

Step-by-Step Guide to Accessing LAAS Information on the Internet

Introduction

This Step-by-Step Guide aims to make everyone aware of the wealth of information available from LAAS on the Internet and enable them to access it, irrespective of their familiarity with computers.

It uses the main LAAS Website page as the base for accessing all the information.

The major part of the Guide details how to set up a Google Account and a Facebook Account to access the e-Group and Facebook Group.

Any comments, amendments and additions are welcomed including any further areas for which instructions could usefully be written.

Kevin Jacomb

Issue 1 - 15 June 2020

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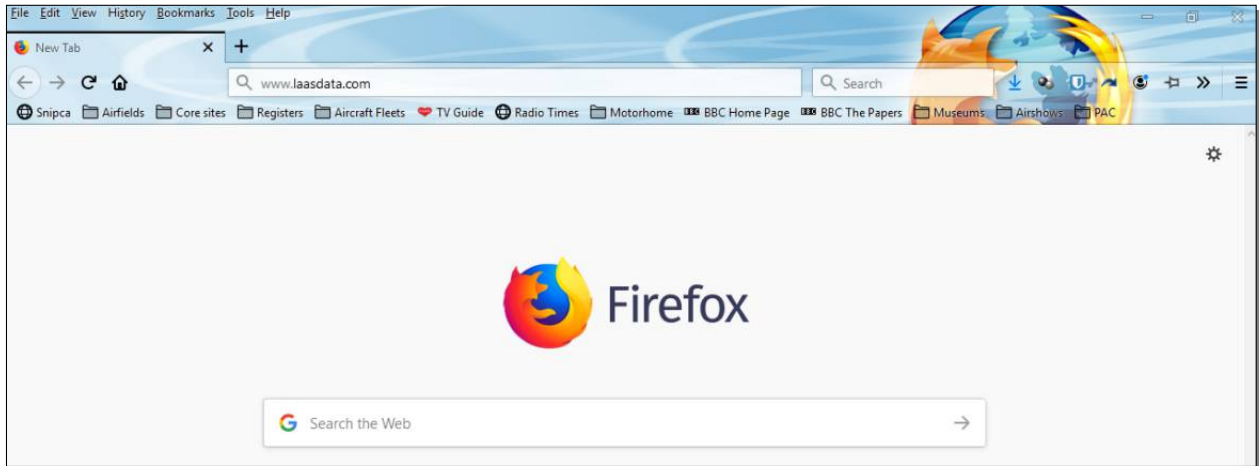
- 1. How to access the LAAS Website**
- 2. How to access Ports of Call, Foreign Registered Aircraft in British Isles, and Museums on the LAAS Website**
- 3. How to join the LAAS e-Group** (including opening a Google Account)
- 4. How to join the LAAS Facebook Group** (including opening a Facebook Account)

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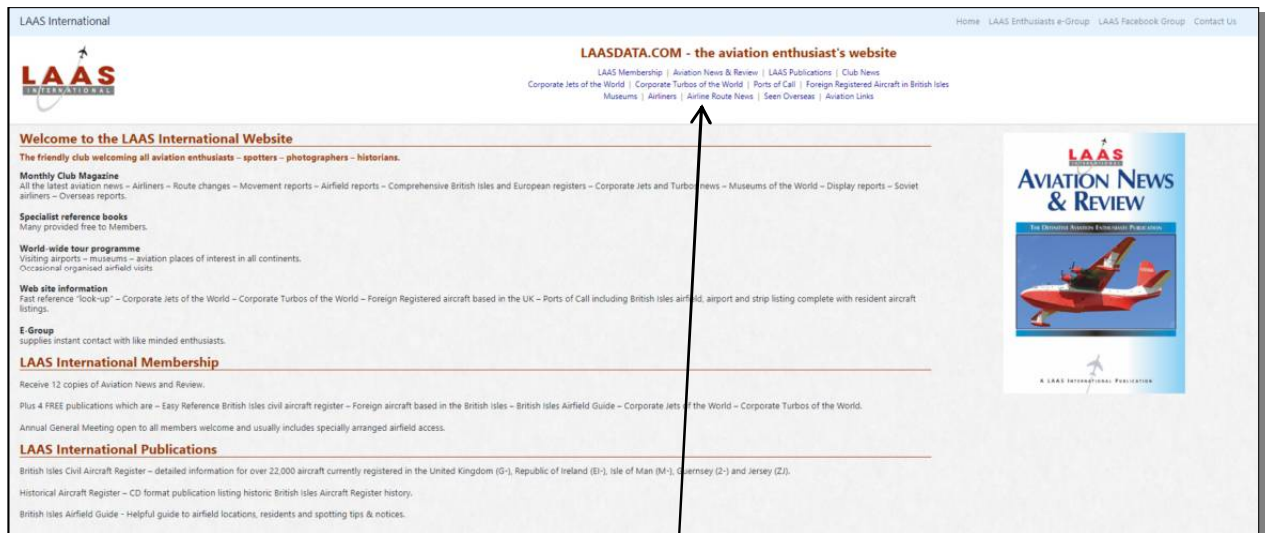
1. How to access the LAAS Website

Open your browser e.g. Chrome, Firefox, Safari, Vivaldi, Opera, Internet Explorer, Edge, ...

1. Type **www.laasdata.com** into the top input window (single line, saying 'Search or enter web address', 'Search with Google or enter address' or similar)



2. Press '**ENTER**' key
3. The LAAS Website then opens



Click on each of the blue titles at the top of the page to find what information is available.



You will find that '**Ports of Call**', '**Foreign Registered Aircraft in British Isles**' and '**Museums**' require you to enter a password. This is covered on the next page.

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2. How to access Ports of Call, Foreign Registered Aircraft in British Isles, and Museums on the LAAS Website

1. Look in the latest edition of the LAAS 'Aviation News & Review' monthly magazine and note the new 'Ports of Call/FRA/Museum code' - the password - given in the introduction to the Ports of Call section. Assume it is **flagstaff**
2. Follow '**1. How to access the LAAS Website**' above to get to the front screen of the LAAS webpage
3. Click on '**Ports of Call**', '**Foreign Registered Aircraft in British Isles**' or '**Museums**' in the second or third lines of headings as you wish (these are the only headings which will require you to enter a password)
4. Type the password into the '**Enter Password**' message box and press the appropriate '**Enter ...**' button

LAAS Ports of Call

This section of the LAAS website is password protected and only accessible to LAAS members.

Please enter this month's password below to gain access. Passwords are valid from the 15th of each month until the 25th of the following month.

Enter Password

flagstaff

Enter Ports of Call

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3. How to join the LAAS e-Group

The LAAS e-Group is a discussion group hosted by Google. To join the e-Group you have to have a Google Account. To open an Account if you do not have one, you have to register your email address and some personal details with Google. This does not have to be a Google mail address e.g. *xxxx.yyyy@gmail.com*.

To illustrate the steps required to open an Account, the email address of *fred.bloggsie@virginmedia.com* is used below. Note that the illustrations use the Firefox browser; other browsers may differ slightly.

