

FAASafety.gov
Event Management Help Manual for Version 6.0
Federal Aviation Administration
October 18, 2007

Gold Systems Inc.

FAASafety.gov Help Manual for Version 6.0

Table of Contents

Section 1 – Overview	3
1.1 – Introduction	3
1.2 – System Requirements.....	3
1.3 – Definitions	3
1.4 – Further Help and Contact Information	4
Section 2 – Accessing the Administrative Sections	5
2.1 – Logging onto the system	5
Section 3 – Administrative Navigation.....	7
3.1 – My FAASafety.gov Home Page	7
3.2 – Event Management:	8
3.2.1 – Create a New Event	9
3.2.2 – New Event	9
3.2.3 – Adding WINGS, AMT, or IA Credit (Currently only WINGS credit can be added)	12
3.2.4 – Modify or Revise an Event	22
3.2.5 – Event Close Out/ Adding Attendees.....	24
3.2.6 – My Event Templates	25
3.2.7 – Event Template Enhancements.....	26
3.3 – Event Registration Administration	26
3.4 – Event Cost Reporting	30
3.5 – Event Report Builder.....	30

Section 1 - Overview

1.1 - Introduction

This Help Manual is intended for the use of FPMs, RFPMs, and Representatives using the FAASafety.gov site.

1.2 - System Requirements

Requirement	Description
Web Browser	<p>Although most browsers will be able to access the site, for administrative purposes, we recommend using Microsoft Internet Explorer 5.5 or above. IE 6.0 and above is preferred. The IE browser can be downloaded for free at http://www.microsoft.com/windows/ie/downloads/critical/ie6sp1/default.asp.</p> <p>You must have Javascript enabled and be able to accept cookies. These features are enabled by default. These settings can be modified the advanced features under the Internet options tab.</p> <p>The FAASafety.gov site uses browser "cookies" to record data needed to facilitate your online session. After a certain period of time, if you don't log out, the system will automatically log you out and discard any cookies associated with your session. <i>The FAASafety.gov web application cookies do not store any personal information.</i></p> <p>You should also disable any popup blocking software that you might have running. Many such utilities allow you to specify which sites are allowed to use popup windows. Simply adding FAASafety.gov to the allowed list of your utility should meet the needs for most administrative functions that require popup windows.</p>
Internet Connection	You must have an Internet connection and have your firewall configured to allow access to the www.FAASafety.gov website and its functions.
Screen Resolution	The site is best viewed at 1024x768 screen resolution and above, although 800x600 will meet the minimum requirements.
HTML Editor	The HTML editor used for event and notice management also requires a Windows 98 or later PC running Internet Explorer 5.1 or later. The spell checking utility of the editor also requires Microsoft Word 97 or later to be installed (see the "HTML Editor" section for more information).
Adobe Acrobat	To view flyers you must have Adobe Acrobat Reader installed.

1.3 - Definitions

Administrators refer to any user that has privileges above that of an airman, mechanic, Representative, visitor, or user. FAASafety.gov Program Managers (FPMs), Regional FAASafety.gov Program Managers (RFPMs), National FAASafety.gov Managers (NFM), and super users are all considered administrators in this context.

FPMs, RFPMs, and NFM each have geographic areas of responsibility, with an FPM controlling the districts, and RFPMs controlling one of 9 national regions. The NFM has control over the entire nation. The super user will have control over all functionality. In some cases, a Representative user will be able to perform some tasks in the administrative section. An aviation Representative logically belongs below the FPM of a geographic region.

Once an administrator has logged in, they have additional navigation items available in order for them to perform their management functions. Higher levels of administrators will have more functionality available.

1.4 - Further Help and Contact Information

Many issues regarding use of the site can be resolved by reading the help text located underneath each select item. If you have specific questions that are not addressed in this manual or the help text on the site please contact:

James E. Pyles
National FAASTeam Outreach Manager (NFOM)
1020 North Flyer Way
Salt Lake City, UT 84116-2984
james.e.pyles@faa.gov
801-257-5071

Section 2 - Accessing the Administrative Sections

2.1 - Logging onto the system

Before attempting to log onto the system, you must register and be given administrative access. Please contact your supervisor to be granted permissions for your area of responsibilities. You will still be able to register and use the system, but will not be able to use the advanced features of the site until your request for administrative access has been approved and set up.

Administrative users will log onto the system from the home page located at www.FAASafety.gov. They may either log in on the left hand side or click the "Login" link in the top navigation. As seen in the image below, the login information is located on the left hand side of all pages unless you are already logged in. Administrators enter their email address and the password that they have been assigned. Passwords are case sensitive. Upon successful logon, the administrator will be presented with left hand navigation in place of the login boxes.

The screenshot shows the FAASafety.gov website. At the top left is the FAAST logo (Federal Aviation Administration Safety Team). The top navigation bar includes links for FAA Home, FAASTeam Home, News, About FAASTeam, Learning Center, and SPANS. Below the navigation bar is a search bar with the text "Search FAASafety.gov:". The main content area features a large banner with the text "Safer Skies through Education" and an image of a seaplane. On the left side, there is a "Login to Your Account" section with input fields for email and password. Below the login section are links for "Get Registered with FAASafety.gov", "About FAASTeam", "Online Aviation Learning Center", "SPANS Notification System", "Pilot Proficiency Program - WINGS", "Published Notices", and "FAAFTeam News". At the bottom, there is a section for "FAAFTeam Industry Team Members" with logos for the FAA and the Federal Aviation Administration.

Upon successful logon, you will be presented with left hand navigation. This will consist of the standard user options as well as administrative tools respective to your permissions. The standard options are the same for all users, regardless of permissions. These tools allow users to change personal preferences and settings for the currently logged in user.

Administrator Status and Logout

Admin Tools

Welcome to FAASafety.gov, nspm@faasafety.gov!

FAASafety.gov

[FAA Home](#) | [FAASTeam Home](#) | [News](#) | [About FAASTeam](#) | [Learning Center](#) | [SPANS](#)
[Search Events](#) | [Published Notices](#) | [My Home](#) | [Account Preferences](#) | [Logout](#)

Search FAASafety.gov:

My Events

You are registered for the events listed below. To search for additional events, [click here](#).

Icon Status Legend

Registration Available	Fly-in Event	Cancelled Event	Event has Passed
Map and Directions	Incomplete Event	Waiting for Approval	Waiting for Revision
Register for Event	Modify Registration	Unregister	
Cancel Event	Revise Event	Modify Event	Event Registration Information
Delete Event	Approve Event	Close Event	Create Template

To modify your registration or additional attendees, click the button to the right of the event.
 To unregister from an event, click the button to the right of the event.

Results 1 to 8 of 8 total Show me 10 results per page

Date	Title and Description	Location / Distance
Monday Oct 3, 2005 12:00 am AFS07760	FAA Winngs Safety Seminar <i>Topic: Light Out in Military Operating Areas</i> A "WINGS" safety briefing will be conducted by the 299th Range Control Squadron about the upcoming "Light Out" operations in Military Operating Areas (MOA's). Special Use Airspace will also discussed. The FAA has approved Military aircraft to operate with lights out while established in specifically approved Military Operating Areas(MOA's). The specific details will be discussed and questions will be answered during this safety briefing.	Orem, UT 84058 403.7 miles from 80249
Thursday Oct 5, 2006 7:00 am WP118580	24th Annual Nevada State Aviation Maintenance Seminar <i>Topic: Aircraft Maintenance Seminar and IA Renewal</i> The Annual Nevada State Aviation Maintenance Seminar has moved to a new location and time. The 24th Annual Nevada State Aviation Maintenance Seminar has moved to the Reno Hilton and the dates have changed to October 5-6, 2006. Call the Hilton at 775-789-2129 and ask for the special room rate for the AVIAL/FAA Maintenance Seminar.	Reno, NV 89595 View Map 871.6 miles from 80249 0.25 credits

Results 1 to 8 of 8 total

Icon Legend

Event Listings

Standard Options

Section 3 - Administrative Navigation

Depending on the permissions assigned to your administrative account, you may have the following tools accessible to you. The administrative navigation is as follows:



The new administrative navigation uses a drop down feature. Each function is provided with a navigation header for example, Event Management, if you click on this, you will get the drop down with each of the areas you manage. This new drop down navigation provides a much more concise admin page where only the area headers are shown.

