Young Eagles Digital Signature App Instructions
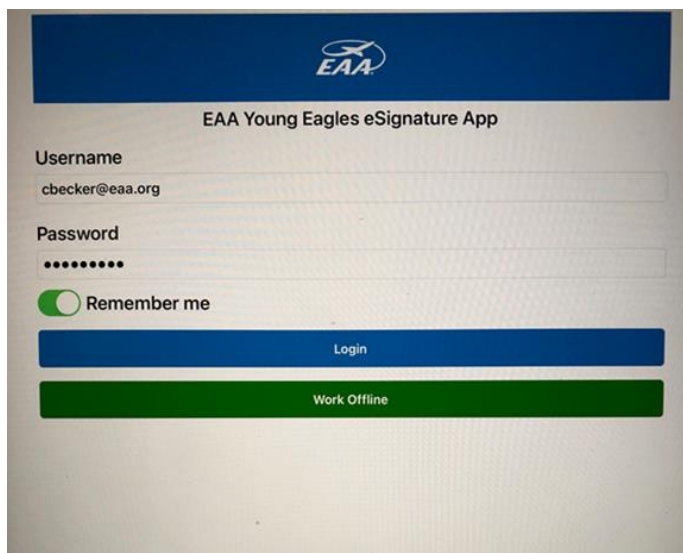
Table of Contents

Preparing for a Young Eagles Rally

1. Check for any app updates the night before or the morning of the rally. Update as necessary
2. Fully charge all iPads in use
3. Sync the iPad the morning of the event
   a. Reference page 13 for more information on syncing
   b. Wi-Fi or cellular data needed to sync
4. Have a stylus available. This will make signing much easier
5. Keep a stack of paper Young Eagles registration forms on hand, in case of any technical issues
   o Reference page 17 for troubleshooting tips
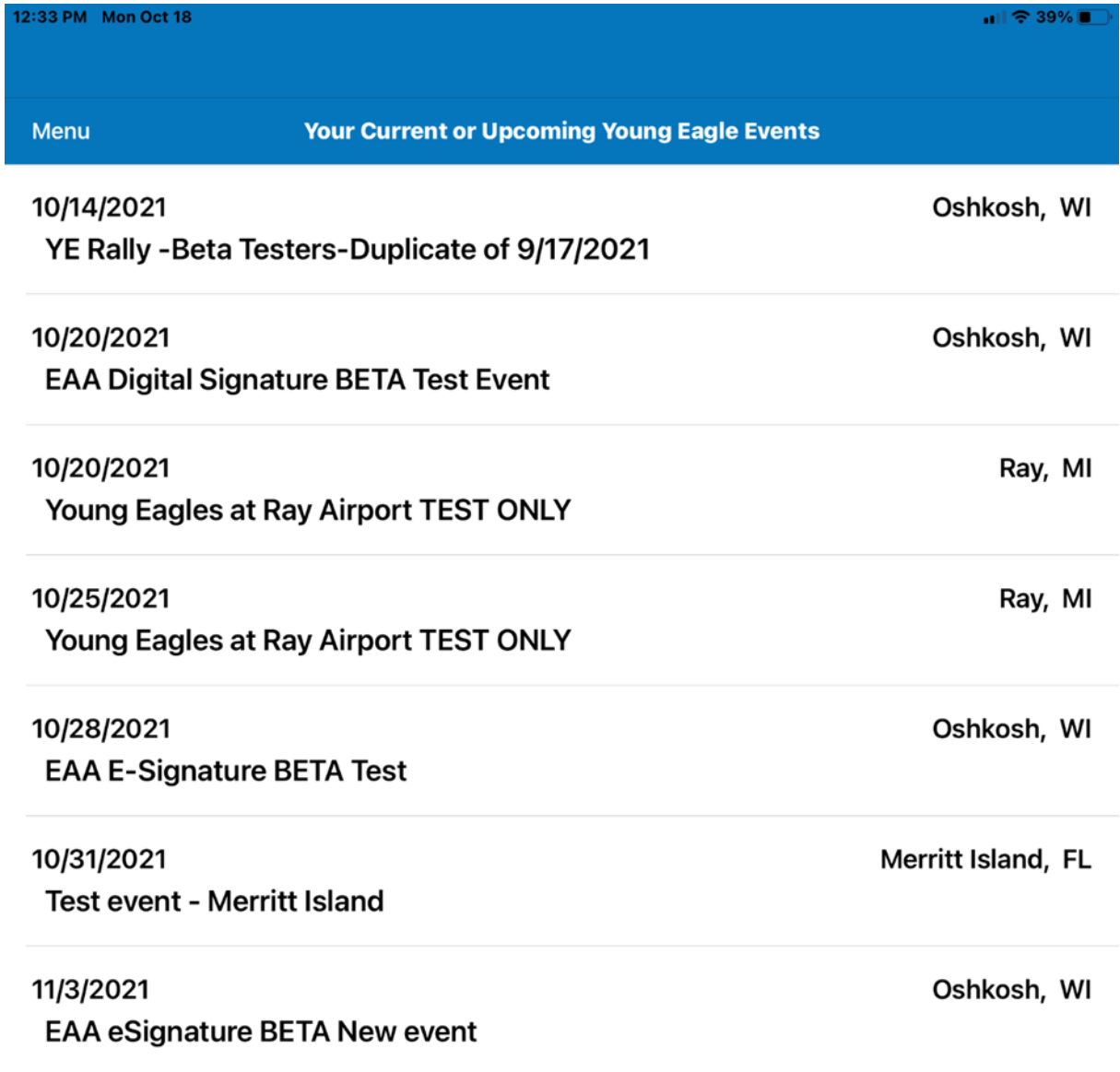
App Login Process

