

Introduction

This document is designed to provide assistance to members of the **Australian Air League** who need to access the **AAL National Admin System (NAS)** and record details of **Adult Supporters**.

Adult Supporters are people who assist the **League** from to time but who are not members. As outlined in [Federal Operations Instruction #2 F/OI/1/19](#), their details must be captured in the **NAS** along with a working with children check for their states, and this document should be referred to in conjunction with **F/OI/1/19** for this purpose.

Adult Supporters

The **NAS** has been updated to allow for the recording of **Adult Supporters** against a Unit, a full list of **Adult Supporters** can be found by clicking the **Adult Supporter** tab on the Unit screen, either to the left of the screen on desktop, or at the bottom of the screen on mobile devices.

This will also show the **Adult Supporters** of child Units (for example all Squadrons in a Wing). To access details of an **Adult Supporter**, click on the row for that record. To add a new **Supporter**, click the green **New Supporter** button.

Name ↓	Date of Entry	Background Check	Status	Unit	
ALDRIN, Fred	26 Jan 2020	None	Adult Supporter	Trainee	>
BADER, Douglas	18 Jan 2020	31 Dec 2025 Valid	Adult Supporter	Tasmania Wing	>
WILSON, Wade	21 Jan 2020	31 Dec 2025 Valid	Adult Supporter	Trainee	>

Desktop

Total 30

Mobile

AAL National Admin System – Adult Supporters

When adding a new **Adult Supporter**, you will see many of the fields are similar to the standard **New Member** screen, with a few key differences such as;

- No Membership Number
- No Membership Type
- No Financial Fees / Receipt #

The screenshot shows a web form titled "Units Tasmania Wing" for adding an Adult Supporter. On the left is a navigation menu with options: Overview, Details, Statuses, Members, Current Ranks, Appointments, Form 28s, Reports, Admin, Adult Supporters (highlighted), and Notes. The main form area has a "List Adult Supporters" button and several input fields: * Name (Samuel, L, Jackson), Gender (radio buttons for Not Known, Male, Female, Not Applicable), Date Of Birth (calendar icon, 21/12/1948), Primary Email (sam_jackson@example.org), Secondary Email, Email Opt Out (checkbox), Home Phone (07 99999999), Mobile Phone (0400 123 456), and Work Phone.

Once this information has been entered, you will see that the **Adult Supporter** page is similar to a standard **Member** page with a shorter list of options,

- Contacts
- Units
- Status
- Background Check
- Notes

The screenshot shows the profile page for "Adult Supporters JACKSON, Samuel L". On the left is a navigation menu: Details (highlighted), Contacts, Units, Statuses, Background Checks, and Notes. The main area shows a "List Adult Supporters" button and action buttons: Get, Add Membership, Verify, and Edit. The profile details are: Name (JACKSON, Samuel L), Current Status (Adult Supporter), Current Unit (Tasmania Wing), Gender (Male), Date Of Birth (21 Dec 1948 (Age 71.11 years)), Date Of Entry (1 Feb 2020), Primary Email (sam_jackson@example.org), Secondary Email (None), Email Opt-out (No), Home Phone ((07) 9999 9999), Mobile Phone (0400 123 456), and Work Phone (None).

Background Checks

Just as with Members, it is important that the relevant background check details (such as a Working with Children Check or Blue Card) is recorded for the **Adult Supporter**. The procedure is exactly the same as for Members, and background checks will be validated by the designated Group staff member.

The screenshot displays the 'Adult Supporters' profile for Douglas Bader. The 'Background Checks' tab is active, showing a table with one record. The table has columns for 'Card Number', 'Date Of Issue', and 'Date Of Expiry'. The record shows a card number of 123456789, issued on 9 Jan 2020, and expires on 31 Dec 2025, with a 'Valid' status. A '+ Add Background Check' button is visible at the top right. The page footer indicates 'Page 1 of 1, showing 1 records out of 1 total, starting on record 1, ending on 1.'

