



# NIFA Scoring System User's Manual



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# **Introduction & Overview**

This User Guide will introduce the NIFA Scoring System and discuss how to use the system. Screenshots and other descriptions were accurate when published, but as the system evolves, there may be changes that do not get reflected in this User Guide. If you find any errors or mistakes, please be sure to send feedback to the proper address located in the help section at the end of this document.

The NIFA Scoring System is designed with three primary modules; Contest Scoring, Navigation Scoring, and Landing Events Scoring. These three modules are designed to be easily updated as needed and also allow for very specific role-based access for judges so that any judge only has access to the portions of the NIFA Scoring System that are needed to perform their specific judging assignments.

The Contest Scoring Module is the heart of the NIFA Scoring System and is responsible for administrative functions as well as scoring functions. The Contest Scoring Module is where SAFECON's are created (or modified as needed) as competitions in the scoring system, where users (Judges) are assigned roles in the scoring system, where teams and contestants are added to competitions, and where team advisors are able to verify the registrations of their team members. The scoring functions of the Contest Scoring Module are where individual contestant results are entered and where the ranking and compilation of individual and team scores takes place to determine the overall competition results. The Contest Scoring Module can also receive scores directly from the Navigation and Landing Events Scoring Modules.

The Navigation Scoring Module handles the administrative functions of creating navigation routes and assigning judges to specific roles within the Navigation Event. It also handles the computations for scoring the results of the Navigation Event and can export those results for download as a .csv file or directly to the Contest Scoring Module.

The Landing Events Scoring Module handles the administrative functions of assigning judges to specific roles within the landing events and the creation of the Electronic Landing Cards for use in the landing events. The Landing Events Scoring Module also handles the computations for scoring the landing events and can export those results for download as a .csv file or directly to the Contest Scoring Module.

If you have questions or problems with any aspects of the NIFA Scoring System, please see the help section at the end of this User Guide for troubleshooting and contact information to obtain assistance in resolving whatever problems you experience.

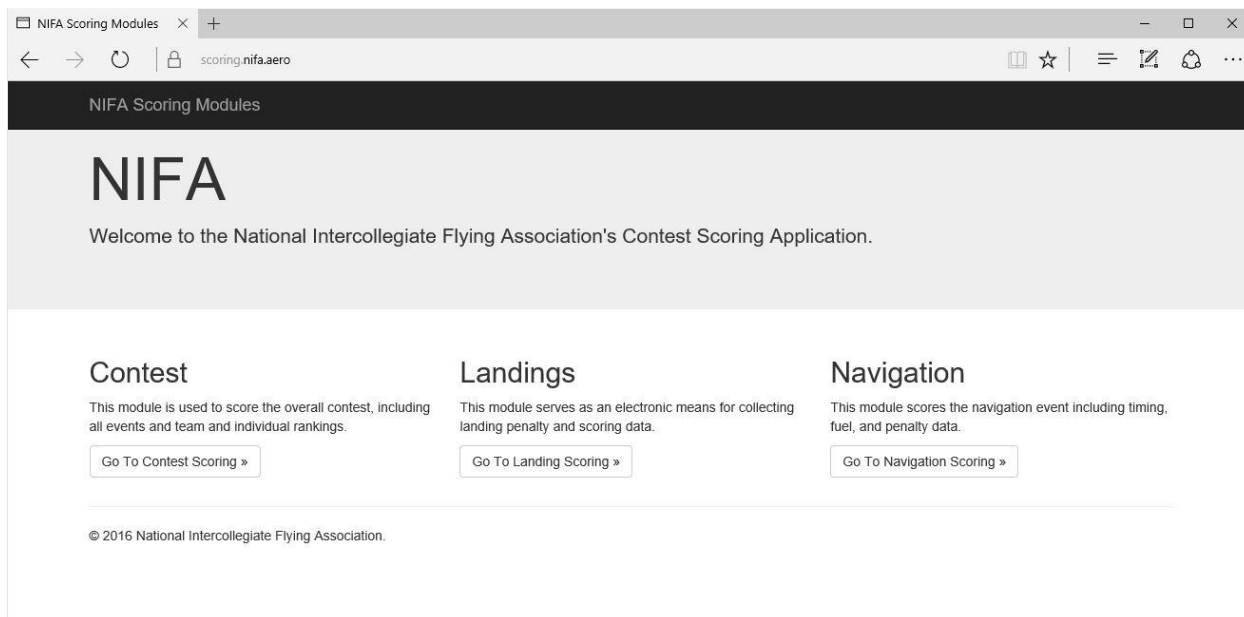
# Access & Login

## Access

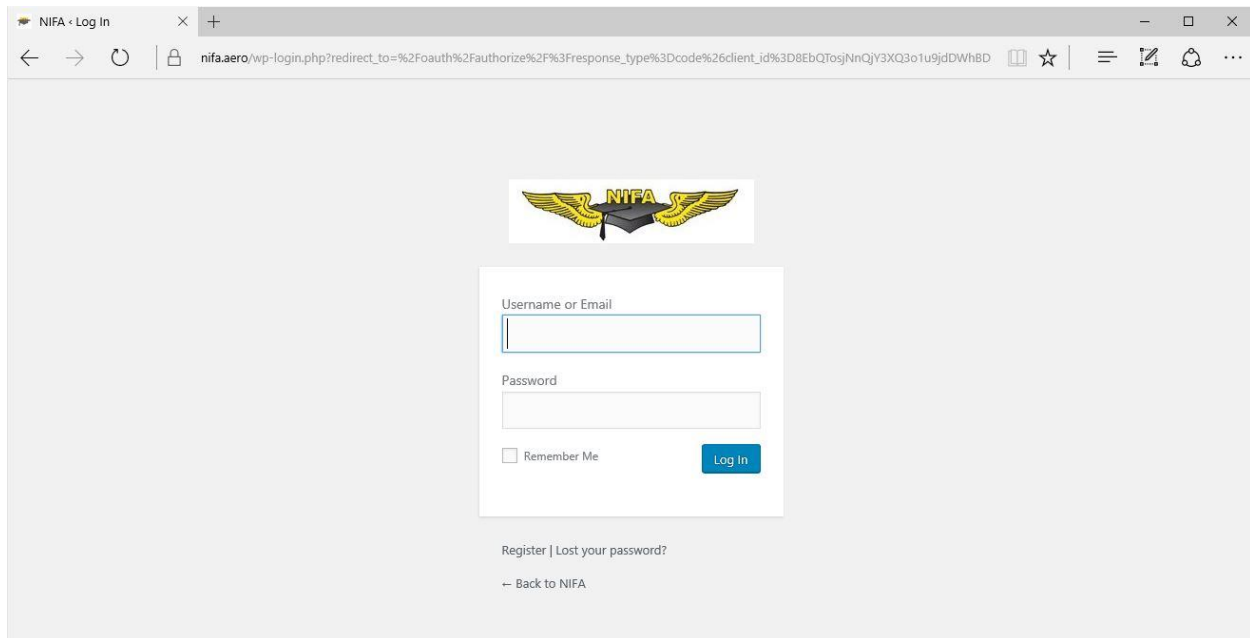
To access any of the modules of the NIFA Scoring System, proceed to <https://scoring.nifa.aero> and choose which module you would like to access. Alternatively, if you are logged in to the NIFA website at <https://nifa.aero> and are registered as a Judge, you will see a link under the drop-down menu Judges → Judge's Corner → NIFA Scoring System.

## Logging In

In order to log in to the NIFA Scoring System, you must have an account on <https://nifa.aero>. If you do not have an account, please go to <https://nifa.aero/judges> and complete the short form on the right hand side to create your account and register as a Judge. When you access the NIFA Scoring System, you will see the following screen:




Choose which module you would like to access and click on the button to access the login screen. If you are already logged in to your nifa.aero account, you will automatically be passed to the home screen for that module. If not, you will be prompted to login as seen below.



NIFA • Log In

nifa.aero/wp-login.php?redirect\_to=%2Foauth%2Fauthorize%2F%3Fresponse\_type%3Dcode%26client\_id%3D8EbQJNnQjY3XQ3o1u9jdDWh8D



Username or Email

Password

☐ Remember Me

[Register | Lost your password?](#)

[Back to NIFA](#)

Your login credentials are the Username or Email and Password for your nifa.aero account. Enter your credentials and click on “Log In.” Depending on how many times you have logged in and out of the system recently, you may need to answer a short question to ensure you are not a bot trying to access the scoring system. Once you have logged in, you will be passed to the home screen for that module which will ask you which contest you would like to work. If you do not see any options, or you do not see the contest you are looking for, this simply means you are not authorized to access that module or have no judging roles within that module.

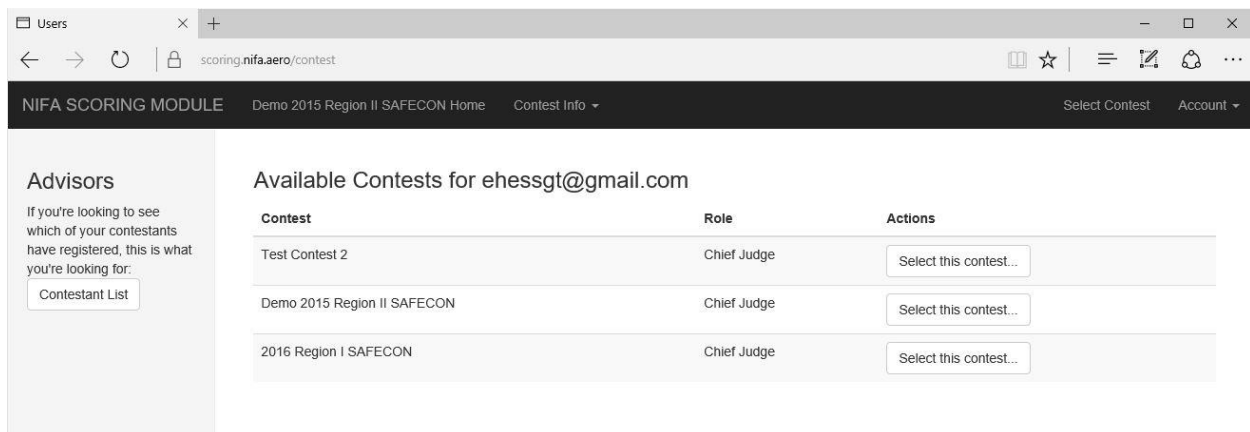


# Contest Scoring Module - Administrative Functions

This section of the NIFA Scoring System User Guide will discuss the administrative functions of the Contest Scoring Module. Scoring functions will be discussed in a separate section of this User Guide. This section will walk through the layout and navigation of the Contest Scoring Module, the creation of a contest (or competition), adding users to the contest, adding teams to the contest, adding contestants to the teams, assigning contestant ID numbers, and showing the advisors a list of registered contestants, and navigating around the Contest Scoring Module.

## Home Screen, Layout, & Navigation

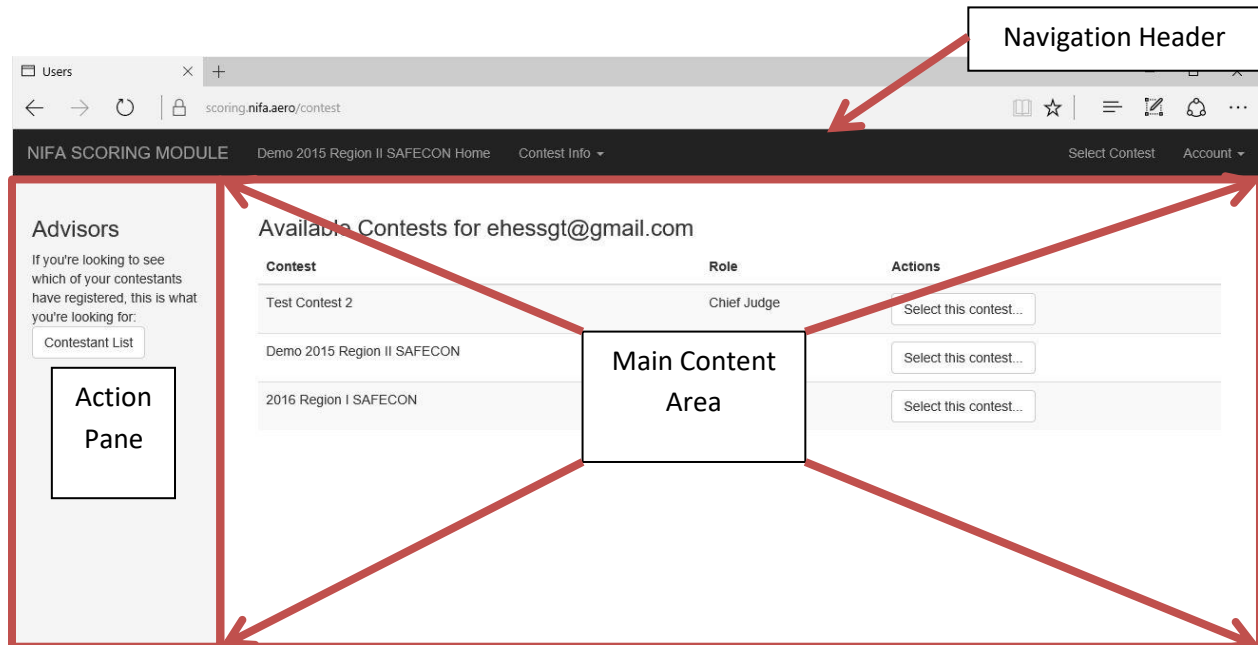
Once you have successfully logged in to the Contest Scoring Module, you will be directed to the home screen:



The home screen will list all contests that you are currently or previously assigned to. If you have a blank screen, this simply means you have not been assigned to any contests. To begin working on a contest, simply click the button to select it. Once you select a contest, you will be able to enter scores, and if you are the Chief Judge, handle some administrative functions as well. Before we walk through the creation of a contest, we will discuss the layout and navigation of the Contest Scoring Module.

## Layout & Navigation

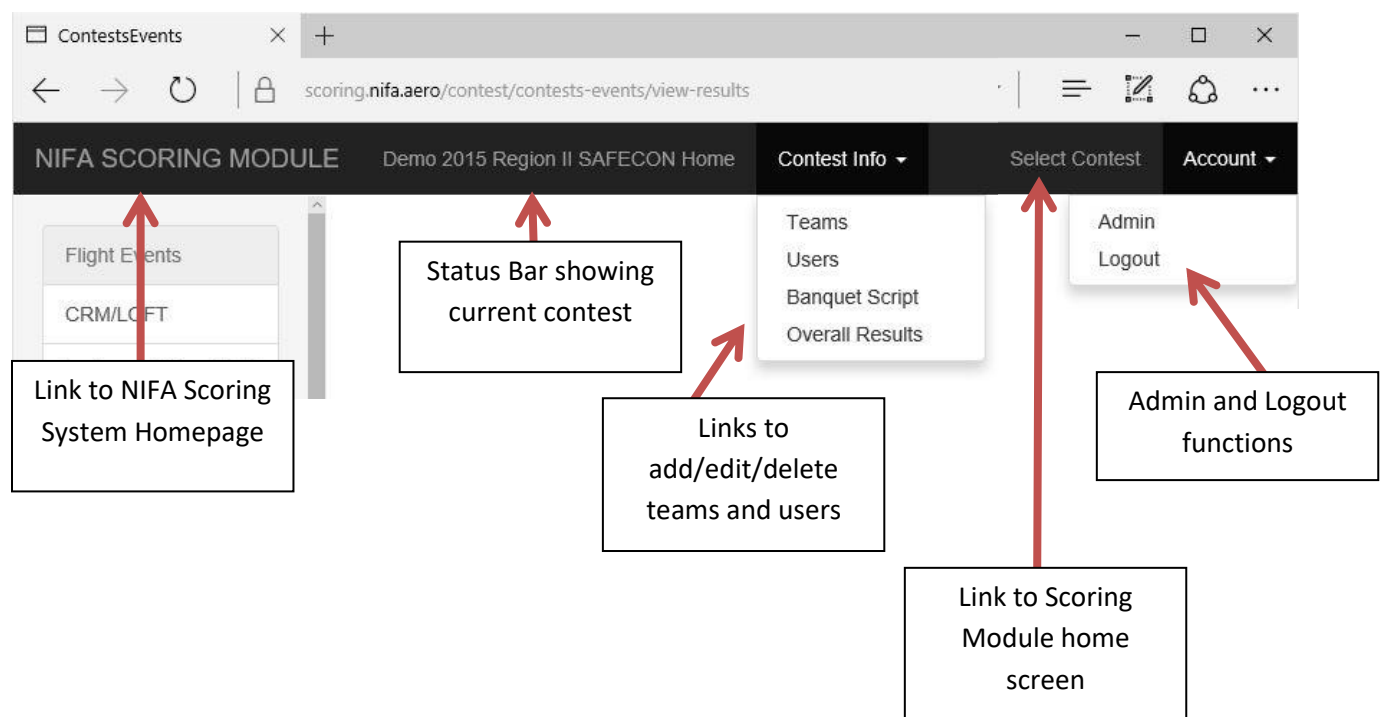
The Contest Scoring Module is laid out into three sections: Navigation Header on the top, Action Pane on the left side, and the Main Content Area in the middle of the page.



The Action Pane on the left side will change depending on what you are doing. On the home page, you will see the registration verification link for Advisors. From this pane you will be able to call up the dialog to add new users, add new teams, or select events for which you wish to enter scores.

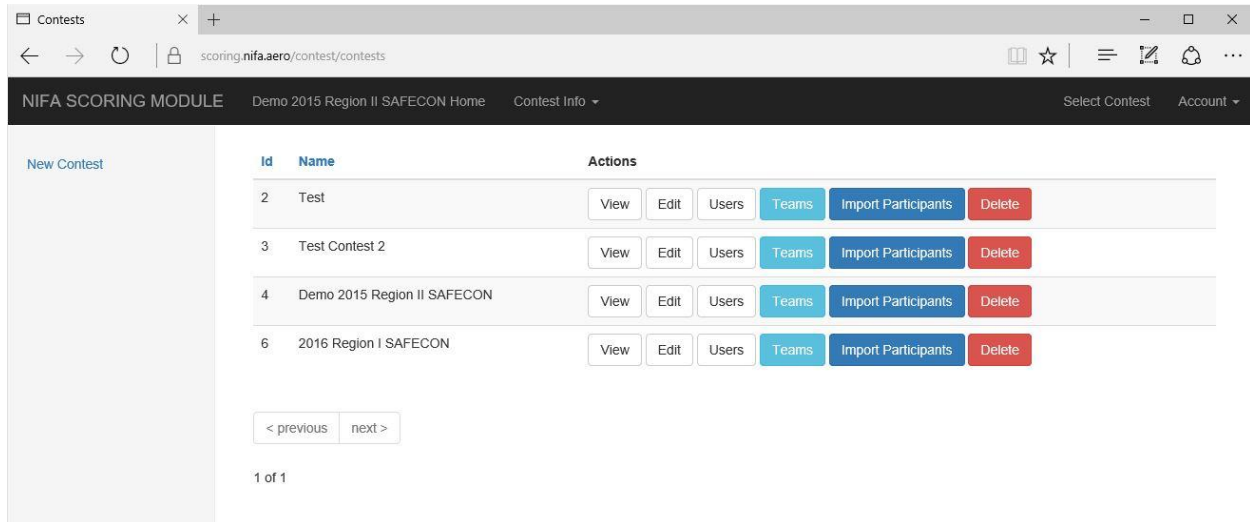
The Main Content Area is used for most of the data entry into the scoring system. From here you will be able add or edit the users, teams, and contestants. This is also where the primary scoring data will be input.

The Navigation Header has several quick links to help you easily move around the Contest Scoring Module. On the left side is a link that will allow you to return to the NIFA Scoring System homepage. Immediately to the right of that link is a status bar showing what contest you are currently working on. To the right of that status bar is the “Contest Info” drop-down menu that allows easy access to the pages where you can add, edit, or delete teams (and their contestants) and users of the current contest. Also quick links to a formatted script for the banquet (which reads from last place to first place in each event) and overall results are located here. Next to that is a link to “Select Contest.” If you are registered for multiple contests, this will take you back to the Contest Scoring Module home screen where you can select the contest you need to work on. Finally at the far right is a drop-down “Account” where you can access the Admin functions (if authorized) to create a contest and the option to Logout of the scoring system.