3.1 - My FAASafety.gov Home Page

The My FAASafety.gov Home page has been redesigned to list **ONLY** a few of the events with in the user's preferences. There are links so that the user can view **ALL** events that are within their preferences.

My FAASafety.gov Home

Welcome to FAASafety.gov! Below you'll see a list of events and courses which you are registered for or that meet your preference criteria. To change your preferences, [click here](#). You may also do an [Event Search](#) to find more events on your favorite topics. If you have a need for information on a particular subject please use the [Site Suggestions](#) function to let us know how we can help you with your safety needs.

Courses Icon Legend

 Begin/Resume Course
  Withdraw From Course
  Review Course
  View Certificate

My Courses ([Click here to access "My Courses"](#))

Course Title	Description	
The Art of Aeronautical Decision-Making	This course presents a framework for developing situational awareness, evaluating options, and making safe decisions.	 

Here are a few upcoming events within 50 miles of 19810 and within 50 miles of 84123 .
[Click here to show all upcoming events.](#)

Date	Title and Topic		Location / Distance	
Oct 3, 2006 7:00 pm EA1712223	Approach and Landing- how well are you prepared? <i>Topic: Approach and Landing- are you prepared?</i>	  	Philadelphia, PA 19114 View Map 2141.6 miles from 84123	
Oct 3, 2006 7:00 pm AFS012302	Do The Right Thing: Decision Making for Pilots <i>Topic: Do the Right Thing: Decision Making for Pilots</i>		Salt Lake City, UT 84105 View Map 5.8 miles from 84123	
Oct 5, 2006 7:00 pm EA1712222	Ballistic Parachute Safety for Pilots and 1st Responders <i>Topic: Ballistic Parachute Safety for Pilots and First Responders</i>	  	Hammonton, NJ 08037 View Map 2155.6 miles from 84123	

There may be more upcoming events meeting your preferences that are not shown here.
[Click here to show all events meeting your preferences.](#)

3.2 - Event Management:

Event management uses the a Text Box Editor. The only requirements for using the new Text Box Editor is having JavaScript enabled on your computer.

To access Event Management, click on the Event Management link in the left hand navigation and you will see a drop down of possible options depending upon your permissions.

SPANS Event Management
Create SPANS Event
Modify/Revise SPANS Event
Approve SPANS Events
Closeout SPANS Events
My Event Templates
Event Cost Report
FAAS Team Representative Reports
SPANS Event Report Builder

3.2.1 - Create a New Event

To add a new event, click on "Create a New Event," which walks you through three pages of information you will need to specify for the new event:

Basic Event Information

Distribution Criteria Selection

Estimate Event Costs

3.2.1.1 - Event Quick Bar

You will notice that at the top of each of the event creation screens, you will have an "Event QuickBar". This utility allows administrative users to move to any page in the event creation process without first completing previous pages, as it currently functions.

You will have the ability to link to "Event Details", "Distribution Criteria", "Cost Estimates", and "Submit Event" without first having to enter all required fields.

Working Event: <i>(no title)</i>	Your Region: NM (Northwest Mountain Region)		
Date: Thu, Oct 12, 2006 at 12:00 AM	Select Number: NM0012389		
Event Details	Distribution Criteria	Cost Estimates	Submit Event

3.2.2 - New Event

The figures below show the first event creation page where you specify basic event information (you will need to scroll to the end of the event creation page to see its entire contents).

The general event information page **will not** have a default value selected for "am/pm". The event administrator must select one of the two options. If the event administrator attempts to submit the event without selecting "am" or "pm", an error will be reported.

Use the form below to enter your event information.
 (● indicates a required field, ● indicates an error.)

● **Event Date and Start Time** Oct 12 2006 at 12 : 00

Enter start date and time here. For multi-day events, enter additional event date and time information in the description sections below. *You may not schedule an event for midnight.*

● **Title of Event**
 128 character maximum
 When pasting from MS Word, please click the "Clean MS Word HTML" button.

● **Location / Name of Facility**
 Enter the name of the location for this event (i.e. "Rocky Mountain College")

● **Address and Zip Code**
 Only enter the street address here. Do not enter city and state. The city and state will be retrieved based on the zip code you enter.

Do not enter city and state.

(address line 1)
 (suite or bldg #)

Zip Code:
 Show the Map Link? Yes No
 (Select Yes if the address above is a valid street address)

● **Nearest Airport**
 Enter the 3 or 4-letter airport code of the nearest airport

● **Directions and Room Number**
 Keep directions concise
 When pasting from MS Word, please click the "Clean MS Word HTML" button.

● **Event Topic**
 128 character maximum
 When pasting from MS Word, please click the "Clean MS Word HTML" button.

● **Brief Description of Event**
 This text appears on flyers and on event previews. Your content must fit on a single page for the PDF flyer. You will be warned if it doesn't.
 When pasting from MS Word, please click the "Clean MS Word HTML" button.

[Preview Flyer](#)

Additional Event Information & Acknowledgement of Industry Sponsor(s)
 Include details not otherwise entered on this form.
 When pasting from MS Word, please click the "Clean MS Word HTML" button.

Sponsoring FAA Facility
 FSDO, Air Traffic Control Facility, etc.

Speaker(s)
 Separate multiple speakers with commas.

Allow Online Event Registration?
 If yes, you must complete the seats and notification values below. Yes No

Total Available Seats and Notification Threshold Value
 When this percentage of seats have been registered for online, you will receive a notification email.
 total seats; notify me when % are filled.

Contact Information

Name

Phone (000) 000-0000

Email

Fly-in or Not? Yes No

WINGS / AMT / IA Credit
 Use this section for specifying credit which will be assigned if this event is attended. **You must select the syllabi and categorizations that match your event. The syllabi you select determine the credits earned.**
 Has WINGS, AMT, or IA Credit Available

Additional Public Event Documents
 You may upload additional PDF files for this event. These files will be available to the public for viewing. **Do NOT upload the event flyer here!** This can be done on the next page.

Do not upload a flyer here. You can do this on the next page.
[Click here to upload files](#)
No files have been uploaded to the server.

Event Details
Distribution Criteria
Cost Estimates
Submit Event

Enter the information as requested in the fields provided.

Spell Checking and Formatting

*If you are cutting and pasting from Word, before doing any formatting of the form you need to click on the "convert Word" icon.

Some fields will have an icon next to them for spell checking that looks like this: . We strongly recommend that you use the spell checking utility, as it is easy to make and submit events with spelling errors. The spell checking utility works exactly like the utility that comes with Microsoft Word.

The "Directions and Room Number," the "Brief Description of Event" and the "Full Description of Event..." fields all use the HTML editor to give you some control over the text formatting. For the first two fields, the editor allows you to use bold, underlined, and italicized text that will be displayed both online and in the printed flyer. For the third field, you have more formatting options because the content will only be available online. You can copy text from a word processor and paste it into these fields. If you copy text, please be sure to use the "convert Word"  icon, or right click in the field and use the "Paste as Text" option. Using **Ctrl-V** to paste is discouraged and could lead to unexpected results. You should also know that these fields are not printed on the flyers exactly as they appear on this page.