Card Number	Date Of Issue	Date Of Expiry
123456789	9 Jan 2020	31 Dec 2025 Valid

The **NAS** will track the expiry of their relevant background check, however due to the temporary nature of their assistance they do not receive email reminders when the expiry date is approaching. It is important that Squadron OCs check the check is current before they engage in any further assistance is provided.

As an **Adult Supporter** is not a Member of the Australian Air League, there is no "Ex Member" status and they are **not** deleted or crossed off, in case we are ever asked to provide details by the relevant authorities, Police etc.

Form 20a

As with regular Members, once an **Adult Supporter** has completed a **Form20a** it should be scanned and attached to their records as a note.

The screenshot displays the 'Adult Supporters' profile for Douglas Bader. The 'Notes' tab is active, showing a table with one record. The table has columns for 'Date' and 'Summary'. The record shows a date of 18 Jan 2020 and a summary of 'Form20a'. A '+ Add Note' button is visible at the top right. The page footer indicates 'Page 1 of 1, showing 1 records out of 1 total, starting on record 1, ending on 1.'

Date	Summary
18 Jan 2020	Form20a

Parents / Guardians

A common source of **Adult Supporters** is the **Parents** or **Guardians** of our **Cadets**, and they may already be entered in the NAS as a **Contact** for a Member. It is not necessary to re-enter their details a second time, instead you can convert an existing Contact into an **Adult Supporter**. Simply select the **Contact** and click the button **Add Adult Supporter**.

Members KINGSFORD SMITH, Charles Jnr. (T8)

Details

Contacts

Badges

Instructor Points

Primary Contact No

Relationship Grandmother

Membership Number None

Current Status None

Name SMITH, Mary

+ Add Adult Supporter + Add Membership Set Primary Edit Delete

From here you will be prompted for the additional information needed to record an **Adult Supporter** in the **NAS**. Once completed they will still be listed as the **Contact** for the **Member**.

Contacts SMITH, Mary

View Contact

Date Of Birth 01/02/2020

Date of Entry 01/02/2020

Gender Not Known Male Female Not Applicable

* Unit Trainee

* Member Status Type Adult Supporter

Adding an Adult Supporter as a Contact

Once an **Adult Supporter** has been entered in the **AAL National Admin System**, they can also be assigned to a member as a **Contact** – that is a Parent or Guardian.

Select the **Member**, then click the **Contacts** and then click the button labelled **Add Member**. The Adult Supporters will appear with the League and Associate members, although they will not have a Membership Number next to their name.

ALDRIN, Buzz (T18)

List Contacts

Primary Contact

* Relationship Father

* Name fred

ALDRIN, Fred

N22978 - SMITH, FRED

N22982 - O'DEA, Fred

T51 - SMITH, FRED

T55 - HAZE, Fred

Converting an Adult Supporter into a Member

You may find that an **Adult Supporter** may later decide to join the Air League, again it is a simple and straight forward procedure to convert an **Adult Supporter** into a full Member – either **League** or **Associate**. Just click the **Add Membership** button on the main Details page.

Adult Supporters BADER, Douglas

« List Adult Supporters

Get + Add Membership Edit

Name BADER, Douglas

Current Status Adult Supporter

Current Unit Tasmania Wing

You will be prompted to enter the necessary extra details to convert that **Adult Supporter** to a Member, and their Status History will reflect they were an **Adult Supporter** (although no service will have accumulated in that period).

Adult Supporters BADER, Douglas

« View Adult Supporter

* Membership Number Manually Allocate

Date Of Birth 04/07/1965

* Date Of Change 01/02/2020

Gender Not Known Male Female Not Applicable

* Unit Tasmania Wing

* Membership Type

* Financial Date Of Expiry 30/06/2021

Transfers

It may be that an **Adult Supporter** moves and may wish to continue to assist at a different Squadron or Unit. It is possible to transfer an **Adult Supporter** from one Unit to another.