1. Follow '**1. How to access the LAAS Website**' above to get to the front screen of the LAAS webpage
2. At the very top of the page click on '**LAAS Enthusiasts e-Group**'



3. Follow the instructions shown:

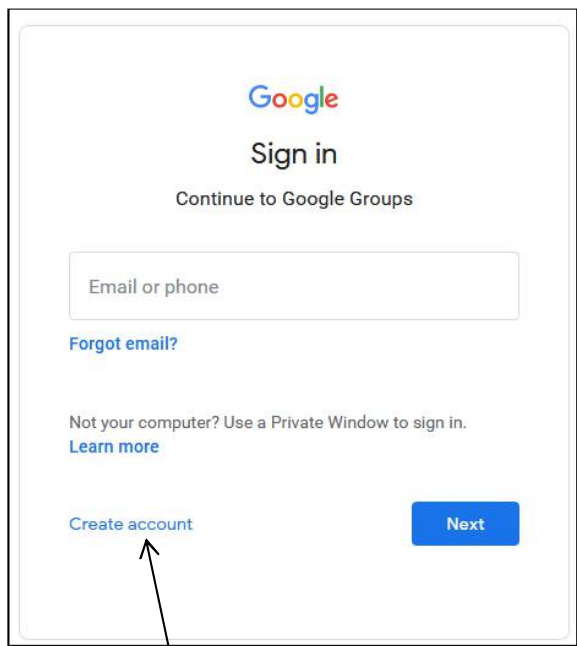


Either click '**Sign in to view this group**' or click the '**Sign in**' button (they both do the same thing)

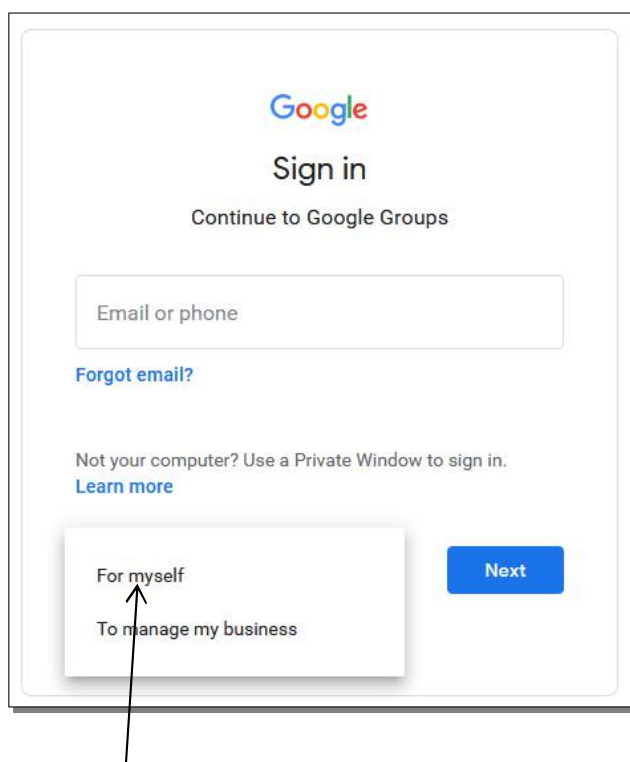
If you already have a Google Account, sign in at the next screen with your email address and then follow any further instructions.

If you need to open a new Google Account, then follow the following instructions:

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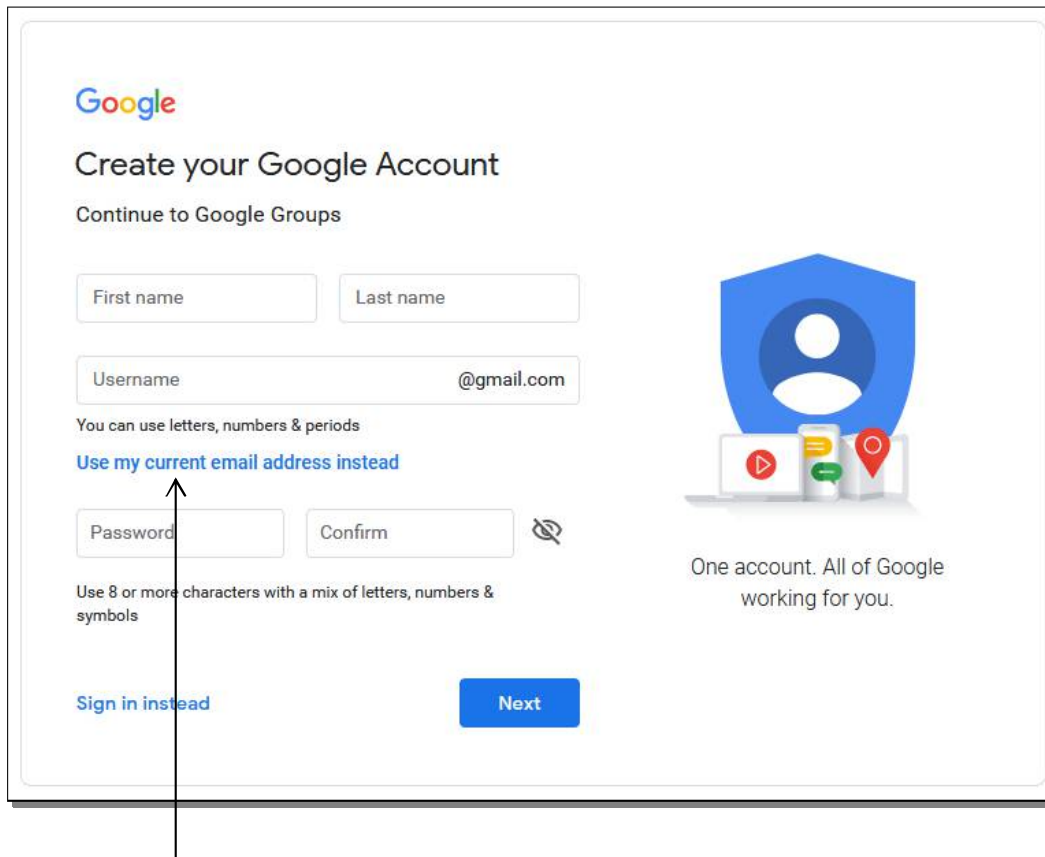