Google Map Preview

This feature allows administrators the ability to preview the map while they are creating the event. By clicking on the Preview Map button, the administrator can verify that the correct map is being displayed by Google Map and make corrections if necessary.

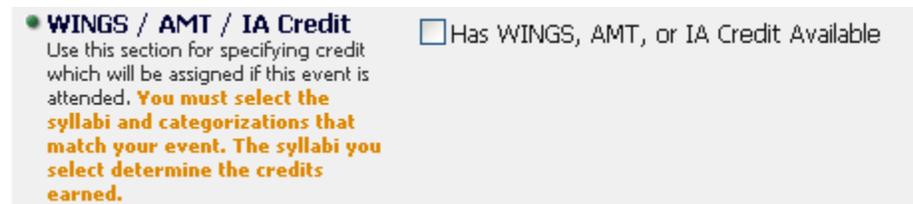
After clicking on the Preview Map button, a pop up screen will appear similar to below*:

*Note: the user must have pop-up blockers turned off in order for the system to provide the below screen.

The user can then click on the link to view the Google Map that will be provided to users accessing the site. The administrator should verify that the map is correct.

3.2.3 - Adding WINGS, AMT, or IA Credit (Currently only WINGS credit can be added)

From the Event Details page you will have the option to add WINGS Credit. When you check the box as shown below,



The screenshot shows a form section with a title "WINGS / AMT / IA Credit" and a sub-header "Use this section for specifying credit which will be assigned if this event is attended." Below this, there is a paragraph of instructions: "You must select the syllabi and categorizations that match your event. The syllabi you select determine the credits earned." To the right of this text is a checkbox labeled "Has WINGS, AMT, or IA Credit Available".

to add WINGS, AMT, or IA Credits, you will get the below options

WINGS / AMT / IA Credit
Use this section for specifying credit which will be assigned if this event is attended. **You must select the syllabi and categorizations that match your event. The syllabi you select determine the credits earned.**

Has WINGS, AMT, or IA Credit Available

Has a Cost?

No Yes

[+ Add a Syllabus](#) Selected Syllabi

No syllabi selected.

Subject Areas (all) (This color indicates Top Causal Factors)

- *Basic Flying Skills, Positive Aircraft Control
- *Pre-flight Planning, ADM, Fuel
- *Takeoffs, Launches, Landings, & Go-arounds
- *Weather, including VFR into IMC
- Aviation Security
- CFIT
- Checklist Usage
- Collision Avoidance
- Exchange of Flight Controls

Aircraft Categories and Classes (all)

- Airplane Single Engine Land
- Airplane Single Engine Sea
- Airplane Multiengine Land
- Airplane Multiengine Sea
- Glider
- Airship
- Balloon
- Powered Parachute Land
- Powered Parachute Sea

Certificates (all)

- Airline Transport Pilot
- Commercial Pilot
- Private Pilot
- Recreational Pilot
- Sport Pilot

First you select if the course has a cost, you simply select No or Yes. There is no way in the system to list a monetary value, simply that the course has or does not have a cost associated.

You can then add a Syllabus (or multiple syllabi). Simply click on the green plus Add a Syllabus and you can then search for a Syllabus by number, key word, or if you leave the search criteria blank, you will get all available syllabi.

[+ Add a Syllabus](#) Selected Syllabi

No syllabi selected.

Syllabus Number Keywords [* close search](#)

Then simply click on the Search Syllabi button and you will get your results.

[+ Add a Syllabus](#) Selected Syllabi

No syllabi selected.

Syllabus Number Keywords [* close search](#)

Syllabus Number	Syllabus Name	
1-FAASTEAM-W-070503-K-002-001	Safety Event-1 credit	
1-FAASTEAM-W-070621-K-002-001	Safety Event-1/2 credit	

You can click on the link to view the syllabus information, [1-FAASTEAM-W-070503-K-002-001](#) you will get a pop up window that will list all information about that syllabus. To add this syllabus simply click on the green add icon, and your syllabus will be added as shown below. You can remove the syllabus by clicking on the red x

[Add a Syllabus](#) Selected Syllabi
1-FAASTEAM-W-070503-K-002-001 **KEB** **1.00 WINGS**

Safety Event-1 credit

Syllabus Number Keywords [close search](#)
 weather

Syllabus Number	Syllabus Name	
1-FAASTEAM-W-070503-K-002-001	Safety Event-1 credit	
1-FAASTEAM-W-070621-K-002-001	Safety Event-1/2 credit	

After you have correctly added the appropriate syllabus (or syllabi) you can select the **Subject Areas, Aircraft Categories and Classes, and Certificates**. When you have added the correct WINGS information you can move on to the next step in the event creation.

Previewing the Flyer

We strongly recommend that you preview your printed flyer (if applicable) by using the **"Preview Flyer"** button before proceeding to insure the accuracy of the flyer. A PDF version of the flyer will open in a new popup window and will be filled with the information currently on your event form. If the flyer does not look correct you should correct the content on the page and preview it again. You can also attach a custom flyer you have created (as long as you have the ability to create PDF documents). More information about this will be provided in the section that describes how to select a flyer and distribution costs.

Uploading Additional Event Documents

To upload additional documents that will be publicly accessible, you may click on the "Click here to upload files" link in the "Additional Public Event Documents" section. This will open a popup window allowing you to upload additional PDF documents that you wish to have available with your event.

Clicking the "Browse" button will bring up your local file browser so that you can select a PDF document to upload and attach to your flyer.

Note that any document you upload using this tool will be publicly available to users on the SPANS web site. If you have sensitive information that needs to be sent with a flyer, you must send it via regular email.

Saving and Continuing

After completing the basic event information, you can either click **"Next Page"** to proceed, or **"Save in Progress"** or you can **"preview flyer"** which will be sent to airmen not using the email notification system.

If you select "**Save in Progress**," any information that has been entered in this form will be saved, but it will not be submitted for approval. You can then access this event again by clicking on the "**Modify or Revise an Event**" link from the left hand navigation. Using the "**Save in Progress**" feature will allow you to finish creating this event at a later time.

To proceed to the next step in the event process, click the "**Next Page**" button. If event information is missing or not entered incorrectly when you click on "**Next Page**" you will be allowed you to proceed and errors will be shown in red text above the fields needing correction when you submit the event for approval.

The next page is where you will provide distribution options.

3.2.3.1 - Select Distribution Criteria

How to Distribute Notifications

If you wish to post this information on the web only, you can skip the distribution criteria selection step and simply click on the "**Next Page**" at the bottom of the form.

Notification distribution refers to the geographical selections, user type selections, and airmen certificate selections. You will also specify how the notification is distributed, and you will have the option to provide a custom flyer.

The first items to complete on the Distribution Criteria is to select the date you want to notify airmen by also if you are sending this notification by postal mail, you must also select a date to send this information to the print facility.

The **Date to Notify Airmen** is the date that the SPANS system will send out email notifications to airmen. This is defaulted to 14 days. It is recommended that you select a date 4 weeks or more prior to the event in order to allow airmen ample time to review and sign up for the event. This option has *no effect* if you select email only as your distribution parameters.

The **Date to Send to Print Facility** is the date that DAPS will be instructed to send out postal flyers for this event. This option has no effect if you select to send email notices or simply post the event on the web only. The system will require you to give the print facility a minimum of 16 days advance, it is recommended to give at least 21 days notice and the system defaults to 21 days.

Select Distribution Criteria

Working Event:		Your Region: NM (Northwest Mountain Region)	
Date: Thu, Oct 12, 2006 at 12:00 AM		Select Number: NM0012389	
Event Details	Distribution Criteria	Cost Estimates	Submit Event

In this step, you will select your criteria for distributing the event notice. When selecting geographic parameters, you may click the ✖ icon to remove a specific selection.

