

App Tips 4/5/26

Although this tip was triggered by some issues in the logging of recent flights, it's of relevance to everyone who's likely to be asked to man the log. (NB those issues have now been sorted.)

1. **Adding a pilot's name**

Unless the pilot is a first-time visitor, it is highly likely that their name will be known to the App. It is also possible that the pilot may have registered their presence on that day (but probably unlikely at this stage of app usage). To add a name, type in the first few letters of the name: If they have registered for the day, their full name will appear in a dropdown list – just select it and all's done. If they have not registered, you'll get a set of buttons below – click on "Search all members": they should then appear in a dropdown list, and can be selected. Obvious if those first letters are misspelt (e.g. "Andy" instead of "Andrew") the name won't be recognized. To avoid this, try to avoid typing too many letters (especially if it's a name that's often shortened), or use the surname (if you're sure of the spelling!). If it's clear that the name is unknown, type it in full, then click "Add".

2. **Telling the system who's paying**

This often gets forgotten about as the box which defines who's paying ("Paying member") can be seen only after clicking on the "Details" button on the flight data screen. In most cases, the default setting is correct, and there is no need to add or change anything. So generally, the "Paying member" box will show P2's name by default (if a two-seater) or PIC if single-seater. Note however, if P2 is an unknown pilot, the "Paying member" box will default to the PIC, which is clearly not acceptable. What it should be changed to depends on what sort of visitor P2 is:

a. **Trial flight**

Most trial flight pilots will have been added to the app beforehand. However, regardless of whether they are known to the system, the Paying Member box for a Trial Flight must always be set to "aa-Trial Flight" (typing "aa" will bring the various "aa-xxx xxxx" dummy accounts to the top of the dropdown list). This is to ensure that the trial flight charge can be balanced against the voucher pre-payment, and not charged to the pilot. The voucher code should be entered in the Notes field.

b. **Follow-on flight after trial flight**

A trial flight pilot often may take a winch launch after the trial flight itself, as a 90-day member, at club rates. If they are known to the system, the Paying Member box will default to their name, and the charge will be made to their account, which they are expected to settle in the normal way. For a 90-day member who is unknown to the system (and does not have a flying account yet), the Paying Member box must be set to "aa-90 Day Standard" (or to "aa-90 Day Junior" if under 25). In this case, payment should be taken by card, with name plus code "90S" as a reference ("90J" for under 25).

3. **Telling the system what to charge**

The charge code box defaults to "Regular", which means that normal club charging rules apply. This includes 90-day members, even those who have a follow-on flight on the same day. For the actual Trial Flights, this must be changed to one of "Trial-2K", "Trial-3K" or "Trial-MH", depending on the voucher. There are other Paying Member and Charge Code options that apply in various other circumstances which I'll leave for another note, but there are various tables taped to the logging tabletops which set these out, so please check those when in doubt.

If you have any requests for clarification on this or anything else, please post your question on the GA Support WhatsApp group.

Thanks

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