Adult Supporters BADER, Douglas

« List Adult Supporters Search Clear

+ Add Unit Transfer

Unit	Date Of Change	Notes	Action
Tasmania Wing Current	21 Jan 2020	Has been assisting at a Wing level with aviation theory tra...	Action
Trainee	18 Jan 2020	New Adult Supporter	Action

Page 1 of 1, showing 2 records out of 2 total, starting on record 1, ending on 2.

Form17a – Application to Attend Activity

To create a **Form17a** so that an Adult **Supporter** can attend an activity, simply export one from their NAS record or the Squadron **Form17a** page.

Form17a By Unit

« List Reports

Name of Activity:
Squadron Flying Day

Cost:
\$75

Activity Type:
Day Outing

Activity Date:
29/02/2020

Return by Date:
02/02/2020

Member Number	Status	Unit	Name	Date of Joining	<input type="checkbox"/>
None	Adult Supporter	Tasmania Wing	BADER, Douglas	18 Jan 2020	<input type="checkbox"/>
N9999	Associate	Tasmania Wing	HINKLER, Bert	29 Jan 1982	<input type="checkbox"/>


Australian
Air League

APPLICATION TO ATTEND ACTIVITY Form 17a i
12/2019

(***Please return this form to Squadron OC by 2 Feb 2020***)

SQUADRON: Tasmania Wing WING: Tasmania Wing GROUP:

Day Outing Overnight Activity (1 Night) Overnight Activity (More Than 1 Night)

NAME OF ACTIVITY: Squadron Flying Day DATE: 29 Feb 2020

APPLICANT DETAILS: MEMBER NON-MEMBER Date of Birth: 4 Jul 1965

Surname: BADER Given Names: Douglas

Residential Address: 1 Hurricane Street HOBART TAS Postcode: 7000

Phone No.: Home: (07) 9999 9999 Mobile: 0400 999 999 Email: d_bader@example.org

Group Staff Functions

When new **Adult Supporters** are entered in the NAS they are in a **Pending** state, just the same as a new Member. This will be visible on the **New Members and Rejoins** report for verification.

Tasmania Wing

New Members and Rejoins

« List Reports Use Date of Entry Pending Only

Membership Number	Name	Unit	Current Status	Previous Status	Date of Joining ↑	Notes	
None Pending	JACKSON, Samuel L	Tasmania Wing	Adult Supporter	None	2020-02-01	New Adult Suppoter	>
T55 Pending	HAZE, Fred	Trainee	League	None	2020-01-31	Transfer from Adult Supporter	>

Adult Supporters will also appear on the report of members with **No Background Checks** recorded.

Background Checks

« List Reports Show Expired Show Pending Show Exempt

Membership Number ↓	Name	Age	Rank	Status	Unit	Date of Joining	Exempt	Card Number	Date of Expiry	
None	ALDRIN, Fred	60.06	None	Adult Supporter	Trainee	26 Jan 2020		None	None	>
None Pending	JACKSON, Samuel L	71.11	None	Adult Supporter	Tasmania Wing	1 Feb 2020		None	None	>

In both cases they are easy to distinguish from regular members as they have no **Membership Number** and their current status is **Adult Supporter**.

Frequently Asked Questions

Why are we do we need to add Adult Supporters?

With most state governments now requiring that any adult with prolonged contact with children hold a valid background check, it is important that we capture and hold this information. The existing AAL National Admin System is the most effective solution for this task.

Can I convert a League Member into an Adult Supporter?

No, as they will lose their Membership Number, previous ranks and badges and all other history associated with their membership of the League.

Can I appoint an Adult Supporter to a Branch Committee appointment?

No, a person who holds a Branch Committee appointment (such as President or Treasurer) should be an Associate or League Member.

Can I delete an Adult Supporter?

No, we may be asked to provide details to relevant authorities at a future date so all details must be kept on file.

Can I record Community Services, Awards or Badges against an Adult Supporter?

No, as they are not Members of the League.

I've entered some Adult Supporters, but my Roll Strength hasn't changed

Adult Supporters are not Members and aren't included in a Unit Roll Strength

If you have any further questions regarding **Adult Supporters**, contact support@airleague.com.au .