

The
National Intercollegiate Flying
Association

Administration / Scoring
Program

Guide



Work In Progress!

2007

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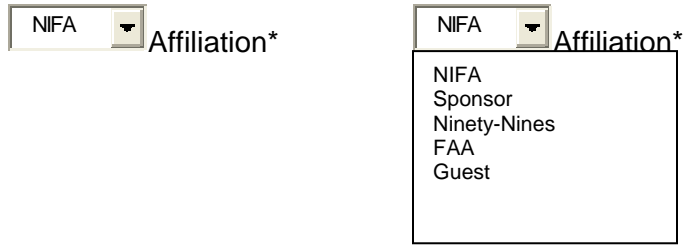
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Read Me, First!

The following items will help you have more success in using the NIFA Administration & Scoring Program.

1. **The NIFA Administration/Scoring program works best with Firefox browser. You can download this browser from Mozilla at <http://www.mozilla.com/en-US/firefox/>**
2. Click on menu buttons to view choices



3. **You cannot "request" a registration from more than one person using the same e-mail address.** People may share the same address only if a high-level person adds them through the regular program.
4. When you see a blank screen, remember to **scroooooo**ll up or down to see the remainder of the screen.
5. Click on the **ACCOUNT** button on the home screen, to registered teams, volunteers, aircraft, team members, registration requests, and team registration information.
6. Each person who requests a registration from another person, should monitor their account listings to see if the registration was completed. It may be necessary to resend a registration request to someone. You can do this by clicking on the **PAGE** icon in the **TOOLS** column. The **PENCIL** icon will allow you to edit a registration.
7. ID photos submitted for ID badges **MUST** be periodically reviewed by each region's council representative for image quality and appropriateness. If a photo is not appropriate, ask the contestant, advisor, or judge to resubmit a new photo. Hats, sunglasses, headsets, etc. are not to be worn for ID photos.

Creating a Regional Contest

At a date determined by the NIFA Council, the Executive Director will begin contacting the NIFA Council Representatives, requesting that they create a contest for their region to use.

1. As the council representative for your region, you will receive the following in an e-mail message from the NIFA Administrator.

Dear Region __ Representative,

Please follow this link to initiate your SAFECON:

https://www.nifa.us/region __/expedien/newcontest2.php.....

(The actual link will differ from what is shown here)



2. Follow the link provided. It will take you to the **CREATE NEW CONTEST** screen, where you will enter the information required (shown below) to setup your regional SAFECON.

Create New Contest

Contact Executive Director if you need to make a change after submission.

Mail Director

An asterisk (*) and yellow background indicates field is required.

Scope of Contest*	<input type="text"/>
Chief Judge Name*	<input type="text"/>
Chief Judge Cell Phone*	<input type="text"/> (xxx) 555-555-1212 (country code, xxx, optional)
Chief Judge Email*	<input type="text"/>
Asst Chief Judge or Local Contact Name	<input type="text"/>
Asst Chief Judge or Local Contact Cell Phone	<input type="text"/> (xxx) 555-555-1212 (country code, xxx, optional)
Asst Chief Judge or Local Contact Email	<input type="text"/>
Starting Date* (Double check valid regional and national dates!)	<input type="text"/>  (YYYY-MM-DD)
Ending Date* (Double check valid regional and national dates!)	<input type="text"/>  (YYYY-MM-DD)

Council Representatives

Host School*	<input type="text"/>
Contest Address (Airport)*	<input type="text"/>
Contest Address	<input type="text"/>
Contest City*	<input type="text"/>
State Contest Held*	<input type="text"/>
Region Contest Held*	<input type="text"/>
Time Zone Contest Held*	<input type="text"/>
Contest Zipcode*	<input type="text"/>
Number of Places Awarded*	20 <input type="text"/>
Tie Scoring Method*	Original Recipe <input type="text"/>
Number of Teams (greatest est.)	<input type="text"/>
Events (Choose all events you may hold.)	<input type="checkbox"/> Power Off Landing <input type="checkbox"/> Short Field Approach and Landing <input type="checkbox"/> Navigation <input type="checkbox"/> Message Drop <input type="checkbox"/> IFR Precision Flight <input type="checkbox"/> IFR Simulated Flight <input type="checkbox"/> Crew Resource Management/Line Oriented Flight Training <input type="checkbox"/> Trial Flight Event <input type="checkbox"/> Computer Accuracy <input type="checkbox"/> Ground Trainer <input type="checkbox"/> Aircraft Preflight Inspection <input type="checkbox"/> Aircraft Recognition <input type="checkbox"/> Simulated Comprehensive Aircraft Navigation <input type="checkbox"/> Electronic Flight Computer <input type="checkbox"/> Trial Ground Event <input type="checkbox"/> CFI Event <input type="checkbox"/> Mens Achievement Award <input type="checkbox"/> Womens Achievement Award <input type="checkbox"/> AA Safety Award <input type="checkbox"/> Wally Funk Competition Safety Award <input type="checkbox"/> Collegiate Aviation Progress Award <input type="checkbox"/> Craig Morrison Award <input type="checkbox"/> Outstanding Team Member Award <input type="checkbox"/> Candi Kubeck Award

Council Representatives

- Electronic Flight Computer
- Trial Ground Event
- CFI Event
- Mens Achievement Award
- Womens Achievement Award
- AA Safety Award
- Wally Funk Competition Safety Award
- Collegiate Aviation Progress Award
- Craig Morrison Award
- Outstanding Team Member Award
- Candi Kubeck Award
- Harold S Wood Award For Excellence
- Founders Award
- Red Baron Team Sportsmanship Award
- Loening Trophy
- Judges Trophy
- Coach Of The Year Award

Create

3. Once you have completed entering the required information, press the **CREATE** button in the lower left corner of your screen.
4. If you entered everything correctly, a window will open saying **FORM SUBMITTED. PLEASE WAIT... SCROLL TO TOP OF WINDOW TO CONTINUE.** Press the **OK** button.



5. Once you have pressed the **OK** button, the box will disappear. You may then follow the instructions on the screen to exit.

You will now have to wait until the executive director sends you another e-mail, inviting you to register as the council representative for your region.

Registering As a Council Representative

After a regional SAFECON has been created, the NIFA Executive Director will send an e-mail to that region's council representative. The e-mail will request that the representative register for the SAFECON, using the scoring program.

1. As the council representative for your region, you will receive the following in an e-mail message from the NIFA Administrator.

Hello _____,

You have been pre-registered as Council for the NIFA 20__ Region __ SAFECON contest. To complete
href='https://www.nifa.us/expedien/expedien/registration.php?Session=8695239816e422d13cb
bf275fb3f5619'>LINK:

Cut and paste the following link into your browser if the above link does not work.