•Date to Notify Airmen
This is the date emails will be sent to SPANS users. You should allow a 2-week lead time.

•Date to Send to Print Facility
This is the date that the print facility will receive this print job. Recommended lead time of 21 days.

Distribution Criteria Save Load

User preference New Event Notifications

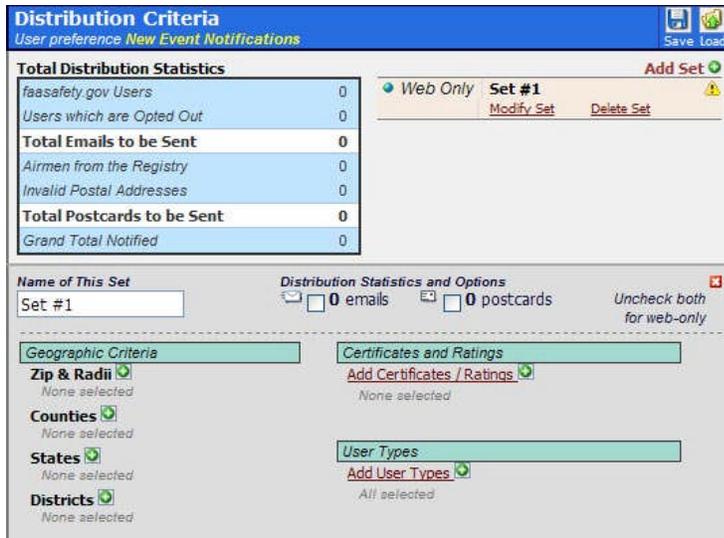
Total Distribution Statistics		Add Set
FAASafety.gov Users	0	You have not defined any selection sets. Create a New Set
Users which are Opted Out	0	
Total Emails to be Sent	0	
Airmen from the Registry	0	
Invalid Postal Addresses	0	
Total Postcards to be Sent	0	
Grand Total Notified	0	

Use the "Modify Set" link above, or click "Add Set" to create a new set.

After selecting the date to Notify Airmen and the Date to Send to Print Facility you can now select the distribution criteria.

Selecting Distribution Criteria

To select a distribution range, click on the **Add Set** in the upper right hand corner of the Distribution Criteria screen. You will notice that you are now presented with three criteria sections, Geographical Criteria, Certificates and Ratings, and User Types. You can also provide a name for this particular set so that it can be saved for future use. The default name will be Set #1, Set #2, etc.

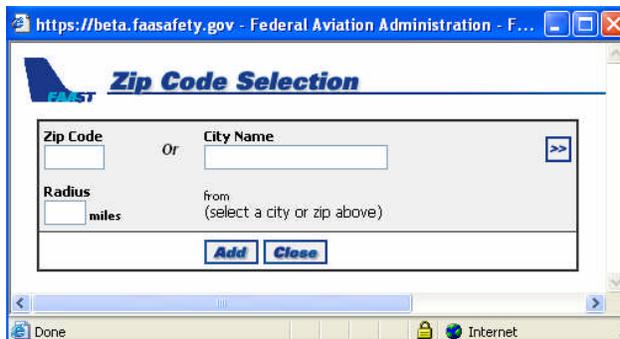


3.2.3.2 - Geographical Criteria

You can select to distribute by:

Zip Code & Radii

You have the option of selecting a zip code or City Name and a radius. If selecting a City Name you must enter the entire name and then click on the Green Arrow, this will list out possible city matches, with the corresponding zip code. You then select the city you wish and after selecting the radius you wish, click on the **ADD** button and this will modify your distribution criteria.



Counties

You also have the option of selecting counties within a state. Simply select the State from the drop

down list, and then select the counties you wish to include. You can use the Shift or CTRL keys to select multiple counties then click on the **ADD** button and this will modify your distribution criteria.

States

You also have the option of selecting an entire state. Simply select the State from the drop down list, you can use the Shift or CTRL keys to select multiple states then click on the **ADD** button and this will modify your distribution criteria.

Districts

You also have the option of selecting by districts. Simply select the district from the drop down list, you can use the Shift or CTRL keys to select multiple districts then click on the **ADD** button and this will modify your distribution criteria

Certificates and Ratings

after selecting the geographical criteria you can then select the certificates and ratings. Click on the Add Certificates/Ratings and then check the specific boxes you wish to add to the distribution criteria. After you have made your selection scroll down and click on the **Save Selection** button.

Pilots		Airline Transport Pilot	Commercial Pilot	Private Pilot	Student Pilot	Sport Pilot	Recreational Pilot
<input type="checkbox"/> Check for all Pilots, uncheck for none		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Airship		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Airplane Multiengine Land		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Airplane Multiengine Land Limited to Center Thrust		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Airplane Multiengine Sea		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Airplane Single Engine Land		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Airplane Single Engine Sea		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
<input type="checkbox"/> Lighter-than-Air Free Balloon			<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Glider			<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Glider Aero Tow Only			<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Glider Ground Tow Only			<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Glider Ground Tow and Self Launch			<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Glider Self Launch			<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Rotorcraft Gyroplane		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
<input type="checkbox"/> Rotorcraft Helicopter		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
<input type="checkbox"/> Instrument Airplane			<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Instrument Helicopter			<input type="checkbox"/>	<input type="checkbox"/>			
Instructors		Authorized Aircraft Instructor	Flight Instructor	Ground Instructor			
<input type="checkbox"/> Check for all Instructors, uncheck for none		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Advanced							
<input type="checkbox"/> Airplane Multiengine				<input type="checkbox"/>			
<input type="checkbox"/> Airplane Single Engine				<input type="checkbox"/>			
<input type="checkbox"/> Basic						<input type="checkbox"/>	

User Types

If you wish to select specific user types, click on the **Add User Types** and then check the appropriate boxes, then click on **Save Selections**.

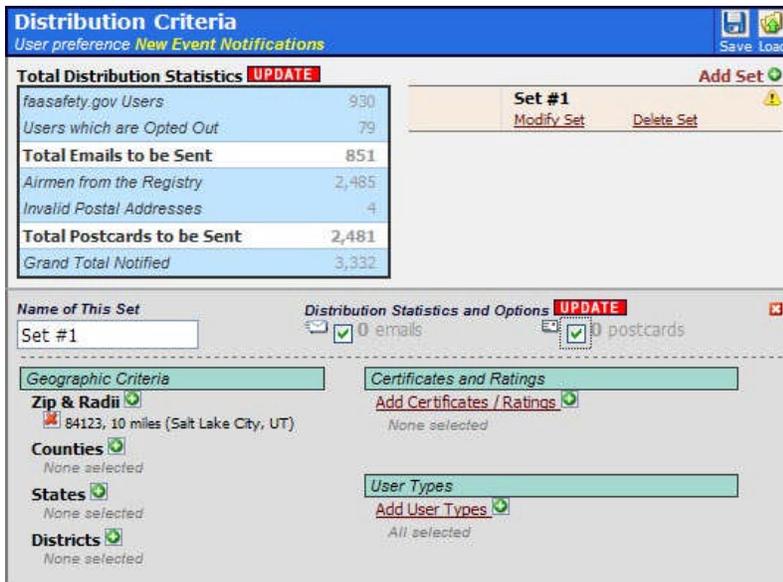


3.2.3.3 - Total Distribution Criteria

Note: The system will allow events to be created outside the creator's area. Care must be taken to monitor the number of airmen invited, and the cost involved. When the event is submitted for approval that goes outside the region, a visual indicator is given to the approver.

After selecting the distribution criteria you can now select to either send this information via email, postal mail, both or only put the information on the web.