Click the '**Create account**' button



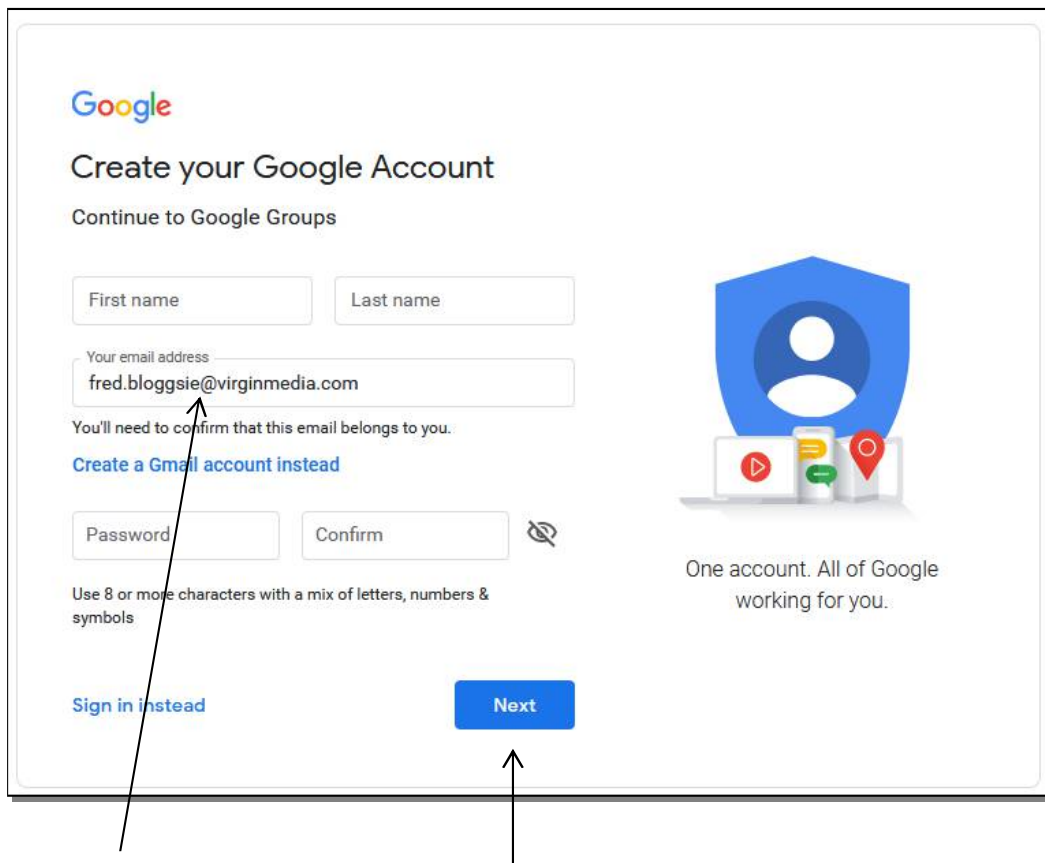
Click '**For myself**'

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The screenshot shows the Google Account creation interface. At the top is the Google logo, followed by the heading 'Create your Google Account' and the subtext 'Continue to Google Groups'. The form includes fields for 'First name', 'Last name', and 'Username' (with a placeholder '@gmail.com'). Below the username field is the text 'You can use letters, numbers & periods' and a blue link 'Use my current email address instead'. Further down are 'Password' and 'Confirm' fields, with a note 'Use 8 or more characters with a mix of letters, numbers & symbols'. At the bottom left is a blue link 'Sign in instead' and a blue 'Next' button. On the right side, there is a graphic of a blue shield with a person icon, and below it, icons for YouTube, Gmail, and Google Maps, with the text 'One account. All of Google working for you.' An arrow points from the bottom of the page to the 'Use my current email address instead' link.

Click 'Use my current email address instead'



This screenshot shows the same Google Account creation page, but now the 'Your email address' field is populated with 'fred.bloggsie@virginmedia.com'. Below this field is the text 'You'll need to confirm that this email belongs to you.' and a blue link 'Create a Gmail account instead'. The 'Password' and 'Confirm' fields remain empty. The 'Sign in instead' link and 'Next' button are still present at the bottom. The right-side graphic and text are also visible. Two arrows point from the bottom of the page: one to the 'Your email address' field and another to the 'Next' button.

Fill in 'Your email address' and click the 'Next' button

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The screenshot shows the 'Create your Google Account' page. It includes the Google logo, the title 'Create your Google Account', and a link to 'Continue to Google Groups'. The form contains several input fields: 'First name' (filled with 'Fred'), 'Last name' (filled with 'Bloggsie'), 'Your email address' (filled with 'fred.bloggsie@virginmedia.com'), 'Password' (filled with 'letters&numbers!'), and 'Confirm' (filled with 'letters&numbers!'). There is an 'eye' icon next to the password fields. A blue 'Next' button is at the bottom right. To the right of the form is a graphic of a blue shield with a white person icon, and text that says 'One account. All of Google working for you.' Arrows from the text below point to the 'First name', 'Last name', 'Password', 'Confirm', and 'Next' button fields.

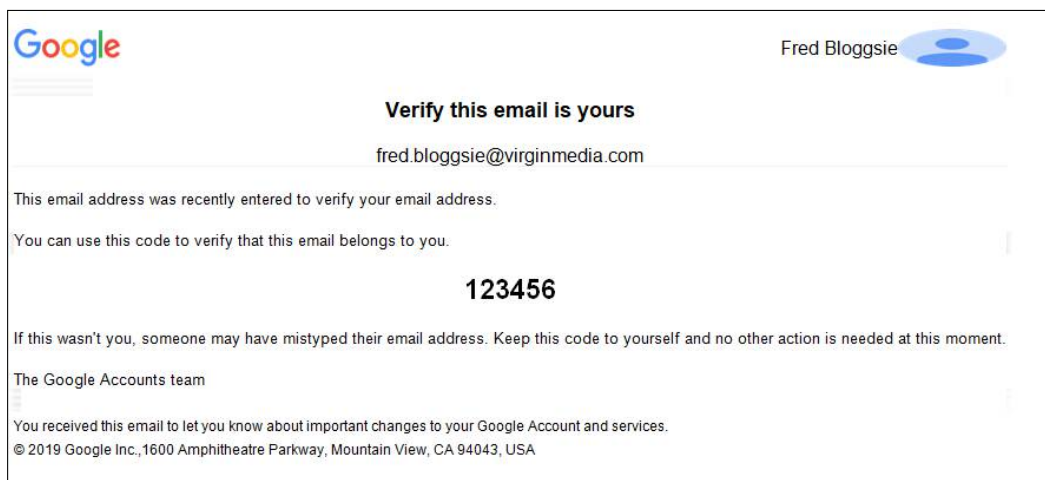
Fill in your '**First name**', '**Last name**', '**Password**' and '**Confirm**' (for convenience, click the **eye symbol** to make the '**Password**' and '**Confirm**' visible – here using **letters&numbers!** as an example). Click the '**Next**' button.

Google then sends a verification code to your email address.

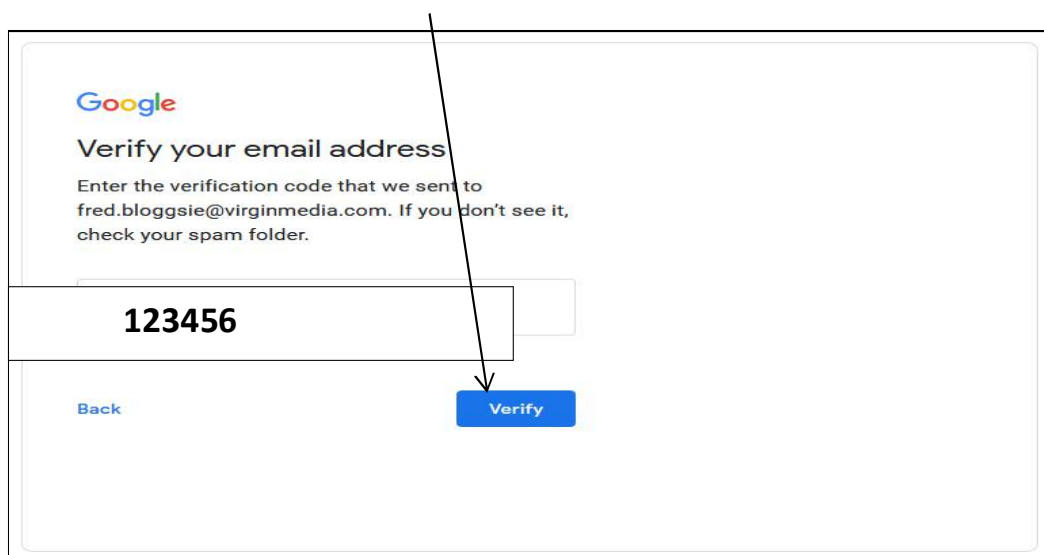
The screenshot shows the 'Verify your email address' page. It includes the Google logo, the title 'Verify your email address', and instructions: 'Enter the verification code that we sent to fred.bloggsie@virginmedia.com. If you don't see it, check your spam folder.' There is a text input field labeled 'Enter code'. At the bottom, there are two buttons: 'Back' and 'Verify'.