<https://www.nifa.us/expedien/expedien/registration.php?Session=8695239816e.....>

Photos are required for ID badges. You may register without a photo; however, you should update your account with a photo as soon as possible. (passport style in jpg, gif, or png, less than 300 Kb)

Make sure your browser allows pop-ups, JavaScript and Cookies. You may also want to allow form information to be saved in your browser to avoid losing your form data if you make a mistake (esp. IE).

Options -> Privacy -> Check "Remember what I enter in forms.."

—

NIFA, Executive Director
(The actual link will differ from what is shown above)

2. Follow the [blue](#) "cut and paste," or second link provided. It will take you to the **VOLUNTEER/STAFF REGISTRATION FORM** screen. If you are already registered from a previous regional SAFECON, you may only need to update the information given complete any missing information fields. If you are not already in the system, you will need to complete all required fields shown below.

VOLUNTEER/STAFF REGISTRATION FORM

* indicates required field

NIFA Affiliation*
Council Title* (Authority) ?

Council Representatives

<input type="text"/>	Last Name*
<input type="text"/>	First Name*
<input type="text"/>	Middle Initial* (Use "-" for no M.I.)
<input type="text"/>	Nickname
<input type="text"/>	<input type="button" value="Browse..."/> Photograph <input type="button" value="Find Me"/>



<- Your photo should look like this.

If you cannot upload a photo, contact your regional representative for help.

Male* Female*

Mailing Address

<input type="text"/>	Address*
<input type="text"/>	City*
<input type="text"/>	<input type="button" value="v"/> State*
<input type="text"/>	Zipcode*
<input type="text" value="United States (US)"/>	<input type="button" value="v"/> Country*

Work Address (please fill in if applicable)

<input type="text"/>	Address
<input type="text"/>	City
<input type="text"/>	<input type="button" value="v"/> State
<input type="text"/>	Zipcode
<input type="text" value="United States (US)"/>	<input type="button" value="v"/> Country

Telephone and Email

<input type="text"/>	Home Email*
<input type="text"/>	Local Phone*(<i>nnn</i>) 555-555-1212 (<i>country code, nnn, optional</i>) (<i>cell if available</i>)
<input type="text"/>	Home Phone*(<i>nnn</i>) 555-555-1212 (<i>country code, nnn, optional</i>)
<input type="text"/>	Work Email
<input type="text"/>	Work Phone(<i>nnn</i>) 555-555-1212 (<i>country code, nnn, optional</i>)
<input type="text"/>	Work Fax(<i>nnn</i>) 555-555-1212 (<i>country code, nnn, optional</i>)
<input type="text"/>	Home Fax(<i>nnn</i>) 555-555-1212 (<i>country code, nnn, optional</i>)

Miscellaneous

http:// URL

How many Regional SAFECONs have you attended?*

How many National SAFECONs have you attended?*

Council Representatives

Check all that apply:

- My work has a newsletter
- I've competed in NIFA.
- I'm a pilot.
- I'm an A&P mechanic.
- I'm a member of the World Precision Flight Team.
- I'm willing to volunteer outside my region, such as at a national event.
- I'm interested in becoming a chief judge.
- I'm a current member of AOPA.
- I'm a current member of ALPA.
- I'm a current member of the Association Of Independent Airmen.
- I'm a current member of the Ninety-Nines.
- I know how to use a personal computer.

Other aviation related organizations.(separate by comma)

Biography

Tell us about yourself.

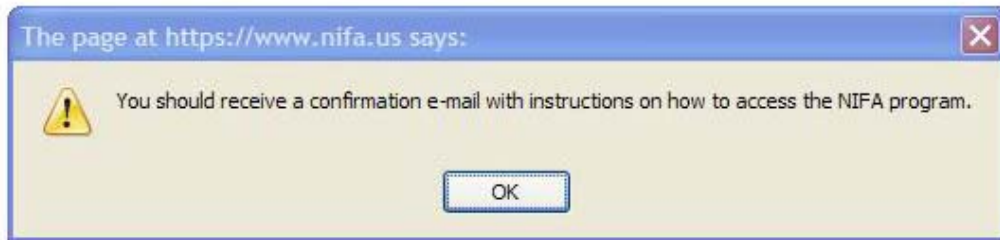
> *(click the submit button once)*

3. Once you have completed entering the required information, press the **SUBMIT** button in the lower left corner of your screen.
4. If you have NOT completed the form correctly, message boxes (such as the one shown below) will appear alerting you to the errors.



Correct the error and press the SUBMIT button again. If errors are still present, the program will continue to alert you of the errors until ALL errors have been corrected.

When you have submitted an error free registration, the following window will appear on your screen. Press the **OK** button to continue.



The forms submitted window now appears. Press the **OK** button to continue.



After closing this window, the visible portion of the screen will be empty. Scroll up until the following is displayed on your screen. Click on the [here](#) at the bottom of the screen.

200_ Region__ SAFECON
Region __
Hosted by _____
2007- to 2007-
You are logged in as

If you are having trouble accessing this site, and are authorized to do so:
First check to see if your browser allows [pop-up windows](#), [JavaScript](#), and [Cookies](#).
If you still have problems, email the coordinator at [NIFA](#)

Records affected: 1

[Registration succeeded. Click here to continue.](#)

The following screen will appear when you have completed the registration process and may exit.

200_ Region__ SAFECON
Region __
Hosted by _____
2007- to 2007-
You are logged in as

Schools	Teams	Aircraft	Contestants	Volunteers
Modify my Account				
Ask Contestants to Register		Ask Volunteers to Register		
Refresh	Back	Go to Main Page		

If you are having trouble accessing this site, and are authorized to do so:
First check to see if your browser allows [pop-up windows](#), [JavaScript](#), and [Cookies](#).
If you still have problems, email the coordinator at [NIFA](#)

Thank you. The form data has been submitted.

You may now close this window.

Setting Contest Event Parameters

Before beginning the team registration process, you will need to set parameters for some of the contest events. To do this, you must log into the scoring program.

1. In your browser's URL address window, type **www.nifa.us/region__/expedien** (be sure to enter your region's number in place of the **__**) and press the **ENTER** key. The program's login screen will appear.