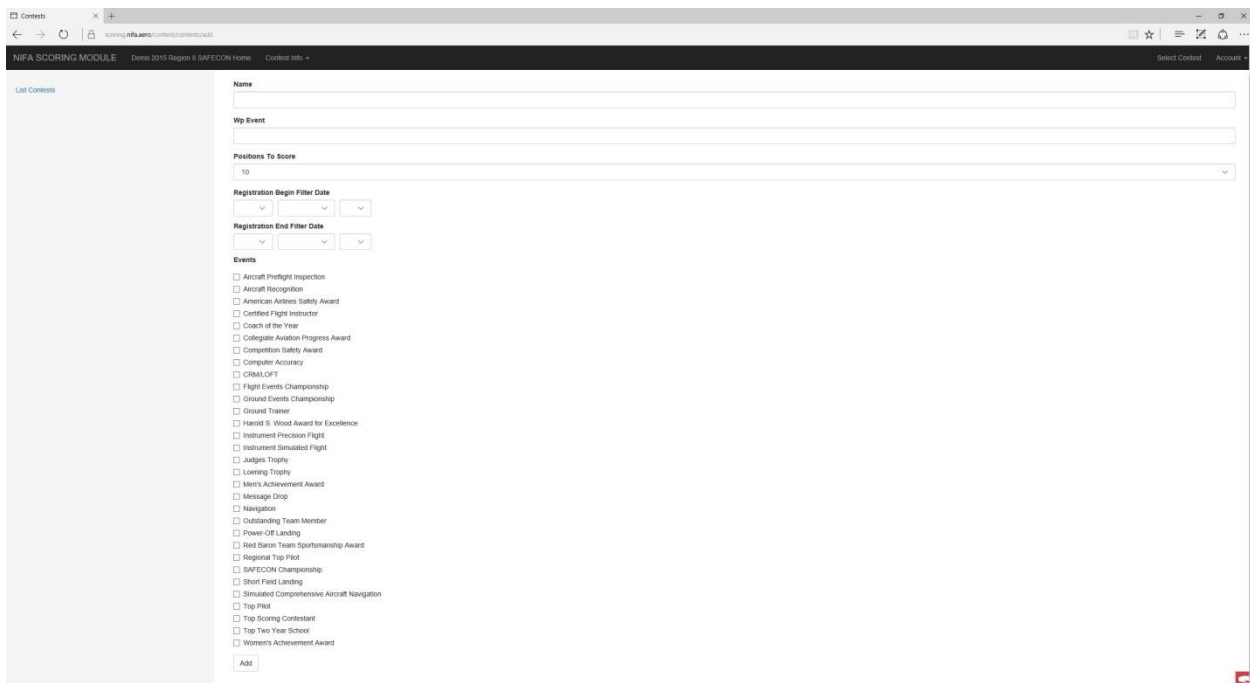


# Creating a Contest

To create a contest, once you have logged in and reached the Scoring Module home page, you will need to access the Admin page. To do this, click on the “Account” drop-down menu and then click on “Admin.” You will see the following screen:



This screen will show all the contests that have been created that you are authorized to view in the Main Content Area. To create your contest for your SAFECON, look to the Action Pane on the left side and click on “New Contest.” You will now see this screen:



In the top half of the screen, enter the information for your competition. In this example, we will create the contest “Sample SAFECON.” You can name your competition any way you like, however it is suggested to name it in the format [Year] [Scope] SAFECON, such as “2016 Region I SAFECON.” Please use Roman Numerals for consistency when numbering a region. In the Wp Event field, you must enter a number, but the number does not matter. This field is not yet active. Under “Positions To Score,” choose top 10 or top 20 scoring. We will choose top 20 for this example. For the registration filtering dates, enter the current NIFA competition year. The NIFA competition year runs from July 1 through June 30. In this example, we have set the 2015-16 competition year.

---

**Name**

**Wp Event**

**Positions To Score**

10
20

**Registration Begin Filter Date**

**Registration End Filter Date**

Filtering Dates

The filtering dates are important when adding contestants to a team. These dates must only reflect the current NIFA competition year so that extra students are not accidentally imported into the scoring system. Erroneous contestants can be deleted, but it will be much easier if the import is as clean as possible to start.

Once you have named your contest, selected the positions to score, and set up your registration filtering range, you now can choose what events will be competed at your contest. From the list of events, simply place a check mark next to each event you will compete and then click on the “Add” button at the bottom of the page. For our Sample SAFECON, we will select all the events.

**Registration End Filter Date**

2016 ▾ June ▾ 30 ▾

**Events**

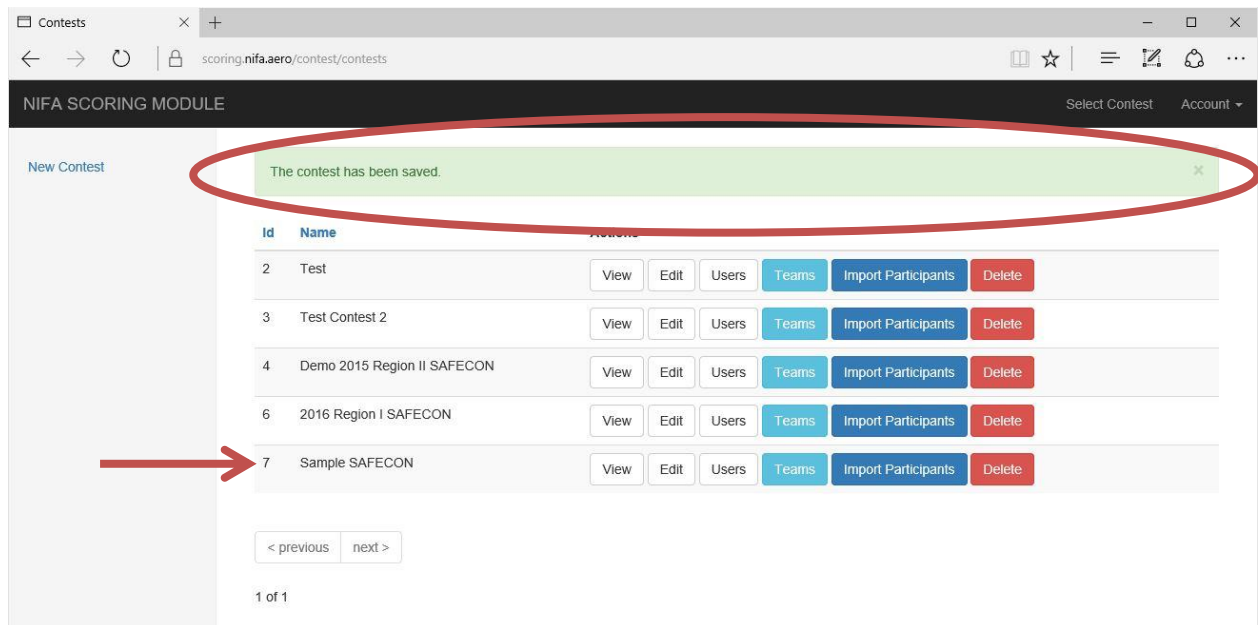
- ☒ Aircraft Preflight Inspection
- ☒ Aircraft Recognition
- ☒ American Airlines Safety Award
- ☒ Certified Flight Instructor
- ☒ Coach of the Year
- ☒ Collegiate Aviation Progress Award
- ☒ Competition Safety Award
- ☒ Computer Accuracy
- ☒ CRM/LOFT
- ☒ Flight Events Championship
- ☒ Ground Events Championship
- ☒ Ground Trainer
- ☒ Harold S. Wood Award for Excellence
- ☒ Instrument Precision Flight
- ☒ Instrument Simulated Flight
- ☒ Judges Trophy
- ☒ Loening Trophy
- ☒ Men's Achievement Award
- ☒ Message Drop
- ☒ Navigation
- ☒ Outstanding Team Member
- ☒ Power-Off Landing
- ☒ Red Baron Team Sportsmanship Award
- ☒ Regional Top Pilot
- ☒ SAFECON Championship
- ☒ Short Field Landing
- ☒ Simulated Comprehensive Aircraft Navigation
- ☒ Top Pilot
- ☒ Top Scoring Contestant
- ☒ Top Two Year School
- ☒ Women's Achievement Award

**\*\*\*NOTE\*\*\***

For a Regional SAFECON, select the “Top Pilot” option and NOT the “Regional Top Pilot.” The Regional Top Pilot award is presented at Nationals to each of the Top Pilots from the regions.

**Add**

After clicking “Add” you will see this confirmation screen:



You will see the green confirmation bar at the top and you will now see our contest, “Sample SAFECON” in the list of contests. Our contest is now created.

Once our contest has been created we have six options:

- **View:** Shows basic information in the Main Content area about the contest. The Action Pane on the left when viewing will provide links to edit and delete the contest and links to come back to this event list or add a new contest. Those links will do the same thing as the Edit and Delete buttons shown above.
- **Edit:** This will take you back to the page to create a contest with all of the current settings for your contest selected. If you need to change top 10 or top 20 scoring, add or remove events, you would do that here and then click “Save” when finished.
- **Users:** This is where you add judges to your contest.
- **Teams:** This is where you add teams to your contest.
- **Import Participants:** This allows you to import student competitors to your contest. You must set up your teams before importing contestants.
- **Delete:** Deletes the contest and all data associated with it.

These options will be discussed in the following sections of this User Guide.

## Adding Users

Now that we have successfully created our contest, the next step is to add users, judges, to the contest. Due to the modular design and access controls in place, very few people actually need access to the Contest Scoring Module! Ideally, the Contest Scoring Module should be restricted to the fewest number of people who need it. At Nationals, this would be the Chief Judge, Associate Chief Judge, Scorekeeper, Assistant Scorekeeper, and the Senior Chief Judge. At a regional competition, this list could be even shorter and could be just one or two people. Do not grant access to the Contest Scoring Module simply because a judge at your competition wants access to it. There is no need for anyone other than the above mentioned people to have access to your competition's scoring module.

From the Admin screen (accessed by the drop-down Account → Admin) locate your contest, Sample SAFECON in our example, and click on the “Users” button. You will see this screen:

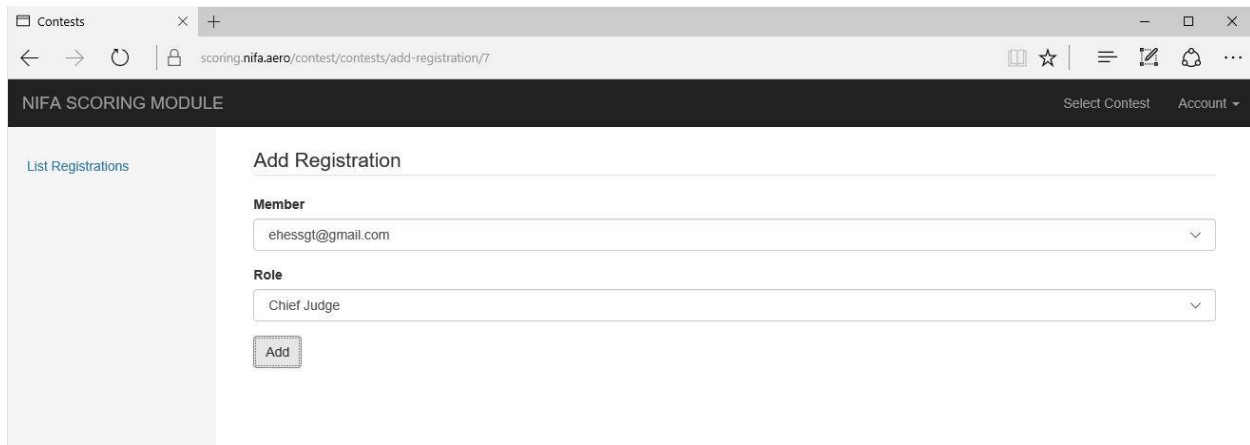


You will notice there are no registered users for Sample SAFECON. You will need to add yourself to the contest first. In the Action Pane on the left, click the link for “Add Registration.” You will see this screen:



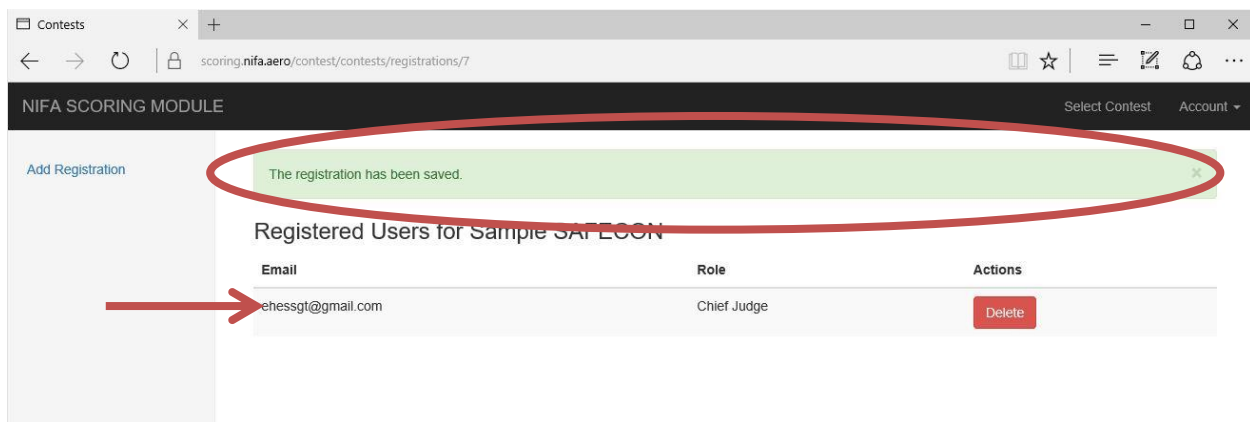
The “Member” drop-down field contains a list of every email address for all of the individuals who have an account on nifa.aero. Either scroll down to find, or begin typing, the email address associated with

the nifa.aero account for the individual you wish to add. After selecting the individuals email address from the list, establish their role for the contest and then click on the “Add” button. The Chief Judge role has added capability that will allow them to add, delete, and edit users, teams, and participants for their competition. The other roles do not have this capability. Again, only grant Chief Judge access to those who need it, which is generally just the Chief Judge, Associate Chief Judge, and maybe Senior Chief Judge.



The screenshot shows the 'Add Registration' page in the NIFA SCORING MODULE. The browser address bar shows 'scoring.nifa.aero/contest/contests/add-registration/7'. The page has a dark header with 'NIFA SCORING MODULE' and 'Select Contest' and 'Account' links. On the left, there's a sidebar with 'List Registrations'. The main content area has a form titled 'Add Registration'. The form has two dropdown menus: 'Member' with 'ehessgt@gmail.com' selected and 'Role' with 'Chief Judge' selected. Below the dropdowns is an 'Add' button.

You will receive this confirmation screen and see the individual with their role listed.



The screenshot shows the 'Registered Users for Sample SAFECON' page in the NIFA SCORING MODULE. The browser address bar shows 'scoring.nifa.aero/contest/contests/registrations/7'. The page has a dark header with 'NIFA SCORING MODULE' and 'Select Contest' and 'Account' links. On the left, there's a sidebar with 'Add Registration'. The main content area shows a green confirmation message 'The registration has been saved.' which is circled in red. Below the message is a table with the following data:

Email	Role	Actions
ehessgt@gmail.com	Chief Judge	Delete

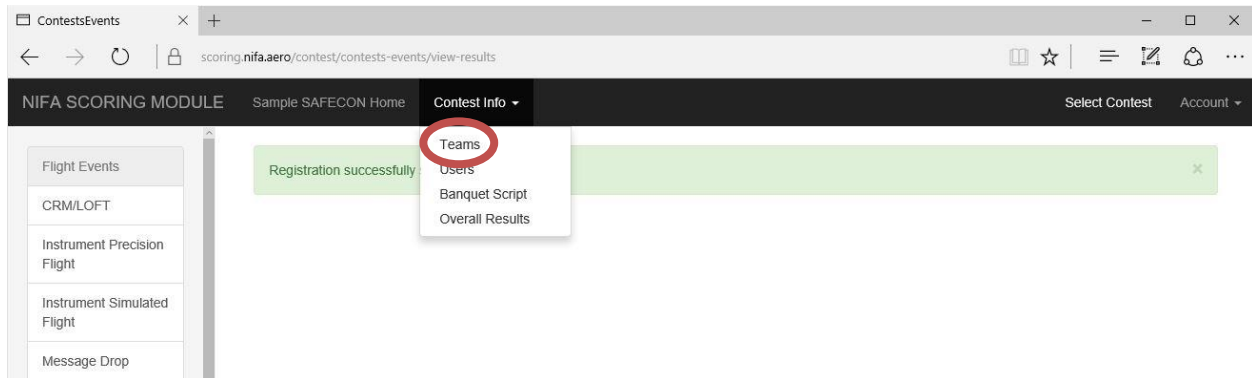
A red arrow points to the email address 'ehessgt@gmail.com' in the table.

You can continue to add registrations as needed from this page and you can delete registrations as well. Once you have added a Chief Judge, you can delegate the adding of users to them. Once they log in and select your contest, they can add users by referencing the “Contest Info” drop-down menu in the Navigation Bar at the top.

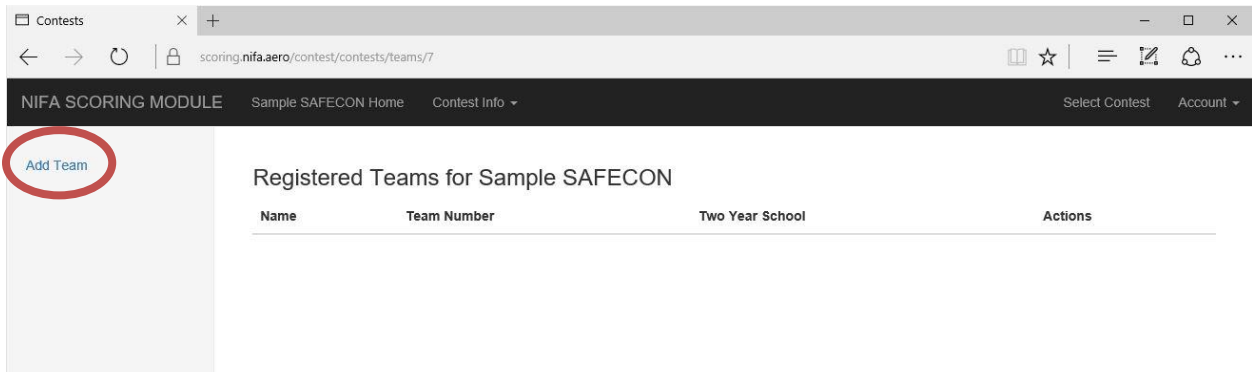
Again, only the above listed people should be granted access to the Contest Scoring Module. The Navigation and Landings Judges do not need access to the Contest Scoring Module; they only need access to their respective modules. Now that we have added users to our contest, we will need to add teams.

# Adding Teams

Teams can be added from two locations, the Admin page (“Account” drop-down menu → “Admin”) or by logging in, selecting your contest, and then using the “Contest Info” drop-down menu from the Navigation Bar and selecting “Teams.” If the Chief Judge is adding the teams, they will only be able to access it from the Navigation Bar “Contest Info” → “Team” drop-down menu.



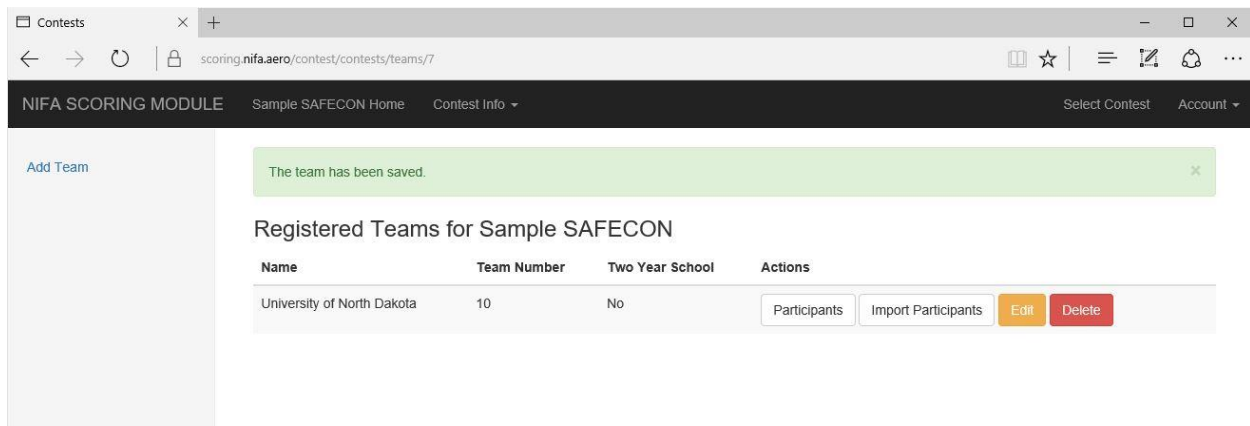
Once selected, you will get the following page:



To begin adding teams, click on the “Add Teams” link in the Action Pane on the left. You will see this page:



Select the team you wish to add from the drop-down menu and, if appropriate, check the “Two Year School” box. Click the “Add” button when you are done and look for this confirmation screen:



We have successfully added a team to our Sample SAFECON and we can see the team number assigned to that school and whether or not it is a two year school. We also have four actions we can perform:

- **Participants:** This button will allow us to view a list of student competitors who have been imported or added. Also, when selecting “Participants” the Action Pane on the left will allow us the options of “Add Participant,” to manually add a student competitor or “List Teams,” to come back to this page.
- **Import Participants:** This button will perform an automatic import of all students who have a valid NIFA membership during the date range established when the contest was set up. It will return a list of only those students who are associated with that school and hold a current NIFA membership.
- **Edit:** Allows us to edit the two year status of the school.
- **Delete:** Deletes the school and the school’s participants from the current contest.