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The verification email looks like this:

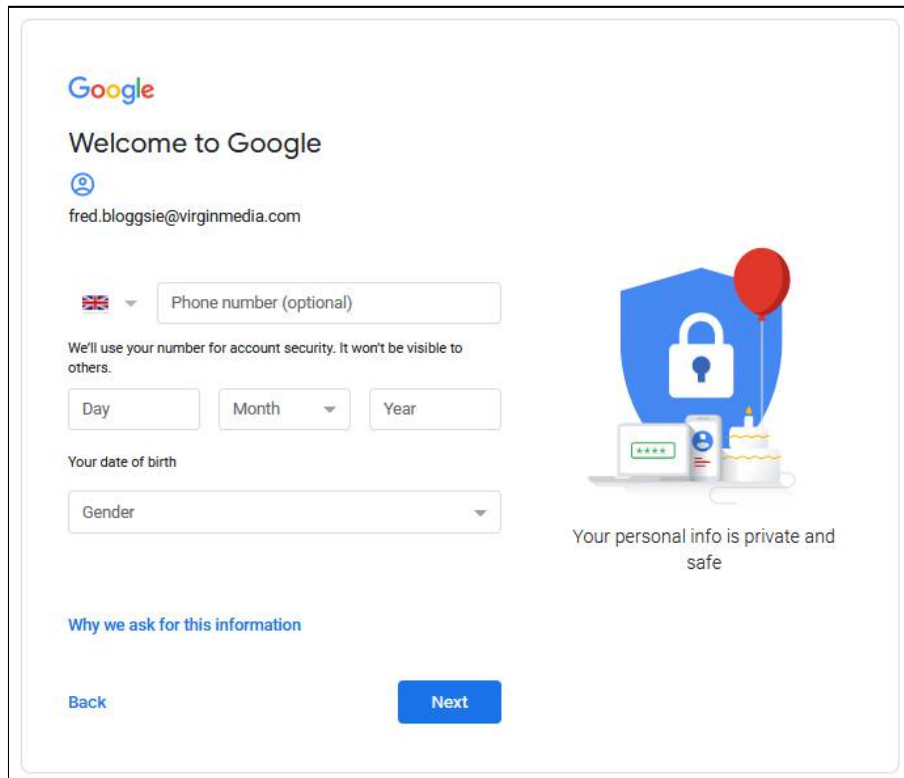


Enter the code and click the '**Verify**' button.



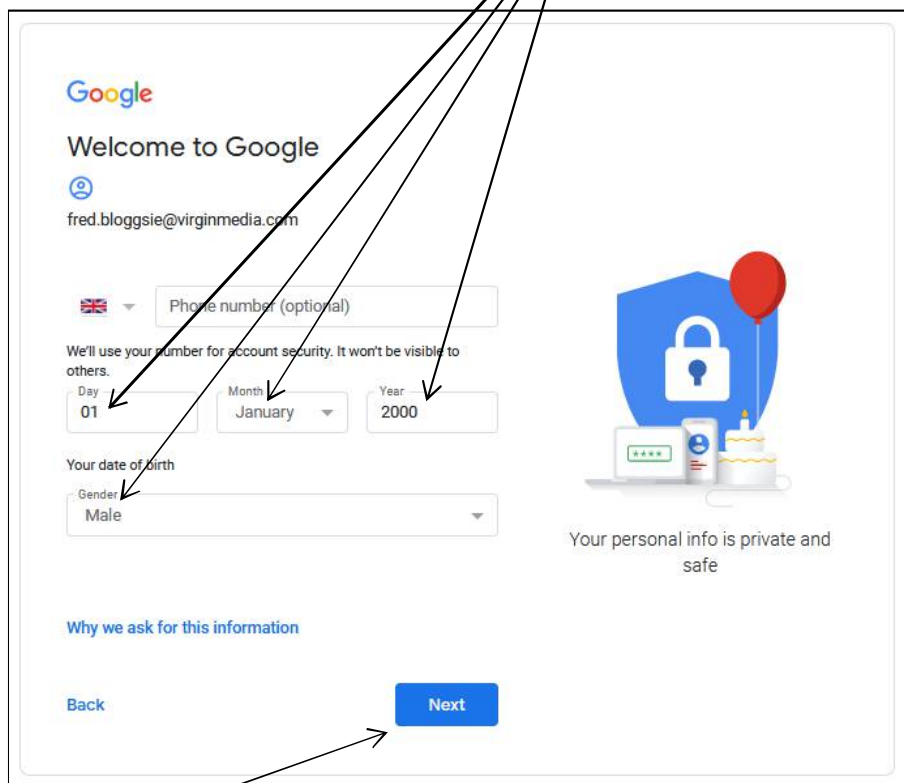
Google then asks for your personal details.

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The image shows the Google account creation 'Welcome to Google' screen. At the top is the Google logo, followed by 'Welcome to Google' and a user icon with the email 'fred.bloggsie@virginmedia.com'. Below this is a country selector (UK flag) and a 'Phone number (optional)' input field. A note states: 'We'll use your number for account security. It won't be visible to others.' The birth date section includes 'Day' (01), 'Month' (January), and 'Year' (2000) fields, followed by a 'Your date of birth' label and a 'Gender' dropdown menu (set to Male). A blue illustration on the right shows a shield with a lock, a laptop, a phone, and a birthday cake with a red balloon. Below the illustration is the text 'Your personal info is private and safe'. At the bottom are 'Back' and 'Next' buttons.

Be careful how you answer and give the minimum information.

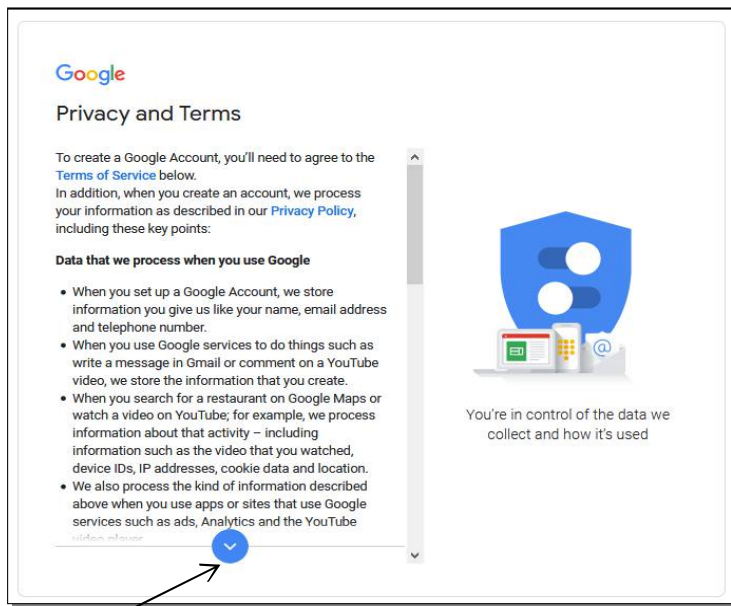


This image is identical to the one above, but with five black arrows pointing to specific fields: one to the 'Phone number (optional)' field, one to the 'Day' field (01), one to the 'Month' dropdown (January), one to the 'Year' field (2000), and one to the 'Gender' dropdown (Male). The 'Next' button at the bottom right is also highlighted with a black arrow.