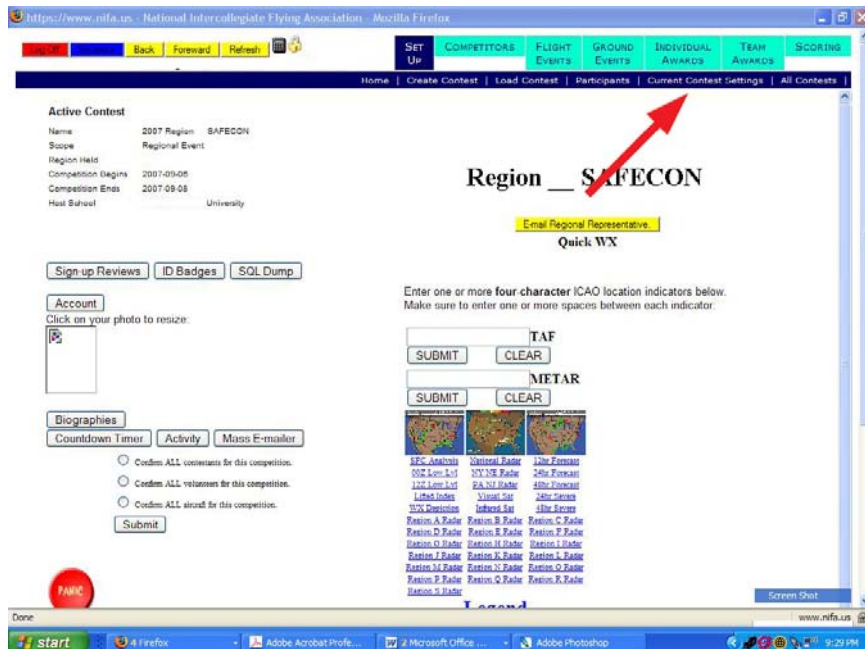
NIFA Administration Program
You are logged onto a secure server (SSL).
 Use SSL for entire Session* (Uncheck to use only for login)

Username:	<input type="text"/>
Password:	<input type="password"/>

(Fill in Username field only.)

If you are having trouble accessing this site, and are authorized to do so:
First check to see if your browser allows [pop-up windows](#), [JavaScript](#), and [Cookies](#).
If you still have problems, email the coordinator at [NIFA](#)
*Use SSL for the entire session if you are modifying sensitive data or passwords.

2. Enter your username and password. You can either press the **LOGIN** button or your keyboard's **ENTER** key
3. NIFA's confidentiality statement will appear on the screen. You must answer **OK** to proceed with the login process.
4. The home page will appear on your screen. Click on **CURRENT CONTEST SETTINGS** from the **SET UP** menu bar.



Council Representatives

5. Now click on **NAVIGATION SETUP** on the **SETUP** menu bar.



The screenshot shows the NIFA website interface. The menu bar includes 'SET UP', 'COMPETITORS', 'FLIGHT EVENTS', 'GROUND EVENTS', 'INDIVIDUAL AWARDS', 'TEAM AWARDS', and 'SCORING'. The 'NAVIGATION SETUP' link is highlighted in the secondary menu bar. Below the menu bar is a table with the following data:

	Event Type	Points Awarded	High Score Wins	Top Pilot Event	Maximum Competitors per Team	Event Data	Tools
	Flight	20		✓	3	Total Legs Each Route = 5 Not Time Ranked	
	Flight	20		✓	5	Landings Scored = 2 Not Time Ranked	
	Flight	20		✓	5	Landings Scored = 2 Not Time Ranked	
	Flight	20			5	Best Score = 0 (Low Score Wins) Not Time Ranked	

6. The NAVIGATION SETUP screen will appear. Instructions for completing navigation setup are given on the screen. At this point, you will only need to enter planning airspeeds for the number of routes you will be using. In almost all cases at the regional level, there is only one route.



The screenshot shows the 'Navigation Setup' screen. It includes a 'Pick route before entering data.' dropdown menu, a 'Directions:' section with instructions, and a 'Navigation Setup' form. The form contains a 'Submit' and 'Reset' button, and a table for route data. The table has the following structure:

Total number of legs for event = 5
Routes Available = , A1

0.75 Turn Point Radius (nm)
0 Allowable Aircraft Speeds (KTAS)*
*[Use commas to separate list] [Leave zero/blank for unlimited user input]

Route Showing =

TrnPt	Latitude (degrees)	Latitude (minutes)	Longitude (degrees)	Longitude (minutes)	
1					Airport
2					wpt 1
3					wpt 2
4					wpt 3
5					wpt 4

As soon as you select a route designator (A1, B1, etc), a set of airspeeds will appear in the **ALLOWABLE AIRCRAFT SPEEDS (KTAS)*** window. You can change these speeds for each route. For aircraft such as the Cirrus, you will need to include speeds appropriate for the types of aircraft used by teams in your region. Press the **SUBMIT** button to save your airspeeds.

When you have finished Click on **CURRENT CONTEST SETTINGS** from the **SET UP** menu bar to return the contest events listing.

Council Representatives

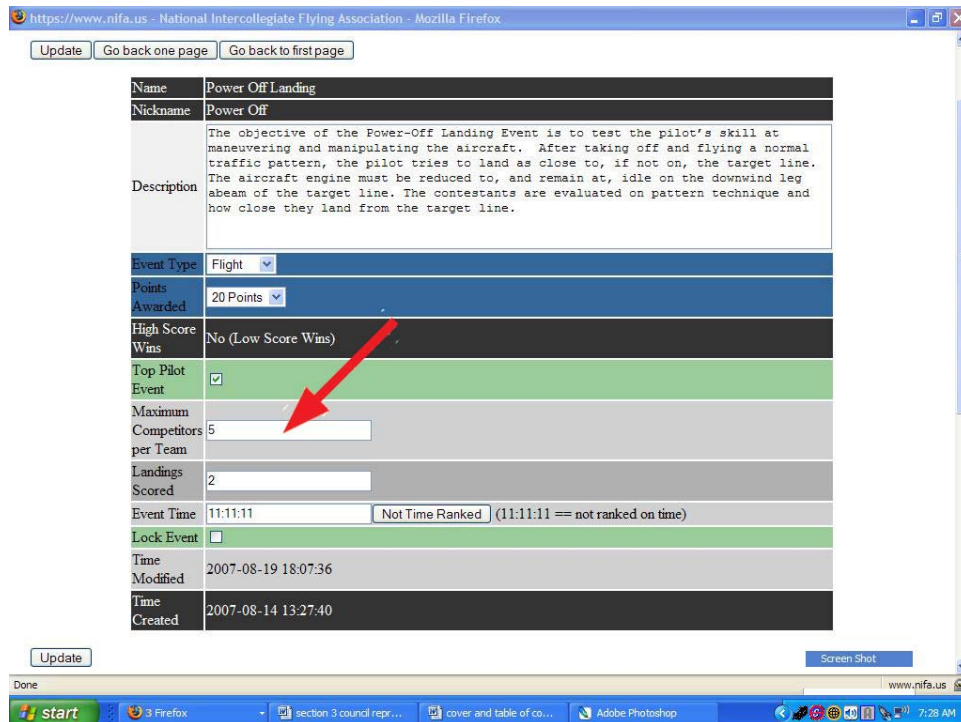
- You will now need to set the number of contestants (from each team, for each event) your region will use for your competition. To change the default setting for any event, click on the edit tool in the **TOOLS** column.