- Same login credentials as YEDay.org
  - Not your EAA.org login
  - User must have "Admin Permission" or "Update Permission" which are set during event creation in YEDay.org, to access the event in the iPad
- Multiple iPads can be used
- Wi-Fi not required during rally (Wi-Fi is required for syncing)

Young Eagle Event Listing

- Once logged in, you will see all future events
- Event will be removed from the app five days following the event
- Simply tap on the event to access pilot and participant waivers

12:33 PM   Mon Oct 18   39%

| Menu | **Your Current or Upcoming Young Eagle Events** | |

10/14/2021   Oshkosh, WI
YE Rally -Beta Testers-Duplicate of 9/17/2021

10/20/2021   Oshkosh, WI
EAA Digital Signature BETA Test Event

10/20/2021   Ray, MI
Young Eagles at Ray Airport TEST ONLY

10/25/2021   Ray, MI
Young Eagles at Ray Airport TEST ONLY

10/28/2021   Oshkosh, WI
EAA E-Signature BETA Test

10/31/2021   Merritt Island, FL
Test event - Merritt Island

11/3/2021   Oshkosh, WI
EAA eSignature BETA New event

Collecting Pilot Signatures

All pilot signatures should be collected at the same time during the day of the event, such as during the pilot briefing.

1. Once in the event. Tap the toggle button to select pilots
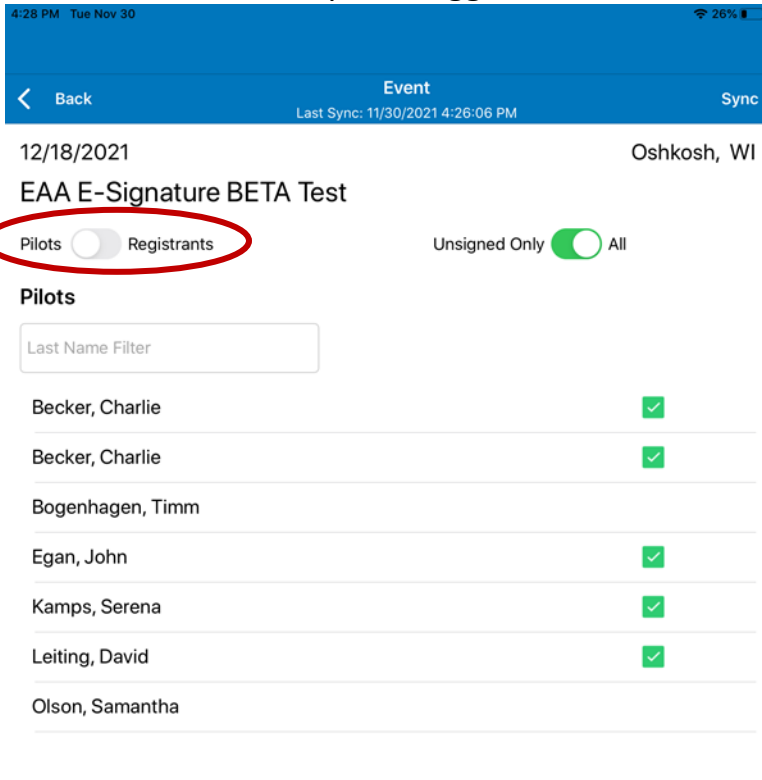
2. Hand the iPad to the pilots and ask them to tap their name and complete the digital signature. Pilots will agree to use electronic signature by tapping the bubble and clicking **"Review and Sign Documents"**
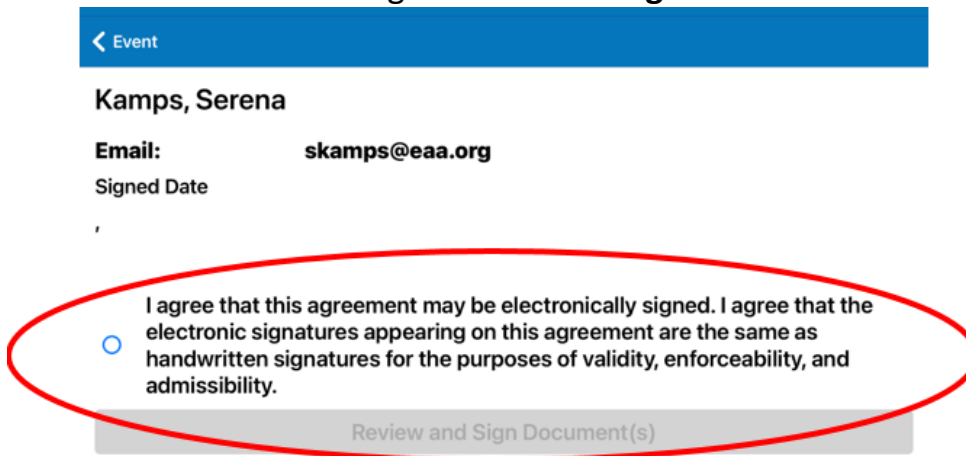
3. Pilots will then scroll through the waiver, and sign at the bottom using their finger or a stylus. After signing, tap **"Complete Signing and Next Document".**

NOTE: *To clear or erase a signature, tap "< Back" in the upper left. This will erase the signature and bring the pilot to the previous page.*

4. After signing and tapping "**Complete Signing and Next Document**" pilots should hand the iPad to the next pilot to sign.


IMPORTANT: The pilot signing must be the person to tap the bubble next to the "**I agree that this agreement may be electronically signed…**" statement, as well as the individual who scrolls to the bottom of the waiver to sign.

Collecting Parent/Guardian Signatures

Parents must sign prior to the flight. Ensure that signatures are collected before youth participants head out to the airplane. Multiple iPads can be used at time to collect parent signatures, so you may need to check multiple iPads.

