



Flight School Quick Start Guide

A practical setup guide for using guided setup, live help, and the core tools that get your school active in AviateSafely.

Recommended setup time: 20 to 40 minutes

Use the guided setup system to move from account creation to a working school profile, aircraft list, instructor roster, and first schedule block. You can refine policies, course catalogs, and records after the first operational loop works.

What AviateSafely Gives Your School

Scheduling

Build aircraft, instructor, student, and renter-pilot schedules in 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, setup emails, student invitations, instructor messages, and school-related notifications while preserving unsubscribe preferences.

Start With Guided Setup

Guided setup keeps the launch path visible

After the school account is created, AviateSafely walks administrators through the important launch steps: school profile, base airport, timezone, aircraft, instructors, students or renter pilots, scheduling, and dispatch readiness. Treat the guided setup prompts as the launch checklist, then return to the dashboard for daily operations.

Fastest Setup Path

1	Create the school account from the setup page and sign in as the first school administrator.
2	Follow guided setup to complete the school profile: school name, base airport, contact details, timezone, branding colors, and operating preferences.
3	Add aircraft with tail number, make/model, Hobbs, tach, service status, QR code, and aircraft-specific qualification requirements.
4	Add instructors and school administrators. Instructors can complete their profiles before they are used for scheduling, grading, or student sign-offs.
5	Add students or affiliate renter pilots by email. New users receive setup email; existing users can confirm the association.
6	Open the schedule, choose the aircraft, right-click a time block, select the student or renter pilot and instructor, then save the event.
7	Test the operational loop: schedule a block, check out the aircraft, check it back in, review Hobbs/tach, and confirm the record appears where expected.

Before You Invite Students And Renter Pilots

- Confirm the school timezone so schedule displays and email notifications match local school time.
- Decide whether students and affiliated renter pilots may self-schedule, and set cancellation or no-show policy language if applicable.
- Make sure the training program selected for each student matches the student progress and grading path you expect to use.
- Print aircraft QR codes only after tail number, Hobbs, tach, and service status are accurate.
- Confirm instructors who will grade, endorse, or sign off students before relying on those records in daily workflow.

Use Chat For Ongoing Help

Guided help stays available after setup

Use the Ask AviateSafely Assistant chat button when a setup or daily workflow step is unclear. It can help with school profile setup, aircraft records, instructor access, student invitations, scheduling, dispatch, fuel receipts, maintenance workflow, and finding the right page. For faster help, mention the school name, page, aircraft tail number, student or instructor involved, and what you expected to happen.

First Week Checklist

Day 1: Admin Setup

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

Day 2: Instructor Setup

Invite instructors, confirm submitted profiles, and review instructor access, availability, and student 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, self-scheduling settings, and school-specific training workflow preferences.

Need Help?

Use chat first, then support for account-specific issues

The on-site chat function is available for setup guidance and ongoing workflow help. When a problem needs a human review, logged-in school administrators and instructors can use the support tools in the Flight School Management System. Include the school name, page, and what you expected to happen.