The screenshot shows a web browser window with the NIFA website. At the top, there are navigation tabs: SET UP, COMPETITORS, FLIGHT EVENTS, GROUND EVENTS, INDIVIDUAL AWARDS, TEAM AWARDS, and SCORING. Below these are links: Load Contest, Participants, Current Contest Settings, All Contests, and Navigation Setup. The main content is a table with columns: Points Awarded, High Score Wins, Top Pilot Event, Maximum Competitors per Team, Event Data, and Tools. A red arrow points to the edit tool (pencil icon) in the Tools column for the second event.

Points Awarded	High Score Wins	Top Pilot Event	Maximum Competitors per Team	Event Data	Tools
		<input checked="" type="checkbox"/>	3	Total Legs Each Route = 5 Not Time Ranked	
		<input checked="" type="checkbox"/>	5	Landings Scored = 2 Not Time Ranked	

- When you click on the edit tool, a summary of the event will appear on the screen. Enter the maximum number of competitors your region will allow (if different from the default) in each the event. When you are finished, click on the update button in the lower left corner. You will be returned to the events listing of the current contest. Repeat this process for each of the events.



The screenshot shows the event summary form for 'Power Off Landing'. The form includes fields for Name, Nickname, Description, Event Type, Points Awarded, High Score Wins, Top Pilot Event, Maximum Competitors per Team, Landings Scored, Event Time, Lock Event, Time Modified, and Time Created. A red arrow points to the 'Maximum Competitors per Team' field, which is currently set to 5.

Name	Power Off Landing
Nickname	Power Off
Description	The objective of the Power-Off Landing Event is to test the pilot's skill at maneuvering and manipulating the aircraft. After taking off and flying a normal traffic pattern, the pilot tries to land as close to, if not on, the target line. The aircraft engine must be reduced to, and remain at, idle on the downwind leg abeam of the target line. The contestants are evaluated on pattern technique and how close they land from the target line.
Event Type	Flight
Points Awarded	20 Points
High Score Wins	No (Low Score Wins)
Top Pilot Event	<input checked="" type="checkbox"/>
Maximum Competitors per Team	5
Landings Scored	2
Event Time	11:11:11 Not Time Ranked (11:11:11 == not ranked on time)
Lock Event	<input type="checkbox"/>
Time Modified	2007-08-19 18:07:36
Time Created	2007-08-14 13:27:40

When you are finished, click on the yellow **BACK** button in top left corner of the screen to return to the home screen of the NIFA program.

Requesting Registrations of Others

Once you have completed your own registration, you will need to request other individuals to register as listed on the NIFA SAFECON Contest Registration Flow Chart.

1. After registering, you will receive the following e-mail message from the NIFA Administrator.

NIFA Registration

Hello John A. Doe,
This e-mail confirms your account registration for the 20____ Region __ SAFECON. You can now log into the system to update your registration information by following this LINK. .If this link does not work, copy the following URL into your browser address window.

:https://www.nifa.us/expedien/expedien/index.php.....

Photos are required for id badges. Please follow the link above and add one. The program will allow you to format it once it is uploaded. If you are unable to supply a photo contact the person who requested your registration. If you have any administration program questions reply to this e-mail. Address all contest questions to the Chief Judge or your Advisor.

NIFA AdministratorEvents and RulesJudges
ManualContest Registration Flow ChartYour account
information:

Name = John A. Doe
Authorization = Council
Institution = NIFA
ID Number = 501004
Username = gah3
Password = wG4Hh6
(You can log in and change this.)E-mail = john.doe@nifa.us
FireFox is highly recommended for safe & secure web browsing.
(The actual link will differ from what is shown here)

2. Follow the link provided.
3. A login screen will appear. Using the **USERNAME** and **PASSWORD** given to you in your e-mail, log into the NIFA program.

NIFA Administration Program

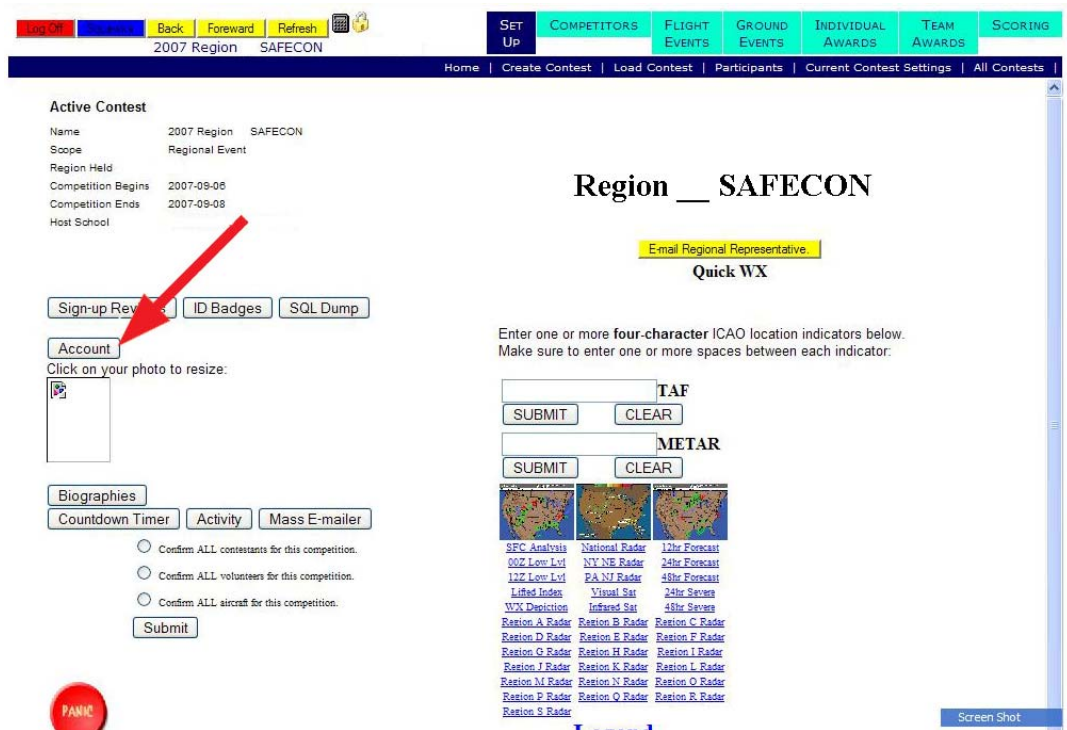
You are logged onto a secure server (SSL).

