AVISTRATA FLIGHT SCHOOL · USER GUIDE

Set up your school, then run a lesson from booking to signature.

For the chief instructor or administrator: roles, settings, rates, courses and booking rules, then inviting students, recording a lesson and issuing an endorsement.

BEFORE YOU START

Turn on Flight School

Flight School is a licence module per organization, and Leesburg Aviation adds it to your licence. Once it's on, **Flight School** appears in the top menu. It has its own workspace menu: Flight School, Flight Ops, Aircraft, Pilots, Logbook, Training, Billing, Reports and Files.

STEP 1

Give people their roles

Go to **Flight Ops → Settings → Flight Roles**.

Role	What they can do
Instructor (CFI)	Grade and sign lessons, and issue endorsements and aircraft checkouts.
Chief Instructor	Everything an instructor can do, plus courses, rates and settings, and Part 141 stage checks.
Check Instructor	Part 141 stage and end-of-course checks.
Front Desk	Accounts, deposits and packages.
Student	My Training: lessons to acknowledge, endorsements and their account. Solo booking checks apply.

STEP 2

School settings

Go to **Flight School → Settings** and fill in:

- the school name, and whether you're a Part 141 school
- the rental currency window, in days
- the minimum account balance to book
- how rentals are billed: Hobbs, tach, block time or flight time
- whether to invoice each flight at check-in and pay it from prepaid credit

Then press **Save settings**.

STEP 3

Rates and packages

Go to **Flight School → Accounts**. Set each aircraft's rate per hour, its basis (Hobbs or tach) and whether it's wet or dry, then press **Save rates**. Set the instructor rates and press **Save instructors**. For block-time packages, use **Add package**.

STEP 4

Courses

Go to **Flight School → Courses**. Press **New course**, add the sample Private Pilot course (Part 61) and edit its stages and lessons, or start from the library of 18 standard courses: certificates, ratings, CFI, CFII and MEI, endorsements, flight review, IPC and ground schools.

STEP 5

Booking rules

Go to **Flight Ops → Settings → Dispatch Rules** and set each rule to Off, Warn or Block. Block stops booking and dispatch unless a dispatcher or admin overrides it with a reason. The usual pilot checks, such as the medical, still apply.

Who	Rule	Default
Student solo	A current solo endorsement for the make and model	Block
	The student's solo weather limits are shown on the booking	Warn
Renter	Checked out in the make and model	Block
	Has flown the make and model within the rental currency window	Warn
	A flight review within the last 24 calendar months	Block
Account	The balance is at or above the school's minimum	Warn

STEP 6

Invite students and renters

Invite each student and renter. They get an email from Avistrata to set up their own login, then use Avistrata on the web or in the Student app (coming soon to the App Store and Google Play). From 3 hours before a booking, they can check in with **I'm here**, and the schedule shows ✓ Here.

DAY TO DAY

Record a lesson

1. **Enroll:** go to Flight School → Students, open the student and choose **Enroll in a course**.
2. **Book:** book the aircraft on the Schedule. The booking offers the student's next lesson.
3. **Check in:** after the flight, check in as usual with ground time and any fuel receipt. If invoicing at check-in is on, an invoice is made for the aircraft, instruction and ground time, less the fuel receipt credit, and paid from prepaid credit as far as it goes. A draft lesson record is made too.
4. **Grade and sign:** go to Flight School → Lessons → **Grade & sign**. Grade each item from 1 to 5, set the result, and press **Sign lesson**. A signed lesson can't be changed. The student acknowledges it under My Training.

DAY TO DAY

Issue an endorsement

1. Open Flight School → **Endorsements**, or open the student's page and choose **Issue endorsement**.
2. Pick one of the 19 templates in the style of AC 61-65. The wording fills in the student and aircraft, so check it.
3. Press **Sign and issue**, then **Print** or **Copy text** for the logbook. If you need to, revoke it later with a reason.

Aircraft checkouts work the same way: choose **Add checkout** for a make and model, and revoke one with a reason if needed.

Want us to set it up with you?

We'll build your courses, rates and booking rules together in a 30-minute session.

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