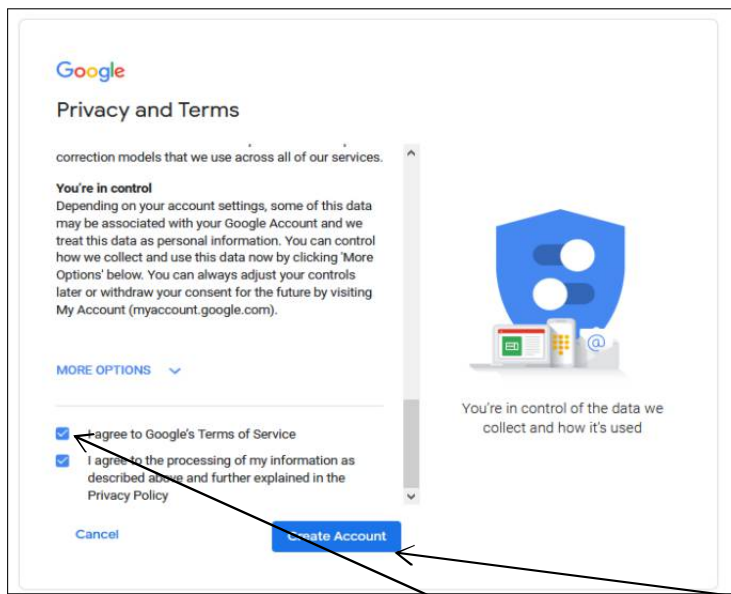
Click the '**Next**' button.

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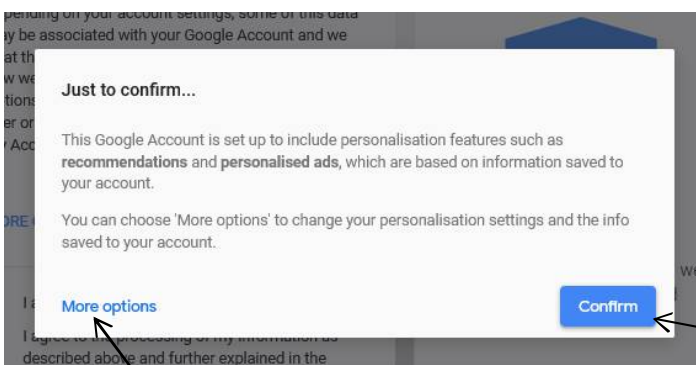
Read Google's Terms of Service, scrolling down through them and checking what options are available.



Scroll down.



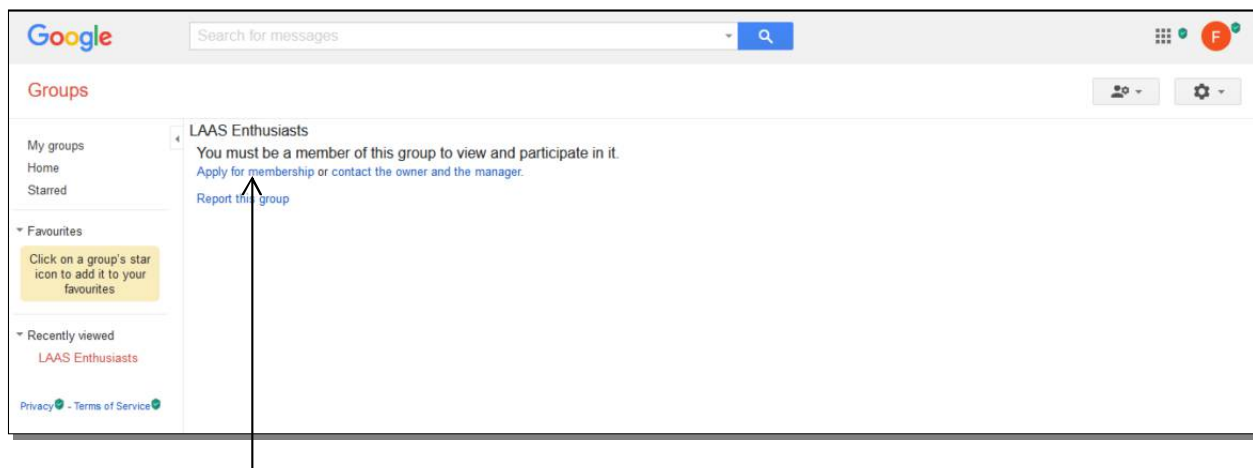
Read thoroughly, then if OK, tick the two agreement statements, then click the 'Create Account' button.



Click on 'More options' to show and select the range of settings you can have, then click the 'Confirm' button

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You are then returned to the Google Groups page.



Click on '**Apply for membership**'.

The application screen for the LAAS Enthusiasts e-Group then appears.
Read it carefully and select the options you want.

A screenshot of the 'Apply to join the LAAS Enthusiasts group' form. The form has a blue header with the title. Below the header, it asks for 'My display name:' and shows a profile picture placeholder, the email 'fred.b...@virginmedia.com', and an 'edit' link. There is a checkbox for 'Link to my Google profile and show my photo on posts'. Below this, it shows 'Email used for your membership: fred.bloggsie@virginmedia.com' and 'Email delivery preference: Notify me for every new message (about 13 per day)'. There is a checked checkbox for 'Automatically subscribe me to email updates when I post to a topic'. A warning message states: 'Other members of this group can find your email address and could discover your Google profile. Joining this group will grant you access to resources shared with the group. Learn more'. Below this is a text box for a brief introduction. At the bottom, there are two buttons: 'Apply to join this group' and 'Cancel'. An arrow points from the 'Apply to join this group' button down to the next instruction. Below the buttons, there is a line of text: 'By clicking "Join this group", you are agreeing to the Google Groups Terms of Service'.

Finally, click on '**Apply to join this group**'.

Then wait for joining instructions to be emailed to you.

Enjoy and contribute to the many discussions on the e-Group!

