AVISTRATA
AVIATION BUSINESS PLATFORM

Training Classes

How to run a class and sign training records

November 12, 2026 · Avistrata

PREPARED FOR

Training managers, instructors and everyone who takes training

Part 91, 135 and 145 operators, repair stations and flight schools on Avistrata

FROM

Leesburg Aviation LLC

1001 Sycolin Rd, Leesburg, VA 20175
703.520.5040 · avistrata.com

At a glance

Avistrata runs classroom training from start to finish. You **schedule a class** for a course and add **everyone who is due**. Each person **signs in with their PIN**, or by **scanning a QR code** at the door, and the instructor marks who was there and the result. The instructor then **signs once to close the class**, and everyone who attended gets a **training record signed by the instructor**. People can also **sign their own records**. A signed record can't be changed or deleted, so auditors can see who certified the training and when.

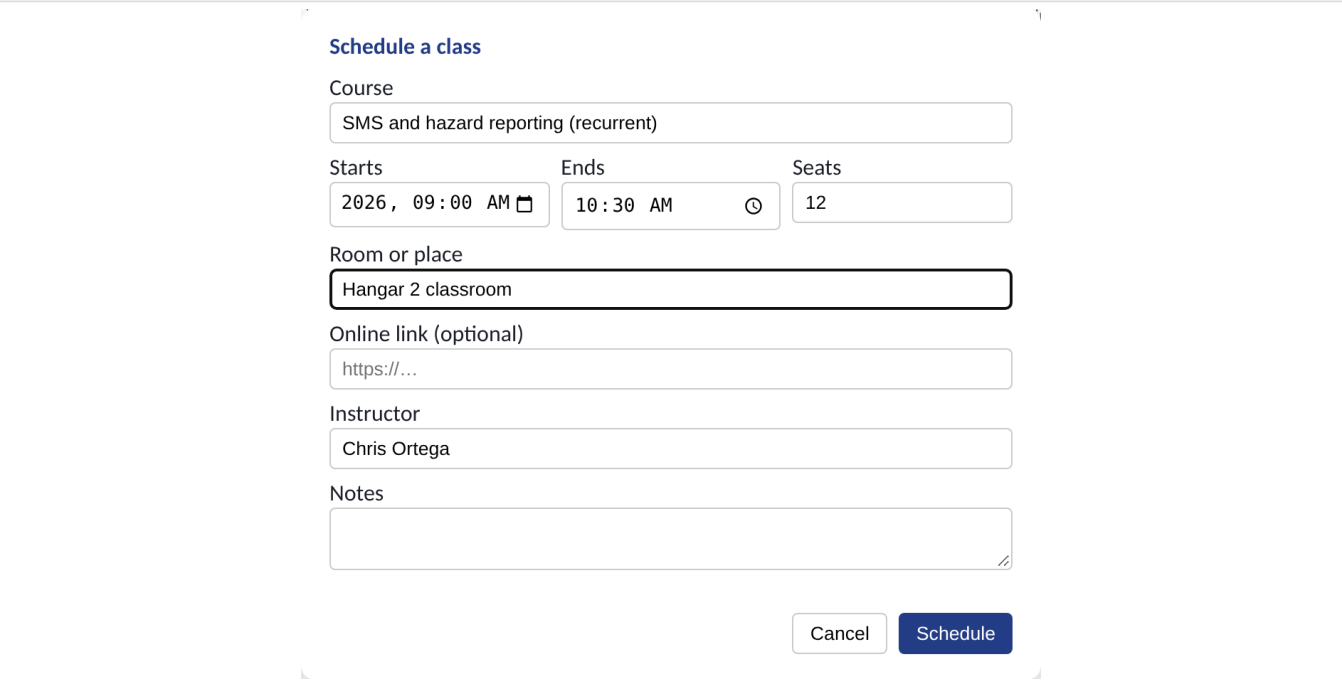
1. Before you start

- The course must exist in **Training** → **Courses**, with who it's required for and how often it repeats.
- Everyone who signs needs a **signing PIN**: the same 4 to 8 digit PIN used to sign task cards. Each person sets it in **My Preferences** → **Signing**.
- Classes are run by training managers: admins and the Training, Director of Operations, Chief Pilot and Director of Maintenance roles. The class instructor can also close their own class.

