



AOPATM
your freedom to *fly*

AOPA FLIGHT TRAINING ADVANTAGE

Owner's Portal User Guide

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Flight School Owner's Portal

<http://app.aopaadvantage.org>

If the owner's school is setup in AFTA, and they are an existing AOPA.org member, they will be able to use their aopa.org sign-on to sign into the portal. If the school has not been setup in AFTA you must go to <http://aopa.org/AFTA> to sign up your school. After that you will be contacted by AOPA with the next steps towards completing the process.

What

The owner's portal gives a school owner a complete view of their instructors/students training statistics. Additionally, owners are able to add instructors, students, and admin users to their school for AFTA access.

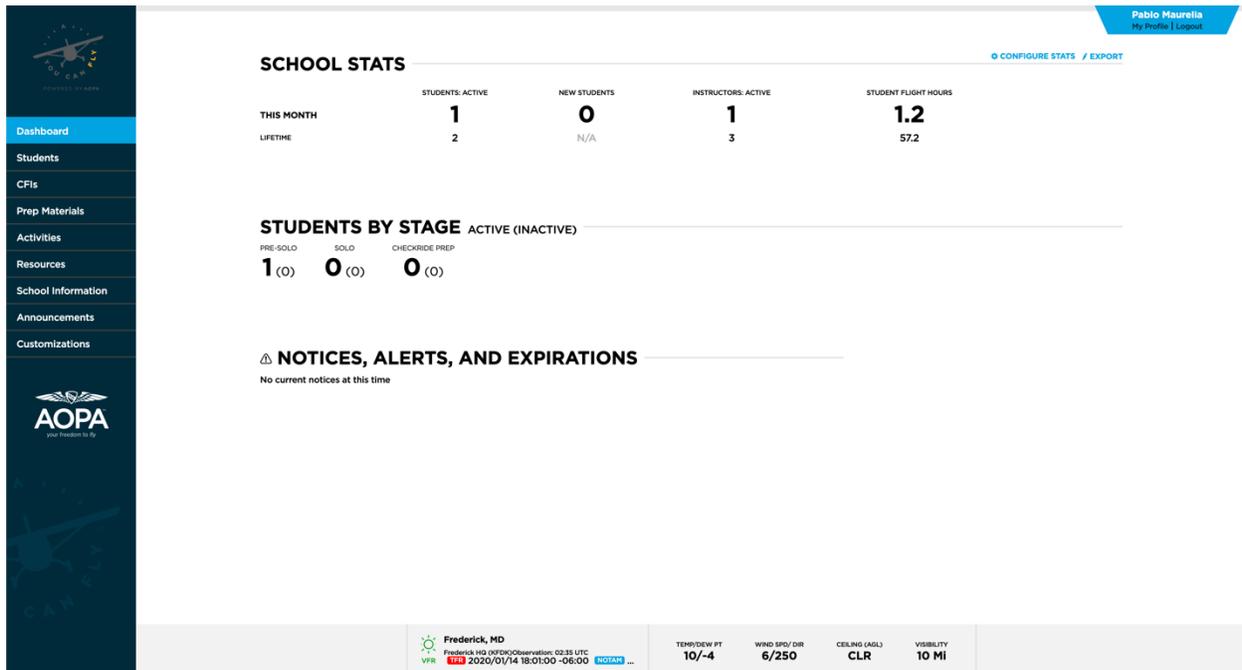
 Procedure	When adding a new student/cfi pair to AFTA, it's best to already have the instructor in AFTA. If not, then you will have an extra step in the adding student process which could cause problems if that step is missed.
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 Warning	A student will not appear on their instructor's app until the owner assigns a primary instructor to the newly added student. This can be updated in the Students → Profile page.
--	--

Cost

Owners and instructors are FREE in AFTA.

Dashboard Screen



The Owner's portal shows many stats at a glance. These numbers are a good high-level view of the schools overall training statistics. The four sets of numbers at the top of the page are customizable to be displayed in: monthly, quarterly, annually, and custom date range by clicking on [Configure Stats](#) link at the top-right of the dashboard.