Now that we have added a team to our contest, we need to add participants to that team.

## Adding Participants

Participants can be added in two ways, imported or manually. Normally, you will add participants by importing them in bulk. The option to manually add participants should be the exception to the rule, as there is not a check performed to see if the contestant has a current NIFA membership. It is important to note that you cannot add participants until you have added their team to the competition. To import participants, navigate to the list of registered teams (“Contest Info” drop-down ➔ “Teams”) and then click on the “Import Participants” button next to the team you wish to add participants for.

The screenshot shows the 'Registered Teams for Sample SAFECON' page. On the left is a sidebar with 'Add Team'. The main content area has a table with columns: Name, Team Number, Two Year School, and Actions. The table lists 'University of North Dakota' with Team Number 10 and Two Year School No. In the Actions column, there are four buttons: 'Participants', 'Import Participants' (circled in red), 'Edit', and 'Delete'.

The website will pop up a dialog asking if you are sure you wish to continue with the import. If you wish to continue with the import, accept the dialog and the system will search nifa.aero for all students associated with that team that have a current NIFA Membership and will return the following confirmation screen showing who was imported.

The screenshot shows the 'Imported Participants for University of North Dakota' page. On the left is a sidebar with 'List Participants' and 'List Teams'. The main content area has a table with columns: Name and Message. The table lists five participants, all with the message 'Added registration successfully'.

Name	Message
Bauer, Justin	Added registration successfully
Caturia, William Caturia	Added registration successfully
Lin, Cannon	Added registration successfully
Browne, Alex	Added registration successfully
Nicosia, Timothy	Added registration successfully

To import participants for other schools, click on “List Teams” in the Action Pane to return to the school list. To manually add a contestant who was not on the import, return to the school list and then click on the “Participants” button next to the school for which you wish to manually add a participant.

The screenshot shows the 'Registered Teams for Sample SAFECON' page. On the left is a sidebar with 'Add Team'. The main content area has a table with columns: Name, Team Number, Two Year School, and Actions. The table lists 'University of North Dakota' with Team Number 10 and Two Year School No. In the Actions column, there are four buttons: 'Participants' (circled in red), 'Import Participants', 'Edit', and 'Delete'.

Clicking on the “Participants” button will bring up a list of all participants who are currently in the scoring system for the selected contest.

The screenshot shows a web browser window with the URL [scoring.nifa.aero/contest/teams/participants/33](https://scoring.nifa.aero/contest/teams/participants/33). The page title is "Registered Participants for University of North Dakota". On the left sidebar, the "Add Participant" button is circled in red. The main content area displays a table of participants:

Name	Role	Team Number	Participant Number	Actions
Bauer, Justin	contestant	10	10	<span>E</span> <span>D</span>
Browne, Alex	contestant	10	13	<span>E</span> <span>D</span>
Caturia, William Caturia	contestant	10	11	<span>E</span> <span>D</span>
Lin, Cannon	contestant	10	12	<span>E</span> <span>D</span>
Nicosia, Timothy	contestant	10	14	<span>E</span> <span>D</span>

On the left side in the Action Pane you will see the option to “Add Participant” as well as a link to return to the school list. Click on “Add Participant” to manually add a participant.

The screenshot shows the "Add Participant to University of North Dakota" form. The left sidebar has a "List Participants" link. The form fields are:

- First Name:** Charles
- Last Name:** Yeager
- Role:** Contestant (selected from a dropdown menu)
- Add:** A button to submit the form.

Type in the requested information and then click on the “Add” button to add the contestant to that team. Under the “Role” drop-down menu there are three choices:

- **Advisor:** Select this option only if the individual is the registered advisor for the team.
- **Coach:** Select this if the individual is a Coach.
- **Contestant:** Select this if the individual will be competing. It is possible for an individual to be all three of these. If this is the case, select the contestant option to ensure they are available for scoring.

You will receive the green confirmation bar and see your contestant added to the list when they have been successfully added to the participant list for that team.

The screenshot shows the NIFA Scoring Module interface. At the top, a navigation bar includes 'NIFA SCORING MODULE', 'Sample SAFECON Home', 'Contest Info', 'Select Contest', and 'Account'. Below this, a green notification bar states 'The participant has been saved.' The main content area displays a table titled 'Registered Participants for University of North Dakota'. The table has columns for Name, Role, Team Number, Participant Number, and Actions. The Actions column contains 'E' (Edit) and 'D' (Delete) buttons for each participant. A red arrow points to the 'Add Participant' link in the left sidebar.

Name	Role	Team Number	Participant Number	Actions
Bauer, Justin	contestant	10	10	E D
Browne, Alex	contestant	10	13	E D
Caturia, William Caturia	contestant	10	11	E D
Lin, Cannon	contestant	10	12	E D
Nicosia, Timothy	contestant	10	14	E D
Yeager, Charles	contestant	10	15	E D

it is important to note that adding a contestant manually does not check to see if they have a current NIFA Student Membership.

While looking at the list of registered participants for a team, we have two options in the Main Content Area that we can perform for each participant, “E” for Edit and “D” for Delete.

- Edit: Not currently active
- Delete: Allows us to delete the contestant. Since the import function calls up all students with a current NIFA Student Membership associated with that team, it is very possible that it will return more participants than are actually competing at the SAFECON. While it doesn’t affect the scoring system to have extra competitors who are not present, we should delete any participants who are not actually in attendance to maintain accurate attendance records for NIFA. This can be verified by each schools advisor.

You have now successfully added participants for the contest to this team. This process will have to be repeated for each team in the contest. It is recommended to start this process early and periodically run a new import on each team to continue to add students as they register their NIFA Student Memberships. Each import will add to the current list of participants and will not delete or modify and currently registered participants.

## ***Contestant ID Numbers***

The Scoring Module will automatically assign contestant ID numbers to each participant who is added either through an automated import or added manually. The ID number can be seen for each participant by navigating to the Teams page and clicking on Participants to view the participant list for each team. The ID number is four digits where the first two digits are the school's team number and the last two digits are the participant's number assigned by the system. In the above graphic, the contestant ID number for Charles Yeager would be 1015. As previously mentioned, if you were to Import Participants multiple times for a team the system will only add to the existing list of participants and contestant ID numbers, it will not change any data that has already been entered into the system.

## **Advisor Contestant List**

This list will be created after you have added participants to a team. When the registered advisor logs in to the system, they will be able to view a list of participants from their team who have successfully been registered in the NIFA Scoring System for the current contest. Advisors should be encouraged to periodically review this list to make sure their students have successfully purchased their NIFA Student Memberships for the current contest. Also, since this list is generated and updated only when participants have been imported or manually added, it is recommended to remind Advisors not to contact the judging staff every day to ask if a student has registered. It would be recommended that the Chief Judge publish a schedule for when the contestant lists will be updated so Advisors can check back periodically based on that schedule.

## **Contest Scoring Module – Scoring**

Reserved for future use.

Due to time constraints, I am unable to complete this section at this time. It is here simply as a place holder. The scoring functions are fairly self-explanatory. Please log in and use the “Sample SAFECON” contest and play around with entering scores. One important note on importing scores, the CSV file MUST contain 5 columns as asked for.

I will try and get this section completed in the next couple of weeks.

Any questions, please feel free to call me.

Erich Hess

360-901-5450

[erich.hess@nifa.aero](mailto:erich.hess@nifa.aero)

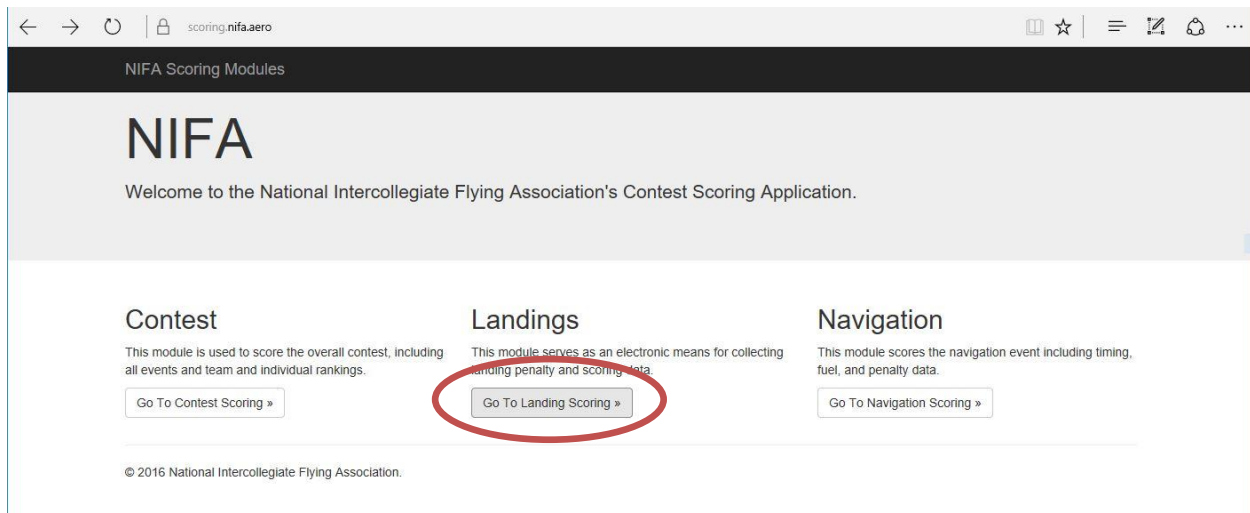
[ehessgt@gmail.com](mailto:ehessgt@gmail.com)

# Landing Events Scoring Module

This section of the NIFA Scoring System User's Manual will discuss how to create the Power Off and Short Field Landing Events, how to link them to the Contest Scoring Module, and how to assign users and permissions to the landing events. We will continue to use our "Sample SAFECON" contest for this example.

## Creating the Landing Events

To create the Landing Events, access the NIFA Scoring System and select the Landings Scoring Module. Please see the "Access & Login" section of this manual for instructions on accessing the NIFA Scoring System.

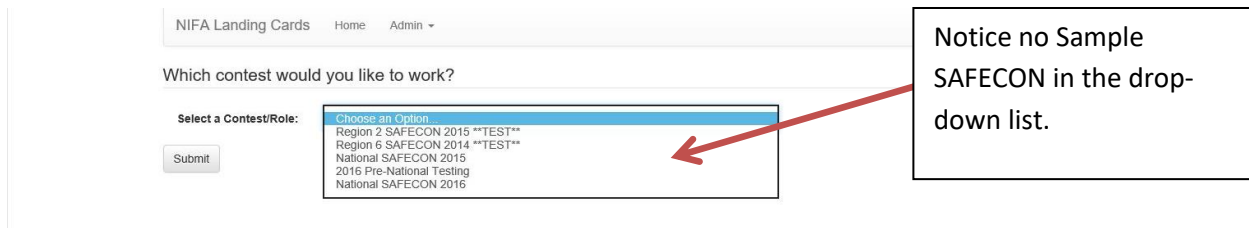


Once you have successfully logged in, you will reach the Landings Scoring Module home screen:

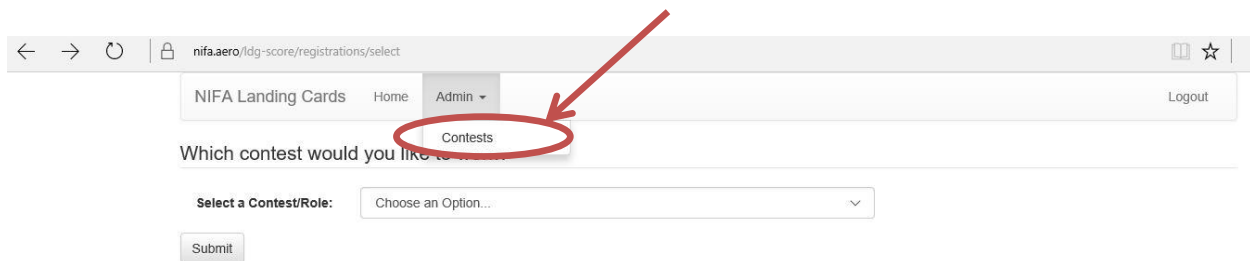


Choose the contest you would like to work on from the drop down menu.

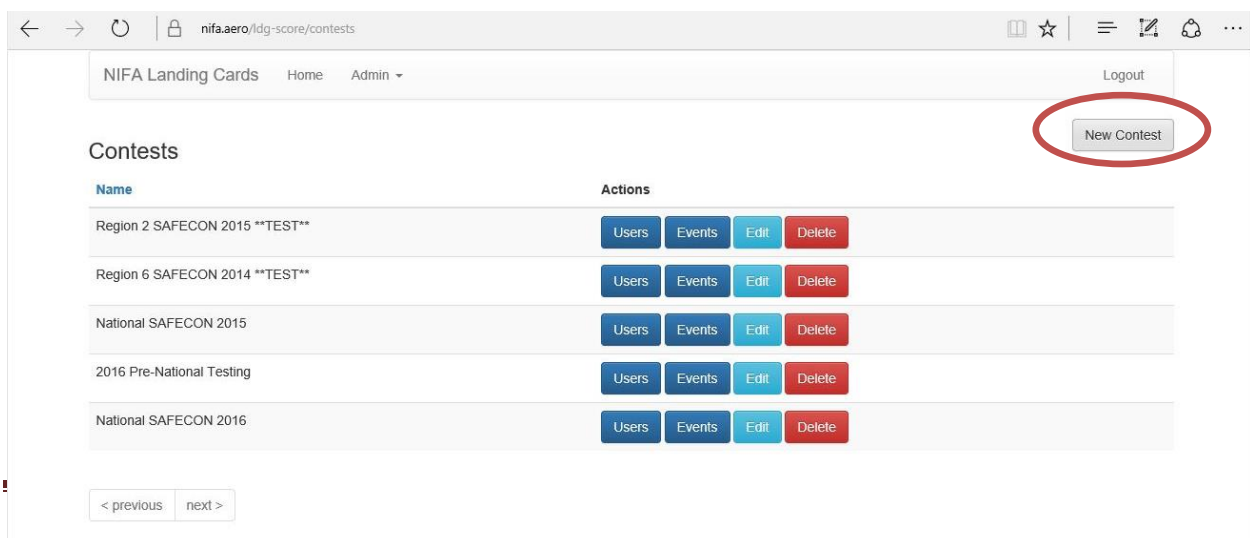
As you click on the “Select a Contest/Role” drop-down, you will not see our “Sample SAFECON” contest displayed. This is because we have not yet created the Landing Events in our Sample SAFECON.



In order to create our Landing Events for our Sample SAFECON, click on “Admin” and then click on “Contests” from the drop-down menu that appears.



You will now see a screen similar to this one. You may have no contests displayed, or you may see a short list of contests. Your exact view will be determined by how many contests you have been assigned to in the past. Regardless, you will need to click on the “New Contest” button near the upper right corner to create the Landing Events for Sample SAFECON.



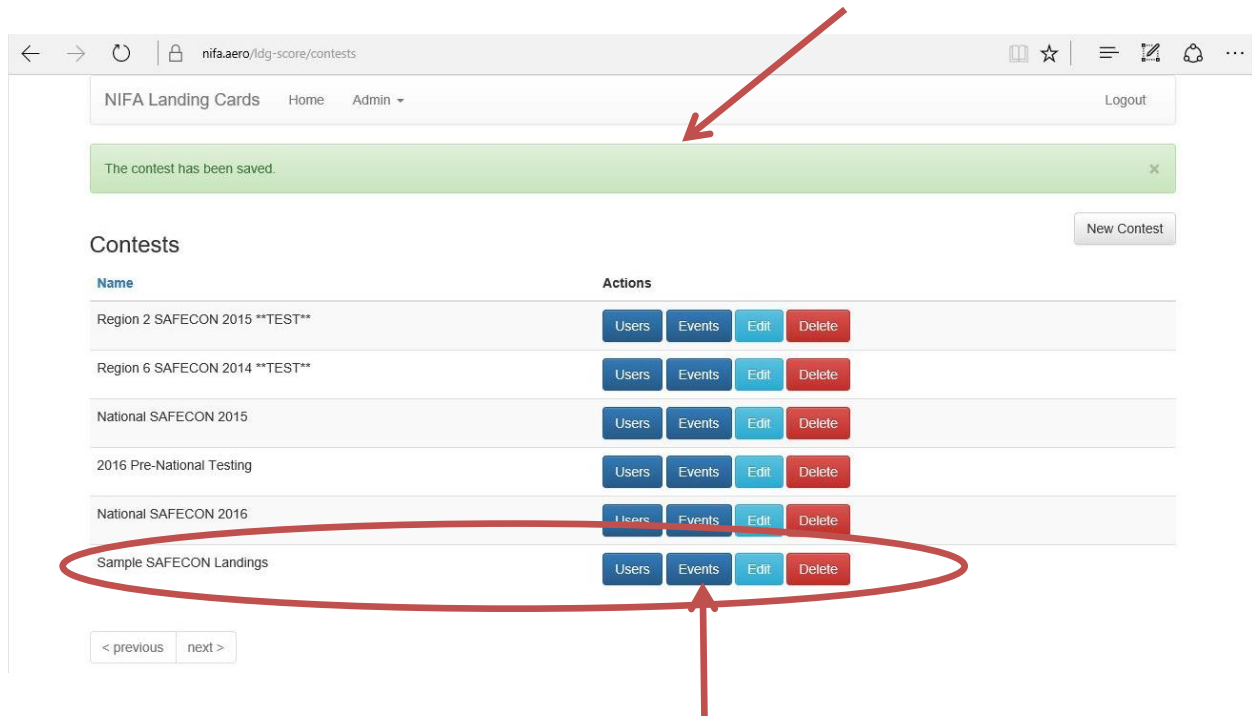
Clicking on “New Contest” will bring up the following screen:

The screenshot shows the 'New Contest' form. At the top is a navigation bar with 'NIFA Landing Cards', 'Home', 'Admin', and 'Logout'. The form has two main input fields: 'Name' and 'Main Scoring Module Contest'. The 'Name' field is empty. The 'Main Scoring Module Contest' field is a dropdown menu currently showing 'SAFECON 2015'. Below these fields is a 'Submit' button.

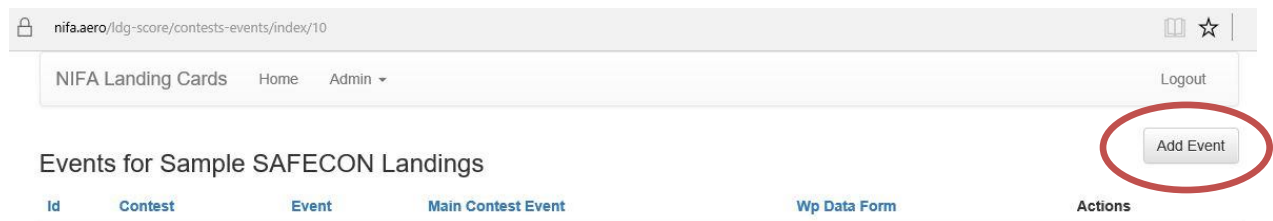
From this screen, you will need to name the Landing Events contest and also link it to the proper Main Scoring Module. For our example, we will name it “Sample SAFECON Landings” and we will link it to the Sample SAFECON Main Scoring Module from the drop-down menu and then click on “Submit.” Suggested naming convention would be to simply title it with the year and scope (Regional or National) of your SAFECON.