2. Schedule a class

1. Go to **Training** → **Classes** and click **+ Schedule a class**.
2. Pick the **course**, the **start** date and time, the **end** time and the number of **seats** (leave seats empty for no limit).
3. Enter the **room or place**. For a remote or mixed class, add the **online link**.
4. Pick the **instructor** from your people. For an outside instructor, leave it empty and type their name.
5. Click **Schedule**. The class opens, ready for people.

© 2026 Leesburg Aviation LLC. All rights reserved. · Avistrata · 703.520.5040

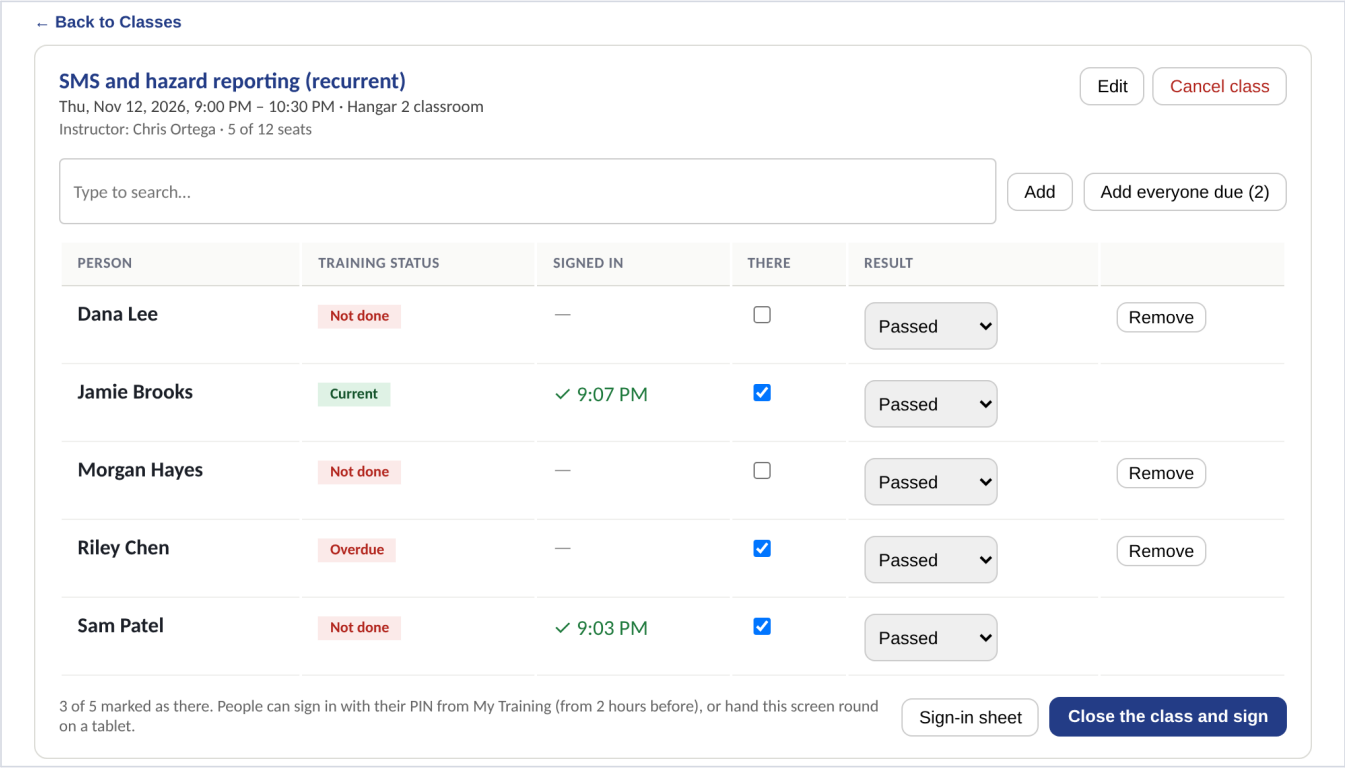


Scheduling a class.

3. Add the people

In the class, type names in the search box and click **Add**. Or click **Add everyone due**: Avistrata adds everyone who needs this course and is overdue, due soon, assigned or has never done it. The **Training status** column shows where each person stands. If you add more people than there are seats, you're asked before they're added.