1. Once in the event. Tap the toggle button to select "Registrants"
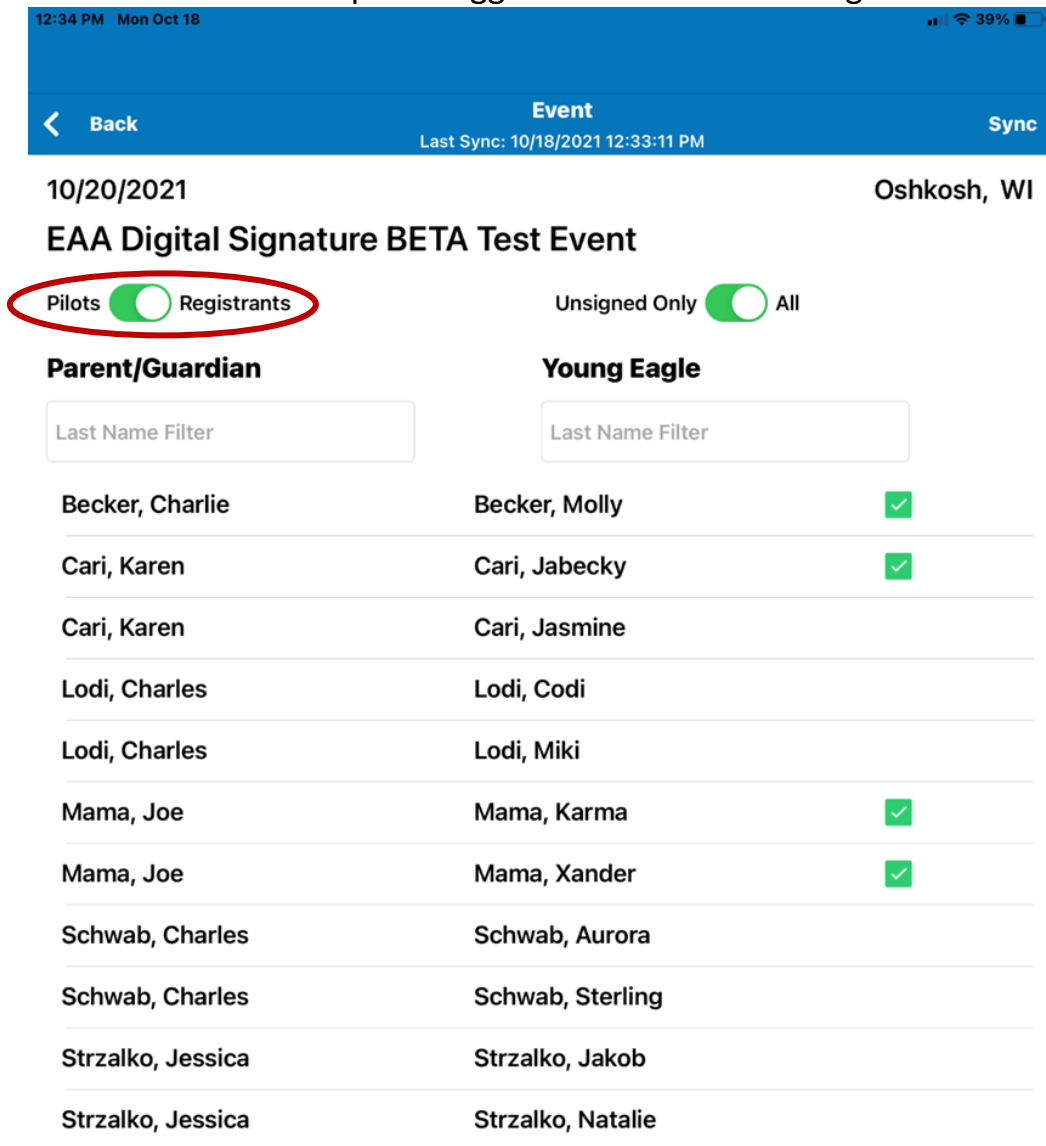
2. Search by parent/guardian name or Young Eagle name. Parents are listed alphabetically on the left and Young Eagle names are listed alphabetically on the right. Once the correct record is found, tap the name to open the waiver and hand the iPad to the parent.
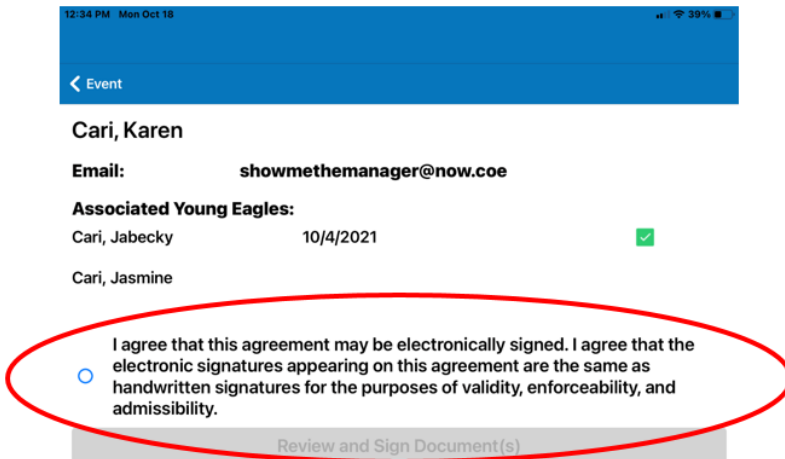
