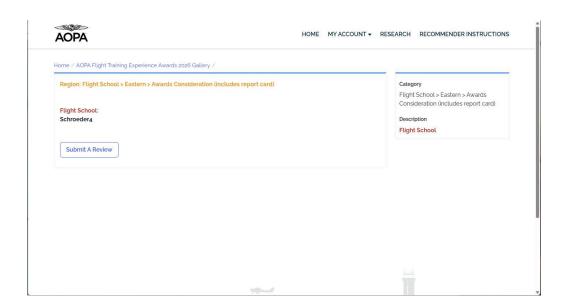
AOPA Foundation Flight Training Experience Awards

Step-by-Step Directions for Submitting a Review/Reference

Thank you for being willing to provide a reference for your favorite instructor and/or flight school! We know the current process might be a little confusing, but we hope these step-by-step directions will help in the meantime.

- Step 1
 - o Click the link in the email that you received from your instructor/school.
- Step 2
 - o The page below will open.
 - Click the "Submit Review" button

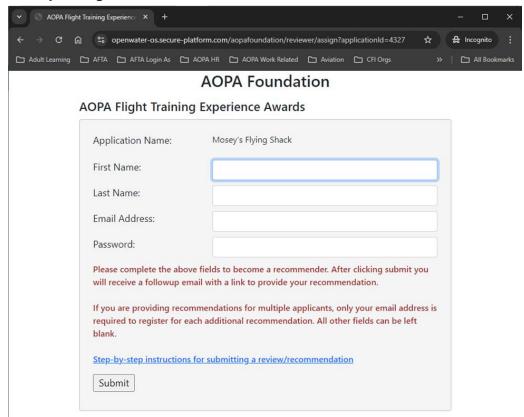


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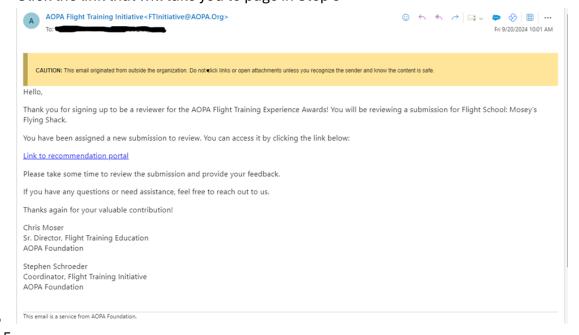
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- Step 3
 - o The page below will open.
 - You will be creating a login for the awards review system.
 - o Fill in your name, email, and create a password.
 - NOTE: If you are a reference/reviewer for multiple applications, only your email is required to register for each additional application.
 Leave all other fields blank.

o Once your login is created, close this window.

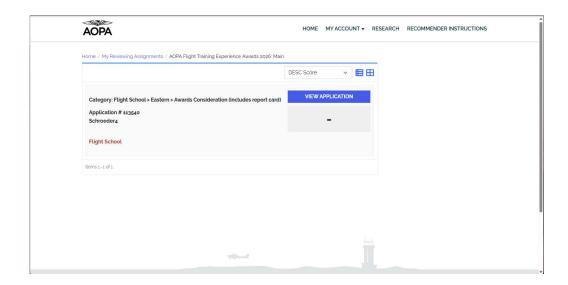


- Step 4
 - o Check your email for a new link that will take you to the review page.
 - Click the link that will take you to page in Step 5



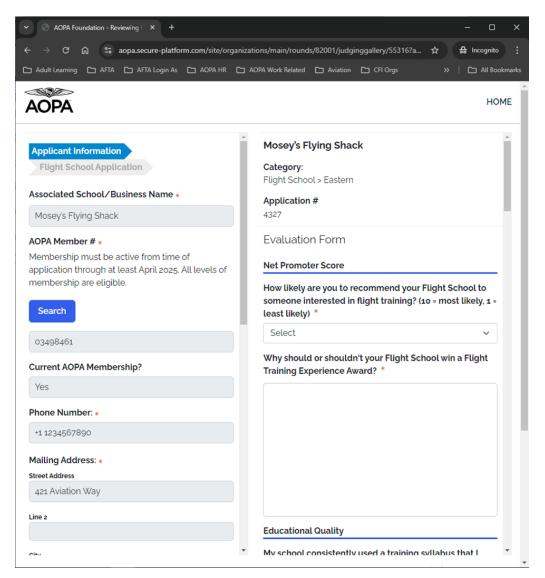
Step 5

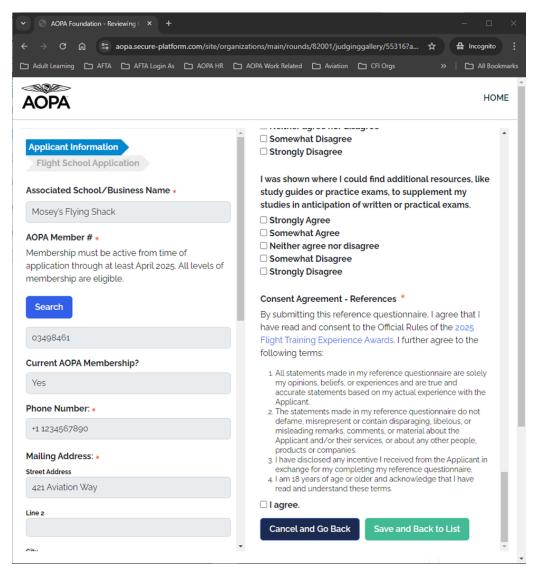
- o The link will take you to the page below.
- Click the "VIEW APPLICATION" button



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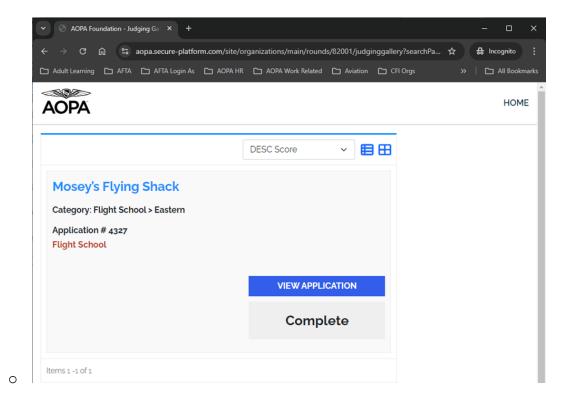
- Step 6
 - o You are on the page where you will submit a review! (see below) (Whew!)
 - o Complete the review/reference for your instructor or school
 - When finished, click the "Save and Back to List" button





Step 7

- You will be redirected to the screen below.
- As long as are you finished answering the questions to your satisfaction, YOU ARE DONE!
 - If not, you may edit your review/reference by clicking on the "View Application" button.
 - NOTE: When you finish, your school/instructor will also receive a confirmation email letting them know you have finished.



Thank you for taking the time to participate in the Flight Training Experience Awards! We (and your school/instructor) appreciate you!!