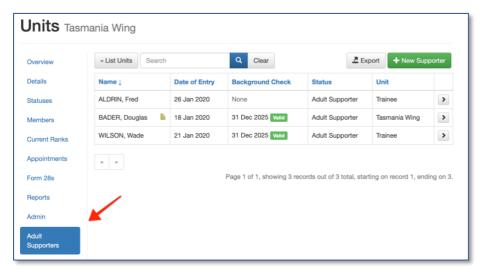## Introduction

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 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.
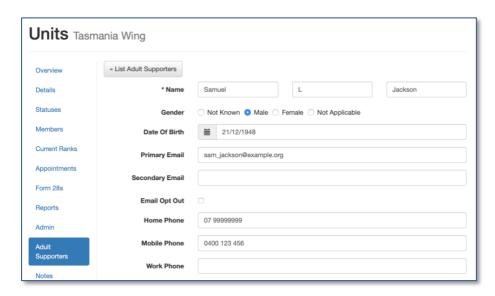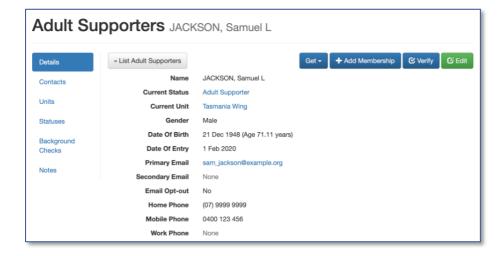

Desktop

Mobile

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
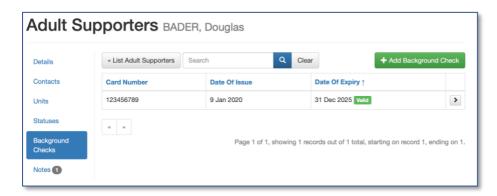- No Financial Fees / Receipt #

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

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.
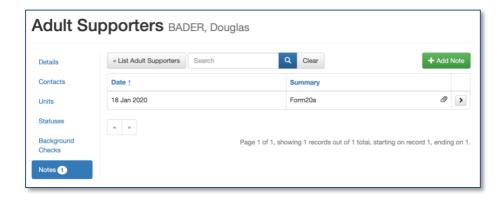

The **NAS** will track the expiry of their relevant background check, however due to the temporary nature of their assistance they do not receive email reminders when the expiry date is approaching. It is important that Squadron OCs check the check is current before they engage in any further assistance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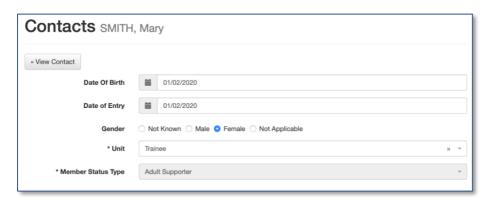
Parents / Guardians

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**.
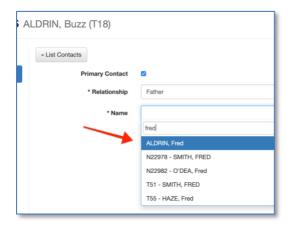

From here you will be prompted for the additional information needed to record an **Adult Supporter** in the **NAS**. Once completed they will still be listed as the **Contact** for the **Member**.

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.
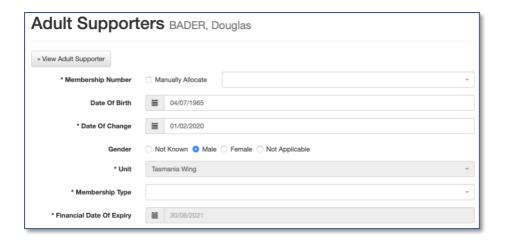
Australian Air League

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.
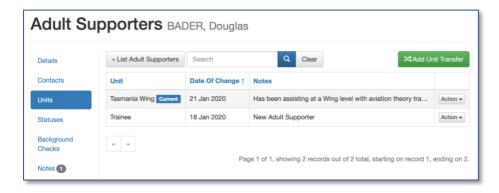

You will be prompted to enter the necessary extra details to convert that **Adult Supporter** to a Member, and their Status History will reflect they were an **Adult Supporter** (although no service will have accumulated in that period).
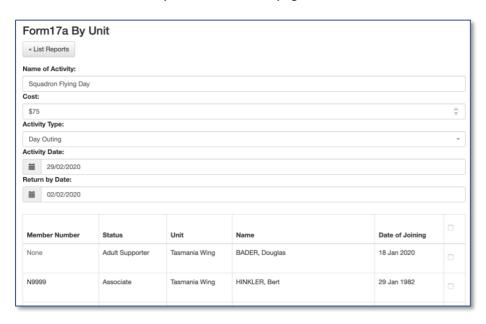

Transfers

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.
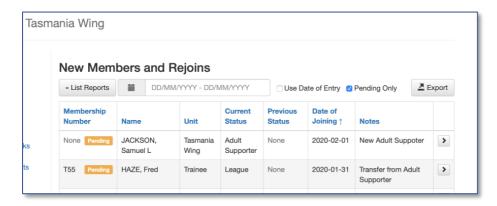
Form17a – Application to Attend Activity

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.
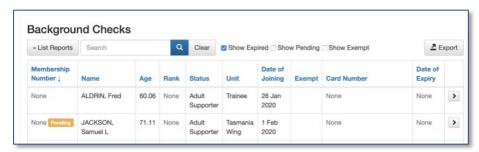
Group Staff Functions

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.

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

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 ad 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 .