The dashboard displays four sets of numbers out-of-the-box:

- Active Students – Number of students actively training. An actively training student is someone that has trained in the last 90 days. For this month and lifetime.
- New Students – Number of students that have just been added to AFTA for your school. For this month and lifetime.
- Instructors: Active, any instructor that has taught in the last 90 days. For this month and lifetime.
- Student Flight Hours – Total number of flight training hours all students have flown, this month and lifetime.

These values can also be downloaded in more detail as HTML, PDF, or CSV files by clicking on the [Export](#) link at the top-right of the page.

The center of the dashboard displays 3 more pairs (Active/Inactive) of data relating to the number of students by stage:

- Pre-solo – activities relating to pre-solo activities. Activities that are required by the FAA to be completed before solo flight.

- Solo – Activities relating to solo flight level. These are the remaining activities to be completed as part of the FAA private pilot program.
- Checkride – Stage in which all ACS activities must be graded to ACS standards before being eligible for Checkride.

 Logic	Although the logic and activity list only separate activities into two categories as far as lesson creation and requirements go, the third stage, is hidden, is “Checkride”. This stage is automatically unlocked by AFTA once all Aeronautical Experience criteria have been marked complete and all activities in both Pre-solo and cross-country stage are graded to an ACS/PTS standard. Usually means ≥ 4 .
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The bottom section of the dashboard shows Notices, Alerts, and Expirations. These alerts are for all students that have expiring or expired medicals. This information comes from the student’s profile, currency tab and/or from the 3rd party scheduler (if integrated with Flight Circle or Holdshort).

There is a METAR footer in this portal, as in the student portal and like the header in the CFI app. The airport weather that is displayed comes from the airport identifier set in the owners School Information page found by clicking on the left menu item “School Information”.

Students List Page

ALL STUDENTS ADD NEW STUDENT

STATUS: All | GOAL: All | CFI: All | Search: []

NAME	CFI	FLIGHT HOURS	GOAL / PROGRESS	STATUS
Charles Lindbergh	Wilbur Wright	15.4	PRIVATE PILOT CERTIFICATE 100%	Active >
Pablo Picasso	Orville Wright	41.8	PRIVATE PILOT CERTIFICATE 100%	Active >

<< Prev 1 Next >>

The “All Students” page shows a list of all students within your school, by default all students are listed regardless of status. Because the list can get very large, there is a search box on the top right that allows searching by student name. Additionally, the owner can filter the list by status, goal, and/or CFI.

 Status	Students’ status is set automatically by inactivity. If a student becomes inactive a message will appear in the owners alerts and on the instructor app.
---	--

Clicking on a student’s name will show the [student detail page](#).

Student Profile Detail Page

STUDENT PROFILE

Charles Lindbergh ACTIVE

PRIVATE PILOT CERTIFICATE 50%

✉ pmaurella+eopastudent@gmail.com

☎ (303) 123-1234

📍 411 Aviation Way
You Can Fly Academy
Frederick, MD 21703

STATUS: Active
PERSONIFY ID: 11253933
CFI: Wilbur Wright
DATE OF BIRTH:

UPDATE INFO

PROGRESS COURSE REQUIREMENTS LESSON HISTORY CURRENCY INFO EMERGENCY CONTACT CUSTOM INFO

HOURS LOGGED

FLIGHT TIME	15.4	LANDINGS (DAY)	24	DUAL	15.1
ASEL	15.4	PIC	0	SOLO	0

More

PROGRESS BY CATEGORY
Click a category for individual activity scores.

OVERALL PROGRESS: 50%

Aeronautical Knowledge: 57% (Pre-Solo)
Cross-Country: 36%

This detail page displays all of the student's information in detail, including the CFI name. After a student is newly added, remember to add a primary instructor to that student.