This screenshot is an annotated version of the 'New Contest' form. Red arrows point to the 'Name' field, which now contains 'Sample SAFECON Landings', and to the 'Main Scoring Module Contest' dropdown menu, which is open and shows a list of options. The 'Submit' button is circled in red. The dropdown menu options are: SAFECON 2015 (highlighted in blue), SAFECON 2014, Region 9 SAFECON 2014, Region 6 SAFECON 2014, Region 2 SAFECON 2015, SAFECON 2016, Region 3 SAFECON 2014, Region 3 SAFECON 2015, Region 1 SAFECON 2014, and Sample SAFECON.

Once you have submitted your information, you will be returned to the list of all contests you have been assigned to in the past and you will see a green confirmation bar at the top stating that your contest was saved, and your contest will now appear in the list.



Now that you have created your Landing Events, you will need to define what events are being competed and connect them to data sources for the electronic landing cards. To do this, click on the “Events” button for your Sample SAFECON Landings. This will take you to this screen:



No events are shown for the Sample SAFECON Landings module. To add an event, click on the “Add Event” button near the top right corner of this screen.

You will now see this screen to begin creating the Power Off and Short Field Landing Events. Should NIFA add more or different landing events in the future, you would create them here as well. For the first drop down menu, you have the choices of Event 1 or 2. Should NIFA add more landing events in the future, you would see more than two choices here. This example will add the Power Off Landing Event. The steps to add the Short Field Landing Event are nearly identical. The small text boxes on the screen shots will point out the differences. For now, we will add the Power Off Landing Event first.

nifa.aero/ldg-score/contests-events/add/10

NIFA Landing Cards Home Admin Logout

Add Event to Sample SAFECON Landings

Event 1

Scoring Module Contest Event Choose form from list...

Information Form Choose form from list...

Submit

Select 2 from the drop-down menu for the Short Field Landing Event.

To add the Power Off Landing Event, make sure the Event drop-down menu is selected to "1." Next, on the Scoring Module Contest Event drop-down, scroll down and select the appropriate event from the list. In this case, since we are working on the fictitious "Sample SAFECON" we would choose the "Sample SAFECON – Power-Off Landing" selection.

nifa.aero/ldg-score/contests-events/add/10

NIFA Landing Cards Home Admin Logout

Add Event to Sample SAFECON Landings

Event 1

Scoring Module Contest Event

Information Form Choose form from list...

Submit

Choose form from list...

- Sample SAFECON - Aircraft Preflight Inspection
- Sample SAFECON - Aircraft Recognition
- Sample SAFECON - American Airlines Safety Award
- Sample SAFECON - Certified Flight Instructor
- Sample SAFECON - Coach of the Year Award
- Sample SAFECON - Collegiate Aviation Progress Award
- Sample SAFECON - Competition Safety Award
- Sample SAFECON - Computer Accuracy
- Sample SAFECON - CRM/LOFT Event
- Sample SAFECON - Flight Events Championship Trophy
- Sample SAFECON - Ground Events Championship Trophy
- Sample SAFECON - Ground Trainer
- Sample SAFECON - Harold S Wood Award for Excellence
- Sample SAFECON - Instrument Flight Rules
- Sample SAFECON - Judges Championship Trophy
- Sample SAFECON - Loening Trophy
- Sample SAFECON - Men's Achievement Award
- Sample SAFECON - Message Drop
- Sample SAFECON - Outstanding Team Men's Award
- Sample SAFECON - Power-Off Landing**
- Sample SAFECON - Red Baron Team Sportsmanship Award
- Sample SAFECON - Regional Top Pilot Award
- Sample SAFECON - SAFECON Championship Trophy
- Sample SAFECON - Short-Field Landings
- Sample SAFECON - Simulated Comprehensive Aircraft Navigation
- Sample SAFECON - Top Pilot Award
- Sample SAFECON - Top Scoring Contestant
- Sample SAFECON - Top Two Year School
- Sample SAFECON - Women's Achievement Award

Choose the Short Field Landings scoring module when setting up the Short Field Landings.

The next step in setting up the Power Off Landing Event is to tie the scoring system to the correct information form so that information about the type, color, and tail number of aircraft in the landing events can be automatically propagated to the electronic landing cards on the day of the Power Off Landing Event. To do this, under the Information Form drop-down menu, select the proper choice for the Power Off Landing Event. You will see many different choices listed here, these are all the various data collection forms that NIFA uses. Simply select the “Power Off Landing Aircraft Information” option from the menu. Once you have selected the proper information form, click on the “Submit” button.

NIFA Landing Cards Home Admin Logout

Add Event to Sample SAFECON Landings

Event 1

Scoring Module Contest Event Sample SAFECON - Power-Off Landing

Information Form

Submit

Choose form from list

- Update School Contact Info
- Regional Competition Host School Application
- Judge History Update
- Rule Change Commentary
- SAFECON 2016 Judge Availability & Preferences
- Navigation Aircraft Information
- Power Off Landing Aircraft Information**
- Region IV Vote : Brian Hart
- test
- Bylaw Change Commentary
- Landing Info \*\*\*TEST DATA COLLECTION\*\*\*
- Navigation Event Feedback and Suggestions
- Rules Test
- Council Elections
- Rule Change Proposals for 2015-2016
- NIFA Council Representative Application
- NIFA Expense Reimbursement Request
- Volunteer as a NIFA Judge
- Achievement Awards Application
- Coach of the Year
- Volunteer at SAFECON 2016
- New Judge/Member Registration
- Test Nav Planning
- 2016 Rules Quiz
- Test Form
- Ground Trainer Scoring
- IFR Simulated Flight Scoring
- Preflight Scoring
- CDM4 GET Scoring

Scroll down and choose Short Field Landing Aircraft Information when setting up the Short Field event.

After you have set up both events, you will see the following confirmation screen:

The screenshot shows a web browser at [nifa.aero/idg-score/contests-events/index/9](http://nifa.aero/idg-score/contests-events/index/9). A green message bar at the top states "The contests event has been saved." Below this is a table titled "Events for Sample SAFECON Landings" with a table header and two data rows. The "Heats" button in the first row is circled in red.

Id	Contest	Event	Main Contest Event	Wp Data Form	Actions
13	Sample SAFECON Landings	Power Off Landings	290	10	<a href="#">Heats</a> <a href="#">Edit</a> <a href="#">Export</a> <a href="#">Results</a> <a href="#">Delete</a>
14	Sample SAFECON Landings	Short-Field Landings	294	100	<a href="#">Heats</a> <a href="#">Edit</a> <a href="#">Export</a> <a href="#">Results</a> <a href="#">Delete</a>

It is not critical that you know what Main Contest Event or Wp Data Form number is correct, these numbers are simply displayed for reference and may come in handy if troubleshooting needs to be done. From here you can also Edit the event, Export the results, view Detailed Results, or delete the event in its entirety. The final step in setting up the landing events is defining how many heats of landings the electronic cards should be able to create. A suggestion is to set the maximum number of heats to 5 more than your heat sheet says you will need. This will give you flexibility in the event of mechanical or other problems where students may need to fly later or re-fly their landing heats. To set up the maximum number of heats, simply click on the “Heats” button and enter the maximum number of anticipated heats for that landing event. Initially you will see a blank heats screen. Click on “Add Heat” near the top right corner.

The screenshot shows the "Heats" screen at [nifa.aero/idg-score/heats/index/13](http://nifa.aero/idg-score/heats/index/13). The page has a header with "NIFA Landing Cards", "Home", "Admin", and "Logout". Below the header, the word "Heats" is displayed. At the bottom right, the "Add Heat" button is circled in red.

In this example, we are going to add 25 heats. Type in the number of heats you want and then click on “Submit.”

The screenshot shows the "Add Heats" screen at [nifa.aero/idg-score/heats/add/13](http://nifa.aero/idg-score/heats/add/13). The page has a header with "NIFA Landing Cards", "Home", "Admin", and "Logout". Below the header, the text "Add Heats" is displayed. A form with the label "Number of Heats to Add" contains the number "25". The "Submit" button is circled in red.

You will see the following confirmation screen.

The screenshot shows a web application interface for NIFA Aero. The browser's address bar displays the URL `nifa.aero/ldg-score/heats/index/13`. The page features a navigation bar at the top with links for "NIFA Landing Cards", "Home", "Admin", and a "Logout" button. A green notification banner at the top of the main content area states "The heats have been added." Below this, the section is titled "Heats". To the right of the title is an "Add Heat" button. The main content is a table with two columns: "Heat Number" and "Actions". The table contains 21 rows, each representing a heat number from 1 to 21. Each row has a red "Delete" button in the "Actions" column.

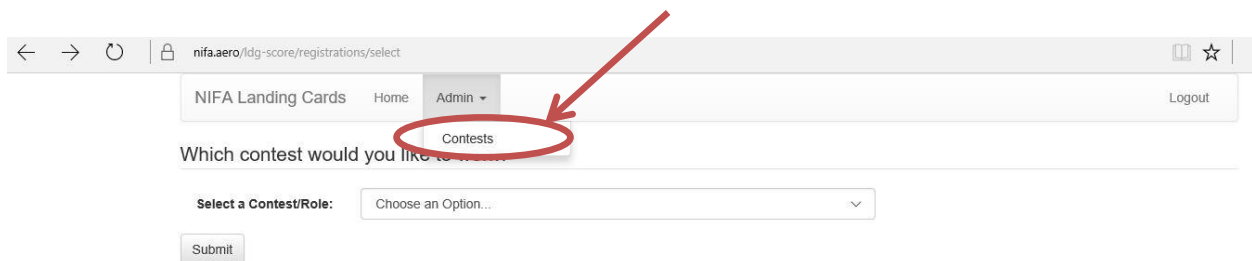
Heat Number	Actions
1	Delete
2	Delete
3	Delete
4	Delete
5	Delete
6	Delete
7	Delete
8	Delete
9	Delete
10	Delete
11	Delete
12	Delete
13	Delete
14	Delete
15	Delete
16	Delete
17	Delete
18	Delete
19	Delete
20	Delete
21	Delete

You will need to do this for both the Power Off and the Short Field Landing Events. To return to the screen to enter heats for the second landing event, click on "Admin" at the top, then "Contests." When the contest list loads, select the "Events" button next to your contest and you will be taken to the screen listing the Events for your SAFECON Landings. Click on the "Heats" button for the second landing event and enter the maximum number of heats and submit. You have now successfully created your landing events.

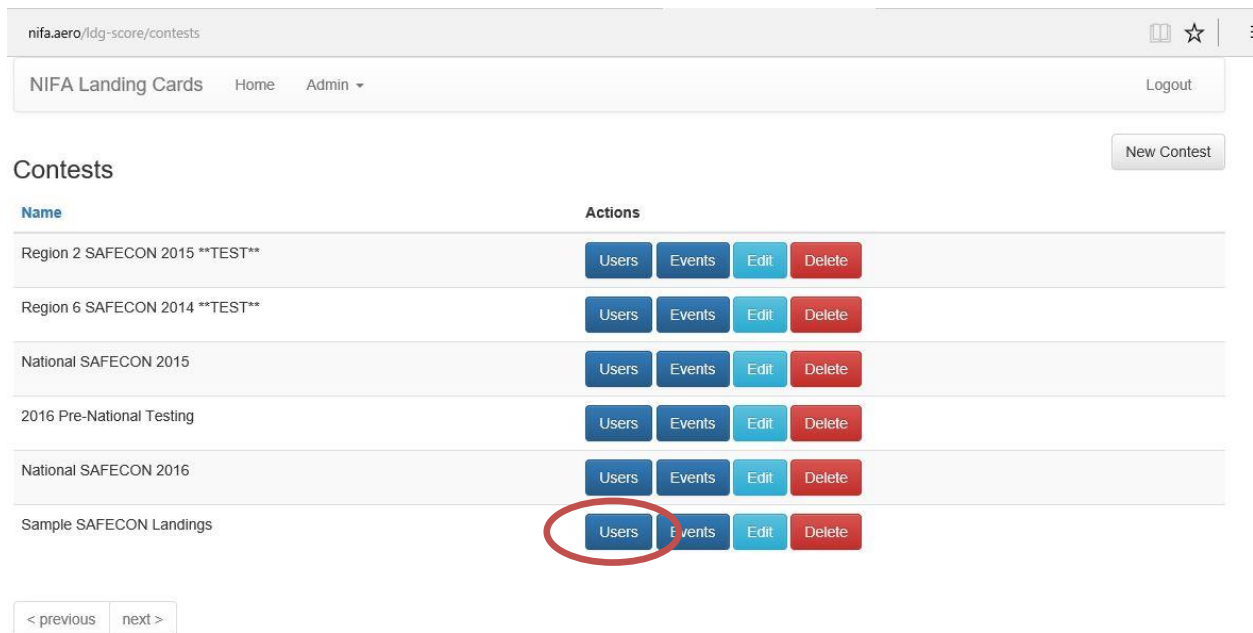
## Assigning Users to the Landing Events

This section will show you how to add Users, and assign authorized cards to those users, to the landing events. Since you are setting up the scoring system, Users are your Judges for the landing events. Users can have permission to view just one card or can be assigned multiple cards if needed. This section will show you how to do both.

To add a User to the Landing Events, log in to the Landing Events Scoring Module. Once logged in and presented with the screen asking to choose your contest/role, click on the “Admin” button at the top and then click on “Contests” from the drop-down menu that appears.

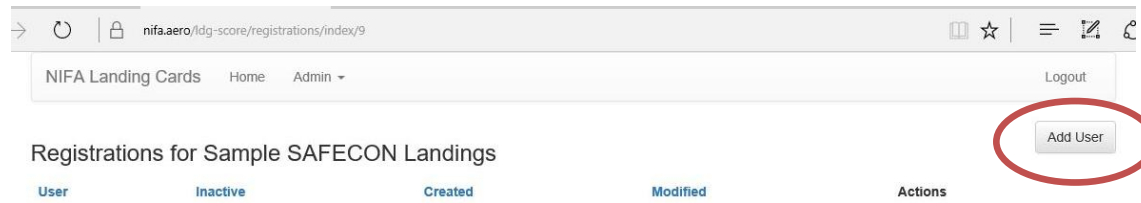


You will now be taken to this screen:

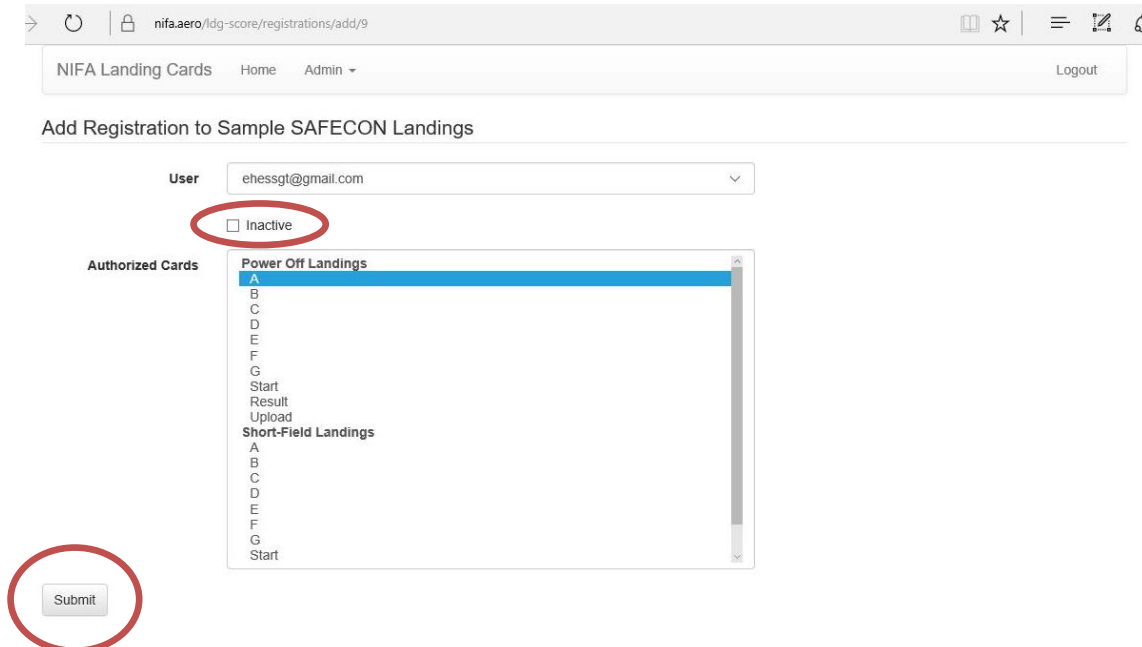


Click on the “Users” button next to your contest. You will now be at the screen where you can assign Users and permissions to those Users for the landing events at your contest.

Here is the screen where you can add Users for the landing events. Click on “Add User” near the upper right corner to add a user.



When you click on “Add User” you will see the page to add a User and assign a role, or roles, to that User. You must select the User from the drop down list at the top. You will need to know the email address that person has used to set up their account with nifa.aero and the NIFA Scoring System. You can then select what cards the User is authorized to access. It is highly recommended to only allow, for example, the F Card Judge to have access to the F Card. This will help maintain security of the scores and prevent any accidental changing of scores that were not the responsibility of that Judge. You can also add a User and designate them as “Inactive” simply by checking the box at the top. This can be useful if you have a judge you want to use on a card, but they have not yet firmed up their availability. You can mark them as “Inactive” and then simply come in and change their authorizations later on. Once you have set the authorized cards for that User, click on the “Submit” button in the lower left corner.



You can also assign multiple authorized cards to a User by holding down the <CTRL> key while clicking on the cards they are authorized for. This is most useful when assigning card judges since the F Card Judge will typically be the F Card Judge for both events, therefore requiring 2 authorized cards. You can

also authorize all the cards for a particular judge by clicking on the top choice, the A Card for Power Off Landings, and then holding down the <SHIFT> key while clicking on the last choice, the Upload Card for Short-Field Landings. This is useful for the Chief Judge and for the lead Event Judge as well. They typically have a need for access to all cards.

nifa.aero/ldg-score/registrations/add/9

NIFA Landing Cards Home Admin Logout

Add Registration to Sample SAFECON Landings

User: ehessgt@gmail.com

☐ Inactive

Authorized Cards

**Power Off Landings**

- A
- B
- C
- D
- E
- F
- G
- Start
- Result
- Upload

**Short-Field Landings**

- A
- B
- C
- D
- E
- F
- G
- Start

Submit

Multiple authorized cards for a card judge.

nifa.aero/ldg-score/registrations/edit/44

NIFA Landing Cards Home Admin Logout

Edit Registration for Sample SAFECON Landings

User: ehessgt@gmail.com

☐ Inactive

Authorized Cards

**Power Off Landings**

- A
- B
- C
- D
- E
- F
- G
- Start
- Result
- Upload

**Short-Field Landings**

- A
- B
- C
- D
- E
- F
- G
- Start

Submit

All cards authorized for Head Event Judge and Chief Judge.

After you submit the authorized cards for a User, you will be returned to the list of Users for the Landing Events with the option to add more, delete, or edit a user's role.

The screenshot shows a web browser window with the URL `nifa.aero/ldg-score/registrations/index/10`. The page has a header with "NIFA Landing Cards", "Home", and "Admin" links, and a "Logout" button. A green message box states "The registration has been saved." Below this, the title "Registrations for Sample SAFECON Landings" is displayed next to an "Add User" button. A table lists user registrations with columns for User, Inactive, Created, Modified, and Actions.

User	Inactive	Created	Modified	Actions
ehessgt@gmail.com		9/9/16 8:02 PM	9/9/16 11:29 PM	<a href="#">Edit</a> <a href="#">Delete</a>

## Exporting Results to the Main Scoring Module

Once the landing competition is over, the results from the competition need to be sent to the Main Scoring Module. To do this, login to the Landing Events Scoring Module, click on "Admin" at the top and then click on "Contests" from the drop-down menu. You will once again see the list of contests you have been authorized for.

The screenshot shows a web browser window with the URL `nifa.aero/ldg-score/contests`. The page has a header with "NIFA Landing Cards", "Home", and "Admin" links, and a "Logout" button. A "New Contest" button is located at the top right. The title "Contests" is displayed. A table lists various contests with columns for Name and Actions. The "Events" button for the "Sample SAFECON Landings" contest is circled in red.