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4. How to join the LAAS Facebook Group

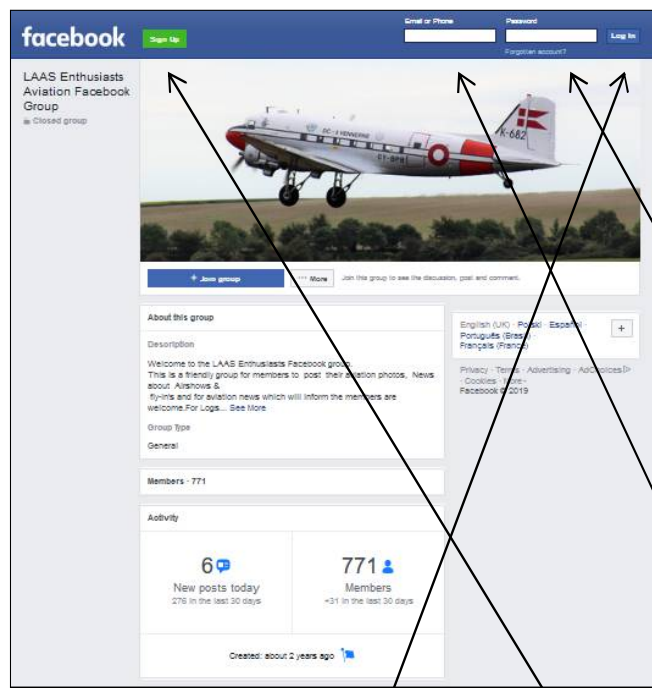
The LAAS Facebook Group is a discussion group hosted by Facebook on which you can also place photographs. To join the Group you have to have a Facebook Account. To open an Account if you do not have one, you have to register your email address and some personal details with Facebook.

1. Follow '**1. How to access the LAAS Website**' above to get to the front screen of the LAAS webpage
2. At the very top of the page click on '**LAAS Facebook Group**'.



3. Follow the instructions shown:

The LAAS Facebook page appears. [Note: the layout and main photo can change]

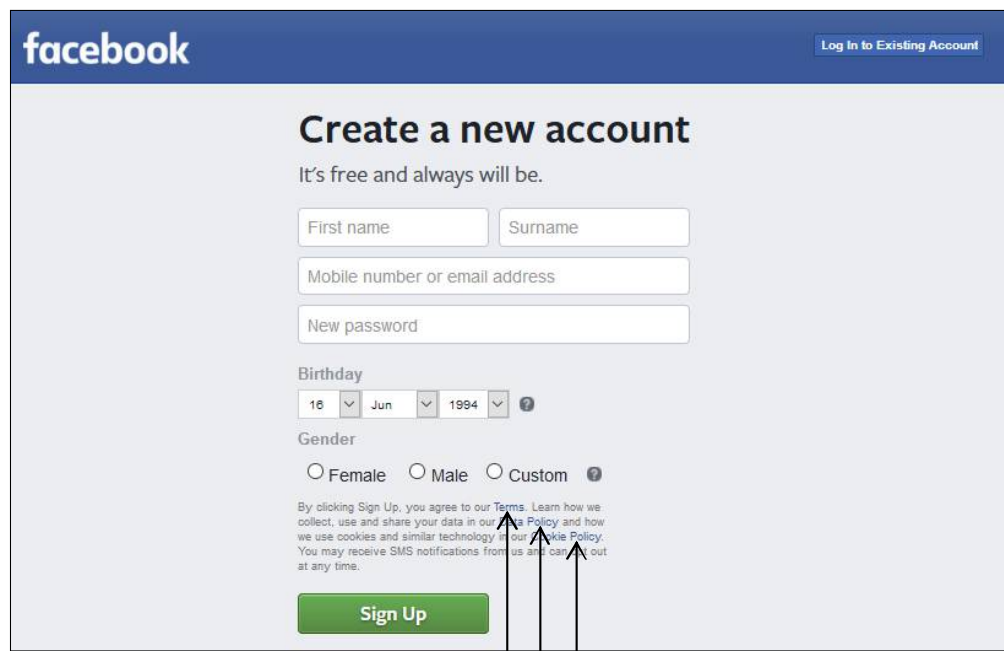


If you have a Facebook Account, then enter your '**Email or Phone**' and '**Password**' details in the top right hand corner, then click the '**Log In**' button. You will then be through to the LAAS Facebook page.

If you do not have a Facebook Account, then click the '**Sign Up**' button in the top left hand corner.

The 'Create New Account' screen will then appear. You will be asked to enter either your mobile number or email address plus some personal details.

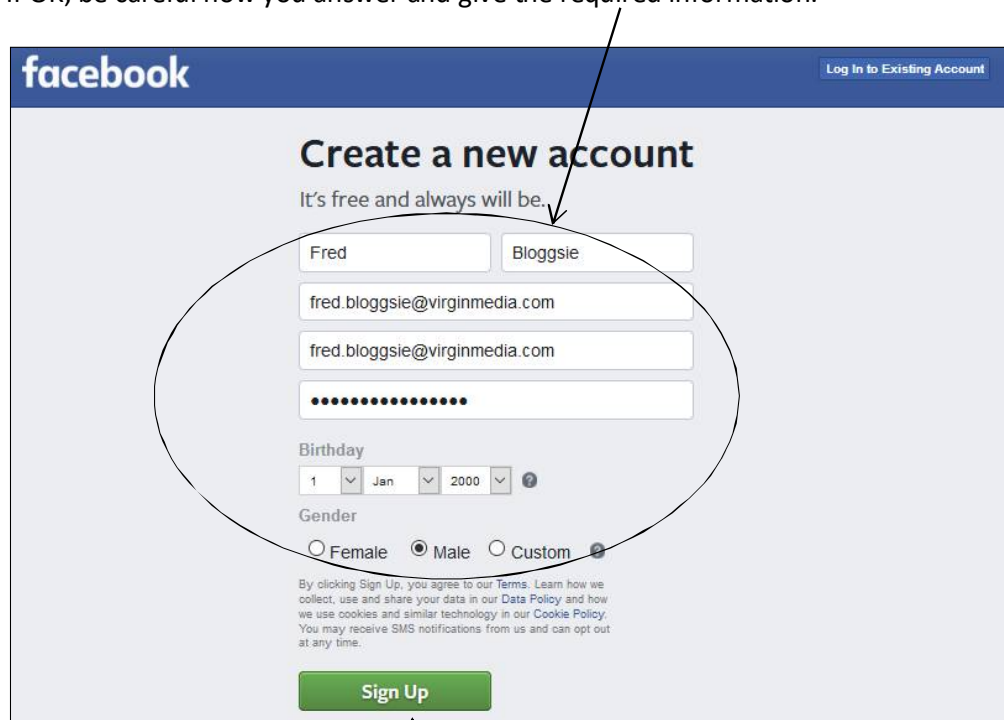
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The image shows the Facebook 'Create a new account' page. At the top, the Facebook logo is on the left and a 'Log In to Existing Account' link is on the right. The main heading is 'Create a new account' with the subtext 'It's free and always will be.' Below this are four input fields: 'First name', 'Surname', 'Mobile number or email address', and 'New password'. Under these is the 'Birthday' section with dropdown menus for day (18), month (Jun), and year (1984), and a help icon. Below that is the 'Gender' section with radio buttons for 'Female', 'Male', and 'Custom', and a help icon. A paragraph of small text follows, containing underlined links for 'Terms', 'Data Policy', and 'Cookie Policy'. At the bottom is a green 'Sign Up' button. Three arrows point from the text below to the 'Terms', 'Data Policy', and 'Cookie Policy' links.

Check Facebook's 'Terms', 'Data Policy' and 'Cookie Policy' if you wish by clicking their underlined hyperlinks.

If OK, be careful how you answer and give the required information.



The image shows the same Facebook 'Create a new account' page, but with example data filled in. The 'First name' field contains 'Fred', 'Surname' contains 'Bloggsie', 'Mobile number or email address' contains 'fred.bloggsie@virginmedia.com', and 'New password' contains a series of dots. The 'Birthday' section shows '1', 'Jan', and '2000'. The 'Gender' section has 'Male' selected. A large circle highlights the email and password fields. An arrow points from the text below to the 'Sign Up' button. Another arrow points from the text above to the 'Terms' link in the small text paragraph.