3. Parents will tap the bubble agreeing to use electronic signature and then tap Review and Sign Document(s). The waiver will then appear for parents to scroll through, and sign at the bottom using their finger or a stylus. After signing, tap **"Complete Signing and Next Document".**
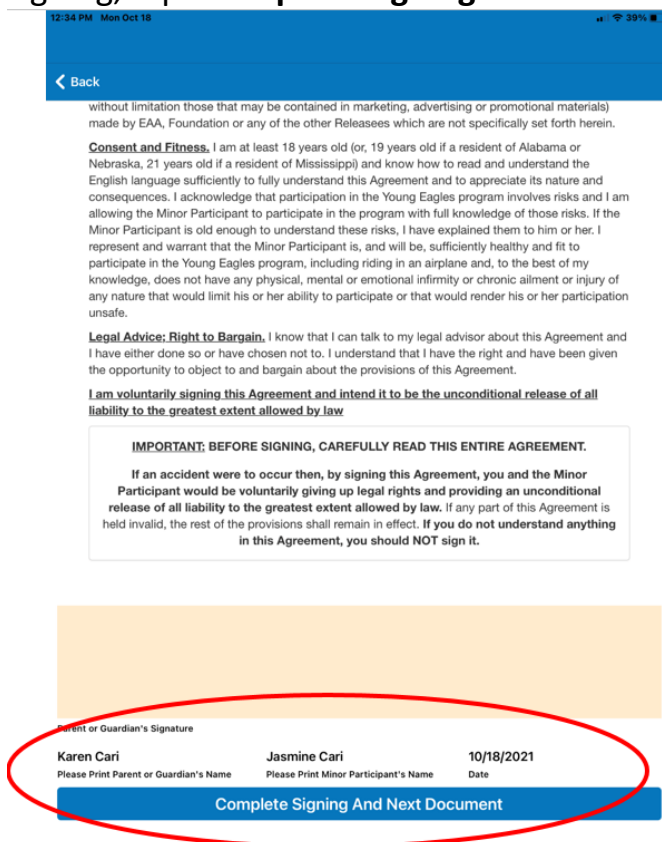
NOTE: *To clear or erase a signature, tap "< Back" in the upper left. This will erase the signature and bring the pilot to the previous page.*