Use SSL for entire Session* (Uncheck to use only for login)

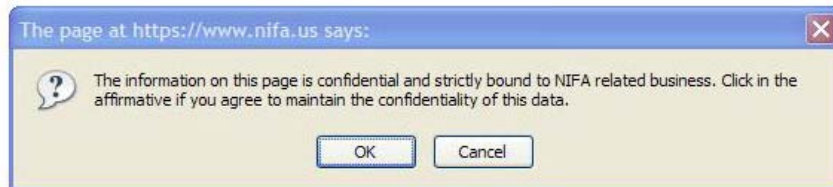
Username:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Login"/>	
<input type="button" value="Forgot Password"/>	(Fill in Username field only.)

Council Representatives

- The NIFA Program home page will appear. Half way down on the left side of the screen you will see your photo, which you submitted, or a rectangle where the photo should be. Press the **ACCOUNT** button.



- NIFA's confidentiality statement will appear on the screen. You must answer **OK** to proceed with the login process.

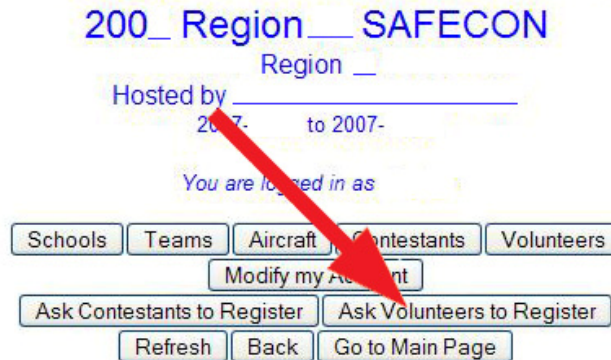


- A new screen will appear with the following buttons:



Council Representatives

From this screen, You will request team advisors, chief judge, associate chief judge, scorekeeper, and host school representatives (regional officers) to register. They in turn will request those individuals listed under their titles to register. Note exceptions 4, 5, and 6 below.



Click on the **ASK VOLUNTEERS TO REGISTER** button to request registration of those individuals assigned to you as items ii, iii, iv, and v. in the Registration Flow Chart shown below. You will click on the **ASK CONTESTANTS TO REGISTER** button to register Advisors of teams.

- g. Regional Representative of Host School Region, who, in turn, requests registrations from the following people, etc²:
 - i. Advisors of teams³
 - 1. Contestants
 - 2. Members
 - 3. Coaches
 - 4. Other Advisors
 - ii. Chief Judge
 - 1. Event Judges
 - a. Assistant Judges
 - iii. Associate Chief Judge
 - iv. Score Keeper
 - 1. Assistant Score Keepers
 - v. *Host School Representatives* (President, V.P., Secretary, Treasurer)
 - 1. Guests⁴
 - 2. Local Authorities⁵
 - 3. Volunteers⁶

¹ Italics indicate a National Event position.

² A person may request registration from another person with less or equal authority. This person should periodically monitor the status of those they request registration.

³ Advisors also need to submit team and aircraft information during the registration process.

⁴ For a Regional Event, this position is the responsibility of the regional representative.

⁵ For a Regional Event, this position is the responsibility of the regional representative.

⁶ For a Regional Event, this position is the responsibility of the regional representative.

[continued on next page]

- Once you click on the **ASK VOLUNTEERS TO REGISTER** button, the following screen will appear.

200_ Region__ SAFECON
Region __
Hosted by _____
2007- to 2007-
You are logged in as

Schools Teams Aircraft Contestants Volunteers
Modify my Account
Ask Contestants to Register Ask Volunteers to Register
Refresh Back Go to Main Page

VOLUNTEER PRE-REGISTRATION FORM

Register all participants in your group, team, or event.
They will each receive an email asking for final registration information.

*** indicates required field**

Institution*
 Authority* ?
 First Name*
 Middle Initial
 Last Name*
 Email*
 Photo Required

Message
Submit (click the submit button once)

- In the yellow fields of the screen, enter the required information and then press the **SUBMIT** button. Wait for the window to appear saying **REGISTRATION REQUEST SENT**. Then press the **OK** button.
- Press the **REFRESH** button.
- Scroll down to the bottom part of the form. The following row will be added to an existing table of registrants. Or, a new table with the one entry will appear.

Council Representatives

Waiting for 1 people to respond

Name	Title	Institution	E-mail	Last Request	Created	Tools
Doe, John	Sponsor	NIFA	john.doe@johndoe.xyz	2007-08-24 07:53:16	2007-08-24 07:53:16	

Waiting for 1 people to respond

11. Repeat this process (steps 7-9) to register the remaining people in items ii, iii, iv, and v of the registration flow chart. Remember, the chief judge and Scorekeeper will in turn send registration requests to the people under them on the flow chart
12. To register team advisors, scroll back to the top of the screen and click on the **ASK CONTESTANTS TO REGISTER** button.



A similar screen will appear as in step 7. However, there are some subtle differences.

CONTESTANT PRE-REGISTRATION FORM

Register all participants in your group, team, or event.
They will each receive an email asking for final registration information.

*** indicates required field**

Team*

Title*

First Name*

Middle Initial

Last Name*

Email*

Photo Required

Message

(click the submit button once)

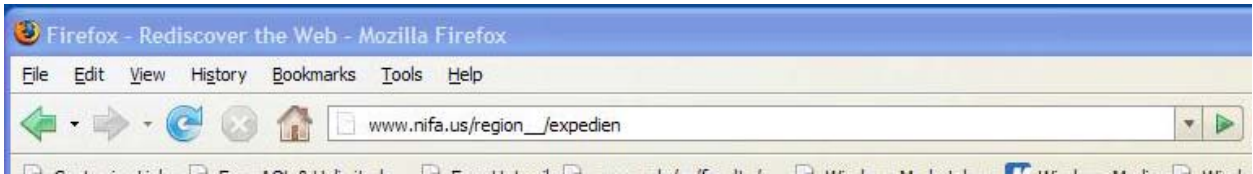
You can only request registrations from advisors whose school / team is listed in the pull down menu. If you need to request a registration from a new, or missing school, you must contact the NIFA Executive Director to have the school added to the list.

