to EAA Eagles department in Oshkosh, WI.' A green button labeled 'Submit to EAA Headquarters' is at the bottom of the page.

Questions?

David Leiting:

Eagles Program Manager

EAA Lifetime #579157

Phone: 920-426-6116

Email: dleiting@eaa.org

Flying Start Resources and Assistance: EAA.org/FlyingStart

Contact Us Tab:

flyingsstart.org/?fscontact

Apps Bookmarks Marketo Login Spotify Web Player WizeHive KOSH WX ADP

Other bookmarks Reading list

Flying Start / Eagle Flights Registration Website

Contact Us Site Info Sign Up Login

Contact Us - Web Support, Comment or Question -

For event questions, please click on the email icon in the Flying Start event detail page.
This form is only for website or EAA member questions.

Name:

Email address:

EAA Chapter #:

Phone: - in (xxx-xxx-xxxx format)

Emergency Notification: - Please Login to get option for an emergency notification.

Question / Comment:

Your comment or question.

I ACKNOWLEDGE AND AGREE THAT THIS IS FOR EVENT QUESTIONS/COMMENTS ONLY Submit button will appear after you check this box

[Send Request - Submit](#)

NOTE: This information is strictly used for the [Eagle Flights Program](#) within the [EAA organization](#). - [Policy](#) - © Copyright 2022 Brevard Web Pro, Inc.