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
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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)
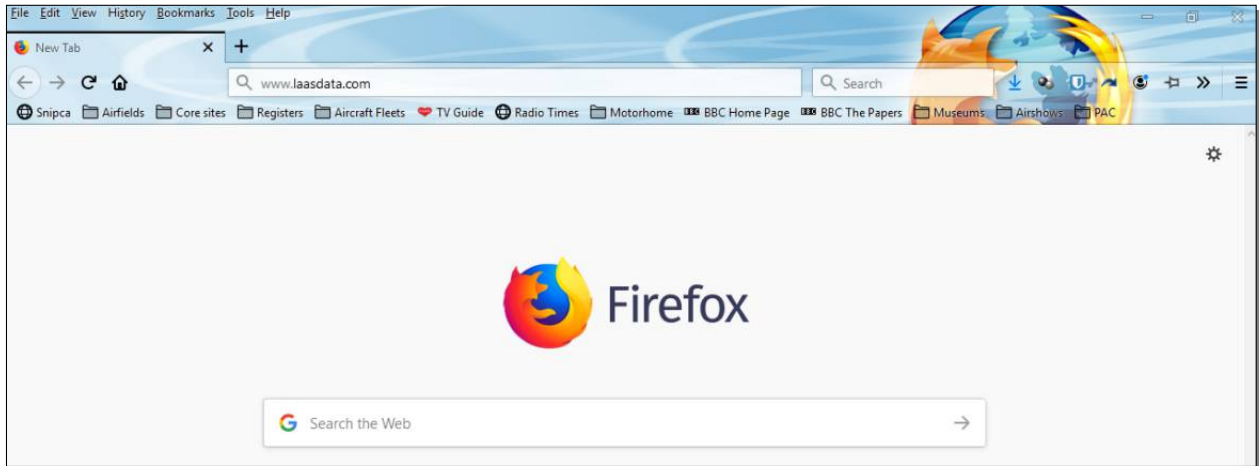
2. Press '**ENTER**' key

3. The LAAS Website then opens
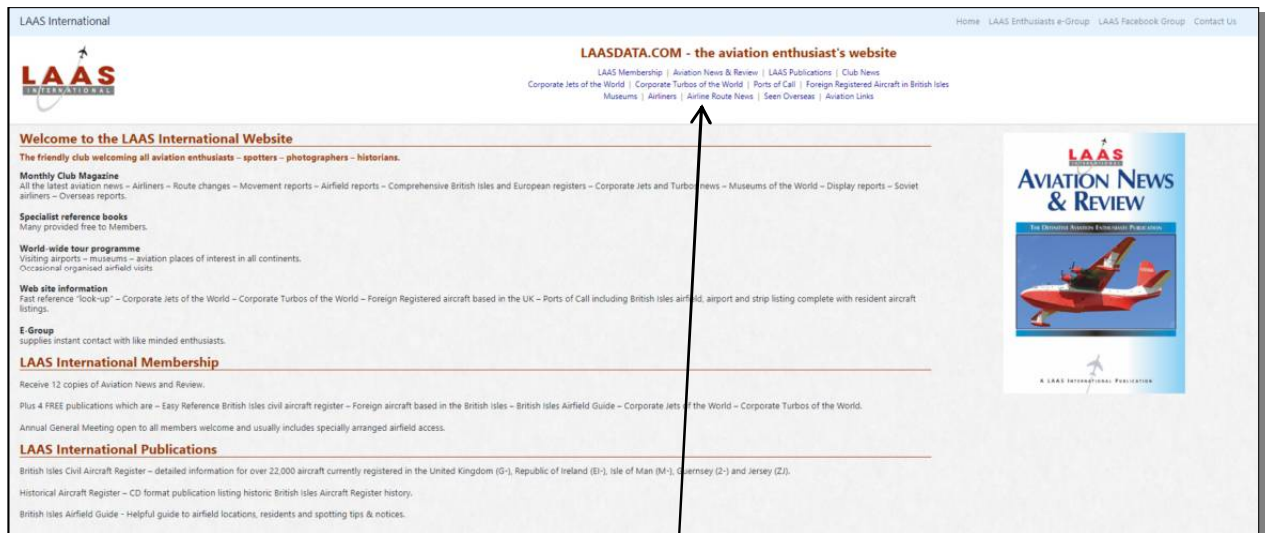
Click on each of the blue titles at the top of the page to find what information is available.

