AVISTRATA
AVIATION BUSINESS PLATFORM

# Students in Several Schools

How students join more than one flight school

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**PREPARED FOR**
**Flight school staff and students**

Instructors, front desk, admins, and students who train at more than one school

**FROM**
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### At a glance

A student or renter who trains at more than one flight school keeps **one Avistrata login**. Each school sees only its own bookings, training and invoices. The student's name, certificates, ratings and medical are shared with each school's staff, and the student decides which schools may see their **pilot logbook**.

## For the school: add a student who already has a login

1. Open **Flight School** → **Students** and find the card **Add students who already have a login**.
2. Type the student's email, pick **Student** or **Renter**, and click **Add by email**.
3. If the email already has a login, the student gets an invitation to accept. If not, click **Add as a new user** to set them up the usual way.

Invitations waiting for an answer are listed under **Waiting**, where you can **Withdraw** one.

## For the school: give out a join code

1. On the same card, click **Make a join code**.
2. Choose what someone joins as (**Student**, **Renter** or **Member**), and tick **Approve automatically** if you don't want to approve each request.
3. Share the code, or click **Copy link** to share a link that fills the code in for them.

Requests to join show under **Waiting** with **Approve** and **Decline**, and staff are emailed when one comes in. Untick **Code works** to stop the code, or click **New code** to replace it (the old one stops working).

## For the student: accept an invitation or join with a code

- **Invitation:** a bar at the top of Avistrata shows the invitation. Click **Accept** (or **Decline**). You can also answer it in **My Preferences** → **My Schools & Organizations**.
- **Join code:** open **My Preferences** → **My Schools & Organizations**, type the code under **Join Another School** and click **Join**. The school approves you, or you're in straight away if they chose that. A link from the school fills the code in for you.

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## For the student: switch schools and share your logbook

1. Click the school name at the top of Avistrata (shown once you belong to more than one school) and pick the school you're working with now. In the app, use **Account** → **Company**.
2. In **My Preferences** → **My Schools & Organizations**, tick **Sees my logbook** for each school that may see your pilot logbook. Untick it to stop sharing.
3. To leave a school, switch to another one first, then click **Leave** next to it.

### Good to know

Bookings, training records and invoices always stay with the school they belong to. Switching only changes which school you're working in.

Questions? Call Avistrata support at **703.520.5040** or visit mrotracker.com.

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