You will notice that after you select the various geographical, certificates and ratings, and user types that a red **Update** button shows up in two places, one next to the Total Distribution Criteria and one next to Distribution Statistics and Options.



You must select emails, postcards, or both by checking in the box next to Emails and postcards and then click on the **Update** button. The system will then calculate, based on your distribution criteria, the number of emails and postal mail that will be sent.

Distribution Criteria
User preference [New Event Notifications](#) Save Load

Total Distribution Statistics **UPDATE** Add Set

faasafety.gov Users	0	✉ 851	Set #1
Users which are Opted Out	0	✉ 2,481	Modify Set Delete Set
Total Emails to be Sent	0		
Airmen from the Registry	0		
Invalid Postal Addresses	0		
Total Postcards to be Sent	0		
Grand Total Notified	0		

Name of This Set: Distribution Statistics and Options

851 emails 2,481 postcards

Geographic Criteria Certificates and Ratings

Zip & Radii [Add Certificates / Ratings](#)

84123, 10 miles (Salt Lake City, UT) None selected

Counties None selected

States None selected

Districts None selected

User Types [Add User Types](#)

All selected

Then you can check the distribution statistics by clicking on the **Update** button next to the Total Distribution Statistics. The system will then display the number of users that will receive email and postal mail.

Distribution Criteria
User preference [New Event Notifications](#) Save Load

Total Distribution Statistics Add Set

faasafety.gov Users	930	✉ 851	Set #1
Users which are Opted Out	79	✉ 2,481	Modify Set Delete Set
Total Emails to be Sent	851		
Airmen from the Registry	2,485		
Invalid Postal Addresses	4		
Total Postcards to be Sent	2,481		
Grand Total Notified	3,332		

"Modify Set" above or click "Add Set"

You can then modify the set, add another set, or delete the current set. If you select to delete the set, you would be presented a screen where you must verify you want to delete the current set as displayed below.

Distribution Criteria
User preference [New Event Notifications](#) Save Load

Total Distribution Statistics Add Set

faasafety.gov Users	930	✉ 851	Set #1
Users which are Opted Out	79	✉ 2,481	Modify Set Delete Set
Total Emails to be Sent	851		
Airmen from the Registry	2,485		
Invalid Postal Addresses	4		
Total Postcards to be Sent	2,481		
Grand Total Notified	3,332		

Are you sure you want to permanently delete this set from these selection parameters?

If you select to **Modify** the set, you will be presented with the same option to modify the geographical criteria, certificates and ratings, user types and the option to remove the check box on emails or postcards.

If you select to **Add** another set, you will then go through the same steps you used to create the first set.

***Total Distribution Criteria Definitions**

faasafety.gov Users – This is the total count of users in the database that meet the criteria you have selected.

Users which are Opted Out – This is the count of users that are in the SPANS system, but have chosen NOT to receive new event notifications on their preferences page.

Total Emails to be Sent – this is the number of users less the number of users that have opted out.

Airmen from the Registry – This is the number of airmen from the OKC database which have not provided an email address, but meet your selection criteria and will receive postcards.

Invalid Postal Addresses – This is the number of users in the system that have had postcards returned to SPANS and have been removed from the list of users to receive postcards.

Total Postcards to be Sent – this is the number of users less the number of users that have invalid postal addresses.

Grand Total Notified – This is the sum total of Emails to be Sent and Total Postcards to be Sent.

Saving and Loading Distribution Criteria



Save – This icon allows you to save distribution lists so that they can be used again at later times. This can be a big time saver if you find you are sending out notices to the same people multiple times. Simply click on the Save, provide a unique name and click on the save button. ***Please note, that only one saved set can be loaded!** If you need to load more than one set, you must do it manually by clicking on the **Add Set** button.

Load – This icon allows you to load previously saved distribution lists. Select from the list of previous saved lists and click on link and the distribution criteria will be loaded. ***Please note, that only one saved set can be loaded!** If you need to load more than one set, you must do it manually by clicking on the **Add Set** button.

Flyer Type and Cost

Flyer Type
Printing costs are provided for each flyer type based on the selection criteria above.

NOTE: If you do not select "Standard Postcard", you must upload a custom flyer in the field below, unless you select "No Flyer".

Italicized items indicate automatic PDF generation.

Flyer Type / Cost

Do not use a flyer
Cost: \$0.00

Standard Postcard
Cost: \$351.55

Custom Postcard
Cost: \$351.55

2-Page 8.5 x 11
Cost: \$1,406.20

Current Print Funds for NM

Available, Unallocated Funds	\$100,439.09
Allocated Funds	\$0.00
Allocated Funds + Approved Funds	\$0.00
Spent Total	(\$394.62)
Actual Balance	\$100,439.09
Requested Funds	\$0.00

No funds have been allocated to this event.
[Allocate](#) [Unallocate](#)

Custom PDF Flyer
Only if you selected a flyer type above that requires a PDF document.

Your select number is **NM0012383**.
 [Browse...](#)

[Previous Page](#) [Next Page](#) [Save in Progress](#)

[Event Details](#) [Distribution Criteria](#) [Cost Estimates](#) [Submit Event](#)

You will have the ability to select from either **Do not use a flyer**, a **Standard Postcard**, which is an automatically generated PDF file that will be sent with the flyer information, or upload a **Custom Postcard** that will be sent. Each of the options has an estimated print cost based on the number of flyers that would be sent from the criteria you selected above.

Selecting the "Standard Postcard" option will instruct the SPANS system to automatically create a generic PDF flyer to send to DAPS. This is the auto generated flyer. If the generic flyer is not sufficient for your needs, you can create your own PDF or Word flyer and upload it to the SPANS system in the "Custom PDF or Word Flyer" field.

To

Note: You must have the correct SPANS generated select number on any flyer you want to upload in place of the SPANS generated post card. It is located in "green" just above the Custom PDF file box.

upload the flyer select the **"Browse"** button of the Custom PDF or Word Flyer section and select from your local computer the file to be sent. When you click the browse button, you will be directed to a folder on your computer. You can then select which file you want to upload from your computer by clicking on it. You can then double click on that file, or click on the **"Open"** button. That file will then be listed in the field.

Allocate and Unallocate Funds

After you have selected the correct flyer type, you can click on the "Allocate" button. This will allocate the funds for this particular flyer and will tie up the funds for this particular event. If at any point you would like to Unallocate funds, simply click on the Unallocate button and the funds will be removed from the Allocated Funds.

Once the **"Select Distribution Criteria"** screen has been completed, you can select the **Previous Page**, **Next Page** or the **Save in Progress** button. The Previous Page will take you to the Event Detail Page, the Next Page will continue to the next page of the process. **"Save in Progress"** will save the event information that can be returned to and finished later. If there are errors on the page, they must be corrected before continuing.

[Previous Page](#) [Next Page](#) [Save in Progress](#)

The next page of the event process is to estimate the event costs.

3.2.3.4 - Estimate Event Costs

This page has been modified and no information is needed for this page. From this page you can simply click on "Submit"

In this step, you will provide estimated costs for this event.

Estimated Event Costs	Category	Cost	Funding Office
Printing costs are calculated to be:	Mailer Costs	\$0.00	Printing Funds
\$0.00 setup	<i>Event costs are no longer required. No actions are required on this page. You may submit your event for approval by clicking the "Submit" button below.</i>		
\$5.00 / 100 pcs.			
0 mailers			
\$0.00 total mailer cost			

[Previous Page](#) [Submit](#) [Save in Progress](#)

Event Details
 Distribution Criteria
 Cost Estimates
 Submit Event

3.2.4 - Modify or Revise an Event

When you click on this link you will be presented with a list of events that have been entered into the system as shown below. From this screen, depending on your permissions, you can Modify, Delete, or find the status of an event. You can also search for an event by clicking the link in the text.

