

GA e-Exams Quick Guide Managing Memberships

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Candidate Memberships

**PPL Training Organisation**
Private Pilot Licence Training Organisation (GBR.DTO.0222)

 Cart  Home  Inbox (22)  Log Off

Home **Organisation** Documents

Details Orders Bookings Transactions

Summary Of PPL Training Organisation (*Private Pilot Licence Training Organisation (GBR.DTO.0222)*)

**Name:** PPL Training Organisation
Description: Private Pilot Licence Training Organisation (GBR.DTO.0222)
Status: Active
Sponsor: FCL (Flight Crew Licence)

Edit Reports

Candidate Memberships
Please click the 'Show All' button below to view all the memberships for the organisation.
▶ [Show All](#) ▶ [Create New](#)

Orders
#1042675: #1044532: PP..
#1042676: #1044533: PP..
#1042677: #1044534: PP..
#1042679: #1044536: PP..
#1042682: #1044539: PP..
More...
▶ [Show All](#)

Bookings
If you know about the details of a booking's **session, exam or status**, you can use the quick search below to search for it.
Quick Search:

▶ [Show All](#) ▶ [Create New](#)

Transactions
Please click the 'Show All' button below to view all the transactions information.
▶ [Show All](#)

Addresses
Please click the 'Show All' button below to view all the addresses for the organisation.
▶ [Show All](#) ▶ [Create New](#)

Contact Channels
Please click the 'Show All' button below to view all the contact information for the organisation.
▶ [Show All](#) ▶ [Create New](#)

Contact Persons
Please click the 'Show All' button below to view all the contact persons for the organisation.
▶ [Show All](#) ▶ [Create New](#)

Organisation Staff
Aspeq Invigilator
Jim Stewart
Linda Cook
Otto Octavius
PPL Invigilator
▶ [Show All](#) ▶ [Create New](#)

- To access membership information, go to Organisation/Details and click on “Show All” in the Candidate Memberships tab.
- Note: Before a Training Organisation is able to view the candidate’s information or act on their behalf and make bookings and view results the candidate and TO must have an approved membership where both the candidate and TO agree to the relationship.

Approving a Request for Membership from a Candidate (1)

**PPL Training Organisation**
Private Pilot Licence Training Organisation (GBR.DTO.0222)

 Cart  Home  Inbox (24)  Log Off

Home **Organisation** Documents

Details Orders Bookings Transactions

My Organisation ▶ Organisation Memberships ▶ My Messages ▶

Manage Candidate Memberships
This screen allows you to add/modify the candidate memberships within the system.

Organisation Summary

**PPL Training Organisation**
Private Pilot Licence Training Organisation (GBR.DTO.0222)

Search Customer Number: First Name: Family Name: Show Inactive: ☐

Customer Number	Title	First Name	Family Name	State	Valid From	Valid Till
501909E	Mr	Ronan (Ronan)	Sharpe	Approved	02 October 2019	01 October 2021
223401G	Mr	Misael (Misael)	Peters	Approved	31 October 2019	30 October 2021
654321L	Mrs	Two	Testing	Approved	31 October 2019	30 October 2021
218147J	Mr	Jaylen (Jaylen)	Kelley	Approved	20 December 2019	19 December 2021
123456A	Mr	PPL	ExamsTest1	Approved	20 December 2019	19 December 2021
590024A	Mr	Roadshow	Candidate	Requested (requires organisation's approval)	06 February 2020	05 February 2022

- When a Candidate requests a membership, this will appear with the “State” column being set to “Requested” (requires organisation’s approval)
- To access further information and either approve or reject the membership request double click on the Candidate