FOR PARENTS WITH MORE THAN ONE YOUTH REGISTERED.
The system will recognize if two or more Young Eagles are registered by the same parent. To keep signing simply, you can easily navigate from waiver to waiver at the bottom of the signing section.

Once the first youth is signed for, have the parent tap "**Complete Signing and Next Document.**"

Tapping "**Skip>>**" will skip the current waiver and erase any signature provided. This function should be used to skip youth who appear in the app, but are not attending.

IMPORTANT: The parent signing must be the person to tap the bubble next to the "I agree that this agreement may be electronically signed…" statement, as well as the individual who scrolls to the bottom of the waiver to sign.

If the parent signing is different than the parent that registered the youth, you must go into YEDay.org and update the parent's name to reflect the name of the parent signing. *OR* you can simply revert to a paper waiver, but the pilot must then also sign the paper waiver.

4. After the parents have signed, the youth is ready for their Young Eagles flight. Be sure to double check that all signatures have been received prior to the flight. This can be done by looking for the green check box next to the Young Eagle's name on the check-in page. If the iPad is synced, the signature data will also be pushed to YEDay.org.

| | Pre-Reg. Report | Register Pilots | Ground Volunteers | Flight Tickets | Event Waitlist | Check-In/ Print Reg. | Assign Pilots | Pilot Labels | Final Report |
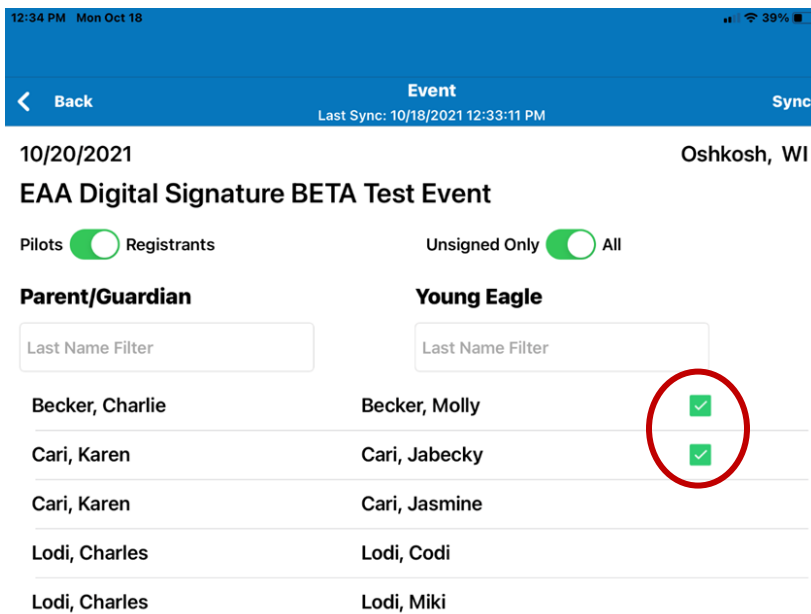
This page will check the Young Eagle into the event and create a PDF file to print information onto the EAA Y.E. Registration Forms.   Show/