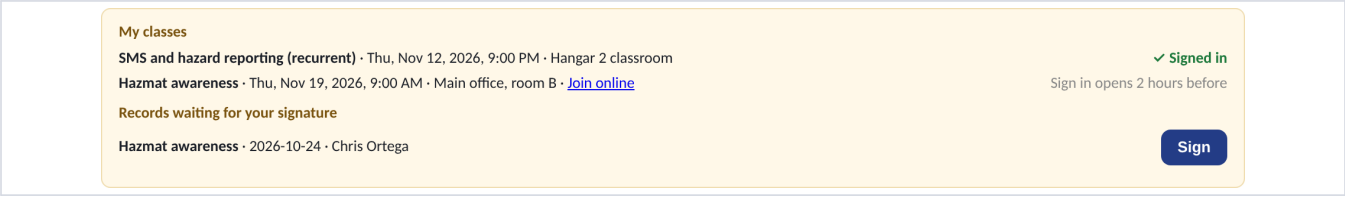
© 2026 Leesburg Aviation LLC. All rights reserved. · Avistrata · 703.520.5040



A class in progress: who signed in, who was there, and the result for each person.

4. Sign in on the day

From 2 hours before the start, each person on the class sees it at the top of **My Training**, on the website and in the iPhone and Android apps, with a **Sign in** button. They type their name and enter their PIN, and their sign-in time shows in the class. It marks them as there.



My Training: the class to sign in to, and a record waiting for a signature.

Everyone signs for themselves

A sign-in is checked against the PIN of the person signed in, so nobody can sign in for someone else. People without their phone can sign in from any computer with their own account. **Sign-in sheet** shows who has signed in so far.

© 2026 Leesburg Aviation LLC. All rights reserved. · Avistrata · 703.520.5040

5. Sign in with a QR code

QR codes make sign-in quick at the door. They work two ways.

- **The class code.** On the class page, click **Show sign-in QR** on a TV, iPad or projector by the door (click **Full screen**). A new code appears every 30 seconds, so a photo of it sent to someone outside the room stops working. People scan it with their phone's camera, or with **Scan class code** in My Training on the website or in the app, and sign in with their PIN. The screen shows how many have signed in.
- **The person's code.** Someone without their PIN, or a walk-in, opens **Show my check-in code** in My Training. The code changes every minute. The instructor clicks **Scan a person's code** on the class page and scans each person in turn; they're marked as there.



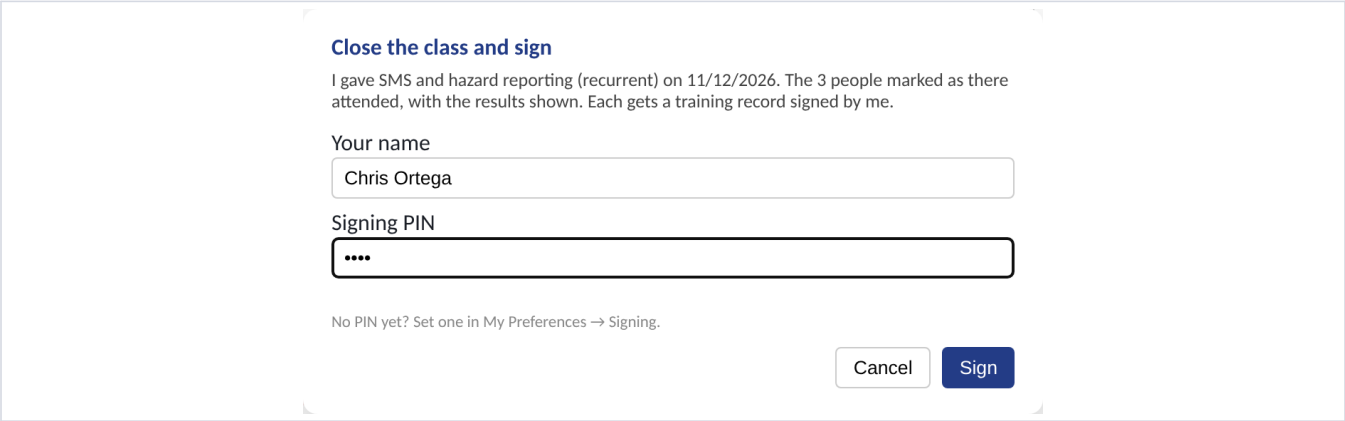
Show sign-in QR: leave it open on a screen at the door.

Someone who isn't on the class but scans the code is added as a walk-in, if there's a seat. The instructor can remove them before closing the class.