Event Management

This page lists events in your region or district, regardless of originator. Events that you have authority to modify, approve, revise, or cancel will have the appropriate links available to you. To search for other events, you can perform a search by [clicking here](#).

Icon Status Legend

Registration Available	Fly-in Event	Cancelled Event	Event has Passed
Map and Directions	Incomplete Event	Waiting for Approval	Waiting for Revision
Register for Event	Modify Registration	Unregister	
Cancel Event	Revise Event	Modify Event	Event Registration Information
Delete Event	Approve Event	Close Event	Create Template

Results 1 to 10 of 17 total Show me 10 results per page [Next 7 >](#)

Date	Title and Description	Location / Distance
Saturday Sep 30, 2006 7:00 am NM0312356	'Airworthiness for Airmen' <i>Topic: Maintenance and factors affecting operations for pilots and aircraft mechanics.</i> A day of free FAA Safety Seminars covering operational and airworthiness subject areas applicable to all airmen and aircraft mechanics. Pilots may receive a "Wings" card and mechanics will receive credit for renewal for each hour of class they attend.	Broomfield, CO 80021 View Map 397.9 miles from 84123
Saturday Sep 30, 2006 10:00 am NM0912182	Wings Seminar and Angel Flight Fly-in <i>Topic: Runway safety, accidents and managing self-imposed stress</i> Angel Flight is hosting a Fly-In for all area pilots in conjunction with a "Wings" seminar presented by the FAASafety Team.	Aurora, OR 97002 View Map 684.8 miles from 84123

Administrative Icons

The following administrative tasks can be directly accessed by clicking on the appropriate icon found to the right of the event. The icons only show up when it is appropriate, e.g. a close event icon will not show up until after the event has passed.

Cancel Event– A user with appropriate access can cancel an event. A cancellation email will be sent to all users with email that have registered online for the event. Cancellation notices will not be sent if the event is not in an approved state.

Delete Event- When you click on this icon, you will be provided the basic information about the event and then will be asked to either send out the cancellation via email or to not have the cancellation sent by email. You will then be asked to confirm the deletion of this event. The event will be set as "cancelled" and will appear as a cancelled event to airmen.

Modify or Revise Event- The revise event icon will show next to an event that has been submitted for approval, and then returned for modifications before approval is finalized. Clicking on this icon will allow you to modify the event, and see what suggestions for modification were made.

Approve an Event– Events can be created that include areas outside of the creator’s district or region. Care must be taken to monitor the number of airmen being invited, as well as the costs involved. When an event is submitted for approval that goes outside of the region, a visual indication is given to the approver.

Modify Event- when you click on this icon you will be presented with the information already saved in the system for that particular event. You can then make any desired changes and save the data. Any airmen that have registered for the event online will receive a notification if time or location of event has been changed.

Close Event- The close event icon will allow a user to close an event that has already passed. The details of what is involved in closing an event are explained in the Close Out an Event section 3.2.4 below.

Event Registration Information- When you click on this icon, you will be provided information about the event, as seen by the Event Statistics screen.

Event Registration Information

Below are the event statistics for the event you selected. [Click here](#) to return to the event list.

Event Information	"BJ - Alpha - 2" Thursday, March 30, 2006 at 12:00 PM <i>Located at:</i> asdf asdf Centerville, UT 84014
Event has been online for:	21.3 days
Number of Registrations:	0 registrations, 0 attendees. (Show Registrations) Click here to print
Seats:	15 seats, 12 remaining.

Distribution Criteria	
User preference New Event Notifications	
Total Distribution Statistics	
faasafety.gov Users	721
Users which are Opted Out	59
Total Emails to be Sent	662
Airmen from the Registry	1,999
Invalid Postal Addresses	0
Total Postcards to be Sent	1,999
Grand Total Notified	2,661

662	Set #1	
1,999	View Set	

[Click here to download a CSV of faasafety.gov Users meeting these criteria](#)
[Click here to download a CSV of Airmen Records meeting these criteria \(Airman Registry\)](#)

(Note the files above may be large, so be patient with downloads.)

You have the option to show the list of registrations for an event, or print the list of attendees for a given event.

3.2.5 - Event Close Out/ Adding Attendees

When you click on this link you will be able to see a list of events that are passed, but have not been closed out. You will have the following links (depending on your permissions):

Event Close Out

Locate the event in this list that you would like to close out.

Icon Status Legend

Registration Available	Fly-in Event	Cancelled Event	Event has Passed
Map and Directions	Incomplete Event	Waiting for Approval	Waiting for Revision
Register for Event	Modify Registration	Unregister	
Cancel Event	Revise Event	Modify Event	Event Registration Information
Delete Event	Approve Event	Close Event	Create Template

Results 1 to 3 of 3 total

Show me 10 results per page

Date	Title and Description	Location / Distance
Tuesday Nov 1, 2005 7:00 pm NM007977	ADPA Air Safety Foundation Seminar <i>Topic: The Last Five Miles</i> The seminar focuses on techniques which will make those last few miles both safe and enjoyable. You will learn: * Three good reasons to descend early...and one time when it would be a big mistake! *When straight-in approach can be both safe and legal. *How to safely handle traffic pattern conflicts. *Plus much more techniques that you should be aware of.	Mountain View, CA 94043 View Map 618.5 miles from 84123
Tuesday Sep 19, 2006 7:00 pm NM0311965	Flying After Hours <i>Topic: GPS For VFR Operations</i> This course offers a clear explanation of how the Global Positioning System (GPS) works and how it can be used to make VFR flying more efficient, enjoyable, and safe.	Grand Junction, CO 81506 215.5 miles from 84123

When you click on the "Close" link, you are presented with an Event Close Out form. You have to complete all fields on this form in order to close the event. See form below.

Once you select the event to close out you need to add the **Total Attendees** number, and add any other attendees. You simply check the box for those that pre-registered and attended the event.

To add others that did not pre-register, click on the **Add Attendee** link, and enter the email address of the individual, and you can then click enter to get a new field for the next attendee, or click on the Add Attendee link. When you have added all attendees for this event you can then click on the Close Event link. You will then get a confirmation page.

Event Close Out

In order to close out this event, you must enter the finalized costs for this event.

Event Title and Select Number	"FITS Instructor Training Seminar" on Saturday, May 05, 2007 NMO114767	
Total Attendees	<input type="text"/>	
Event Attendees Add Attendee	Email	
	<input type="text" value="jimm@gmail.com"/>	
	<input type="text" value="ryan@cox.net"/>	
	Attended Name	Email
	<input checked="" type="checkbox"/> Bob Allen	@hotmail.com
	<input checked="" type="checkbox"/> CLARKE RODNEY	@comcast.net
	<input checked="" type="checkbox"/> Lee Berg	@msn.com
WINGS / AMT / IA Credit Given		
Additional Comments	<input type="text"/>	
<input type="button" value="Close Event"/> <input type="button" value="Cancel"/>		

3.2.6 - My Event Templates

Templates can be created for Events. Common event locations, directions, topics, descriptions, etc. can be saved, greatly reducing the time to create similar events.

Event Template Library

On this page you will find a list of your personally saved event templates. To create a new event template, [click here](#).

Icon Legend



Template Name	Date Created	
FAASafety Event Template	April 25, 2005	

To create a new template you can click on the text link in the instructions, or on the "+" symbol to the right of the template list.

Once one or more templates exist, each one will have to option to modify it allowing new changes to be made. Any template in the list will also have an icon to delete it, and an icon to create a new event using the template.