| Check All | Uncheck All | - | 🔍 Search for names.. | - | Names: First Last | - | Hide check-in kid(s) | - |

Number of Young Eagles: 12 -   Show cancel list / transfer kid   Adult Ride Along Liability Form **- Assign F**

|	Y.E.'s Name/Age - First - Date	Parent's Name	Slot	Flts	Checked in status	Waiver	Duplica
☐	Becker, Ann (14)	Becker, Charlie	1	0	CHECKED IN at Nov 6 - 8:23 am ❌	✅	
☐	Becker, Joe (13)	Becker, Charlie	2	0	CHECKED IN at Nov 6 - 8:30 am ❌	✅	
☐	Becker, Molly (14)	Becker, Charlie	3	0	CHECKED IN at Oct 25 - 10:09 am ❌	🖊️	👤
☐	Becker, Molly (14)	Becker, Charlie	3	0	CHECKED IN at Oct 25 - 4:49 pm ❌	🖊️	
☐	Denver, MaryAnn (9)	Denver, Gilligan	2	0	CHECKED IN at Nov 17 - 10:12 am ❌	🖊️	
☐	Denver, Skipper (11)	Denver, Gilligan	2	0	CHECKED IN at Nov 17 - 10:12 am ❌	🖊️	
☐	Dickens, Ernest (9)	Dickens, Charles	1	0	CHECKED IN at Nov 17 - 10:13 am ❌	🖊️	
☐	Dickinson, Emily (14)	Dickens, Charles	1	0	CHECKED IN at Nov 17 - 10:13 am ❌	🖊️	
☐	Howell Jr, Thurston (9)	Howell Jr, Thurston	2	0	🧾❌	❌	
☐	Schneider, Curt (12)	Schneider, Carol	1	0	🧾❌	❌	

Syncing the iPad

As reminder, the information in the iPad app comes directly from the chapter's event within YEDay.org. Syncing the iPad is critical to ensuring all current data is pulled in from YEDay.org, and that the iPad signature date is pushed to YEDay.org. Once synced, refreshing the web browser will display updated signature information in YEDay.org.

There are two sync buttons. Both provide the same functionality.

