



Flight School Quick Start Guide

A practical setup guide for getting your school active in the AviateSafely Flight School Management System.

Recommended setup time: 20 to 40 minutes

Start with school profile details, then add aircraft, instructors, and students or renter pilots. You can refine courses, policies, and workflows after your first schedule is working.

What AviateSafely Gives Your School

Scheduling

Build aircraft, instructor, student, and renter-pilot schedules in fixed two-hour aircraft blocks with school-specific availability rules.

Aircraft Operations

Track fleet aircraft, QR check-in and check-out, Hobbs and tach entries, maintenance status, and aircraft-specific qualifications.

Training Records

Keep student grading, comments, remediation items, and assigned training modules together so records follow the student.

Communication

Send schedule notices, support requests, beta invitations, and school-related notifications while preserving unsubscribe preferences.

Fastest Setup Path

1	Create or verify the school administrator account from the beta invitation or quick-start page.
2	Complete the school profile: school name, base airport, contact details, timezone, branding colors, and policy preferences.
3	Add aircraft with tail number, make/model, Hobbs, tach, service status, QR code, and any aircraft-specific qualification requirements.

4	Add instructors and have them complete their instructor profile. School admins confirm the instructor before scheduling or grading is enabled.
5	Add students or affiliate pilots by email. Existing AviateSafely users can approve the association; new users receive an account invitation.
6	Open the scheduler, select the aircraft, right-click a time block, choose the resources, and save the event.

Before You Invite Students

- Confirm the school timezone is correct so schedule displays and email notifications match local school time.
- Review whether students and affiliate pilots may schedule themselves, and set cancellation or no-show billing policies if applicable.
- Print aircraft QR codes only after tail number, Hobbs, tach, and service status are accurate.
- Make sure instructors who will grade students have been confirmed by the school administrator.

First Week Checklist

Day 1: Admin Setup

Finish school profile, add the first aircraft, and confirm the admin contact information.

Day 2: Instructor Setup

Invite instructors, confirm submitted profiles, and review instructor availability tools.

Day 3: Student Setup

Attach existing students or invite new students and renter pilots to connect with the school.

Day 4: Scheduling

Schedule several test events and confirm that the instructor, student, and school notifications look correct.

Day 5: Aircraft Workflow

Print QR codes, test check-out/check-in, and verify Hobbs and tach entries feed maintenance tracking.

Day 6-7: Refine

Adjust policies, gradable events, aircraft qualifications, and any school-specific training workflow preferences.

Need Help?

Use the built-in support tools

Logged-in school administrators and instructors can open support tickets from the Flight School Management System. Include the school name, page, and what you expected to happen so the issue can be handled quickly.