	A student will not appear on their instructor's app until the owner assigns a primary instructor to the newly added student. This can be updated by clicking the Update Info link.
--	--

Below the student profile information appear 6 tabs:

Progress Tab

This tab displays the student's cumulative logbook information and progress by category. These are line graphs displaying progress percentage by category per flight training stage. Think of this tab as view of how much a student has accomplished. Clicking on the category name will display the activities related to each category and the grade received and the date graded.

Course Requirements

This page is the counter to the progress tab. Instead of the progress, look at this as what's left. The same categories are listed with the number of proficient activities out of the total number of activities to be assigned. (x of x). Clicking on the category will expand the list and show all categories. Green text means the activity is proficient and black text means the activity has yet to be assigned and/or not proficient yet.

Lesson History

The lesson history tab will show the students flights for both simulator and in-cockpit. The first screen shows a summary view of all lessons while clicking on one of the lessons will open the detail of that message, including lesson notes, grades, and any badges earned.

Currency Info

This tab allows the owner to see currency information, medical information, check-outs, and endorsements. The owner is capable of editing all areas except for endorsements.

Emergency Contact

As this sounds, this tab contains the students' emergency contact information. The student can also update this information.

Custom Info

This tab shows custom information for each student. The custom fields are one's setup by the owner on the Customizations page.

CFIs List Page

ALL CFIs ADD NEW CFI

STATUS: All Search

NAME	INSTRUCTION HRS THIS MONTH	FLIGHT HRS THIS MONTH	STUDENTS	STATUS
Jamie Beckett	0	0	0	Active >
Orville Wright	0	0	1	Active >
Wilbur Wright	17	12	1	Active >

« Prev 1 Next »

This page will display a list of all CFIs in the owner’s school. If the list gets too large, there is a search box at the top right to search for an instructor by first or last name. There are filters as well, similar to the student list. Unlike the student page there is only one filter instead of three. The only filter is Active or Inactive.

Status	An instructor becomes inactive after 90 days of inactivity.
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To see more instructor detail, click on the instructor’s name. You will be taken to the [CFI detail page](#).

CFI Profile Detail Page

My Profile | Logout

[Dashboard](#)
[Students](#)
[CFIs](#)
[Prep Materials](#)
[Activities](#)
[Resources](#)
[School Information](#)
[Announcements](#)
[Customizations](#)

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THE AVIATION
FOUNDATION

[BACK](#)

CFI PROFILE

Wilbur Wright ACTIVE

pmaurella@aopacfi@gmail.com
[\(303\) 123-1234](tel:(303)123-1234)
411 Aviation Way
You Can Fly Academy
Frederick, MD 21703

[UPDATE INFO](#)

STATUS: Active
CERTIFICATE #: 123456
PERSONIFY ID: 11253851
DATE OF BIRTH:

EMERGENCY CONTACT
NAME:
RELATIONSHIP:
PHONE:

CFI HOURS - MONTHLY VIEW

Total CFI Hours | Flight Hours

Month	Total CFI Hours	Flight Hours
Jan/21	3	2
Feb/21	25	22
Mar/21	2	1

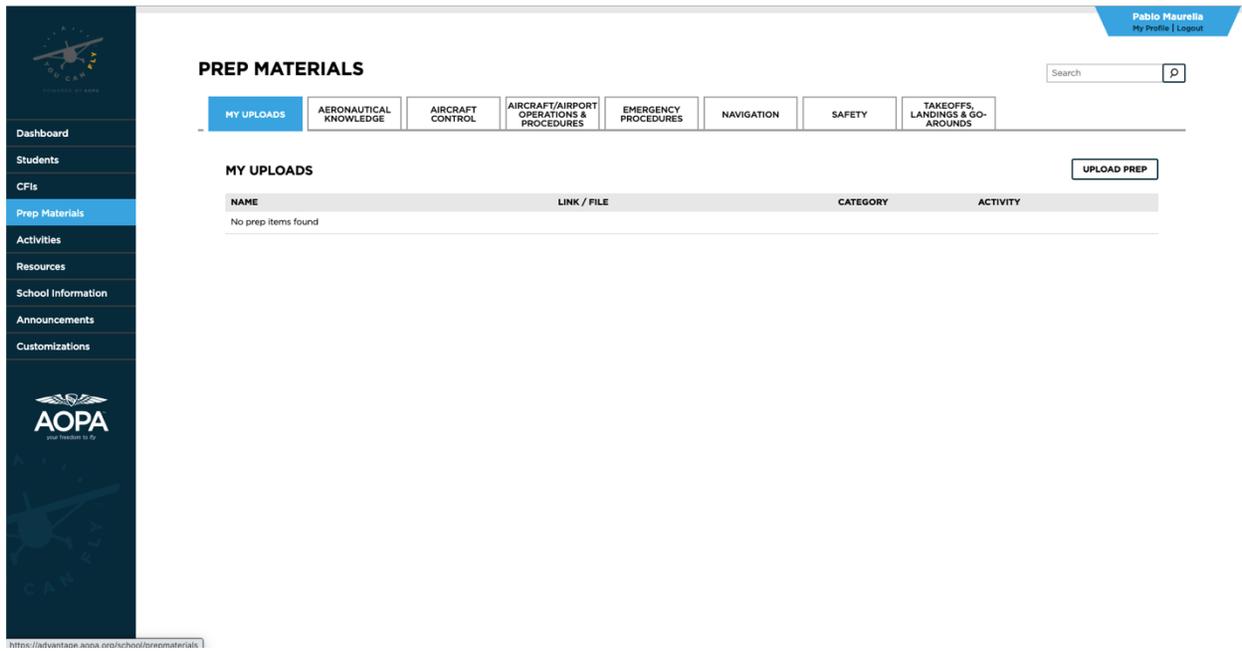
STUDENT HOURS THIS MONTH

STUDENTS	FLIGHT HOURS
Charles Lindbergh	15.4

This page shows more detail about the instructor, except, unlike the student profile that displays student information, this page shows the instructors training information per month and per student.

The CFI profile graph shows two lines, a light-blue and a dark-blue line. One line represents total CFI hours and flight hours. Additionally, the instructors current students are listed along with flight hours to the right of the bar graph.

Prep Materials Page



As an owner, this could be one of the two most important pages to see. This page allows an owner to add any prep work they would like to be assigned in AFTA. Prep materials are items that are assignable by AFTA. If a school adds their own prep materials, they will only be assigned to your students.

ADD PREP ITEM [X]

Item Name:

Priority:

Resource Tag:

Link:

Description:

Category:

Activity:

 Custom Prep	Any school added prep will only be assigned to your students. School added prep is NOT shared with other schools.
 Priority	The priority field is the most important entry; this is how owners decide where there prep work will appear. A priority set to 1 means that the first time this particular activity is assigned in a lesson, this prep will be assigned.
 Prep	AFTA assigns one prep item per activity.
 Prep	Any one prep assigned will continue to be assigned if the student does NOT click on that prep.

ACTIVITY INDEX

You can filter the activities by goal using the dropdown. Click an activity to view the Activity Breakdown.

Select Goal

- > **Aeronautical Knowledge (25)**
- ▼ **Aircraft Control (22)**
 - NON-ACS: Constant Airspeed Climbing Turns
 - NON-ACS: Constant Airspeed Climbs
 - NON-ACS: Constant Airspeed Descending Turns (Power On/Off)
 - NON-ACS: Constant Airspeed Descents (Power On/Off)
 - NON-ACS: Level Turns
 - NON-ACS: Straight and Level
 - NON-ACS: Trim Control
 - PRE-SOLO: Collision Avoidance
 - PRE-SOLO: Maneuvering During Slow Flight
 - PRE-SOLO: Power-Off Stalls
 - PRE-SOLO: Power-On Stalls
 - PRE-SOLO: Rectangular Course
 - PRE-SOLO: S-Turns Across a Road
 - PRE-SOLO: Steep Turns
 - PRE-SOLO: Taxiing
 - PRE-SOLO: Turns Around A Point
 - XC: BIM: Constant Airspeed Climbs
 - XC: BIM: Constant Airspeed Descents
 - XC: BIM: Radio Communications, Navigation Systems/Facilities, and Radar Services
 - XC: BIM: Recovery from Unusual Flight Attitudes
 - XC: BIM: Straight & Level Flight
 - XC: BIM: Turns to Headings
- > **Aircraft/Airport Operations & Procedures (8)**
- > **Emergency Procedures (5)**