Note that you will be asked to re-enter your email address as a check.

When completed, click the '**Sign Up**' button.

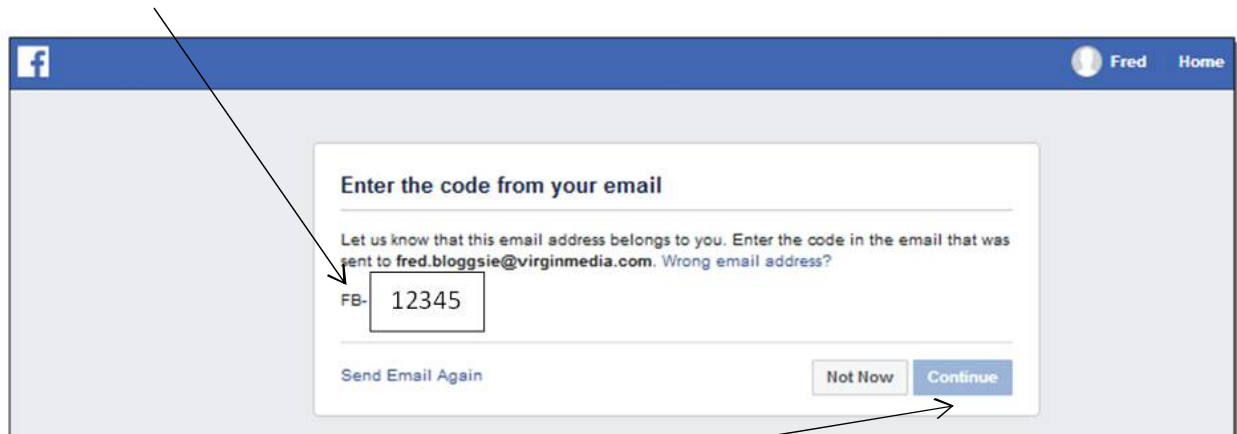
Facebook will then send a confirmation code to your email address to check that it belongs to you.

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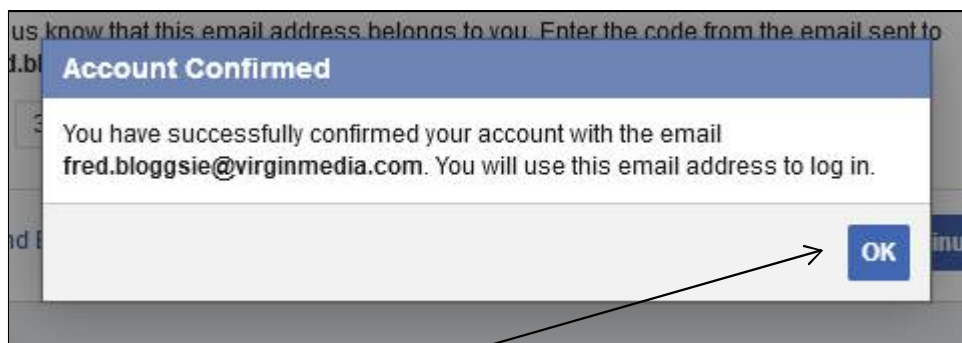
Make a note of the code supplied then click the 'Confirm Your Account' button.

Enter the code from your email



Click the 'Continue' button.

You will receive confirmation that your new account has been set up.

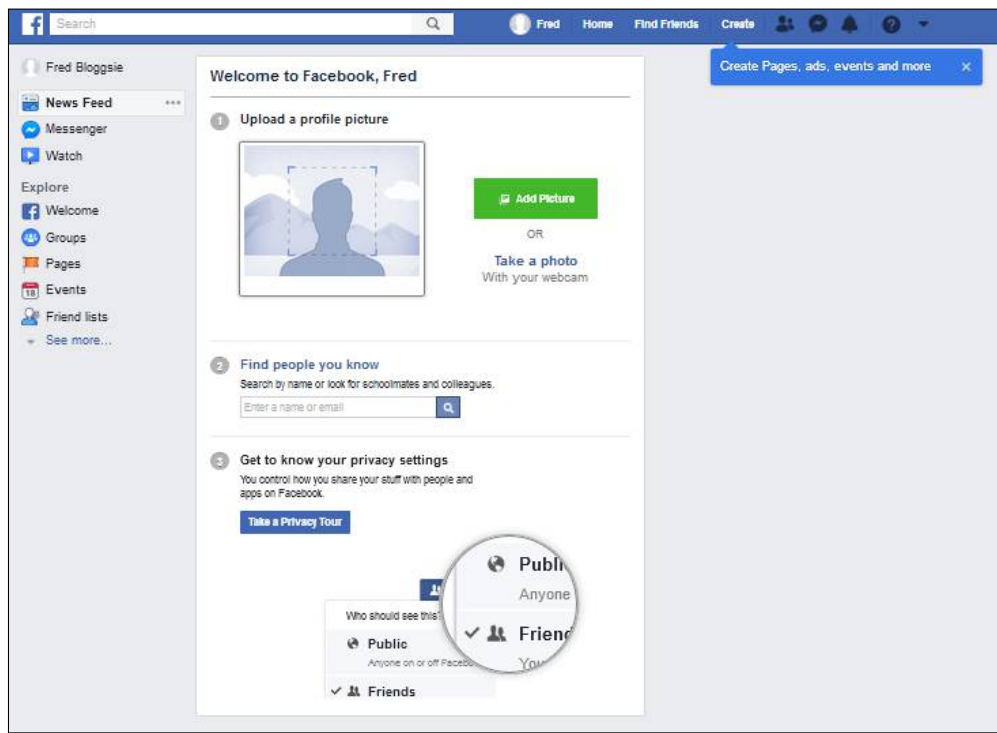


Click the 'OK' button.

Facebook then opens a screen in which you are invited to choose various options.

Have a look at these but be cautious about giving away any information about yourself.