Add a New Event Template

To create a new event template, simply fill in the fields you desire below. Any fields you leave blank will stay blank when you create a new event from this template. When finished, press the Save button at the bottom of this page.

(● indicates a required field, ● indicates an error)

Event Template Name	<input type="text"/>
<small>This is the name that you will refer to this template. Nobody else will see this name.</small>	

This screen allows you to create an event template. Once you have given the event template a name, you can fill out any fields as you normally do when creating an event that you feel will be the same in multiple events. Any fields you believe will change frequently can be left blank and filled out on an individual basis as the actual events are created.

3.2.7 - Event Template Enhancements

Event templates will now be able to be created from currently in-progress or saved incomplete events. This can be created by simply clicking on the Create Template Icon on any event that has been saved.

Event Management

This page lists events in your region or district, regardless of originator. Events that you have authority to modify, approve, revise, or cancel will have the appropriate links available to you. To search for other events, you can perform a search by [clicking here](#).

Icon Status Legend

Registration Available	Fly-in Event	Cancelled Event	Event has Passed
Map and Directions	Incomplete Event	Waiting for Approval	Waiting for Revision
Register for Event	Modify Registration	Unregister	
Cancel Event	Revise Event	Modify Event	Event Registration Information
Delete Event	Approve Event	Close Event	Create Template

Results 1 to 10 of 18 total Show me 10 results per page Next 8 >

Date ▼	Title and Description	Location / Distance
Saturday Sep 30, 2006 7:00 am NM0312356	'Airworthiness for Airmen' <i>Topic: Maintenance and factors affecting operations for pilots and aircraft mechanics.</i> A day of free FAA Safety Seminars covering operational and airworthiness subject areas applicable to all airmen and aircraft mechanics. Pilots may receive a "Wings" card and mechanics will receive credit for renewal for each hour of class they attend.	Broomfield, CO 80021 View Map 397.9 miles from 84123

Create Event Template from this Event

3.3 - Event Registration Administration

Event administrators can add or remove users from the event registration. Using this tool will send an email to the registered users (if desired). By clicking on the Event Registration Icon, you will be presented with an Information screen as show below.

Event Management

This page lists events in your region or district, regardless of originator. Events that you have authority to modify, approve, revise, or cancel will have the appropriate links available to you. To search for other events, you can perform a search by [clicking here](#).

Icon Status Legend

Registration Available	Fly-in Event	Cancelled Event	Event has Passed
Map and Directions	Incomplete Event	Waiting for Approval	Waiting for Revision
Register for Event	Modify Registration	Unregister	
Cancel Event	Revise Event	Modify Event	Event Registration Information
Delete Event	Approve Event	Close Event	Create Template

Results 1 to 10 of 18 total Show me 10 results per page Next 8 >

Date ▼	Title and Description	Location / Distance
Saturday Sep 30, 2006 7:00 am NM0312356	'Airworthiness for Airmen' <i>Topic: Maintenance and factors affecting operations for pilots and aircraft mechanics.</i> A day of free FAA Safety Seminars covering operational and airworthiness subject areas applicable to all airmen and aircraft mechanics. Pilots may receive a "Wings" card and mechanics will receive credit for renewal for each hour of class they attend.	Broomfield, CO 80021 View Map 397.9 miles from 84123

Event Registration Information

Event Registration Information

Below are the event statistics for the event you selected. [Click here](#) to return to the event list.

Event Information	""Airworthiness for Airmen"" Saturday, September 30, 2006 at 7:00 AM <i>Located at:</i> Redstone College 10851 W. 120th Avenue Broomfield, CO 80021
Select Number	NM0312356
Event has been online for:	9.8 days
Number of Registrations:	11 registrations, 14 attendees. (Show Registrations) Click here to print 
Seats:	100 seats, 86 remaining.

Distribution Criteria	
<i>User preference New Event Notifications</i>	
Total Distribution Statistics	
FAASafety.gov Users	6,853
Users which are Opted Out	482
Total Emails to be Sent	6,371
Airmen from the Registry	0
Invalid Postal Addresses	0
Total Postcards to be Sent	0
Grand Total Notified	6,371

 6,371 **Set #1**
[View Set](#)

 [Click here to download a CSV of the email distribution meeting these criteria \[EMAIL\]](#)

 [Click here to download a CSV of the postcard distribution meeting these criteria \[POSTAL\]](#)

(Note the files above may be large, so be patient with downloads.)

By clicking on the Show Registrations, you will be able to view all registrants for the event and will be able to modify, remove, or add registrants for that particular event.

Event Registration Information

Below are the event statistics for the event you selected. [Click here](#) to return to the event list.

Event Information	""Airworthiness for Airmen"" Saturday, September 30, 2006 at 7:00 AM <i>Located at:</i> Redstone College 10851 W. 120th Avenue Broomfield, CO 80021
Select Number	NM0312356
Event has been online for:	9.8 days
Number of Registrations:	11 registrations, 14 attendees. (Hide Registrations) Click here to print
Click here to hide registrants	bi 80020 09/20/2006 bche MODIFY REMOVE
	KEVIN R 80020 09/20/2006 CON kevi MODIFY REMOVE
Click here to modify registrants	Bri 80004 09/20/2006 bco sn.com MODIFY REMOVE
	Add Registrant Click here to add registrants
Seats:	100 seats, 86 remaining.

Distribution Criteria	
User preference New Event Notifications	
Total Distribution Statistics	
FAASafety.gov Users	6,853
Users which are Opted Out	482
Total Emails to be Sent	6,371
Airmen from the Registry	0
Invalid Postal Addresses	0
Total Postcards to be Sent	0
Grand Total Notified	6,371

6,371 **Set #1**
[View Set](#)

[Click here to download a CSV of the email distribution meeting these criteria \[EMAIL\]](#)

[Click here to download a CSV of the postcard distribution meeting these criteria \[POSTAL\]](#)

(Note the files above may be large, so be patient with downloads.)

Clicking on the Hide Registrations, you will only be presented with Event Information and Selection Statistics.

Clicking on the Modify link **below** a particular user name will allow you to add or modify registrants under that user. In the case of a SPANS user, the event administrator will only be able to modify the additional attendees and the phone number. If the registrant is not a SPANS user and registered publicly, the event administrator will additionally be able to modify the name, email address, and zip code.

As an Administrator, you can also remove registrants by clicking on the Remove link. **Note: Removing the original registrant will also remove any additional attendees that user has under him/her.** You can remove any additional attendees individually by clicking on the Modify link and then clicking on the **✘**, next to each additional attendee. **Note: As soon as you click on the ✘ the user will be removed.**

Event Registration Information

Please confirm that this is the event you wish to register for, and also provide the additional information requested.

(● indicates a required field; ● indicates an error)

● Additional attendees (excluding registrant)	Full Name ● John Smith ● Jack Smith Add New Attendee: <input type="text"/> <input type="button" value="Add"/>
● Email reminder for this event?	<input checked="" type="radio"/> Yes, email me <input type="text" value="5"/> days before the event <input type="radio"/> Do not remind me
● Name (first and last)	<input type="text" value="James"/> <input type="text" value="McKenna"/>
● Email Address	<input type="text" value="ihlstripes@hotmail.com"/>
● Zip Code	<input type="text" value="84123"/>
Phone Number	<input type="text"/>
Event Information	"Airworthiness for Airmen" Saturday, September 30, 2006 at 7:00 AM <i>Located at:</i> Redstone College 10851 W. 120th Avenue Broomfield, CO 80021 <i>Description:</i> A day of free FAA Safety Seminars covering operational and airworthiness subject areas applicable to all airmen and aircraft mechanics. Pilots may receive a "Wings" card and mechanics will receive credit for renewal for each hour of class they attend.
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>	

The event administrator can also add more additional attendees by clicking on the "Add More Registrants" and using the drop-down to select the number of additional registrations. No email notification will take place after modification. Event administrators will not be able to add more than 10 total additional attendees to any single registration, nor will they be able to add more total registrants plus attendees than the current number of publicly available registration seats.