13. In the yellow fields of the screen enter the required information and press the **SUBMIT** button. Wait for the window to appear saying **REGISTRATION REQUEST SENT**. Then press the **OK** button.
14. Press the **REFRESH** button.
15. Scroll down to the bottom part of the form as in step 10, to confirm your registration request was sent.
16. Repeat steps 12-14, to send registration requests to the remaining team advisors. They in turn will be instructed to register their contestants, non-competing team members, coaches, and other advisors.
17. When you have finished all of your registration requests and have reviewed the request table at the bottom of the screen for completeness, close the current screen. You will then return to the scoring programs home screen. Press the red **LOG OFF** button in the top, left corner of your screen to close the program. You can then close the remaining login screen.

Monitoring the Registration Process

Once you have finished sending registration requests to team advisors, the chief judge, associate chief judge, score keeper, and host school advisor/representatives, you will need to follow the progress of these individual's registrations. In addition, you will need to monitor the contestant and volunteer registrations. Follow the steps below to view each registration.

1. Begin by typing **www.nifa.us/region___/expedien** (be sure to enter your region's number in place of the ___) and press the **ENTER** key) in your browser's URL address window.



2. The log in screen will appear. Enter your username and password. Then press the **LOGIN** button.

NIFA Administration Program

You are logged onto a secure server (SSL).

Use SSL for entire Session* (Uncheck to use only for login)

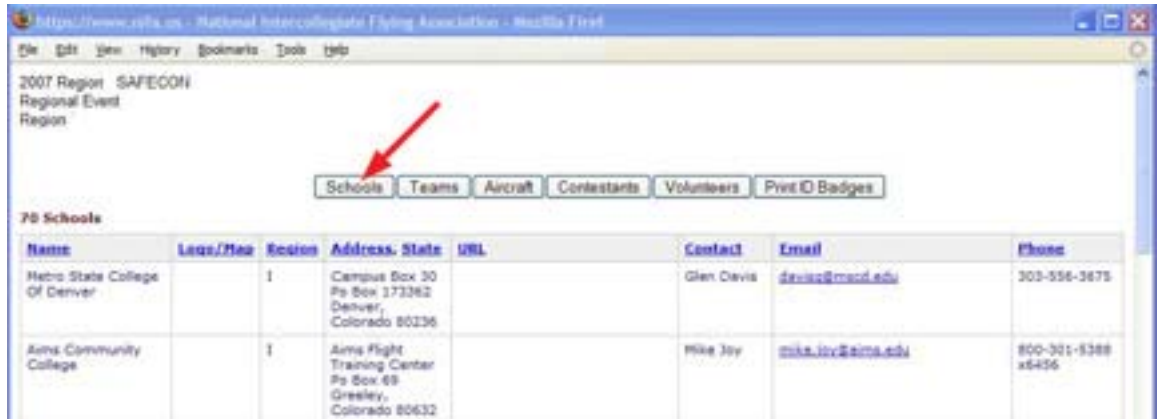
Username:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Login"/>	
<input type="button" value="ForgotPassword"/>	(Fill in Username field only.)

3. After you are logged in, the program's home page will appear. By clicking on the **SIGN-UP REVIEWS** button, you will be able to view the various categories of registrations.

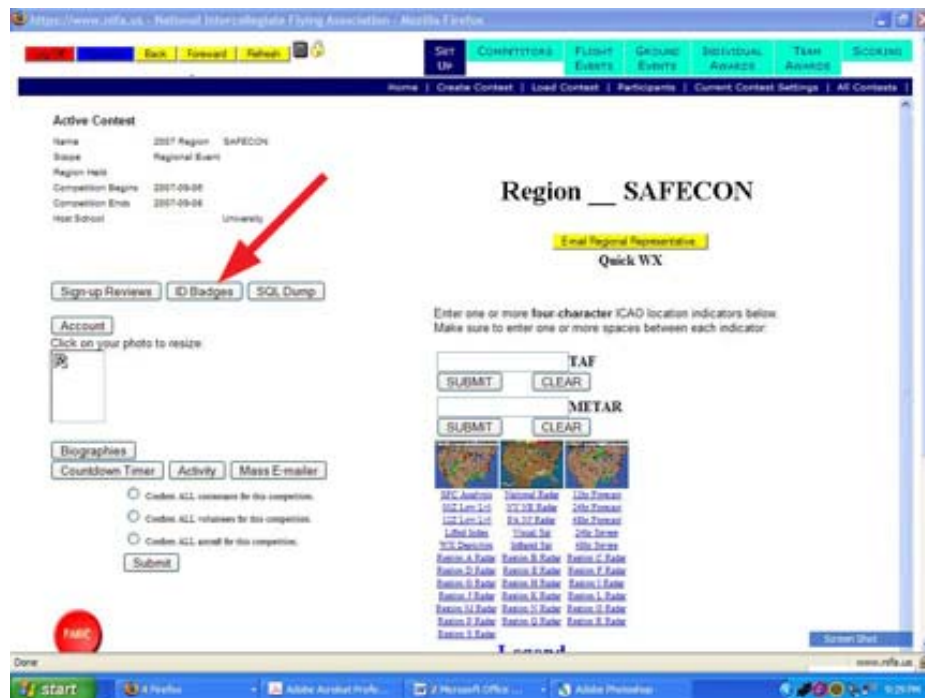


Council Representatives

- To review the complete list of NIFA member schools, select the **SCHOOLS** button.



- To review the list of teams for your region, select the **TEAMS** button.
- To review the list of aircraft registered by schools in your region, select the **AIRCRAFT** button.
- To review the list of registered contestants, select the **CONTESTANTS** button.
- To review the list of volunteers registered, select the **VOLUNTEERS** button.
- Selecting the **PRINT ID BADGES** button, will show all of the ID badges, ready for printing. You can also view ID badges by selecting the **ID BADGES** button on the home page.



Council Representatives

All ID badges should be reviewed for appropriateness, brightness, contrast, and image composition before printing and issuing. Each ID photo should show only the head of the individual or the head and the tops of the shoulders at the most. ID badge photos are sometimes used to identify winners in the photos taken at awards banquets. Things as small as the part of the hair, eyebrow size and arch, hairline, and ear shape are useful in identification. When a contestant is making a face, wearing sunglasses or a hat, or the image is too small to show these identifying markers, the photo is considered inappropriate and un-useable. The first row of photos below are examples of an acceptable ID photo. The second row of photos are all unacceptable ID photos.