Name	Actions
Region 2 SAFECON 2015 **TEST**	<a href="#">Users</a> <a href="#">Events</a> <a href="#">Edit</a> <a href="#">Delete</a>
Region 6 SAFECON 2014 **TEST**	<a href="#">Users</a> <a href="#">Events</a> <a href="#">Edit</a> <a href="#">Delete</a>
National SAFECON 2015	<a href="#">Users</a> <a href="#">Events</a> <a href="#">Edit</a> <a href="#">Delete</a>
2016 Pre-National Testing	<a href="#">Users</a> <a href="#">Events</a> <a href="#">Edit</a> <a href="#">Delete</a>
National SAFECON 2016	<a href="#">Users</a> <a href="#">Events</a> <a href="#">Edit</a> <a href="#">Delete</a>
Sample SAFECON Landings	<a href="#">Users</a> <a href="#">Events</a> <a href="#">Edit</a> <a href="#">Delete</a>

< previous   next >

Click on "Events" for the appropriate contest.

You will now be at this screen:

The screenshot shows a web browser window with the URL [nifa.aero/ldg-score/contests-events/index/10](http://nifa.aero/ldg-score/contests-events/index/10). The page has a header with "NIFA Landing Cards", "Home", "Admin", and a "Logout" button. Below the header is a section titled "Events for Sample SAFECON Landings" with an "Add Event" button. A table lists two events:

Id	Contest	Event	Main Contest Event	Wp Data Form	Actions
15	Sample SAFECON Landings	Power Off Landings	290	10	Heats Edit Export Results Delete
16	Sample SAFECON Landings	Short-Field Landings	294	100	Heats Edit Export Results Delete

The "Export" button for the first event is circled in red.

Click on the “Export” button and a comma separated values document will download. Save this file to your computer. You will then either upload that file into the Main Scoring Module or email that file to the Chief Judge or Scorekeeper for uploading into the Main Scoring Module. The “Results” button on this screen will simply create an html file with detailed results of all the landings.

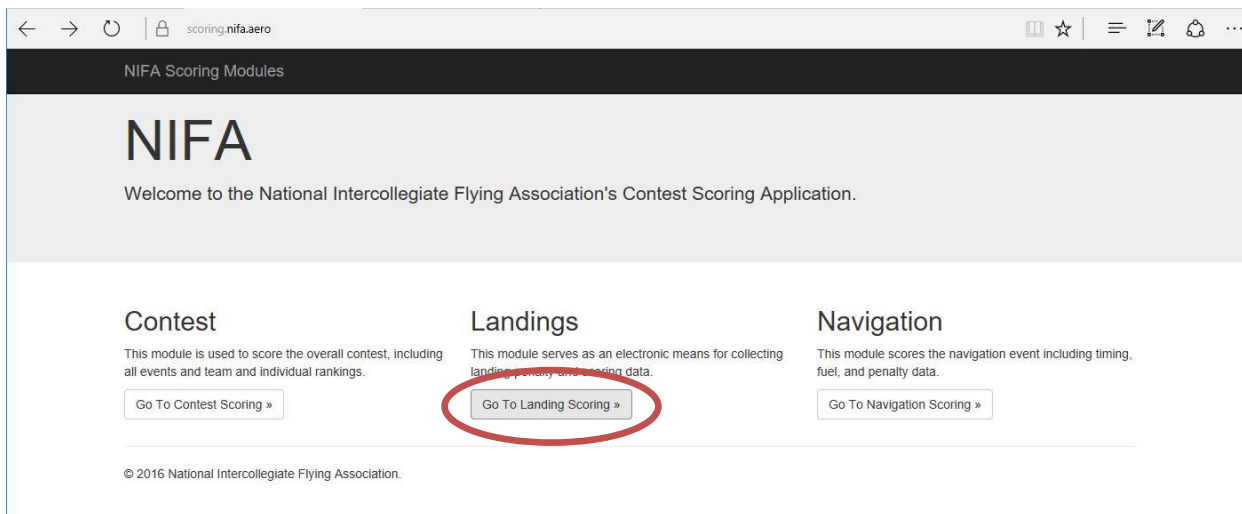
# **NIFA Electronic Landing Card System**

This section will discuss scoring the events with the use of the Electronic Landing Cards and cover contingencies as well. The way the Electronic Landing Card System is designed is fairly simple. The heats are created when the Landing Events are set up in the initial contest. The heats are then “Started” with the Start Card Judge. The Start Card Judge will fill out the Electronic Start Card in the staging area by obtaining the contestant’s ID numbers and unique aircraft information (type, color, school, N-number) and inputting this information into the Electronic Start Card. Once this information is loaded into the Start Card, it is then pushed out to the rest of the landing cards. For this reason, the A, B, C, D, E, F, G, Result, and Upload cards will not have any data until the Start Card has input that information. Generally speaking, you will have information for three to five heats ahead. The Electronic Landing Cards are designed to be used on any device that has active internet connectivity. For convenience, a tablet device with a minimum screen size of approx. 7.9” (iPad Mini) is recommended. The screen images in this section have been taken from a Windows based desktop PC. The actual presentation will vary on other devices, but in general is very similar to the presentations you will see in this manual.

## **Logging In to the Electronic Landing Card System and Navigating the Electronic Cards**

### ***Logging in to the Electronic Landing Card System***

To login and access the Electronic Landing Cards, please see the section of this manual “Access & Login” and then select the Landing Scoring Module.



Once logged in, the judge will need to select the appropriate contest to work from the drop-down list and then click “Submit.” The list of contests will vary for each judge, as it will display a complete list of contests that have been assigned to that judge. In this example, we will continue to use our “Sample SAFECON Landings” contest.

nifa.aero/ldg-score/registrations/select

NIFA Landing Cards Home Admin Logout

Which contest would you like to work?

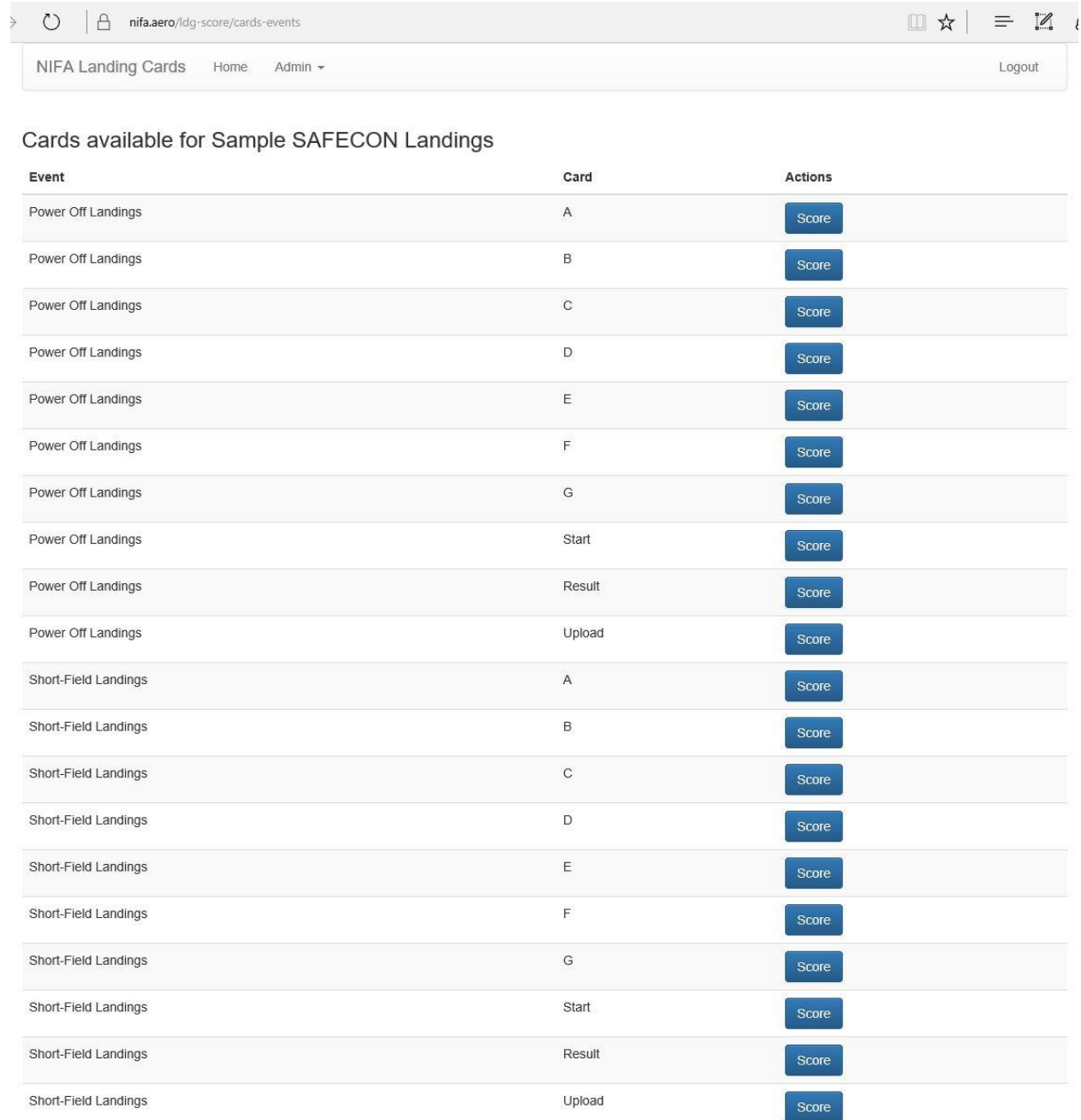
Select a Contest/Role:

Submit

Choose an Option...

- Region 2 SAFECON 2015 \*\*TEST\*\*
- Region 6 SAFECON 2014 \*\*TEST\*\*
- National SAFECON 2015
- 2016 Pre-National Testing
- National SAFECON 2016
- Sample SAFECON Landings

Once the judge has selected and submitted the proper contest, he/she will be taken to a page showing all cards they are authorized for during that contest. The list will be different for every judge. Shown here is the listing of all cards for both events. This would be appropriate for the Chief Judge of the SAFECON for example.

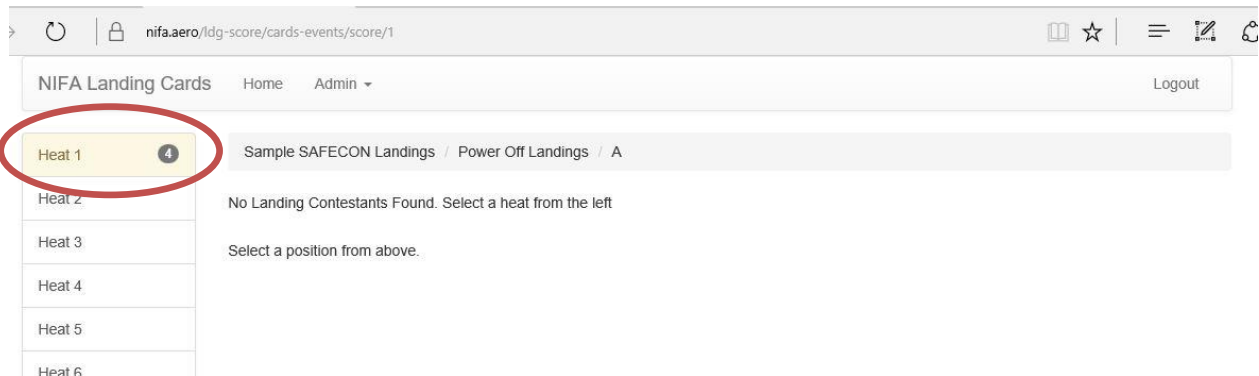


Event	Card	Actions
Power Off Landings	A	<a href="#">Score</a>
Power Off Landings	B	<a href="#">Score</a>
Power Off Landings	C	<a href="#">Score</a>
Power Off Landings	D	<a href="#">Score</a>
Power Off Landings	E	<a href="#">Score</a>
Power Off Landings	F	<a href="#">Score</a>
Power Off Landings	G	<a href="#">Score</a>
Power Off Landings	Start	<a href="#">Score</a>
Power Off Landings	Result	<a href="#">Score</a>
Power Off Landings	Upload	<a href="#">Score</a>
Short-Field Landings	A	<a href="#">Score</a>
Short-Field Landings	B	<a href="#">Score</a>
Short-Field Landings	C	<a href="#">Score</a>
Short-Field Landings	D	<a href="#">Score</a>
Short-Field Landings	E	<a href="#">Score</a>
Short-Field Landings	F	<a href="#">Score</a>
Short-Field Landings	G	<a href="#">Score</a>
Short-Field Landings	Start	<a href="#">Score</a>
Short-Field Landings	Result	<a href="#">Score</a>
Short-Field Landings	Upload	<a href="#">Score</a>

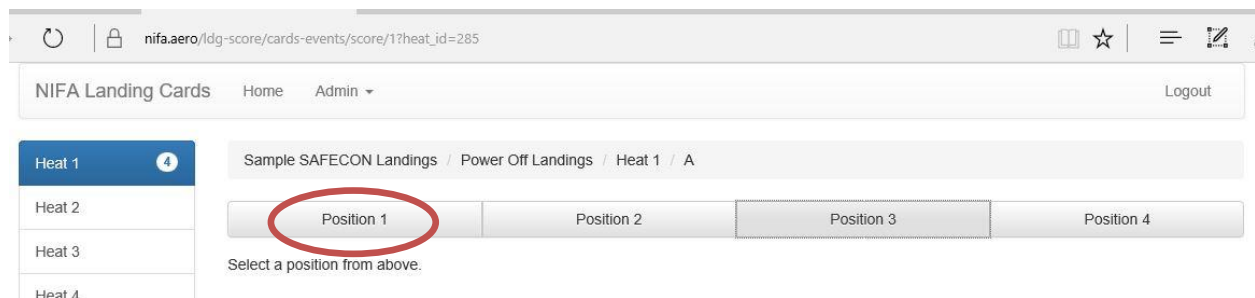
From this screen, the judge would click on the “Score” button next to the appropriate card for the proper event to begin entering scores.

## *Navigating the Electronic Landing Cards*

This section will show how to navigate the A, B, C, D, E, F, and G Cards. The Start, Result, and Upload Cards function slightly differently and will be described in their own sections of this manual. For the purposes of this section, we will show how to navigate the cards using the Power Off Landing Event A Card. When the judge clicks on the “Score” button next to the Power Off Landings A Card, they will initially see this screen:



The highlighted Heat 1 on the left with the ball number 4 next to it indicates that the Start Card has loaded information for Heat 1, and there are 4 aircraft in that heat. The other heats are still blank indicating that the Start Card has not yet input any information for those heats. To view and enter scores in the Electronic A Card for Heat 1, simply click on Heat 1. You will then see this screen, where we will select Position 1.



After selecting Position 1, we will see this screen, and we will then select Landing 1.

The screenshot shows the NIFA Landing Cards interface. On the left is a sidebar with a list of heats from Heat 1 to Heat 8. Heat 1 is highlighted with a blue background and a small blue circle containing the number 4. The main content area has a breadcrumb trail: "Sample SAFECON Landings / Power Off Landings / Heat 1 / A". Below this is a row of four buttons labeled "Position 1", "Position 2", "Position 3", and "Position 4". The "Position 1" button is highlighted in blue. Underneath these buttons are fields for "A/C Type", "Color" (with the value "White and red/gray"), "N-Number" (with the value "N500SU"), and "School". At the bottom of the main area is a row of three buttons labeled "Landing 1", "Landing 2", and "Landing 3". The "Landing 1" button is circled in red.

Now we will see the data entry screen for Heat 1, Position 1, Landing 1. We can verify this very easily by looking at the blue highlighted fields and by referencing the grey status bar that is always present at the top of each card. The grey status bar will always show the judge what contest, event, heat, and card they are currently working on. The position and landing can be verified by looking at which fields are highlighted in blue. The heat can be further verified by looking at the left side of the screen and see which heat is highlighted in blue.

This screenshot shows the data entry screen for Heat 1, Position 1, Landing 1. The sidebar on the left now lists heats from Heat 1 to Heat 16, with Heat 1 still highlighted in blue. The breadcrumb trail at the top reads "Sample SAFECON Landings / Power Off Landings / Heat 1 / A". The "Position 1" button remains highlighted in blue. The "Landing 1" button is now highlighted in blue. Below the landing buttons, there is a "Distance Score" section with a "Feet" label and an empty input field. This is followed by a "Scoring Penalties" section with two checkboxes: "Penalties" (unchecked), "Landed outside of Target Box" (unchecked), and "Did Not Land" (unchecked). Below that is a "Disqualifications" section with a "Disqualifications" label and a "Submit" button. A red arrow points from a box labeled "Status Bar" to the breadcrumb trail at the top of the main content area.

Once the aircraft has landed and a score or penalty has been assessed, the judge must click on the “Submit” button at the bottom left to record the score in the system. The confirmation screen will then be displayed. In this example, we have assessed a distance score of 26 for this contestant.

NIFA Landing Cards
Home
Admin
Logout

The Landing has been saved.

Heat 1
Heat 2
Heat 3
Heat 4
Heat 5
Heat 6
Heat 7
Heat 8
Heat 9
Heat 10
Heat 11
Heat 12
Heat 13
Heat 14
Heat 15
Heat 16

Sample SAFECON Landings / Power Off Landings / Heat 1 / A

Position 1
Position 2
Position 3
Position 4

A/C Type

Color
White and red/gray

N-Number
N500SU

School

Landing 1
Landing 2
Landing 3

Distance Score

Feet
26

Scoring Penalties

Penalties
☐ Landed outside of Target Box
☐ Did Not Land

Disqualifications

Disqualifications

Submit

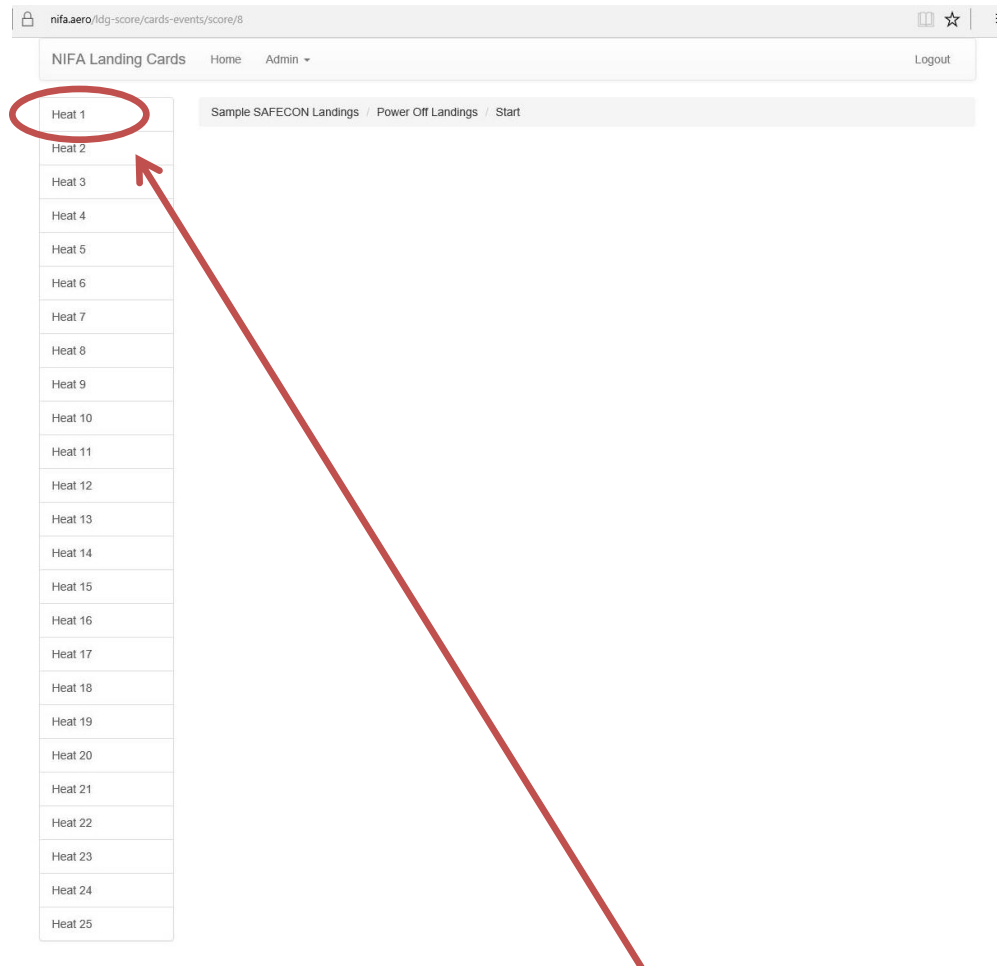
To continue entering scores as the event progresses, the judge would now click on Position 2 and then click on Landing 1, record and submit the score, and then move on to Position 3, Landing 1. This process would continue until the heat is complete. At that point, simply select the next heat, and begin with Position 1, Landing 1 continuing to record scores. Keep in mind the “Submit” button must be clicked after every landing in order to record the score into the Electronic Landing Card System. The navigation around the B, C, D, E, F, and G Cards is identical to the navigation around the A Card.