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

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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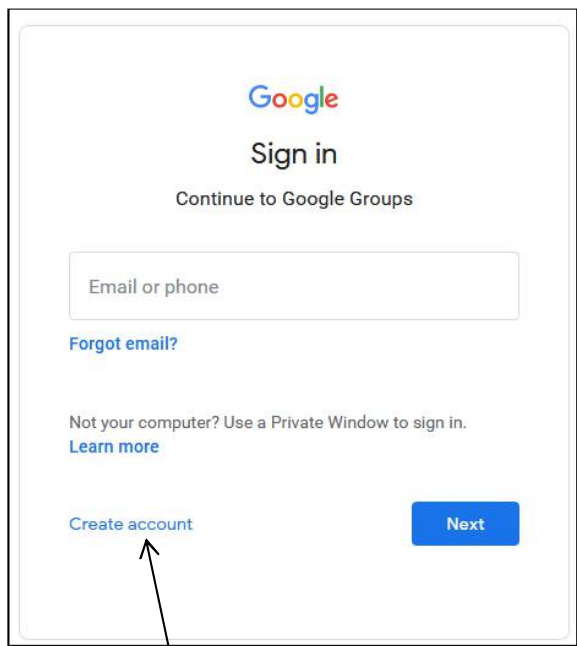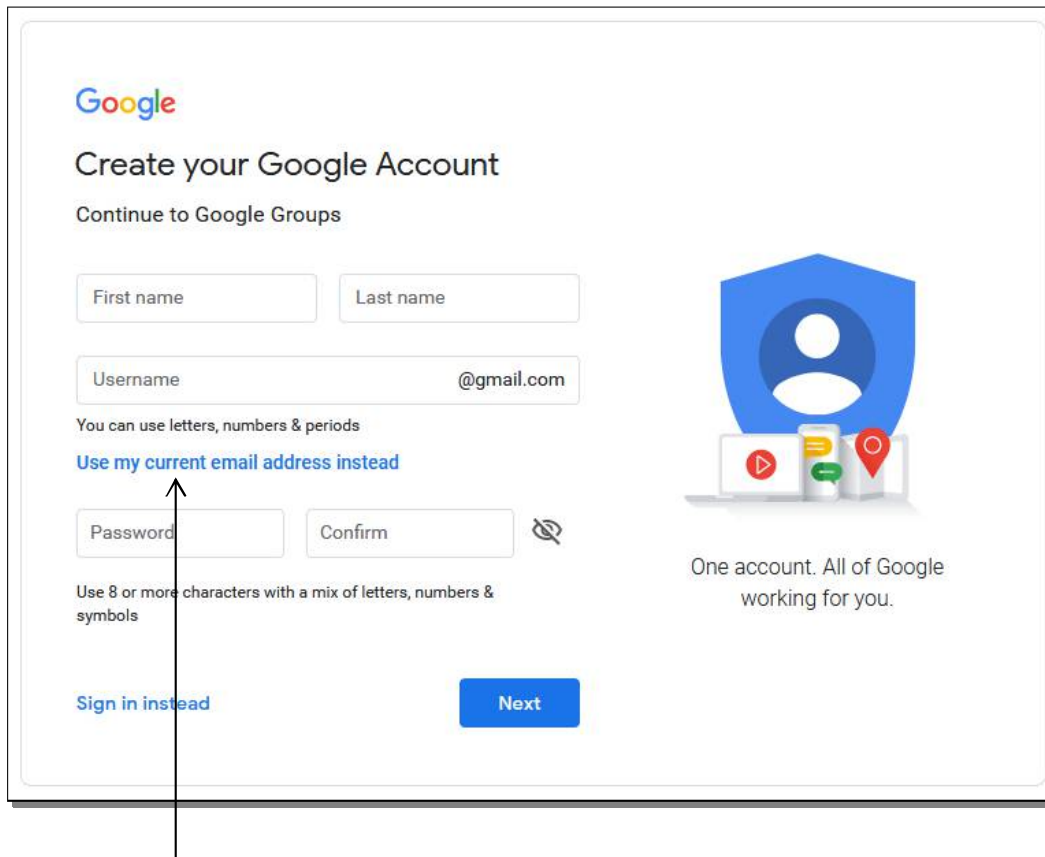
Click the '**Create account**' button
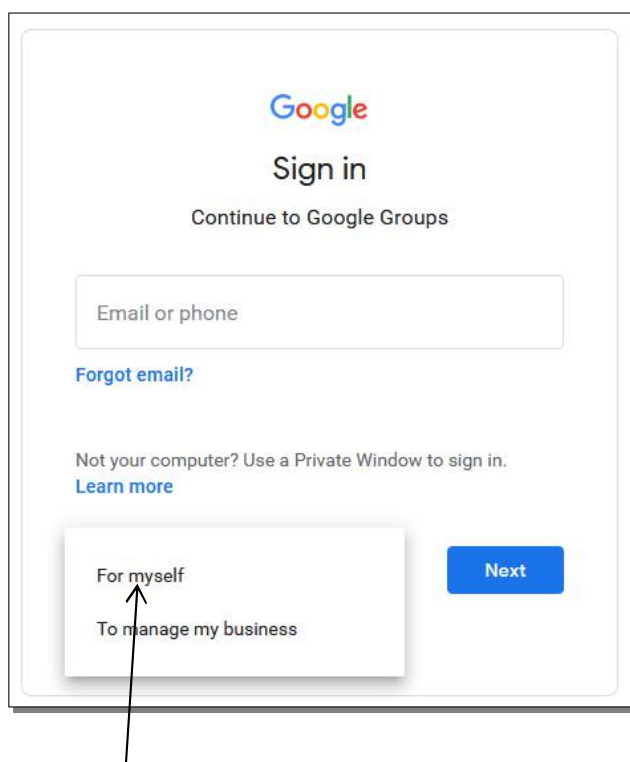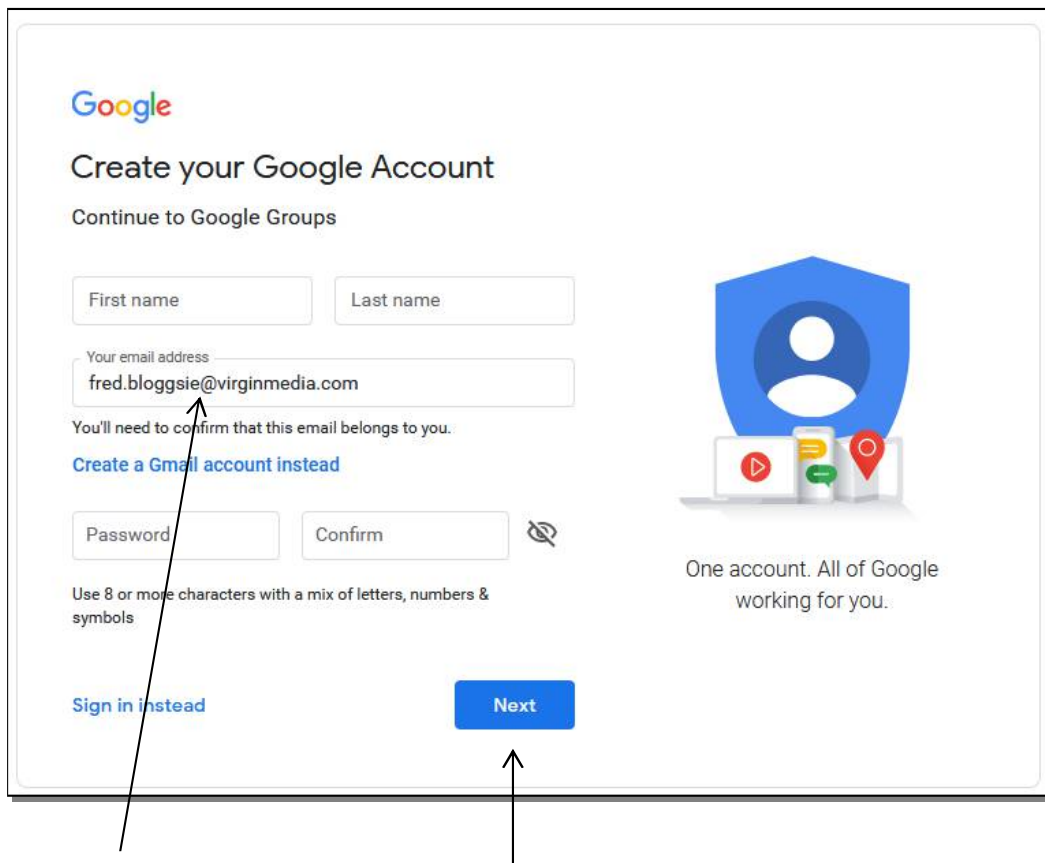
Click '**For myself**'