1. Event Level Sync – Within the event, in the upper right hand corner
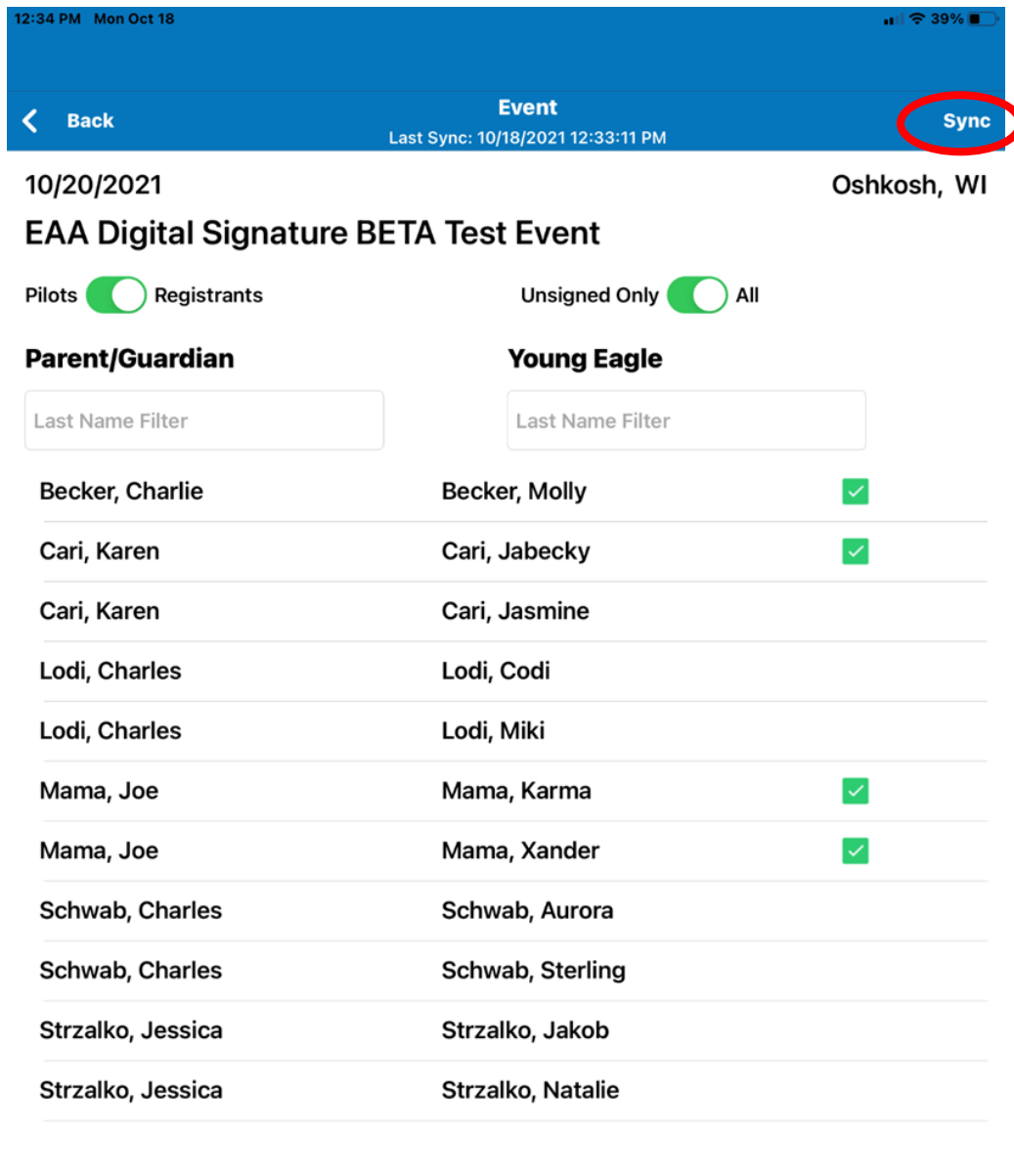
2. Menu Level Sync – Within the menu, located on the homepage
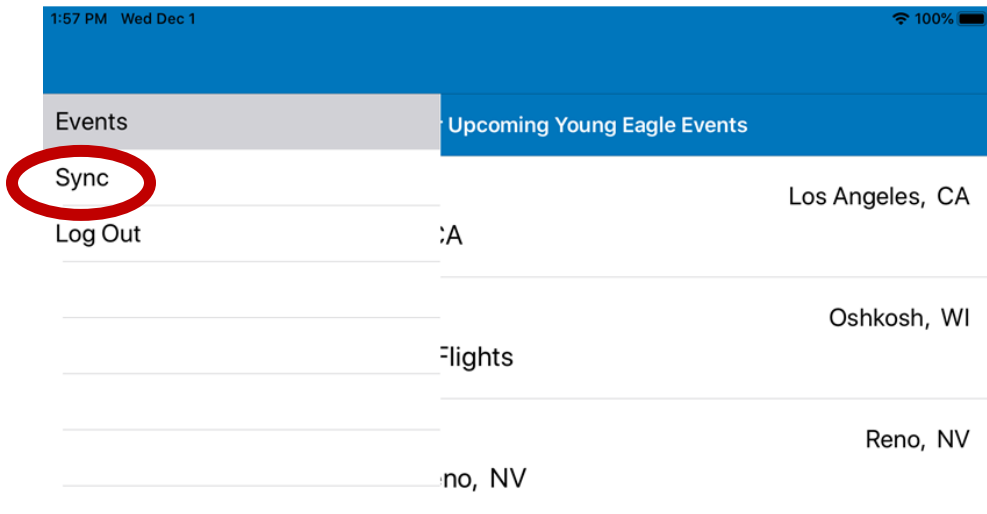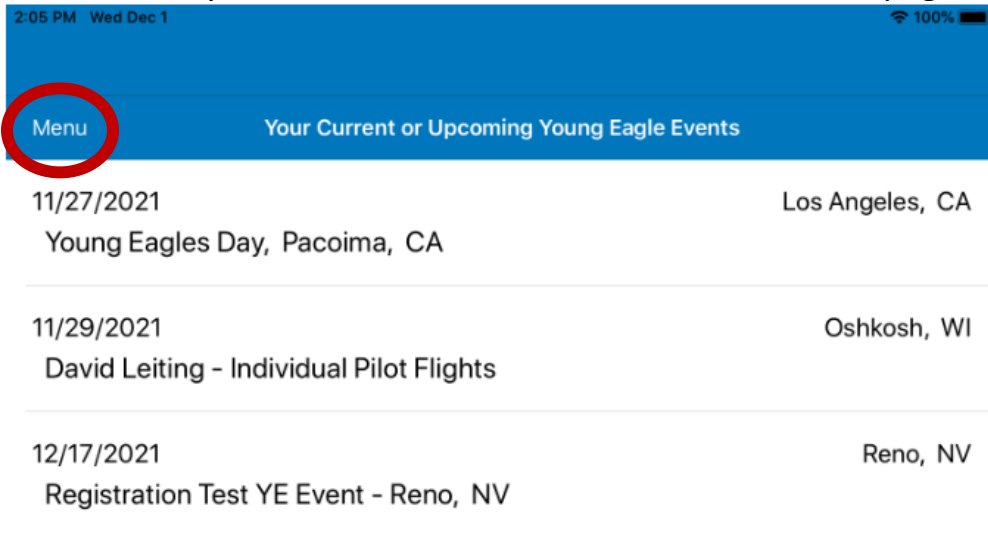
Data Transfer: Sync & Refresh