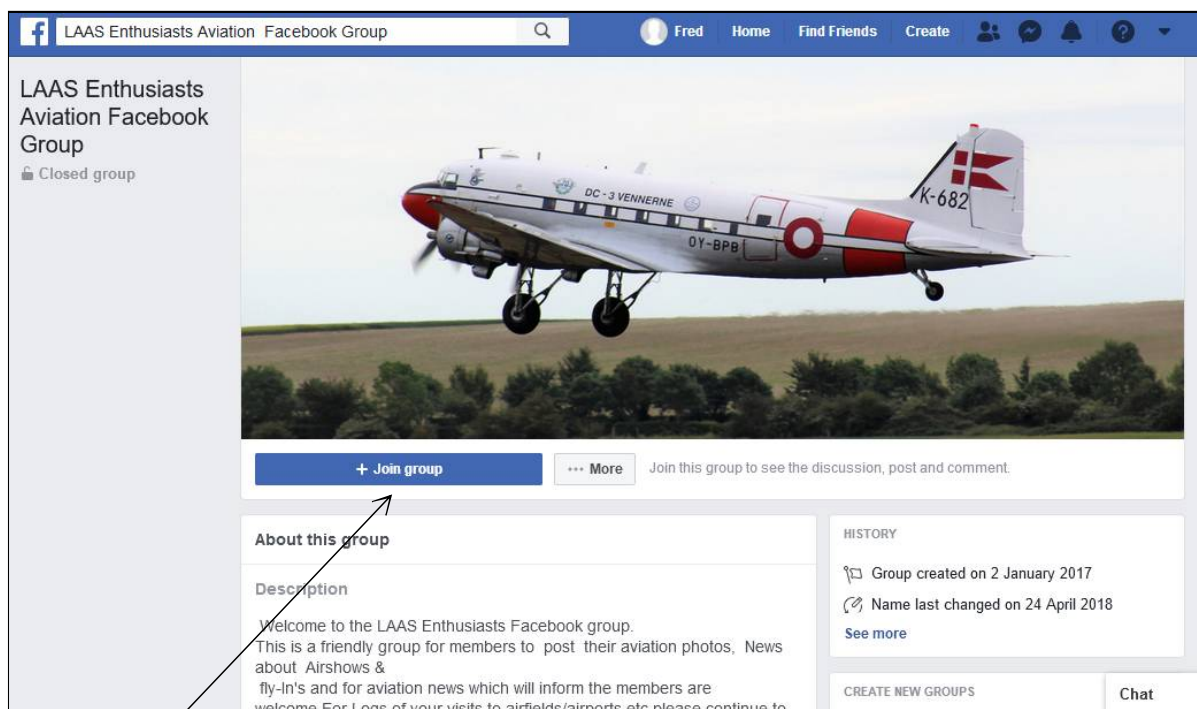
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Then go back to '1. How to access the LAAS Website' above to get to the front screen of the LAAS webpage and at the very top of the page click on 'LAAS Facebook Group'



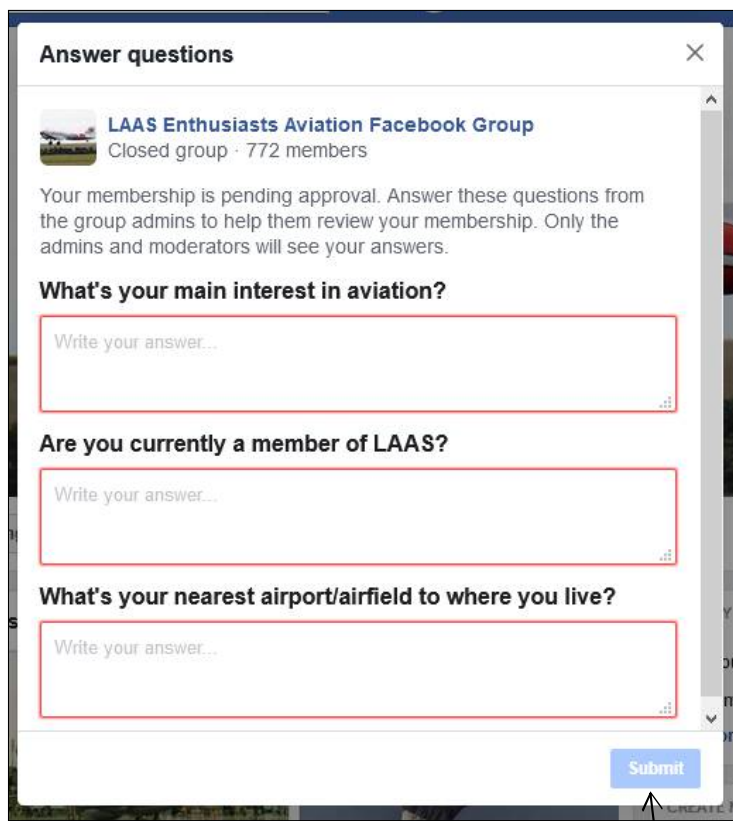
The LAAS Facebook page appears.



Click the '+ Join group' button.

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You will then be asked to supply some information about your aviation interests.



Answer questions

LAAS Enthusiasts Aviation Facebook Group
Closed group · 772 members

Your membership is pending approval. Answer these questions from the group admins to help them review your membership. Only the admins and moderators will see your answers.

What's your main interest in aviation?

Write your answer...

Are you currently a member of LAAS?

Write your answer...

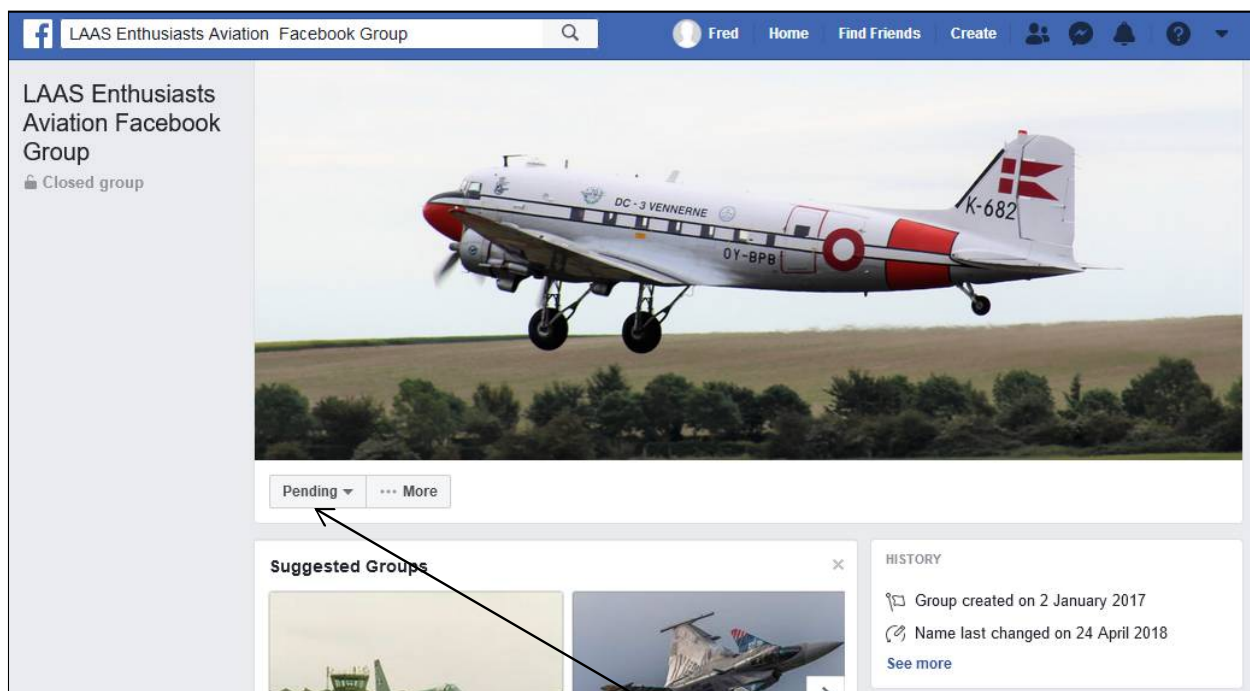
What's your nearest airport/airfield to where you live?

Write your answer...

Submit

When you have filled in the answer boxes, click the 'Submit' button.

You will then be shown the LAAS Facebook opening page.



However, your membership is pending approval as shown here.

Once approval has been given, the LAAS Facebook Group Administrator will email you to let you know.

Then you will have full access to read and contribute to the Group's discussions and photographs.