

Registering As a Team Advisor

When 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 completed your own registration, 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)

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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* (nmn) 555-555-1212 (country code, nm, optional)

Home Phone* (nmn) 555-555-1212 (country code, nm, 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

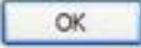
Submit (click the submit button once)

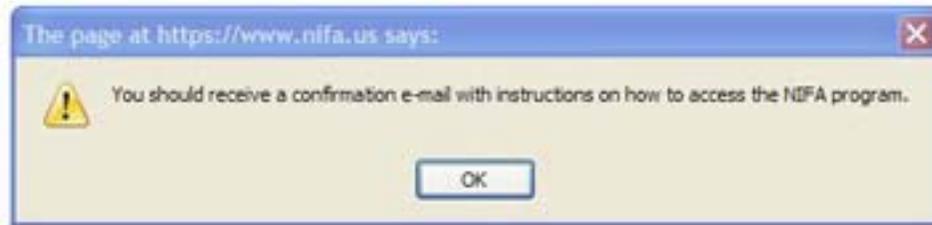
3. After you press **Submit**, the following window will appear on your screen.

Press **OK** to continue. The next screen to appear should be



Press **OK** 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.

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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. Or, you may type www.nifa.us/region_/expedien (insert the number of your region in the space immediately following "region") into your browser's URL window.

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.

Log Off Home Back Forward Refresh

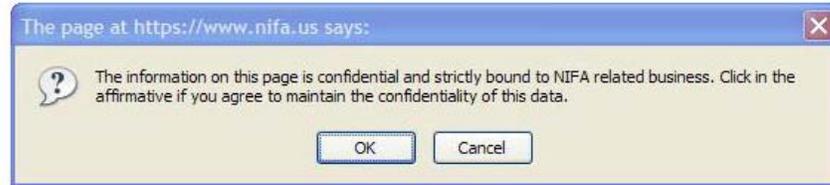
2006 Region X SAFECON

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

 My ID Picture

2006 Region X SAFECON
Regional Event
X
2008-10-19
2008-10-28
_____ University

- 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.



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](#)

[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

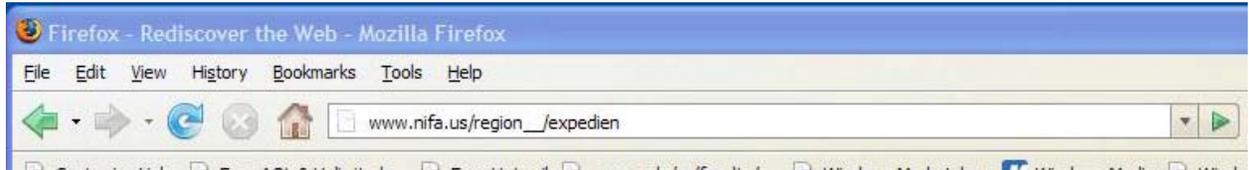
Submit (click the submit button once)

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.



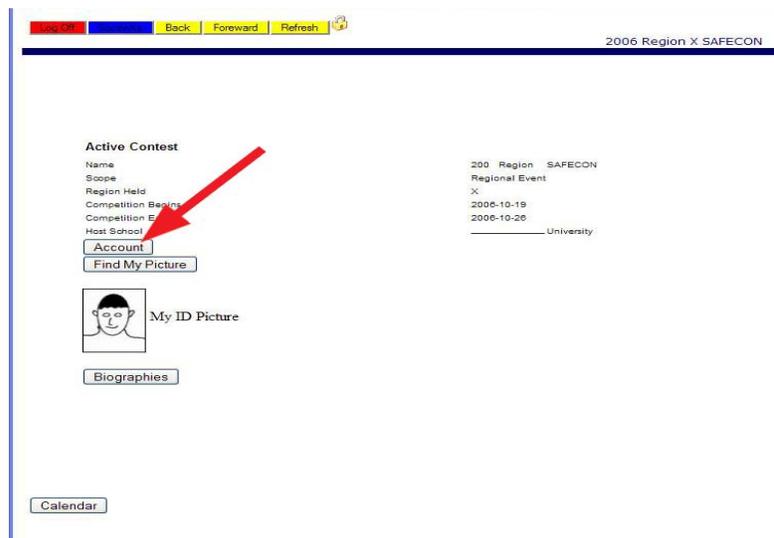
2. A login screen will appear. Using the **USERNAME** and **PASSWORD** given to you in your e-mail, log into the NIFA program.