The activity index displays all activities in AFTA. Each activity is prefixed with one of three words, these prefixes are meant to visually organize activities into the stages that they are assigned in:

- Pre-solo – activities that by regulation are required to be proficient before solo flight
- XC – the rest of the activities required to become eligible for checkride
- Non-ACS – any activity that is not required as part of the ACS/PTS but is expected to be known.

 Priority	Non-ACS activities are not put into a REVIEW status once they are graded proficient. An instructor can add the activity at any point by adding it during the lesson.
---	--



Pablo Maurella
My Profile | Logout

< BACK

ACTIVITY CONTENT: PRE-SOLO: MANUEVERING DURING SLOW FLIGHT

- OVERVIEW
- COMPLETION STANDARDS
- CHECKLIST
- NOTES TO PILOT
- COMMON ERRORS
- TEACHING TIPS
- ALTERNATE PROCEDURES
- PREP
- REGULATORY

PREFLIGHT BRIEFING

WHAT
A flight maneuver that demonstrates the flight characteristics and controllability when flying close to the critical angle of attack.

WHY
To develop an awareness of the airplane's behavior in order to avoid stalls during maneuvers at low airspeed (i.e., takeoff, landing, and go-arounds); to develop mastery of the airplane in all phases of flight.

GROUND PREP

Slow flight may be conducted in straight-and-level flight, turns, climbs, or descents. It can also be conducted in the clean configuration, landing configuration, or at any other combination of landing gear and flaps. While the FAA standard has one very distinct definition of slow flight for the practical exam, flight training should cover a range of slow flight conditions in order for the pilot to gain an understanding and ability to control the aircraft in all phases of flight. In all cases, practicing slow flight should be conducted at an adequate height above the ground for recovery should the airplane inadvertently stall. It's important for the pilot to understand the total drag curve and how it relates to the area of reverse command. When performing slow flight, a small change in angle of attack causes a large change in induced drag. This is why we primarily pitch for airspeed and power for altitude during slow flight. This is known as the area of reverse command because unlike normal flight, more power is required to go slower. Aerodynamics associated with slow flight in various airplane configurations, to include the relationship between angle of attack, airspeed, load factor, power setting, airplane weight and center of gravity, airplane attitude, and yaw effects.

SIMULATOR

The sim can be useful in introducing and reviewing maneuvering during slow flight. In particular, using the pause button can help the pilot learn how to see and control pitch attitude. While the sim will lack the kinesthetic sensation that is felt in the airplane, it is still a great tool for teaching the procedures and how to use the outside sight picture to control the airplane during the maneuver. Pilots will still likely be able to notice the controls becoming less effective (or "sloppy") as the airspeed decreases, so be sure to point that out for them to notice as compared to normal cruise flight. Holding altitude, airspeed, and heading during slow flight tends to require more frequent monitoring of the flight instruments than other visual maneuvers. You will still want to encourage the pilot to make altitude changes with outside visual references, so consider covering up the flight instruments but allow more frequent checks to help them verify the airplane's performance. Start the session at a typical altitude (e.g. 3000' AGL) in straight and level cruise flight. Then coach the pilot through configuring the airplane and how to perform slow flight while straight and level, climbing, descending, and turning (just like you would in the airplane). Be sure to have the pilot practice any pre-maneuver checklists and procedures to help reinforce what they will do in the airplane. One of the main purposes of maneuvering during slow flight is to help the pilot develop a feel for the airplane during takeoff and especially landing. Consider having the pilot perform low approaches to the runway in the simulator that would otherwise be unsafe and impractical during actual flight.

