



# Shared Data Getting Started



# Intent of This Shared Data

- Many COPA Flights are using some sort of spreadsheet to register Young Aviators & Pilots
- All COPA Flights are returning the paper registration form as required
- COPA Staff are re-typing this data for entry in CFK online log book from the registration forms, approximately 2,000 entries a year
- If COPA HQ could receive the data in electronic format we could increase productivity and decrease typo errors by avoiding manually re-typing

# Participation

- Participation is optional, not mandatory
- Your Flight can continue with its current way of registering Young Aviators & Pilots
- Those who wish to help improve the entry of data can try our easy to use spreadsheet
- And provide feedback for improvements

## **Important note:**

- All Paper registration forms must be mailed to COPA HQ **just the same**

# Timeline

- You can use this right away
- During the winter months COPA HQ will improve the data entry system
- Provide an updated version once a year
- Before the CFK season (Spring)

# How it works?

- COPA HQ enters data in a mySQL database for online logbook queries by pilots or Young Aviators
- A report is sent to EAA with limited information so our CFK program can be logged in EAA's Worlds Largest Logbook
- COPA HQ is providing a spreadsheet template that you complete and save on your computer once your CFK event is finish, you email the saved spreadsheet & mail all the paper registration forms as soon as possible

# Pick up the CFK Package

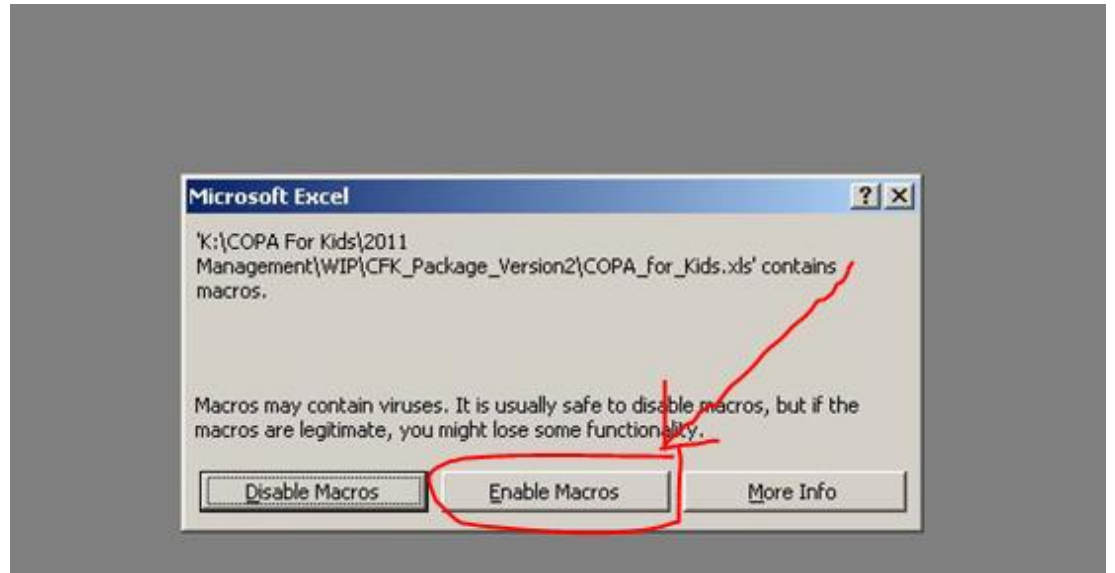
- Go to <http://www.copanational.org/copaforkids.cfm>
- Save the three files in one folder
  - Sample folder name “CFK June Flight 234”
- Open the Excel file, compatible with Excel 2002 & 2007
  - IMPORTANT: Enable macros (see next slide)
  - Complete the information
  - Use one of the print buttons
    - Blank sheet or Stock Certificates