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 you select 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.

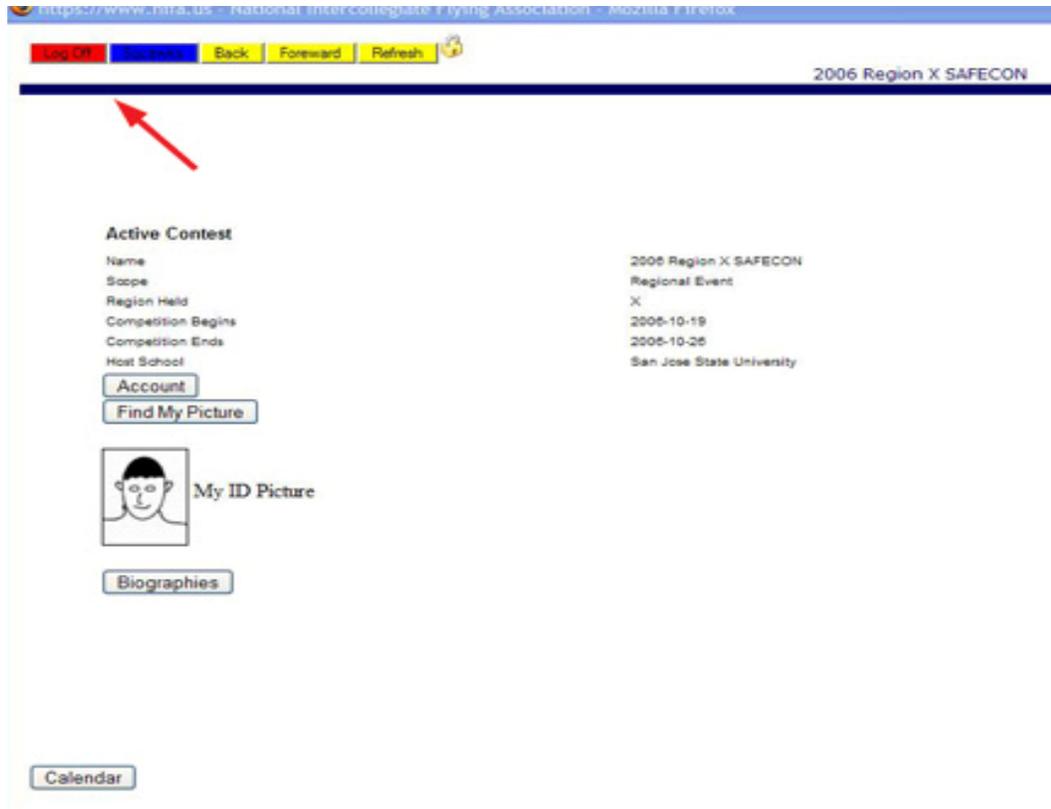


If you do not want to register another aircraft, click on the **REFRESH** button. The account summary screen will appear for you to review all of your team's registration data.



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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.



Registering As a Team Advisor

When you receive a registration request email from the NIFA Executive Director, you will need to follow the link to the NIFA Administration / Scoring program to register. Once you have completed your own registration, 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 the 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 Administrator.

NIFA registration

Hello _____,

You have been pre-registered as Advisor for the
NIFA 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)

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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* (nmn) 555-555-1212 (country code, nm, optional)

Home Phone* (nmn) 555-555-1212 (country code, nm, 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

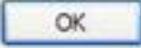
(click the submit button once)

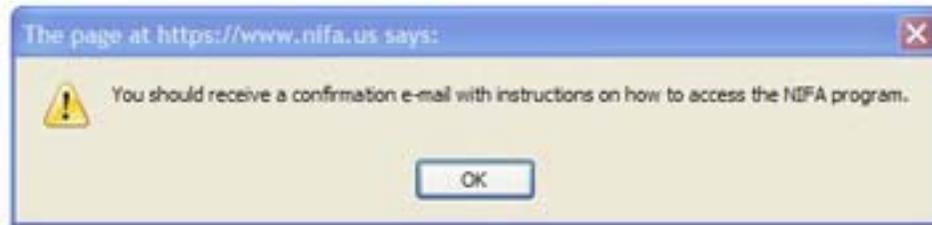
3. After you press , the following window will appear on your screen.