The shoulders are included in the left photo, reducing the facial image. But, the photo remains usable. Any facial images smaller than this, should be cropped and enlarged in order to maximize the size of the face. In the center photo, the face is large, making it ideal for an ID photo. The photo on the right shows the largest that that a facial image should be. Any larger, and you will crop some facial detail which may be needed for identification.

REMEMBER – these are identification photos, not keepsake photos (such as some of the actual images submitted, as shown below). In most cases, the airport manager and Transportation Security Administration has agreed to accept our ID badges as a legitimate form of identification for our contestants while on the airport premises. If you have any doubt as to the appropriateness of a photo, request the individual to re-submit.



Too far



Too Dark
Too Far
Hat



Hat
Expression
Body angle
Too Narrow
Too Far



Resolution



Sunglasses
Too Far



Sunglasses
Hat

Two of the biggest problems with photos submitted for ID badges are their resolution and size. Normally, digital cameras store photos at 72 ppi (pixels per inch). This is not a problem and will provide an acceptable image, as long as the image size is large enough. A ration of width to height of 3:4 is ideal. In pixels, 240 x 320 pixels at 72 ppi will yield a good ID photo.

Registering As a Team Advisor

Once you receive a registration request email from your region's NIFA Council representative, you will need to follow the link to the NIFA Administration / Scoring program to register. Once you have registered, you will need to send registration requests to each of your flight team's members. You will also need to complete the team registration process so that the judges will be able to plan for your region's SAFECON.

This section of the ExpedienGuide will provide you with a step-by-step guide for completing your registration tasks.

1. As the team advisor of your school's flight team, you will receive the following email from either the NIFA Executive Director or your NIFA Council Regional Representative.

NIFA registration

Hello _____,

You have been pre-registered as Advisor for the
NIFA Region ____ SAFECON contest.
To complete the registration process please follow this link

"<https://www.nifa.us/expedien/expedien/registration.php>.....
(The actual link will differ from what is shown here)

Photos are required for ID badges. You may register without a photo; however, you should update your account with a photo as soon as possible. (passport style in jpg, gif, or png, less than 300 Kb)

Make sure your browser allows pop-ups, JavaScript and Cookies.

—

NIFA, Executive Director

2. Follow the link provided. It will take you to the **CONTESTANT REGISTRATION FORM** screen (shown below), where you will enter the requested information to complete your registration.



Team Advisor

Your last and first names may appear in the boxes shown below. Complete all of the remaining boxes in **YELLOW** and then press the **SUBMIT** button at the bottom of the form.

CONTESTANT REGISTRATION FORM

* indicates required field

(Your School Name) Team*
Advisor Title*
Last Name*
First Name*
Middle Initial* (Use "-" for no M.I.)
Browse... Photograph Find Me



<- Your photo should look like this.

Pictures not meeting this criteria will be rejected. Contestants without ID photos will not be allowed to compete.

Male* Female*

Birth Date* (non-competing -> use today's date)

Graduation Date* (non-competing -> use today's date)

Mailing Address When Attending School

Street Address*
City* State*
Zipcode*
United States (US) Country*

gary.hemphill@nifa.us Email*

Contestant or Advisor Local Contact Phone WHILE AT SAFECON (e.g., hotel, cell)* (nnn) 555-555-1212 (country code, nnn, optional)

Permanent Mailing Address*

Street Address*
City* State*
Zipcode*
United States (US) Country*

Phone*(nnn) 555-555-1212 (country code, nnn, optional)

[continued on next page]

Parent or Guardian Address (Emergency Contact)

Name of Parent or Guardian (emergency contact)*

Relationship*

Street Address*

City* State*

Zipcode*

United States (US) Country*

Work Phone* (nnn) 555-555-1212 (country code, nnn, optional)

Home Phone* (nnn) 555-555-1212 (country code, nnn, optional)

Pilot Certification or Driver's License Number* (non-competing -> use "0")

How many Regional SAFECONs have you competed in?*

How many National SAFECONs have you competed in?*

Mark all ratings that apply to you:*

Private

Commercial

Instrument

Multi-Engine

Flight Instructor

A & P Mechanic

Total flight time?*

Hours (non-competing -> use "0")

Hotel Name

Room Number

Hotel Phone

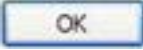
(click the submit button once)

3. After you press , the following window will appear on your screen.

Press to continue. The next screen to appear should be



Press to continue. Then scroll to the top of what appears to be a blank page.

The following message box may also appear. If it does, Press  to continue



4. The following is the email you will receive with instructions for accessing the NIFA Administration / Scoring program.

NIFA Registration

Hello (your name here),

This email confirms your account registration for Region ____ SAFECON 2007. You can now log into the system to update your registration information by following the following link:

["https://www.nifa.us/expedien/expedien/index.php">https://www.nifa.us/e](https://www.nifa.us/expedien/expedien/index.php)
(The actual link will differ from what is shown here)

A photo is required for id badges. Please follow the link above and add one. The program will allow you to format it once it is uploaded. If you are unable to supply a photo contact the person who requested your registration.

You are registered as a team advisor. You will need to log into the program to create or update team information. You will also need to.....

.....Registration Flow Chart

Your account information:
Name = (your name here)
Authorization = Advisor
School = (your school name here)
ID Number = 02202
Username = xyz107
Password = N3D9Ce (You can log in and change this.)
Email = ([your email address here](#))

5. Follow the link and use the Username and Password provided in step 4, to enter the NIFA Administration / Scoring program.

[continued on next page]

Requesting Registrations of Others

Once you have completed your own registration, you will need to request your individual flight team members to register. You will also need to complete the team registration steps, as well as aircraft registration.

1. Follow the link and use the Username and Password provided in step 4, of the previous section to enter the NIFA Administration / Scoring program.
2. A login screen will appear. Using the **USERNAME** and **PASSWORD** given to you in your e-mail, log into the NIFA program.

NIFA Administration Program

You are logged onto a secure server (SSL).

Use SSL for entire Session* (Uncheck to use only for login)

Username:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Login"/>	
<input type="button" value="Forgot Password"/>	(Fill in Username field only.)


3. The NIFA Program home page will appear. Half way down on the left side of the screen you will see your photo, which you submitted, or a rectangle where the photo should be. Press the **ACCOUNT** button directly above the photo to continue.