## Start Card

The Start Card is where the heats are started. On this card the Judge will meet each contestant and get their ID number. The judge will then input the ID number into the Electronic Start Card. The Electronic Start Card will query the NIFA Main Scoring Module and return the contestant’s name and school to the judge for verification. As the judge assigns the heat and position for the contestant, the Electronic Start Card will query the proper Aircraft Information Form for the unique aircraft information. This form

should have been filled out prior to the start of the competition by the contestant or his/her school. If any errors are found, an error message will be displayed.

To begin, the Start Card Judge must go to the Landing Events Scoring Module and log in and select the correct contest to work. Please reference the earlier section [“Logging in to the Electronic Landing Card System”](#) if there are questions on how to login. Once logged in, the Start Card Judge simply needs to click on the “Score” button next to the Start Card for the appropriate event. For our example, we will use the Power Off Event Start Card.



This is the initial screen you will see after clicking on the “Score” button:

To begin adding information, click on a heat on the left. For this example, we will click on Heat 1.

You will now have this screen:

The screenshot shows the NIFA Landing Scoring system interface. On the left is a sidebar with a list of heats from Heat 1 to Heat 14. The main content area has a breadcrumb trail: "Sample SAFECON Landings / Power Off Landings / Heat 1 / Start". Below this is a table header with columns: Position, Contestant, School, Aircraft Type, N-Number, and Actions. The "Add Contestant" form is displayed below the header. It contains several input fields: "Contestant Number" (with the value "1234"), "Name" (with the value "Joe Pilot"), "School" (with the value "OSU"), "Position" (a dropdown menu with the value "1"), "Ac Type" (with the value "C150"), "Color" (with the value "Scarlet/Grey"), and "N Number" (with the value "N500SU"). A "Submit" button is located at the bottom left of the form. Red arrows and boxes are used as annotations: a box labeled "Judge Input" points to the "Contestant Number" field; a box labeled "System Output" points to the "Name" and "School" fields; another box labeled "Judge Input" points to the "Position" dropdown; and a final box labeled "System Output" points to the "Ac Type", "Color", and "N Number" fields.

You will enter the contestant's ID number in the top field. The result from the query will populate the contestants name and school into the two grey fields. Next, select the position in the heat the contestant will be flying in from the drop-down selection. The result from the query will populate the fields below for you. Verify all this information is correct and then click the "Submit" button in the lower left corner.

You will now see this screen.

The screenshot shows the NIFA Landing Cards web application. At the top, a green notification bar states "The Landing Contestant has been saved." Below this, a sidebar on the left lists heats from Heat 1 to Heat 15. Heat 1 is highlighted in blue and has a small white circle with the number "1" next to it. The main content area shows a breadcrumb trail: "Sample SAFECON Landings / Power Off Landings / Heat 1 / Start". Below the breadcrumb is a table with the following data:

Position	Contestant	School	Aircraft Type	N-Number	Actions
1	Joe Pilot	OSU	C150	N500SU	<a href="#">Edit</a> <a href="#">Delete</a>

Below the table is a form titled "Add Contestant" with the following fields:

- Contestant Number:
- Name:
- School:
- Position:
- Ac Type:
- Color:
- N Number:

A "Submit" button is located at the bottom of the form.

You can edit or delete that contestant if needed. You will need to repeat this process for all 4 positions in each heat. Also notice the small ball number next to Heat 1 in the top left. This ball number shows you how many contestants have been successfully submitted to the Electronic Landing Card System for that heat by the Start Card. When you see a ball number here, that is your confirmation that the information has been pushed out to the other cards.

Once the entire heat is built, you should have a screen similar to this:

The screenshot shows a web application interface for NIFA Landing Cards. The top navigation bar includes the URL 'nifa.aero/ldg-score/cards-events/score/8?heat\_id=235', a 'Logout' button, and a hamburger menu. Below the navigation bar is a green notification banner stating 'The Landing Contestant has been saved.' The main content area is divided into two sections. On the left is a vertical sidebar with a list of heats from 'Heat 1' to 'Heat 19'. 'Heat 1' is currently selected and highlighted in blue. The right section displays the details for 'Heat 1', including a breadcrumb trail 'Sample SAFECON Landings / Power Off Landings / Heat 1 / Start'. Below the breadcrumb is a table with the following columns: Position, Contestant, School, Aircraft Type, N-Number, and Actions. The table contains four rows of contestant data. Below the table is an 'Add Contestant' form with fields for Contestant Number, Name, School, Position (a dropdown menu), Ac Type, Color, and N Number, followed by a Submit button.

Position	Contestant	School	Aircraft Type	N-Number	Actions
1	Joe Pilot	OSU	C150	N500SU	<a href="#">Edit</a> <a href="#">Delete</a>
2	Charles Yeager	USAFA	C150	N557SH	<a href="#">Edit</a> <a href="#">Delete</a>
3	Eddie Eagle	ERAU-P	C150	N42ER	<a href="#">Edit</a> <a href="#">Delete</a>
4	Wilbur Wright	OK-STATE	C150	N600SU	<a href="#">Edit</a> <a href="#">Delete</a>

Add Contestant

Contestant Number

Name

School

Position

Ac Type

Color

N Number

At this point, you can edit or delete any contestants you need to. If you are satisfied with Heat 1, simply click on Heat 2 on the left side and continue to repeat this process until the event is over.

## A Card

The A Card is used for recording the distance score of the contestant when they land. To access the Electronic A Card, the authorized judge will need to login to the NIFA Landing Events Scoring Module and select the appropriate contest. Please reference the earlier section [“Logging in to the Electronic Landing Card System”](#) if there are questions on how to login. Once the list of authorized cards appears, the judge will need to click the “Score” button next to the A Card for the proper event. In this example, we will continue by demonstrating with the Power Off Landing Event. This example will show the Power Off A Card for Heat 1, Position 1, Landing 1. For questions on how to navigate around the event in the Electronic Landing Card System, please review the earlier section on [“Navigating the Electronic Landing Cards.”](#)

The data entry portion of the card is now shown for Heat 1, Position 1, Landing 1 for the A Card judge to enter a distance or check the appropriate box for landing outside the target box or going around (did not land). There is no penalty assessed by the Electronic Landing Card System for the “Did Not Land” checkbox. The penalty for a go-around is assessed on the G Card. The A Card Judge will need to check this box anytime a contestant goes around. This is for two reasons: First, it eliminates confusion about did the judge simply forget to record the distance and second, it feeds into the overall rankings if a student goes around on all the landings, but does not disqualify. It will then properly rank them behind all the contestants that did land and ahead of all the contestants that disqualified.

NIFA Landing Cards Home Admin Logout

Sample SAFECON Landings / Power Off Landings / Heat 1 / A

Position 1 Position 2 Position 3 Position 4

A/C Type C150

Color White and red/gray

N-Number N500SU

School Ohio State

Landing 1 Landing 2 Landing 3

Distance Score

Feet 26

Distance Score

Scoring Penalties

Penalties ☐ Landed outside of Target Box ☐ Did Not Land

Disqualifications

Disqualifications

Submit

Looking at the data entry portion of the Electronic A Card, you will notice the contestant's name and ID number is not shown. This is on purpose, as that information is not needed to help identify the aircraft. The aircraft type and its characteristics will be shown to help identify the plane. Also note the grey status bar is shown just above the data entry fields so the judge can easily reference what event they are inputting information for. In this example, we will assess a distance score of 26 feet. Once the distance and any penalties are correct, the judge must click on the "Submit" button in the lower left corner to save this information into the Electronic Landing Card System.

NIFA Landing Cards Home Admin Logout

Sample SAFECON Landings / Power Off Landings / Heat 1 / A

Position 1 Position 2 Position 3 Position 4

A/C Type C150

Color White and red/gray

N-Number N500SU

School Ohio State

Landing 1 Landing 2 Landing 3

Distance Score

Feet 26 Distance Score

Scoring Penalties

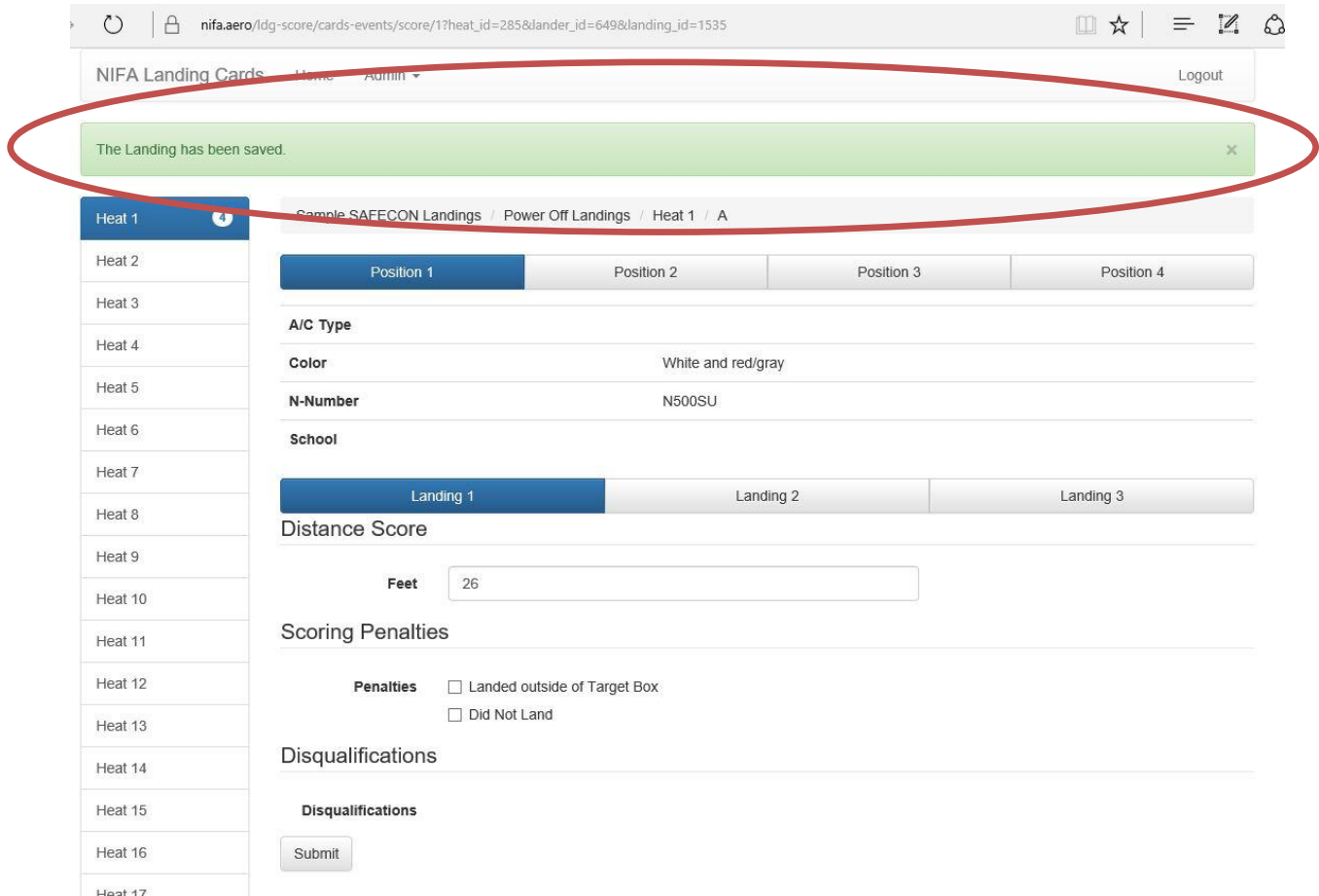
Penalties ☐ Landed outside of Target Box ☐ Did Not Land

Disqualifications

Disqualifications

Submit

Once the landing has been saved into the Electronic Landing Card System, you will see this screen with the green confirmation bar at the top.



The screenshot shows a web browser window with the URL [nifa.aero/ldg-score/cards-events/score/1?heat\\_id=285&lander\\_id=649&landing\\_id=1535](http://nifa.aero/ldg-score/cards-events/score/1?heat_id=285&lander_id=649&landing_id=1535). The page title is "NIFA Landing Cards" and it includes a "Logout" link. A green confirmation bar at the top states "The Landing has been saved." with a close button (X). Below this, the page is divided into a sidebar and a main content area. The sidebar lists heats from Heat 1 to Heat 17, with Heat 1 selected. The main content area shows the "Sample SAFECON Landings / Power Off Landings / Heat 1 / A" section. It includes a "Position 1" tab, a "Color" field with the value "White and red/gray", an "N-Number" field with the value "N500SU", and a "School" field. Below these, there is a "Landing 1" tab, a "Distance Score" section with a "Feet" input field containing the value "26", a "Scoring Penalties" section with checkboxes for "Landed outside of Target Box" and "Did Not Land", and a "Disqualifications" section with a "Submit" button.

After the landing is saved, the judge will continue to progress through the event as described in the [“Navigating the Electronic Landing Cards”](#) section of this document. Remember, the “Submit” button must be clicked after each landing or the score will not be recorded in the Electronic Landing Card System!

## B, C, D, E, F, and G Cards

These cards have been combined into one section because their functionality is identical, even though they contain different penalties. The respective judges will select, navigate, and enter penalties on these cards in the exact same manner. For this example, we will use the E card.

To access the cards, the judge must login and choose the proper card from the list. Please reference the earlier sections [“Logging in to the Electronic Landing Card System”](#) and [“Navigating the Electronic Landing Cards.”](#) if there are questions on how to login or navigate the cards. Here we will show the E Card for the Power Off Landing Event. In this example, we have assessed two penalties, “Addition of Power After Reduction” and a “Constant Turn to Final.” To assess the penalties, simply click on the penalty. If you later decide it was not valid, simply click on the penalty again to deselect it. Be sure to click the “Submit” button after each landing to save the penalties in the scoring system.

Once you have submitted the penalties, you will see this confirmation screen with the green confirmation across the top.

After the landing is saved, the judge will continue to progress through the event as described in the [“Navigating the Electronic Landing Cards”](#) section of this document. Remember, the “Submit” button must be clicked after each landing or the score will not be recorded in the Electronic Landing Card System!

## Result Card

The result card should generally be restricted to just the Head Event Judge and the Chief/Assoc. Chief Judges of the SAFECON. This card displays a list of all the landings that have been completed and submitted to the Electronic Landing Card System. Access is as described in the [“Logging in to the Electronic Landing Card System”](#) section of this manual. Navigation is a little different.

In this case, only one landing has been scored, but four contestants have been entered by the Start Card Judge. The only landing score submitted to the system is for contestant number 1234. They have received a score of 251. For a detailed breakdown of their score, simply click on the score.

Here you can see that on Landing #1 they received a distance score from the A Card of 26, and penalties on the E Card of “Addition of Power After Reduction” and “Constant Turn to Final.” On the G Card they also received an “Addition of Power” penalty, but the system automatically checked for duplications and eliminated the second penalty, which is why that penalty is shown with a line stricken through it. The system will automatically account for any penalties that can be assessed on multiple cards, and if

appropriate per NIFA rules, will allow that penalty to only be assessed once. If the student had disqualified, as shown below, all of the penalties the student had accrued will be shown in the detailed result as well as the DQ.

## Upload Card

This card is reserved for future use.

# Contingencies

This section will look at how to deal with changes in pilots, aircraft, sequence, or malfunctions of the Electronic Landing Card Scoring System.

## ***Pilot Changes***

One of the best features of the Electronic Landing Card System is that pilot changes are no longer an issue. Since the pilot provides their contestant ID to the Start Card Judge just prior to the hot box, there should never be a situation where the pilot in a plane changes after the Start Card is created for that pilot. The most likely outcome of a pilot change at this point would be a mechanical or other malfunction, and that will be addressed in other contingencies. For this reason, the Start Card Judge should try to work no more than three to four heats ahead of the active heat.

## ***Aircraft Changes***

Occasionally a school may need to fly a plane other than what they had input into the Landing Aircraft Information Form. Should this happen, the Start Card Judge will simply need to overwrite the information that is propagated into the form from the query.

## ***Mechanical Issues/No Keys***

Should a contestant have a mechanical problem in the hot box or any time prior to taking off, or forget their keys, the Start Card Judge should attempt to be astute enough to observe this. The best corrective action is to locate that pilots Start Card and simply delete the contestant from that position. A radio call to the field needs to then be made when this is done instructing the other card judges to simply refresh their page. By looking at that ball number next to the affected heat, the judges will be able to verify that an aircraft was removed from that heat by the Start Card Judge, and as such, they will no longer have a card for that position. If time does not permit this to happen before the heat takes off, care will have to be exercised by the card judges to not assess any penalties to that position. After the heat is over, that position can then be deleted by the Start Card.

## ***Sequence Changes/Cutoffs in the Traffic Pattern***

This situation is handled just as it is with the paper landing cards. The individual card judges must pay attention and make certain that they are assessing any penalties to the proper aircraft.

### ***Malfunction of the Electronic Landing Card System***

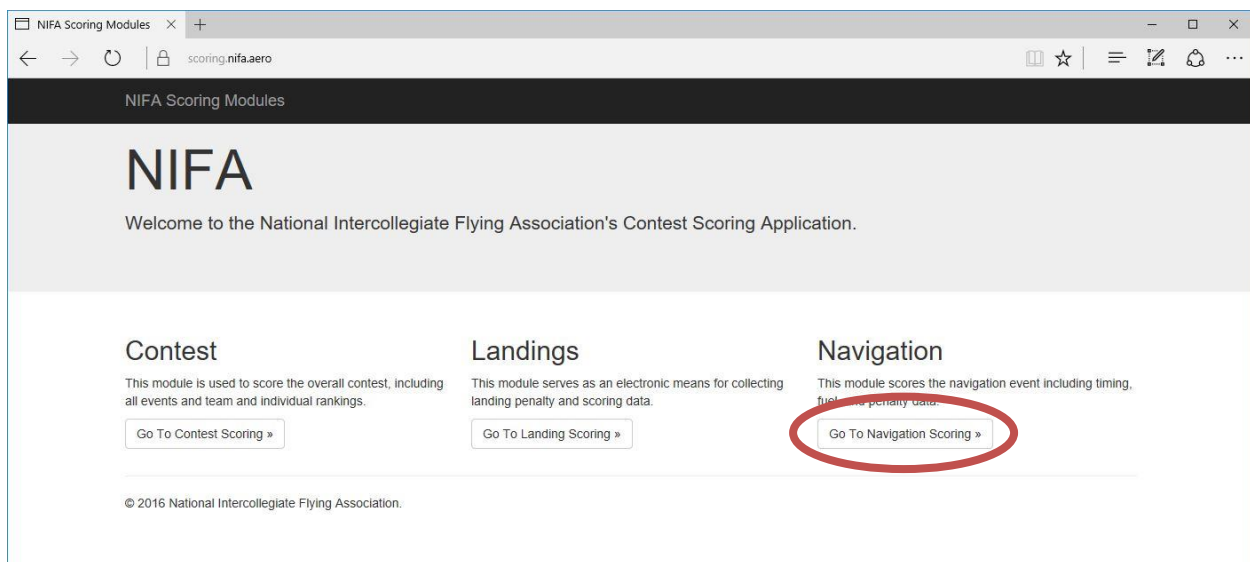
This is always a concern anytime an electronic system is used for any purpose. It is absolutely critical that some kind of paper backup or record be kept by each card judge for use in the unlikely event the Electronic Landing Card System fails. Any technique that works for a particular judge is acceptable, but one strongly recommended technique is to provide the judges with a heat sheet that has far more white space in each cell to write notes. This may mean that the judges heat sheet is now a few pages long instead of just one page, but it is a very simple and concise way to write down penalties in case the backup is needed.