Event Registration

Please confirm that this is the event you wish to register for, and also provide the additional information requested.

(● indicates a required field, ● indicates an error)

● Number of additional attendees (excluding registrant)

● Would you like an email reminder for this event?

Event Information

0 additional attendees

1, email me 5 days before the event

2 not remind me

3

4 "Worthiness for Airmen"

5 y, September 30, 2006 at 7:00 AM

6

7 at:

8 he College

9 W. 120th Avenue

10 eld, CO 80021

Description:
A day of free FAA Safety Seminars covering operational and airworthiness subject areas applicable to all airmen and aircraft mechanics. Pilots may receive a "Wings" card and mechanics will receive credit for renewal for each hour of class they attend.

● Name (first and last)

● Email Address

● Zip Code

Phone Number

Continue Cancel

3.4 - Event Cost Reporting

This report will provide information on events and their estimated/final costs. You will need to provide a date range and the region or district. Click on **"Generate"**. The results are determined by their region and the date range selected.

Event Cost Reporting

In order to generate an event cost report, please select parameters below:

From Aug 31 2006 to Sep 29 2006

Show only reports from NIM (Northwest Mountain Region)

Generate

Event / Event Date	Location	Estimated / Actual Costs	Variance	Attendees / Cost per Person
Pueblo Memorial Airport Safety Day: Seminars by the Pueblo ATCT and the FAA Office of Runway Safety Sat, Sep 9, 2006	Spit Fire Grill in the Terminal Building Pueblo, 81001 NM03	\$0.00 \$0.00	NaN%	63 \$0.00
'Safety Tips Derived from the Ever-Present Possibility of Failure' Sat, Sep 16, 2006	Jeffco Terminal Building - Mount Evans Room Broomfield, 80021 NM03	\$0.00 \$0.00	NaN%	64 \$0.00
Total Events		2		
Total Cost		\$0.00		
Average Variance		NaN%		
Average Cost/Person		\$0.00		

3.5 - Event Report Builder

To begin building a search select the link **Event Report Builder** from the left hand navigation under Event Management.

First step is to specify the search conditions you wish to search. Click on the green plus  next to Search Conditions in the below screen.

Event Report Builder

The first step is to specify the selection conditions you wish to search. Click on the green plus button next to Search Conditions in the below screen. Next select the fields you wish to search by clicking on the green plus button next to Selected Fields. Finally, once you have selected your fields, click on the **Click Here** at the bottom of the table to generate report results. [You may also click here to view the online help manuals.](#)



The screenshot shows the top navigation bar with buttons: Download CSV File, Download Excel File, Load a Saved Report, Save Report Parameters, and Create New Report. Below this is a blue header with 'Search Conditions: ' and 'Sort in Order By: Click Here to Add a Field'.

When you click on the green plus  you will be presented with a screen to add a search condition to this report, first select the **Data Source** and **Field Name** below. Next, select what operation you would like to do on that field, such as "equals" or "less than" and type in the value you wish to compare against in the **Value** field on the right.

For instance, if you want to search Events for Event Date greater than or equal to April 13, 2006 you would make the following selections:

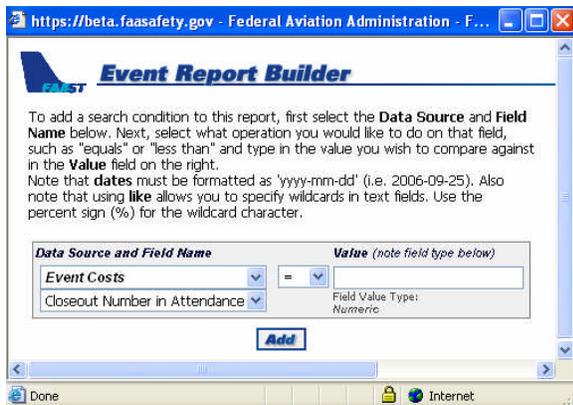
Event (in the first drop down)

Event Date (in the second drop down)

>= (in the middle drop down) (**!= is not equal to**)

Enter the date in the Values field (Note that **dates** must be formatted as 'yyyy-mm-dd' i.e. 2006-09-25. Also note that using **like** allows you to specify wildcards in text fields. Use the **percent sign (%) for the wildcard character**.

After completing all fields, click on the **"ADD"** button. You can then close the window.



The screenshot shows a dialog box titled 'Event Report Builder' with the following text: 'To add a search condition to this report, first select the **Data Source** and **Field Name** below. Next, select what operation you would like to do on that field, such as "equals" or "less than" and type in the value you wish to compare against in the **Value** field on the right. Note that **dates** must be formatted as 'yyyy-mm-dd' (i.e. 2006-09-25). Also note that using **like** allows you to specify wildcards in text fields. Use the percent sign (%) for the wildcard character.'

The form contains two dropdown menus under 'Data Source and Field Name': 'Event Costs' and 'Closeout Number in Attendance'. An equals sign '=' is selected in the operation dropdown. The 'Value' field is empty. Below the form is an 'Add' button. The 'Field Value Type' is set to 'Numeric'.

Now that you have selected the Search Condition next you will select the fields you wish to search. Click on the green plus  next to Selected Fields as show below.

Event Report Builder

The first step is to specify the selection conditions you wish to search. Click on the green plus button next to Search Conditions in the below screen. Next select the fields you wish to search by clicking on the green plus button next to Selected Fields. Finally, once you have selected your fields, click on the **Click Here** at the bottom of the table to generate report results. [You may also click here to view the online help manuals.](#)

The screenshot shows the top navigation bar with buttons: Download CSV File, Download Excel File, Load a Saved Report, Save Report Parameters, and Create New Report. Below is a blue header with 'Search Conditions: +', 'Events | Event Date = 2006-09-20', and 'Sort in Order By: +'. A '0 Results' indicator is present. The 'Selected Fields' section below shows 'No fields have been selected. [Click Here to Add a Field](#)'.

You will be presented with a screen as shown below. Select the **Data Source** you would like and then the **Field Name** below. Press the "Add" button to add your selected field to your report. To select multiple fields, hold down the CTRL key as you click fields. After you have selected the fields you would like to search click on the ADD button. Then close the window.

* note if you select a large number of fields, your browser will not be able to display all fields on your screen and you will have a horizontal scroll bar.

The screenshot shows the 'Data Source and Field Name' selection screen. It includes a 'Value' field with a dropdown menu set to '=', a text input field, and a 'Field Value Type' dropdown set to 'Numeric'. An 'Add' button is at the bottom. The browser address bar shows 'https://beta.faasafety.gov - Federal Aviation Administration - F...'. The page title is 'Event Report Builder'.

Now you can select which fields you would like your search to sort by. Click on the green plus  next to Sort in Order By: as show below.

The screenshot shows the 'Sort Order' selection screen. It includes a 'Data Source and Field Name' section with 'Event Costs' and 'Closeout Number in Attendance' selected, and a 'Sort Order' dropdown set to 'Ascending'. An 'Add' button is at the bottom. The browser address bar shows 'https://beta.faasafety.gov - Federal Aviation Administration - F...'. The page title is 'Event Report Builder'.

Then simply select the Data Source and Field Name you wish to sort by and then select either Ascending or Descending order. Then click on the ADD button and click to close the window.

Now that you have defined your search parameters, click on the link to generate report results, **[Click Here](#)**

You can then add other fields if you would like, you can also delete any fields by clicking on the red  next to any field.