LOG OFF HOME PAGE Back Forward Refresh

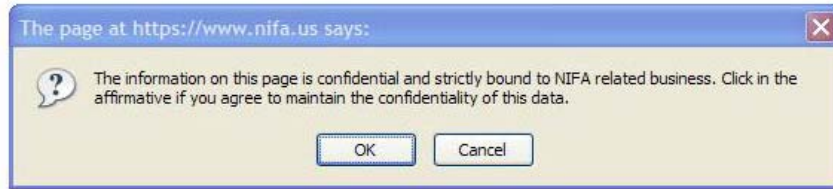
2006 Region X SAFECON

Active Contest
Name
Scope
Region Held
Competition Begins
Competition Ends
Host School

2006 Region X SAFECON
Regional Event
X
2006-10-19
2006-10-26
_____ University

 My ID Picture

- NIFA's confidentiality statement will appear on the screen. You must answer **OK** to proceed with the login process.



- A new screen will appear with the following buttons:



From this screen, you will be able to register your team's aircraft, as well as send register requests to team members.

- To register your school's team members, click on the **ASK CONTESTANTS TO REGISTER** button.



[continued on next page]

Team Advisor

The following screen will appear. Your school's name may appear in the Team box. If it does not, click on the pull down menu button to select your school.

CONTESTANT PRE-REGISTRATION FORM

Register all participants in your group, team, or event.
They will each receive an email asking for final registration information.

* indicates required field

Team*

(Choose a title) Title*

First Name*

Middle Initial

Last Name*

Email*

Photo Required

Message

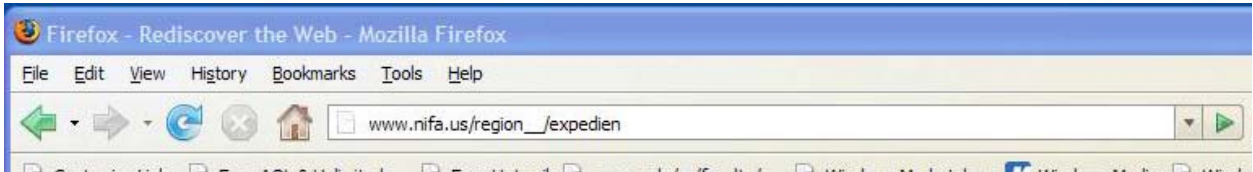
Submit (click the submit button once)

7. In the **YELLOW** fields of the screen enter the required information and press the **SUBMIT** button. Wait for a window to appear saying **REGISTRATION REQUEST SENT**. Then press the **OK** button.
8. Press the **REFRESH** button.
9. If necessary, scroll up or down the form to confirm your registration request was sent.
10. Repeat steps 6 thru 8, to send registration requests to the remaining team members.
11. When you have finished all of your registration requests and have reviewed the request table at the bottom of the screen for completeness, close the current screen. You will then return to the scoring programs home screen. Press the red LOG OFF button in the top, left corner of your screen to close the program. You can then close the remaining login screen.

Registering Competition Aircraft

Once you have completed your own registration, you will need to register your team's competition aircraft.

1. Begin by typing **www.nifa.us/region___/expedien** (be sure to enter your region's number in place of the ___) and press the **ENTER** key) in your browser's URL address window.



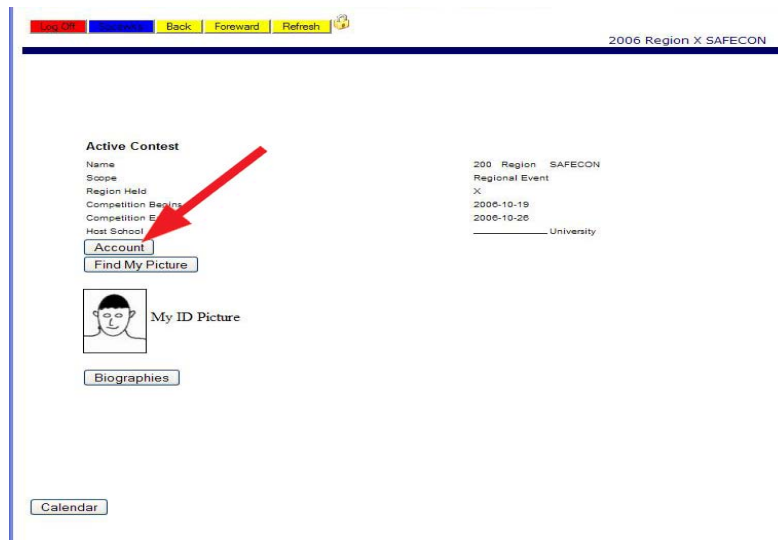
2. A login screen will appear. Using the **USERNAME** and **PASSWORD** given to you in your e-mail, log into the NIFA program.

NIFA Administration Program
You are logged onto a secure server (SSL).
 Use SSL for entire Session* (Uncheck to use only for login)

Username:	<input type="text"/>
Password:	<input type="password"/>

(Fill in Username field only.)

3. The NIFA Program home page will appear. Half way down on the left side of the screen you will see your photo, which you submitted, or a rectangle where the photo should be. Press the **ACCOUNT** button directly above the photo to continue.



4. The account screen will appear. Click on the **AIRCRAFT** button.



If you are having trouble accessing this site, and are authorized to do so:
First check to see if your browser allows [pop-up windows](#), [JavaScript](#), and [Cookies](#).
If you still have problems, email the coordinator at [NIFA](#)

5. The Aircraft Registration screen will then appear. Complete the form and press the **SUBMIT** button when finished.



AIRCRAFT REGISTRATION FORM

* indicates required field

<input type="text" value="(Your School Name)"/>	<input type="text" value="Team*"/>
<input type="text"/>	Aircraft Registration* (e.g. N9764E)
<input type="text"/>	Make & Model* (e.g. BL17-30A/G)
<input type="text"/>	Navigation Speed* (KTAS)
<input type="text"/>	Color*(e.g. red/white/blue)
<input type="text"/>	Last Annual Inspection* <input type="text" value="12"/> (YYYY-MM-DD)
<input type="text"/>	Last Hundred Hour* <input type="text" value="12"/> (YYYY-MM-DD)

NOTE: The Navigation Speed must be chosen from a list published by the NIFA Council for each SAFECON. The speed indicated here, must be used for flight planning.

- The **FORM SUBMITTED** window will appear on the screen. Press **OK** to continue. The following screen will remain when the **FORM SUBMITTED** window closes. If you click the [here](#) link, you will be given a new, blank **AIRCRAFT REGISTRATION FORM** to use for another aircraft.



If you do not want to register another aircraft, click on the **REFRESH** button. The account summary screen will appear for you to review all of your team's registration data.



[continued on next page]

7. When you are satisfied that the data entered is present and correct, click on the window close button at the top right of the window. You will be returned to the program's home page. When leaving the Administration / Scoring program, always exit by clicking on the **LOG OFF** button.