# **Navigation Event Scoring Module - Administrative**

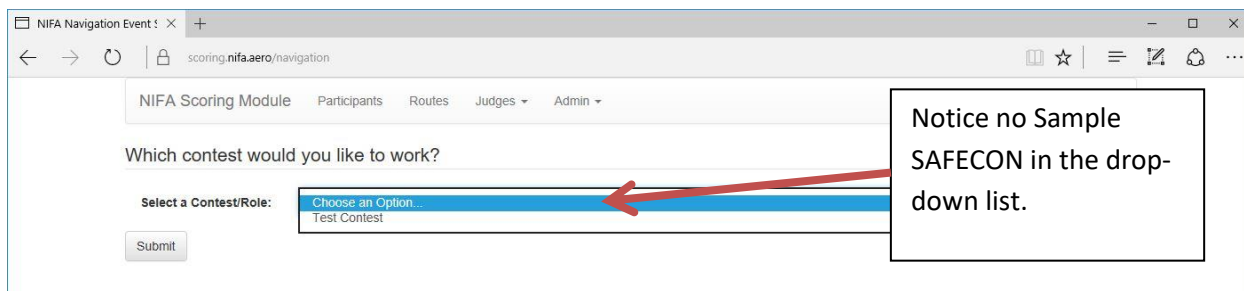
This section of the NIFA Scoring System User's Manual will discuss how to create the Navigation Event, how to link it to the Contest Scoring Module, and how to assign Users and permissions to the Navigation Event. We will continue to use our "Sample SAFECON" contest for this example.

## **Creating the Navigation Event**

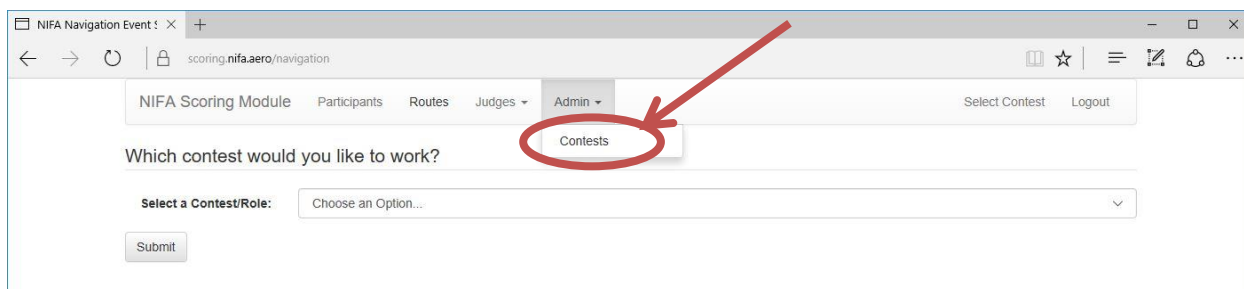
To create the Navigation Event, access the NIFA Scoring System and select the Navigation Scoring Module. Please see the "Access & Login" section of this manual for instructions on accessing the NIFA Scoring system.



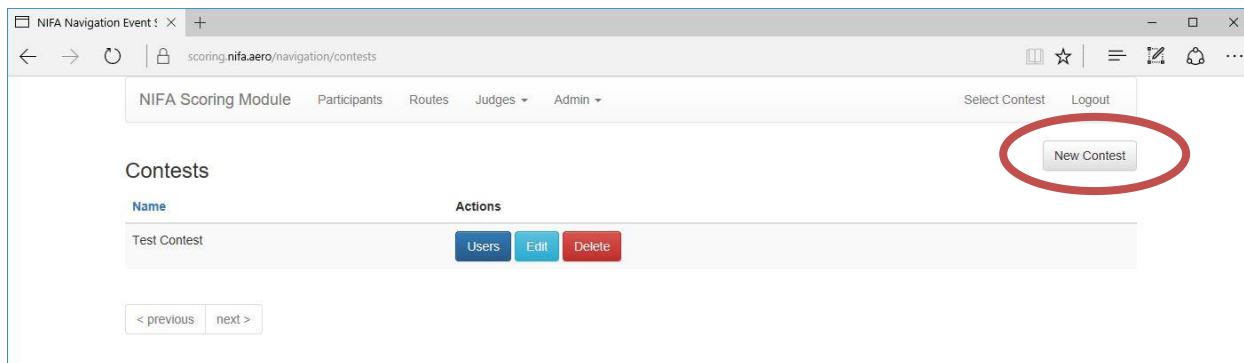
Once logged in, you will see the Navigation Scoring Module home screen:



Select the competition you would like to work on from the drop down menu. You will notice our “Sample SAFECON” does not appear in the list. This is because we have not yet created the Navigation Event in our Sample SAFECON. In order to create our Navigation Event for our Sample SAFECON, click on “Admin” and then click on “Contests” from the drop-down menu that appears.



You will now see a screen similar to this one. You may have no contests displayed, or you may see a short list of contests. Your exact view will be determined by how many contests you have been assigned to in the past. Regardless, you will need to click on the “New Contest” button near the upper right corner to create the Navigation Event for Sample SAFECON.



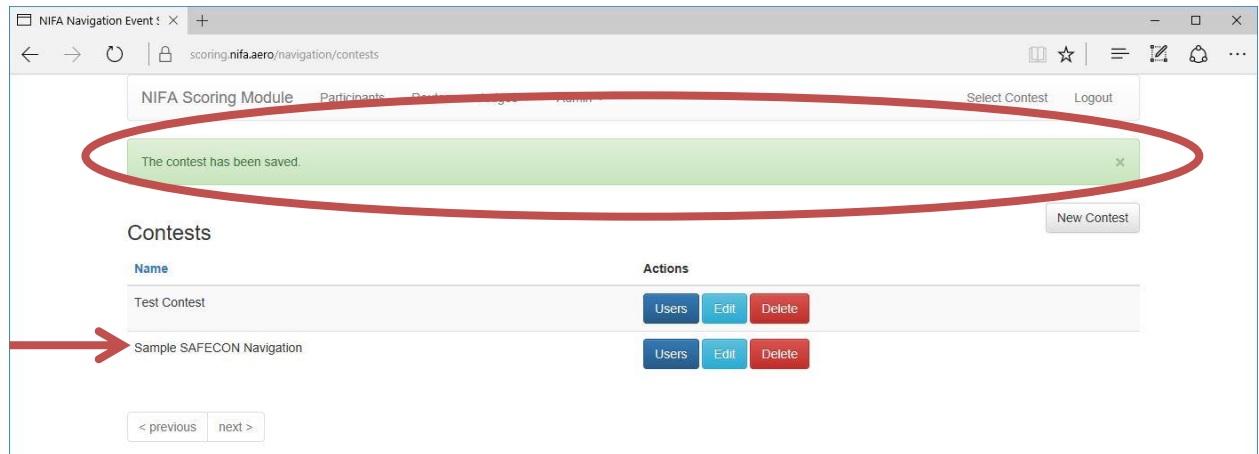
Clicking on “New Contest” will bring up the following screen:

The screenshot shows a web browser window with the URL `scoring.nifa.aero/navigation/contests/add`. The page has a navigation bar with links: NIFA Scoring Module, Participants, Routes, Judges, and Admin. There are also buttons for 'Select Contest' and 'Logout'. The main section is titled 'New Contest'. It contains a 'Name' text input field, a 'Main Scoring Module Contest' dropdown menu currently showing '2016 Region I SAFECON', and a 'Submit' button.

From this screen, you will need to name the Navigation Event contest and also link it to the proper Main Scoring Module. For our example, we will name it “Sample SAFECON Navigation” and we will link it to the Sample SAFECON Main Scoring Module from the drop-down menu and then click on “Submit.” Suggested naming convention would be to simply title it with the year and scope (Regional or National) of your SAFECON.

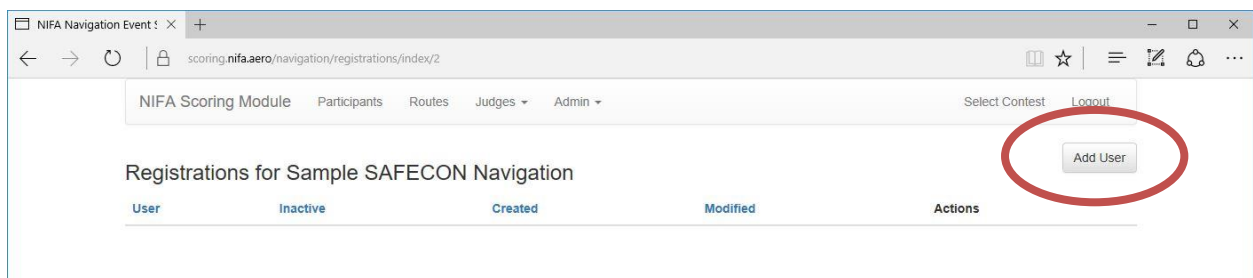
This screenshot shows the same 'New Contest' form as above, but with annotations. A red arrow points to the 'Name' field, which now contains the text 'Sample SAFECON Navigation'. Another red arrow points to the 'Main Scoring Module Contest' dropdown menu, which is now open, showing a list of options. The 'Submit' button is circled in red. The list of options in the dropdown menu includes: 2016 Region I SAFECON, 2016 Region II SAFECON, 2016 Region III SAFECON, 2016 Region IV SAFECON, 2016 Region V SAFECON, 2016 Region VI SAFECON, 2016 Region VII SAFECON, 2016 Region VIII SAFECON, 2016 Region X SAFECON, Demo 2015 Region II SAFECON, Sample SAFECON, Test, and Test Contest 2.

Once you have submitted your information, you will be returned to the list of all contests you have been assigned to in the past and you will see a green confirmation bar at the top stating that your contest was saved, and your contest will now appear in the list.



## Assigning Users to the Navigation Event

Now that we have created our Navigation Event for Sample SAFECON, we need to add Users, or Judges, to the event. To do this, click on the “Users” button as shown in the above image. You will now be presented with the screen that lists all users currently assigned to the event. To add Users to the Event, click on the “Add User” button in the upper right corner to begin.



To add a user, type in the email address associated with that user's nifa.aero account and select it from the drop-down menu. After selecting the user from the list, assign their roles. The user should only be granted access to the specific role they will be performing in the Navigation Event. You can select as many roles as needed by simply checking the box next to the desired role(s). Once you have chosen your user and assigned their roles, click on the submit button.

The screenshot shows the 'Add User' form in the NIFA Scoring Module. A text box on the left says 'Check as many roles as needed for the selected user.' with a red bracket pointing to the 'Roles' section. A red arrow points to the 'Member' dropdown menu, which is labeled 'Choose email from list'. The 'Roles' section has checkboxes for 'Inactive', 'Event Chief Judge', 'GPS Download Judge', 'Fueling Judge', and 'Planning Judge'. The 'Submit' button is circled in red.

Check as many roles as needed for the selected user.

Member: Choose email from list

Roles:

- ☐ Inactive
- ☐ Event Chief Judge
- ☐ GPS Download Judge
- ☐ Fueling Judge
- ☐ Planning Judge

Submit

You will be returned to the list of current users and you will see the green confirmation bar at the top as well as now seeing your user added to the list.

The screenshot shows the 'Registrations for Sample SAFECON Navigation' page. A green confirmation bar at the top says 'The registration has been saved.' and is circled in red. Below it is a table of users. A red arrow points to the first user, 'ehessgt@gmail.com'.

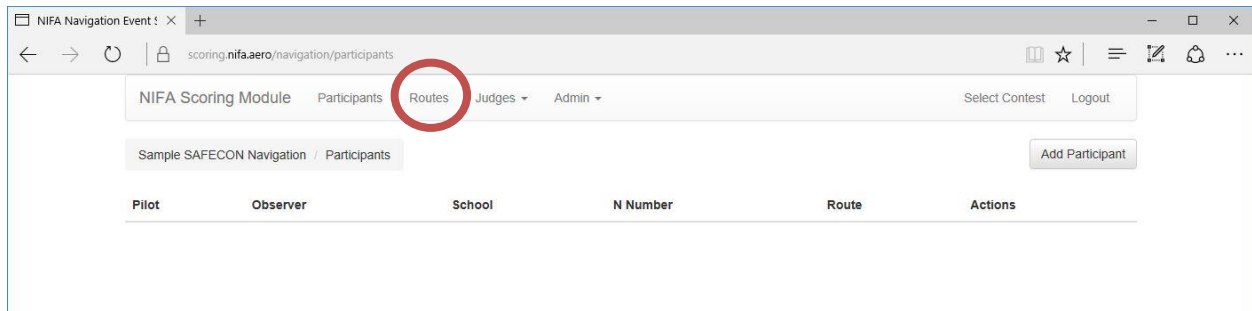
The registration has been saved.

Registrations for Sample SAFECON Navigation

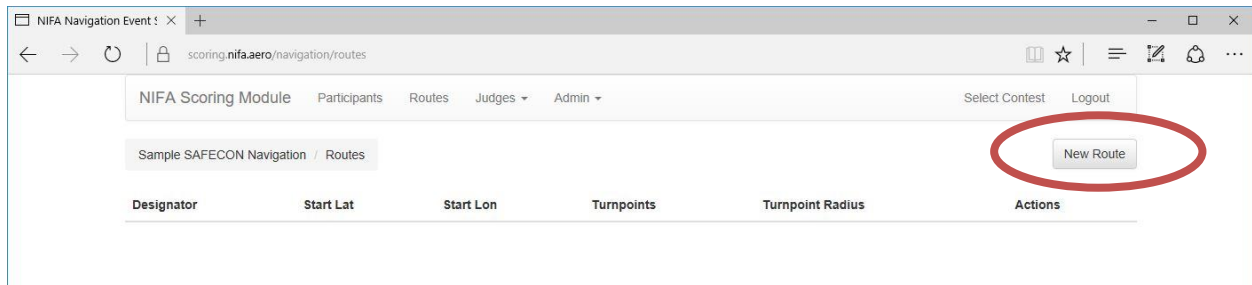
User	Inactive	Created	Modified	Actions
ehessgt@gmail.com		9/30/16, 4:44 PM	9/30/16, 4:44 PM	<a href="#">Edit</a> <a href="#">Delete</a>

## Building the Navigation Routes

Now that we have created the Navigation Event in our Sample SAFECON, we must build the routes before we can run the event. To build the navigation routes, log in to the NIFA Scoring System Navigation Module and when presented with the home screen, choose the contest you would like to work, then click submit. We will continue working with our Sample SAFECON. You should now see this screen:



Once you have selected a contest to work, the default screen is the participant (contestant) list for that contest. To begin building the navigation routes, click on “Routes” from the menu bar at the top. You should now be at the page showing the navigation routes for Sample SAFECON.



This page will show the routes for Sample SAFECON. To begin building a new route, click on the “New Route” button in the upper right corner. You will be presented with the dialog to start building a new route. Enter the information asked for and when done, click on “Submit.” It is recommended to name the routes using letters. The “Tp Radius” box is the radius of the turnpoint circle in nautical miles and the “Turnpoint Count” box is asking for the number of checkpoints. In this example we have entered a radius of 0.25 nautical miles and 5 checkpoints on route A.

NIFA Scoring Module Participants Routes Judges Admin Select Contest Logout

### New Route

Name

Latitude/Longitude shall be in Decimal degree (D.ddddd). West and South shall be entered as negative numbers.

Start Lat

Start Lon

Tp Radius  Turnpoint Radius

Turnpoint Count  Number of Checkpoints

You will be returned to the list of navigation routes and you will see the green confirmation bar that your new route has been saved. You will need to do this for each of the navigation routes in your SAFECON.

NIFA Scoring Module Participants Routes Judges Admin Select Contest Logout

The route has been saved.

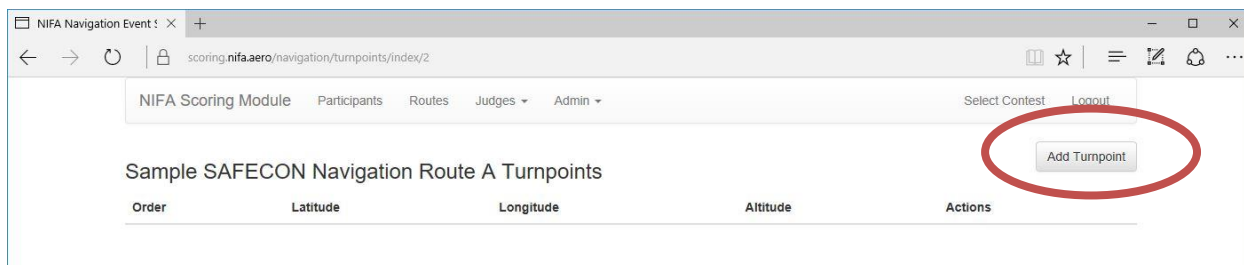
Sample SAFECON Navigation / Routes

Designator	Start Lat	Start Lon	Turnpoints	Turnpoint Radius	Actions
A	40.774000	-83.073600	5	0.25	<input type="button" value="Turnpoints"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

You will see your route with three actions you can perform:

- Turnpoints will allow you to enter the coordinates for the 5 turnpoints
- Edit will allow you to edit the route name, starting latitude, starting longitude, and turnpoint radius. You will not be able to edit the number of turnpoints.
- Delete will allow you to delete the entire route

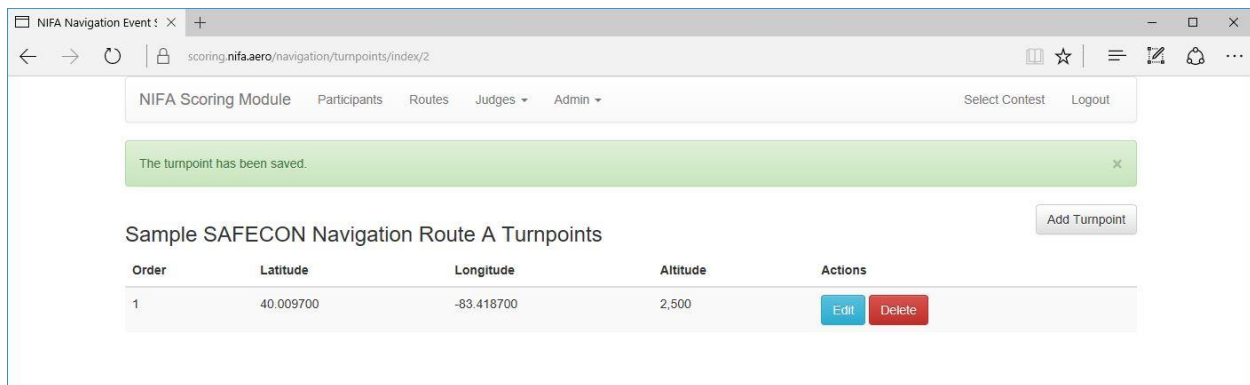
Click on the “Turnpoints” button to begin entering the coordinates for each turnpoint on the route.



Initially, you will see a blank screen for turnpoints on route A. To begin entering the turnpoint coordinates, click on the “Add Turnpoint” button and fill in the required information. The coordinates must be entered in decimal degrees (DD.dddd) format and west longitude values must be entered as a negative value. See the below image for an example. The altitude over the checkpoint should be entered in MSL value (even though this metric is not scored, a value must be entered). The turnpoints can be entered in any order, so the “Display order” box tells the system what turnpoint this is. In our below example, we have entered the information for turnpoint #1 on route A. When satisfied, click “Submit.”

 A screenshot of the 'New Turnpoint' form in the NIFA Scoring Module. The browser's address bar shows 'scoring.nifa.aero/navigation/turnpoints/add/2'. The form is titled 'New Turnpoint' and contains four input fields: 'Lat' with the value '40.0097', 'Lon' with the value '-83.4187', 'Altitude' with the value '2500', and 'Display Order' with the value '1'. The 'Submit' button is located at the bottom left of the form and is circled in red.

You will now be returned to the list of turnpoints for Route A and will see the green confirmation bar and the new turnpoint added to the list. You will need to repeat this process for each of the turnpoints on Route A.



You will see two actions you can perform to that turnpoint:

- Edit will allow you to edit any of the information you entered for that turnpoint
- Delete will allow you to delete that turnpoint.

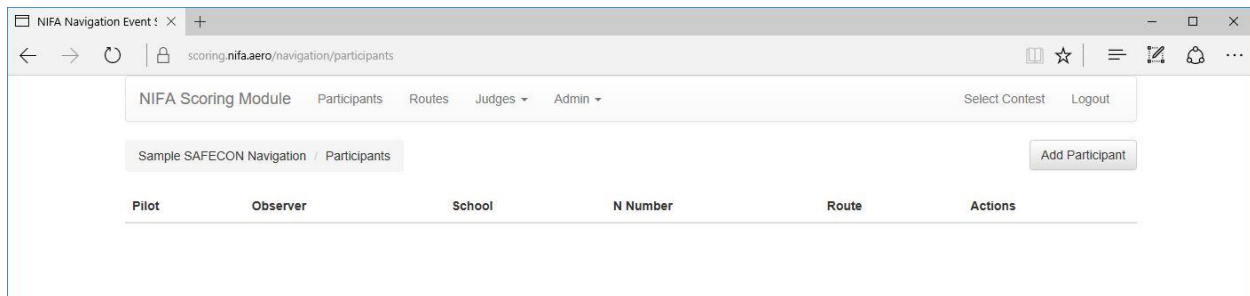
Now that you have successfully set up and built your Navigation Event and Routes, you are ready for the Navigation Event.