The activity detail will show you 8 or 9 tabs of information for every prep and activity in AFTA. This is everything we could think of for each item. The included tabs are:

Overview Tab

This tab displays the What and Why of the selected activity. Additionally, there is a summary of what is expected of Ground Prep. The last piece of the Overview is the Simulator description. We describe how some instructors can use a simulator to introduce or train the specific activity.

Completion Standards Tab

This tab only appears for activities with completion standards. The majority of activities have completion standards however, there are eight activities, such as collision avoidance or wake turbulence, in AFTA that are graded as proficient yes or no. For these types of activities there is NOT a Completion Standards tab.

Checklist Tab

The checklist shows items to prepare for attempting the activity.

Notes to Pilot Tab

The notes to pilot tab displays notes for the student to review at any time during training regarding any aspect of the activity from the preparation to practical attempt.

Common Errors Tab

This tab shows any of the common errors related to grading the activity that can be entered by the instructor during grading. This allows students to see their instructors notes and then refer

to this section for more information on what the common error means and how to possibly improve on them.

Teaching Tips Tab

This tab displays tips for instructors for any situation where they want to see a little more information for any activity. This tab will expand on possible teaching techniques for any situations which the instructor might need extra ideas.

Alternative Procedures Tab

This will display any alternate procedures for teaching the activity. This is meant as a guide for both the student and instructor to glean extra knowledge about learning or teaching an activity.

Prep Tab

This tab will display a list of all the prep that can be assigned for a given activity in the order that it will be assigned.

 Prep	This is one of the two places where a school can add prep to AFTA. The other is from the Prep Materials tab.
---	--

Regulatory Tab

A quick guide to which certificates (sport, rec, private) the given activity pertains to and which FAR's mention or require the given activity.

Resources Page

RESOURCES

Search

SCHOOL RESOURCES SYSTEM RESOURCES

SCHOOL RESOURCES

NAME	LINK / FILE
------	-------------

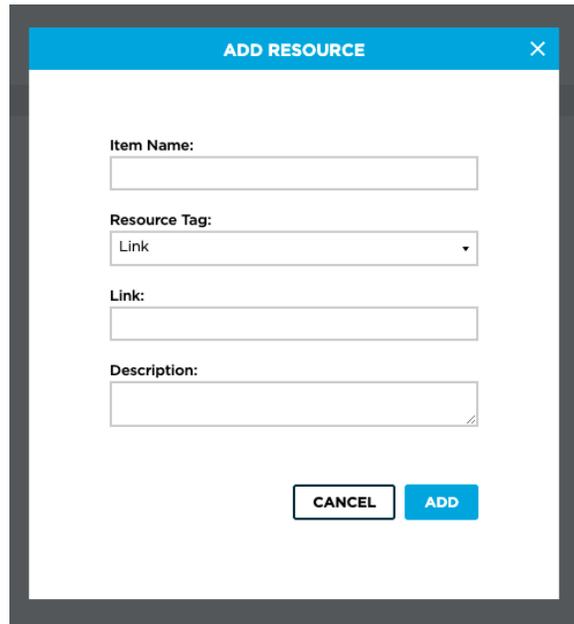
<https://advantage.aopa.org/school/resources>

This page allows a school to enter resources and to see the resources available by AOPA. Resources are those things that are NOT assignable. This is essentially a library of documents and links.

 Resources	Any resource added to AFTA by a school will only be viewable by that school.
--	--

To add a resource, click the Add Resource button at the top right of the page. A popup appears.

Add Resource Pop-up



The screenshot shows a modal window titled "ADD RESOURCE" with a close button (X) in the top right corner. The form contains the following fields:

- Item Name:** A text input field.
- Resource Tag:** A dropdown menu with "Link" selected.
- Link:** A text input field.
- Description:** A text area with a small icon in the bottom right corner.