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 NIFA SAFECON _____. 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.

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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. Or, you may type www.nifa.us/safecon/expedien into your browser's URL window.

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.

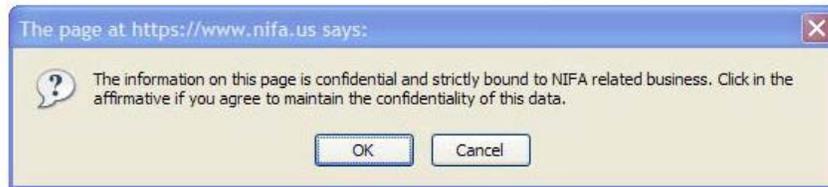
Log Off Home Back Forward Refresh

2006 Region X SAFECON

Active Contest
Name: 200 Region SAFECON
Scope: Regional Event
Region Held: X
Competition Begins: 2006-10-19
Competition Ends: 2006-10-26
Host School: _____ 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

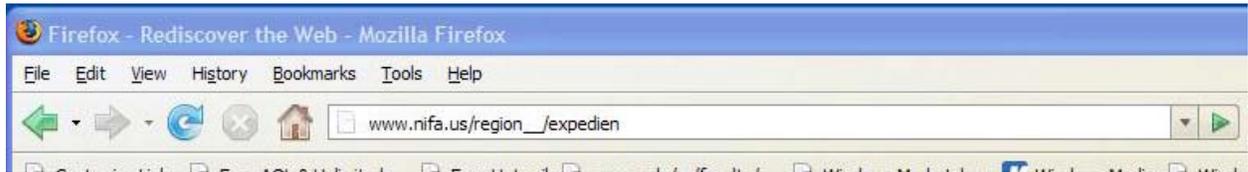
Submit (click the submit button once)

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/safecon/expedien** in your browser's URL address window.



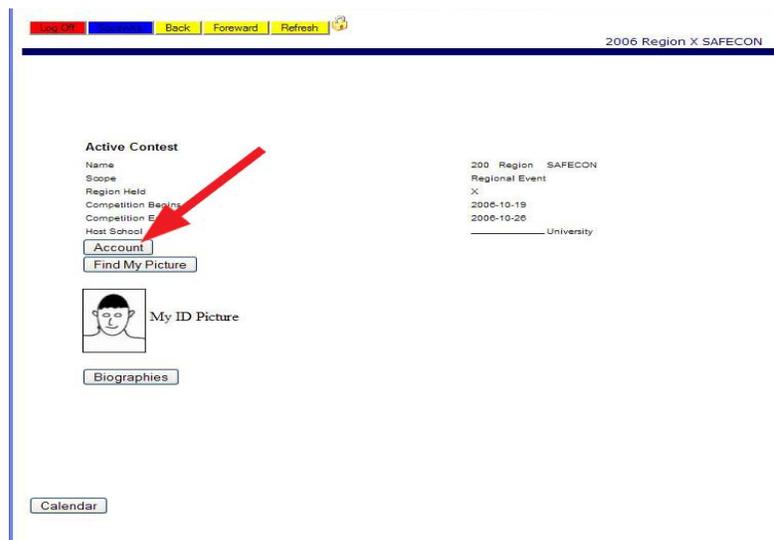
2. A login screen will appear. Using the **USERNAME** and **PASSWORD** given to you in your e-mail, log into the NIFA program.

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.



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](#)

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="YY-MM-DD"/>
<input type="text"/>	Last Hundred Hour* <input type="text" value="YY-MM-DD"/>

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

6. 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.



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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.