# **Navigation Event Scoring Module – Scoring**

This section of the NIFA Scoring System User’s Guide will discuss how to conduct the Navigation Event in the scoring system. The design of the system is such that participants (contestants) and their scoring data are entered into the system as the event progresses. This section of the manual will follow along with the process a student would go through in the event and how the judges will interact with the Navigation Scoring Module during the Navigation Event. Data access across the airport is beneficial for scoring the navigation event. The intent of the system is to enter data as it is generated (planning, GPS download, and refueling) so that a score is computed automatically as the event progresses. This will reduce the possibility of fatigue or other errors in the data entry process later on. Should data access not be available, it is possible to upload the information at the completion of the event once back in an area with internet access. We will continue to use our Sample SAFECON example.

## **Adding a Participant**

The first step in creating a score for a participant is to add them to the Navigation Scoring Module. This will happen after the student has completed their flight planning and had it verified by a judge in the planning room and before the student leaves to go to his/her airplane. To add a participant, an authorized judge in the planning room must be logged in to the Navigation Scoring Module and have selected the participants screen.



Once the student’s planning is finished and verified, the student will sit down with the judge and the judge will click on the “Add Participant” button at the top right of this screen.

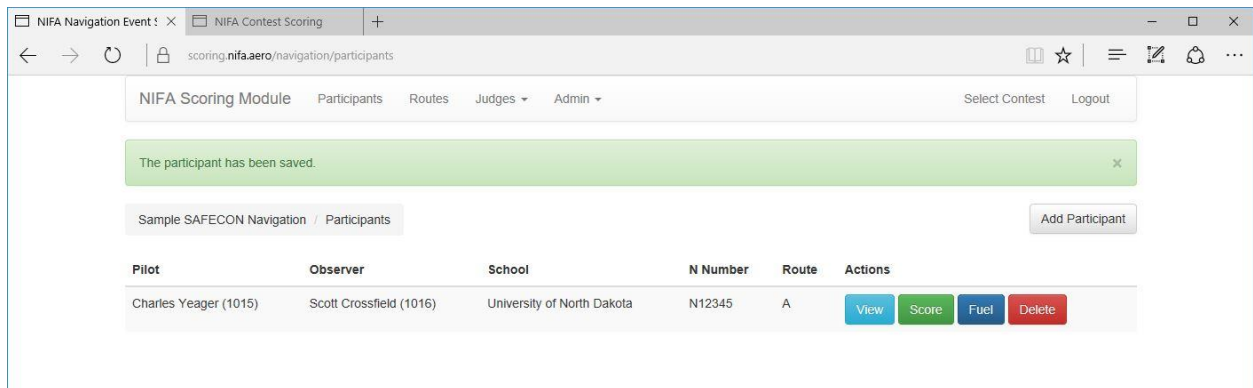
When the add participant screen appears, the judge should input the pilot ID number and verify the returned name matches the pilot. The judge should then input the safety observer ID number and verify the correct name is returned. At this point, the judge should ask the student to select the route and the student should enter their flight planning information into the scoring system. Once the student has verified it, have the student sign their name and click on the “Submit” button. It is very important to have the student enter and sign off on the data, not the judge! Having the student input this information will help to absolve the judging staff of being blamed for incorrect data entry.

The screenshot shows the 'Add Participant' screen in the NIFA Scoring Module. The page has a header with navigation links: Participants, Routes, Judges, and Admin. Below the header, there's a breadcrumb trail: Sample SAFECON Navigation / Add Participant. The form contains the following fields and annotations:

- Pilot Contestant Number:** 1015. An arrow labeled 'Judge Input' points to this field.
- Pilot Name:** Charles Yeager. An arrow labeled 'System Output' points to this field.
- School:** University of North Dakota. An arrow labeled 'System Output' points to this field.
- Observer Contestant Number:** 1016. An arrow labeled 'Judge Input' points to this field.
- Observer Name:** Scott Crossfield. An arrow labeled 'System Output' points to this field.
- N Number:** N12345.
- Route:** A (selected from a dropdown menu).
- Leg 1 ETE:** 10 and 15.
- Leg 2 ETE:** 8 and 00.
- Leg 3 ETE:** 6 and 24.
- Leg 4 ETE:** 15 and 54.
- Leg 5 ETE:** 14 and 12.
- Total ETE:** 0, 54, and 45.
- Plan Fuel:** 12.3.
- Pilot Signature:** A handwritten signature is shown above a line. Below the line is an 'Undo last stroke' button.
- Submit button:** Located at the bottom left, circled in red.

A callout box on the right side of the form states: "Note that it is not possible to change data in the grey system output boxes!"

You will now be returned to the participant list page and you will see the green confirmation bar at the top and the participant will now appear in the list.



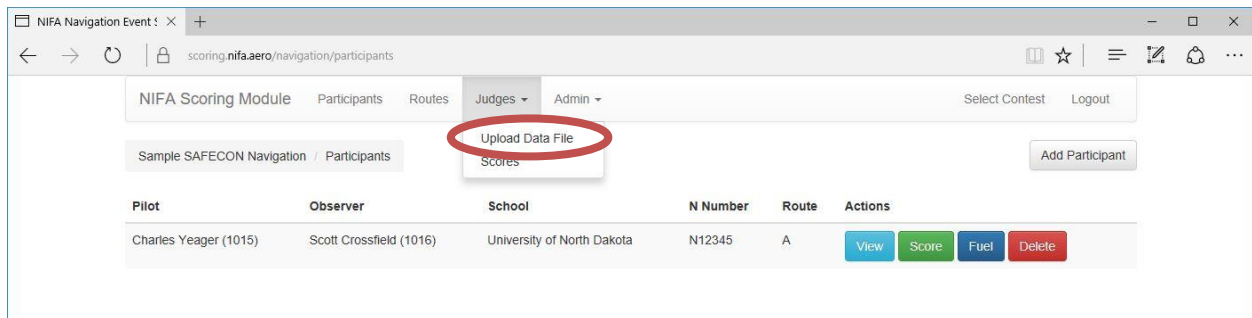
There are four actions that can be performed for each contestant in the list:

- View will allow you to simply view the flight planning information the contestant entered. You will not be able to edit this by design. We do not want to have the ability to change data the student entered and signed off on.
- Score will allow you to view the complete score for the contestant as well as giving you entry options for uploading GPX files, fuel data, or other penalties such as incorrect symbols.
- Fuel will allow you to enter the actual fuel used for the contestant.
- Delete will delete all scoring data for this contestant. If the contestant made a mistake on his/her data entry, you will need to delete them and then start over.

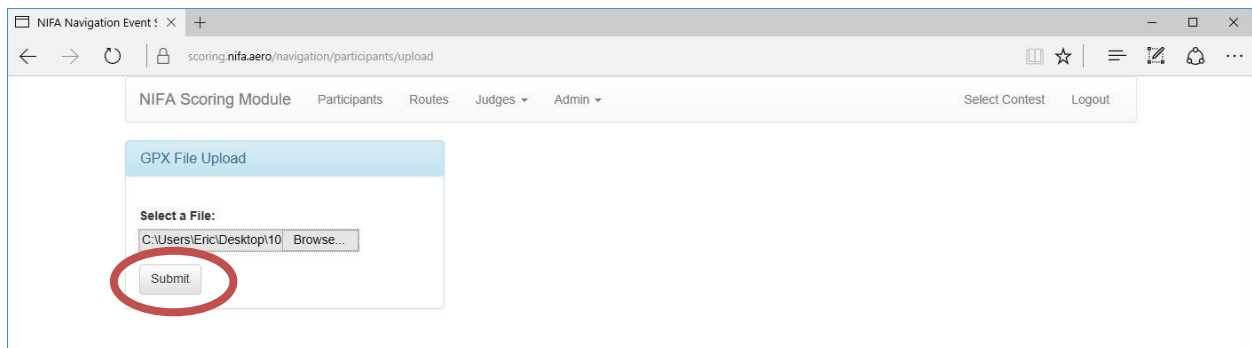
These four actions will allow us to run the event without data access in the field, we can save the pertinent data and upload it at the end of the event through the use of these actions.

## GPS File Upload

The second point of data that is generated and needed for scoring the contestant will be the GPS track that is downloaded after the contestant has completed flying the navigation route. The judge should download, name, and save the track as per current procedures. Once that is done, the judge will then upload the GPS file to the Navigation Scoring Module. To do this, the GPS download judge will need to log in to the Navigation Scoring Module and from the header click on the “Judges” drop-down menu and then click on “Upload Data File.”



The file upload window will now be displayed.



Browse through your device and select the data file for the contestant that has been downloaded and saved and then click the “Submit” button.

Once the file is uploaded, you will see the following screen asking you to verify this is the correct data file and asking if you wish to continue.

The screenshot shows a web browser window with the URL `scoring.nifa.aero/navigation/participants/upload`. The page has a navigation bar with links: NIFA Scoring Module, Participants, Routes, Judges, and Admin. There are also links for Select Contest and Logout. The main content area is divided into two sections. On the left, there is a 'GPX File Upload' section with a 'Select a File:' label, a text input field, a 'Browse...' button, and a 'Submit' button. On the right, there is a 'Participant Info' section with a table containing the following information:

School	University of North Dakota
Pilot	Charles Yeager
Pilot Contestant Number	1015
Observer	Scott Crossfield
Observer Contestant Number	1016
Route	A

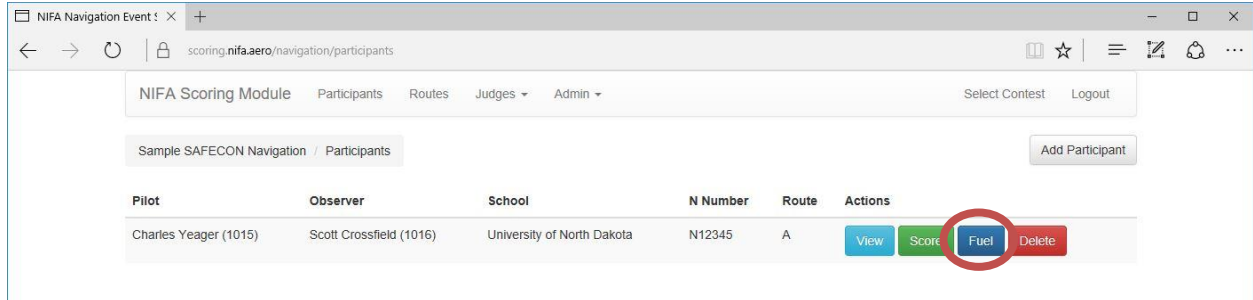
At the bottom of the 'Participant Info' section, there are two buttons: 'Cancel' (red) and 'Continue' (green).

Verify that the Pilot and Safety Observer information and the Route is correct and if so, click on the “Continue” button to upload this file to the Navigation Scoring Module. You will see the following confirmation screen.

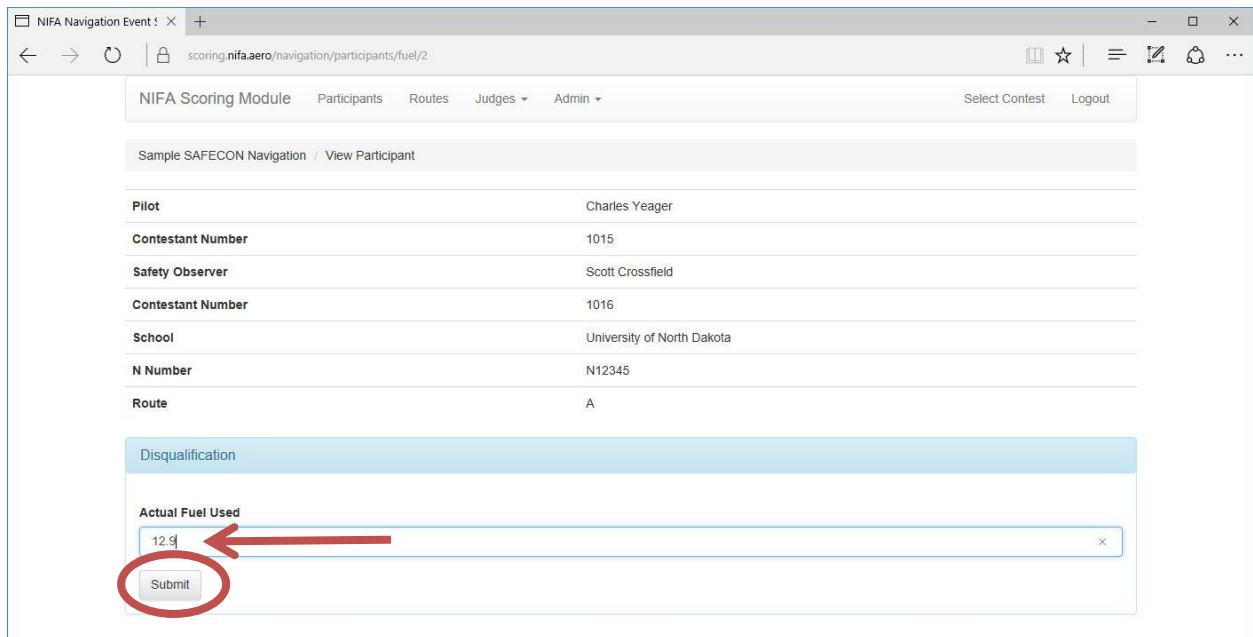
The screenshot shows the same web browser window as before, but with a green confirmation message at the top: 'Nav was graded successfully.' The 'GPX File Upload' section remains on the left. The 'Participant Info' section is no longer visible, replaced by the confirmation message.

## Entering Actual Fuel Used

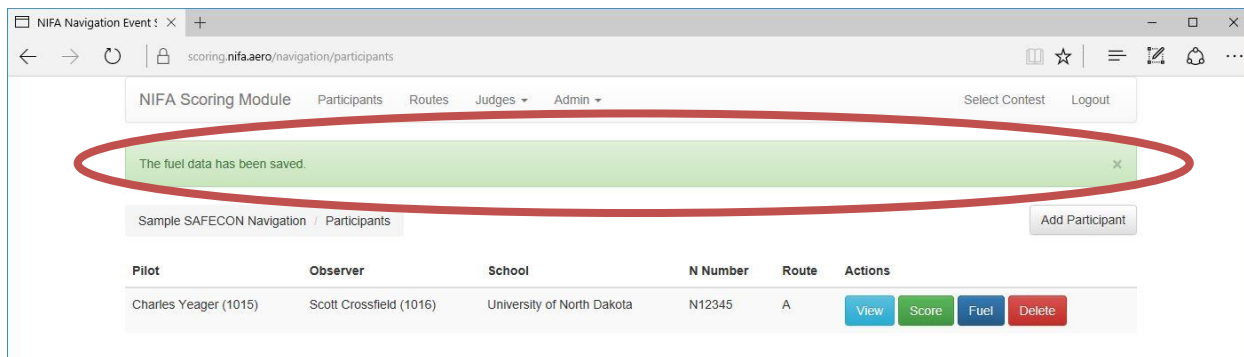
The third point of data that is generated and needed for scoring is the actual fuel burn. To enter the actual fuel used into the Navigation Scoring Module for computing fuel penalty points, the authorized judge will need to log in to the Navigation Scoring Module and from the participants list screen select the “Fuel” action button next to the contestant they wish to enter fuel data for.



The screen for entering fuel used will appear. Enter the actual fuel burn from the fuel truck meter into the field and click the “Submit” button once the information is verified correct. In this case we have entered a fuel used of 12.9 gallons.

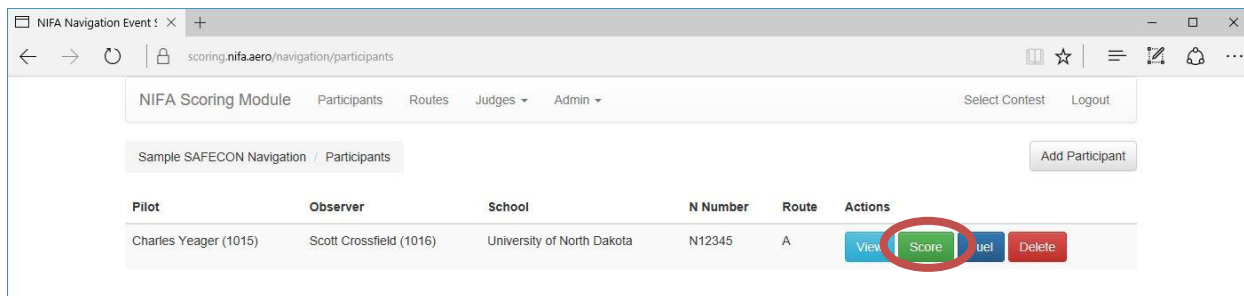


You will be returned to the participant list and see the green confirmation bar at the top that the fuel data was saved.



## Entering Miscellaneous Penalties, Editing Data, & DQ's

To enter miscellaneous penalties (such as missed or incorrect symbols) or edit data that has already been entered for a contestant, navigate to the participant list for your contest in the Navigation Scoring Module and click on the “Score” button next to that contestant.



The Score page contains a box for adding the miscellaneous penalties and shows the contestants score. The Score page also allows for editing or entering all the data needed to compute a score for a participant. If there is no internet access to enter the GPS files and fuel burn in real-time from the field as the event is progressing, this is the page you would use to manually input that data at the completion of the event. Also on the Score page is the box to manually enter a disqualification for a contestant. The system will not automatically disqualify a contestant. This must be done manually by a judge after reviewing the route, flight planning, score, or other material that may warrant a disqualification. The Score page also include detailed results of the contestants score and a map of the contestants track overlaid on the actual navigation route. The following page shows and describes the Score page in detail.

NIFA Scoring Module

Participants

Routes

Judges

Admin

Select Contest

Logout

Participant Info

Contestant Information

Pilot

Charles Yeager (1015)

Observer

Scott Crossfield (1016)

School

University of North Dakota

N number

N12345

Route

A

GPX File Upload

Select a File:

Browse...

Submit

GPS File Upload Box

Timing & Turnpoint Data

Actual Time of Departure:

13:42:14

Turnpoint Lat/Lon

ETE

Actual Lat/Lon

ATA

ATE

Time Penalty

Distance from Turnpoint

Turnpoint Penalty

Method

1

40.0097/-83.4187

00:10:15

40.009739/-83.418716

13:52:08

00:09:54

21

0.00

0

ctp

2

39.871/-83.4972

00:08:00

39.869785/-83.496338

13:58:10

00:06:02

118

0.08

0

ctp

3

39.7309/-83.4628

00:06:24

39.730469/-83.463394

14:02:50

00:04:40

104

0.04

0

ctp

4

39.5673/-82.9521

00:15:54

39.566887/-82.951912

14:14:22

00:11:32

262

0.03

0

ctp

5

39.9332/-83.2773

00:14:12

39.934368/-83.275887

14:33:31

00:19:09

297

0.10

0

ctp

Total

00:54:45

00:51:17

208

Timing & Distance Total Scores

1010

0

1010

Detailed Contestant Timing and Score Information

Fueling Data

Planned:

12.3

Actual

12.9

Submit

Fuel Penalty

24.99

Fuel Burn Data

Penalty Data

Misc. Penalties such as missed or incorrect symbols

Submit

Turnpoint Penalty Points:

0

Disqualification

Manual DQ Entry

Disqualification

Submit

Route & Track Map

Map of contestants flight overlaid on actual route

Scoring Summary

Timing Points

1010

Turnpoint Distance Penalties

0

Turnpoint Identification Penalties

0

Fuel Points

24.99

Total Score

1034.99

Breakdown of Total Score

Need Help? Email [scoringsystemhelp@nifa.aero](mailto:scoringsystemhelp@nifa.aero)

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## **Help, Resources, and Errata**

### **Need Help?**

If you need any help with the NIFA Scoring System please email: [scoringsystemhelp@nifa.aero](mailto:scoringsystemhelp@nifa.aero)

### **Uploading Scanned Answer Sheets**

Please email a PDF file with your scanned ground test answer sheets to: [remark@nifa.aero](mailto:remark@nifa.aero)

Please be sure to be specific about what region you are sending and what test you are sending.

### **Errata**

For any errors in this document, please email [erich.hess@nifa.aero](mailto:erich.hess@nifa.aero)

This section will be expanded and improved as time permits.