# Compatibility issues

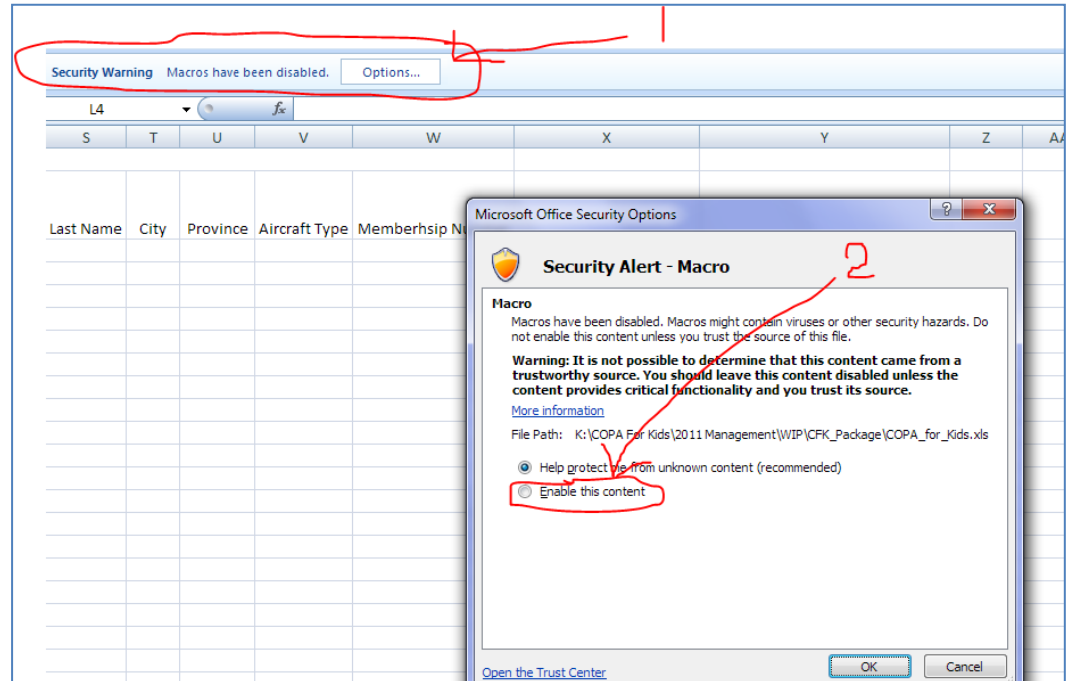
- We are providing a MS Excel 2002 compatible spreadsheet for PC only
- If you are using any other Operating System or application, you will need to create a conversion or a new Spreadsheet, hopefully COPA members will be able to send COPA National template models to share with other COPA Flights (see required cells slide)

# Enabling Macros

Excel 2002 →



Excel 2007 →



# MS Excel Spreadsheet

- The template MS Excel spreadsheet provided is formatted so we can import this data on COPA's server to our MySQL database
- You must save the three files (1 x Excel & 2 Word) on your computer and complete the data entries, once your CFK event is finish, you must send an email with a copy of your saved Excel file to: [copaforkid@copanational.org](mailto:copaforkid@copanational.org)
- All paper forms must also be mailed to COPA HQ these forms are kept for 7 years then destroyed

# Waiver & Paper Registration Forms

- All waivers must be signed by Parent or legal Guardian
- All Participant Registration forms must be completed
- Pilot Registrations must be completed and **signed**

**Trick:** Some COPA Flights prepare sticky labels with complete Pilot information, pilot sticks the label on the form then signs it

# Waiver & Paper Registration Forms

- Must be sent to COPA HQ by mail as soon as possible after the event
- These forms are legal documents required for Insurance purposes
- These forms are kept at COPA HQ for seven years
- After that period, these forms are destroyed by a Secure Agency

# Required cells

If you have an Operating System or application other than Microsoft Office, you will need to create a conversion or a new Spreadsheet, hopefully COPA members will be able to send COPA National templates models to share with other COPA Flights

A	B	C	D	E	F	G	H	I	J
Event									
Organizer Membership Number	COPA Flight Number	Flight Date	Airport	City	Province	Contact Name	Contact Phone	Contact Email	Website Link

K	L	M	N	O	P	Q	R	S	T	U	V	W
Participants							Pilot					
First Name	Last Name	Age 7-13	Age 14-17	How did you find out about COPA for kids?	City	Province	First Name	Last Name	City	Province	Aircraft Type	Memberhsip Number

# Thank you for your support

- If you have any questions or suggestions email to [copaforkids@copanational.org](mailto:copaforkids@copanational.org)

or

Contact Patrick Gilligan

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