At the bottom of the form are two buttons: "CANCEL" and "ADD".

Since this is a repository of documents and links, all of the fields should be filled in. There's no limit to the number of resources a school can add.

 Resources	A school may only add or edit their own school resources. Any resource in the System Resources tab is uneditable. These are system resources provided by AOPA.
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School Information Page

AOPA Flight School, Prod

LOCATION NAME: Frederick HQ
PHONE: (123) 123-1234
EMAIL: pmaurella+aopatest@gmail.com
AIRPORT: KFDK
ADDRESS: 411 Aviation Way You Can Fly Academy
 Frederick, MD 21703

SCHEDULER INFORMATION
SCHEDULER: No Scheduler Selected
[SELECT SCHEDULER](#)

CONTACT
NAME: Pablo Maurella
TITLE: Owner
PHONE: (303) 123-1234
EMAIL: pmaurella+aopatest@gmail.com

STAFF PORTAL USERS

NAME	TITLE	EMAIL	PHONE	PERSONIFY ID
Pablo Maurella	AOPA Owner	pmaurella+aopatest@gmail.com		11253830

This will display any school information for your school. The data in these fields are not shared anywhere, they are made for a school to be able to share their own school information to all of its students and instructors privately.

Location Name: this is the name that is displayed in the METAR above the airport code and name.

Airport: This field is used to gather a source for METAR information. The portal and iPad app will display this airports weather data.

Scheduler Information: If you use either FlightCircle or Holdshort as your scheduling tool you can set either one as your scheduler to be used by AFTA for displaying student, cfi, and squawk information within the portals and/or app.

 Scheduler	<p>If you select a scheduler, the next time someone goes to their portal or app, they will see a new dashboard page. This page will show a “sign-on” link to the scheduler. This is a one-time sign-on. After signing in AFTA will display your schedulers info. directly inside your dashboard.</p>
---	--

The bottom two tabs are used to add users to your school’s portal and to add assets (simulators). The users are admin users to access the owner’s portal only.

 Users	<p>Do not add students or instructors here. To add student’s or instructor’s go to the appropriate menu item, either the Students or CFIs menu item.</p>
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Announcement Page

From here an owner can add announcements to their system. Any announcement will be added to the top of the Owner and Student Portal in a RED bar at top-center of the portal page. Announcements can be scheduled for any time in the future and can be stacked. You can have up to three announcements at a time.

 <p>Announcements</p>	<p>When entering an announcement, it has to be added with a future date. It is NOT possible to add an announcement for the day being entered. All dates must start with the following day.</p>
---	--

Scheduler Menu Link

This link allows a user to go directly to their scheduler (FlightCircle or Holdshort) when clicked. This button only appears when a school has added a scheduler to their AFTA setup by entering it in the School Information link.

 Warning	If the Scheduler menu item is NOT in your menu, then the school has not added a scheduler to their AFTA.
--	--

Customizations Page

CUSTOMIZATIONS

CUSTOM BADGES
Create up to 10 custom achievement badges unique to your school that CFIs may manually award their students in addition to the default badges automatically awarded.

[+](#)
CREATE BADGE

CUSTOM INFO FIELDS
Add custom fields to the Student Profile.

[ADD ANOTHER](#)

Pablo Maurella
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AOPA
your freedom to fly

Use this page to create custom badges and custom info fields. There are 8 badges supplied by AFTA that can be used more than once to create custom badges which can be named anything. These badges are then assigned manually by instructors after lessons.

 Badges	Custom badges are manually awarded by instructors while system badges are automatically assigned by AFTA based on milestones and accomplishments.
---	---

To create a badge, click the “Create Badge” link. A popup will appear:

Create Custom Badge Popup

CREATE CUSTOM BADGE

Select a badge image, then give it a title.

Badge Title:

These are the available system badges to create your own custom badges:

Available Custom Badges

1.



2.



3.



4.



5.



6.



7.



8.