IPad Sync:

- Sends signed waiver to EAA
- Sends signed waiver data to YEDay.org
- Grabs new signups from YEDay.org

Web Browser Refresh:

- Displays the latest data
    - Signed waivers
    - New sign ups

Finalizing a Young Eagles Rally

At the end of the rally, all signatures will need to sync. This will push the signatures to YEDay.org, allowing the chapter to close out the event.

1. Sync the iPad using the Menu or Event sync as described on page 12. This can be done throughout the event or following the event.

2. Log into YEDay.org and assign all Young Eagles to their respective pilot. This can be done live during the rally, or post rally. Ensure the eSig icon shows up to the pilot and Young Eagle's name. This means the proper signatures were collected on the iPad.

To help track which youth flies with which pilot, there are assignment forms that can be downloaded from the Check-In/Print Reg. tab within YEDay.org

Waiver Icons in YEDay.org

- Electronic Waiver captured
- Paper waiver received (Added by clicking the red x in the waiver column)
- No waiver

3. Verify on final report if there are any Young Eagles who were assigned a pilot and flew, who do not have a digital signature. For these Young Eagles, be sure to mail in the hard copy waivers with pilot and parent/guardian signatures.

4. Once all signatures are confirmed, Young Eagles are matched to their pilot, close out the event using the "Submit Event Information to EAA Headquarters on the Final Report tab. This will submit all the flight data and digital signatures. Any paper waivers used in place of the digital signatures process should be mailed in as normal.

Troubleshooting

Hard Reset - Occasionally the app may experience a hiccup. The best solution is to log out and log back in. This will complete reload the most current data into the app from YEDay.org. Logging out and logging back in will not affect the signatures already collected. In unique situations, EAA may ask you to update the app or resubmit data.

Exceptions - If you run into any issues or exceptions you are unsure how to fix, use a paper waiver from EAA. Having paper waivers as back-up is critical. ***Should a paper waiver be used for a parent signature, the pilot must also sign the paper wavier.***

For each flight, the same type of waiver needs to be used by the pilot and parent. I.e. Digital for both pilot and parent or Hard copy for both pilot and parent.

Additional Information– Visit **www.EAA.org/YEFDigitalSignature** to find addition information on the Young Eagles Digital Signature App, as well as YEDay.org.