6. Close the class and sign

1. Tick **There** for anyone who attended but didn't sign in, and untick anyone who left.
2. Set the **Result** for each person: Passed, Failed or Incomplete.
3. Click **Close the class and sign**, check the statement, type your name and enter your PIN.

© 2026 Leesburg Aviation LLC. All rights reserved. · Avistrata · 703.520.5040



The instructor signs once for the whole class.

Each person marked as there gets a training record with the class date, hours (from the start and end times), the result, and the instructor's signature. Passes also update when the course is next due and, for crew members, their crew training file. The class shows as **Done**. An instructor's own attendance isn't recorded by their own signature; another instructor or a training manager records it.

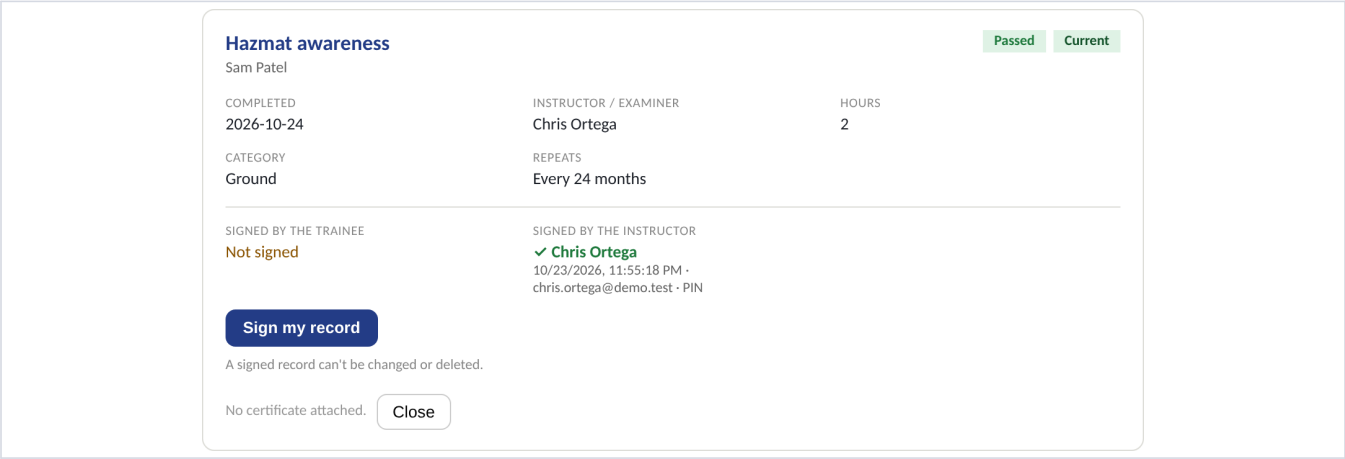
Status	What it means
Scheduled	Upcoming; people can be added
To close	The start time has passed and the class hasn't been closed yet
Done	Closed and signed; the records are made
Cancelled	Called off; nothing is recorded and training status is unchanged

7. Sign training records

Every training record has two signatures: the **trainee** and the **instructor**. Open a record from My Training, a person's page or History to see them.

- **The trainee** clicks **Sign my record** (or **Sign** in My Training, under *Records waiting for your signature*) and confirms the training with their PIN.
- **The instructor**: records made by closing a class are already signed. For training entered with **Record Training**, a training manager opens the record and clicks **Sign as instructor**. Nobody can sign their own training as instructor.

© 2026 Leesburg Aviation LLC. All rights reserved. · Avistrata · 703.520.5040



A training record signed by the instructor and waiting for the trainee.

Signed records are final

Once either signature is on a record, its course, person, date, result and hours can't be changed, and the record can't be deleted. If something was wrong, record the training again. Each signature keeps the name, the time, and a reference to the PIN check behind it.

8. For audits

- Training → **History** lists every record. Open one to show both signatures to an inspector or auditor.
- Training → **Classes**, with **Show: Past**, lists every class held and how many attended.
- For Part 135 and Part 145 training records, the instructor signature shows who certified the training, and the trainee signature confirms the person took it.

Tip

Schedule recurrent classes a month ahead and use **Add everyone due**. The people overdue or due soon then have a date, and the Dashboard turns green as each class is closed.

Questions? Call Avistrata support at **703.520.5040** or visit avistrata.com.

© 2026 Leesburg Aviation LLC. All rights reserved. · Avistrata · 703.520.5040