Click '**Use my current email address instead**'

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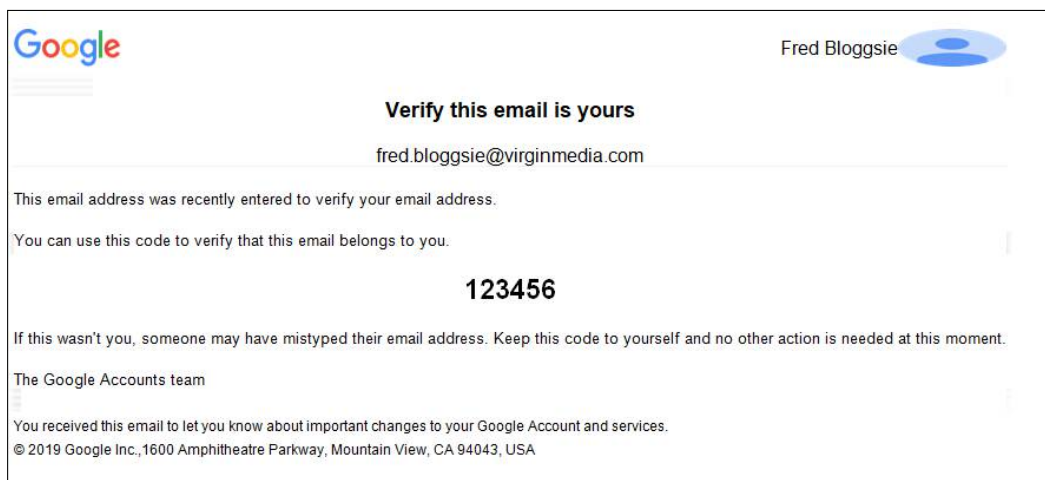
Fill in your '**First name**', '**Last name**', '**Password**' and '**Confirm**' (for convenience, click the **eye symbol** to make the '**Password**' and '**Confirm**' visible – here using **letters&numbers!** as an example). Click the '**Next**' button.

Google then sends a verification code to your email address.

The verification email looks like this:
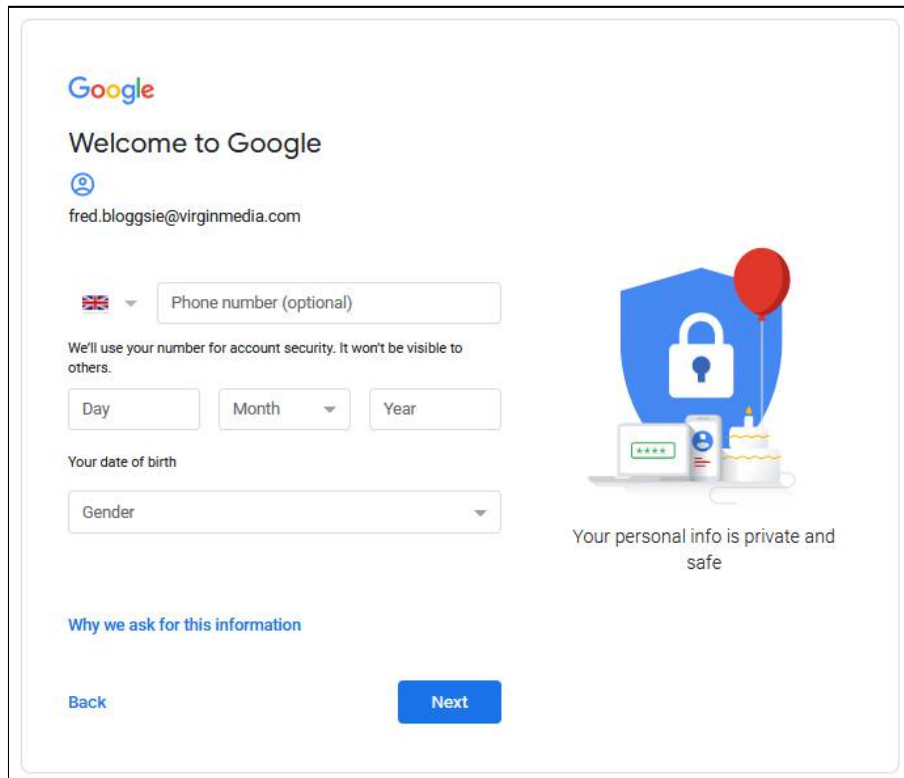
Enter the code and click the '**Verify**' button.
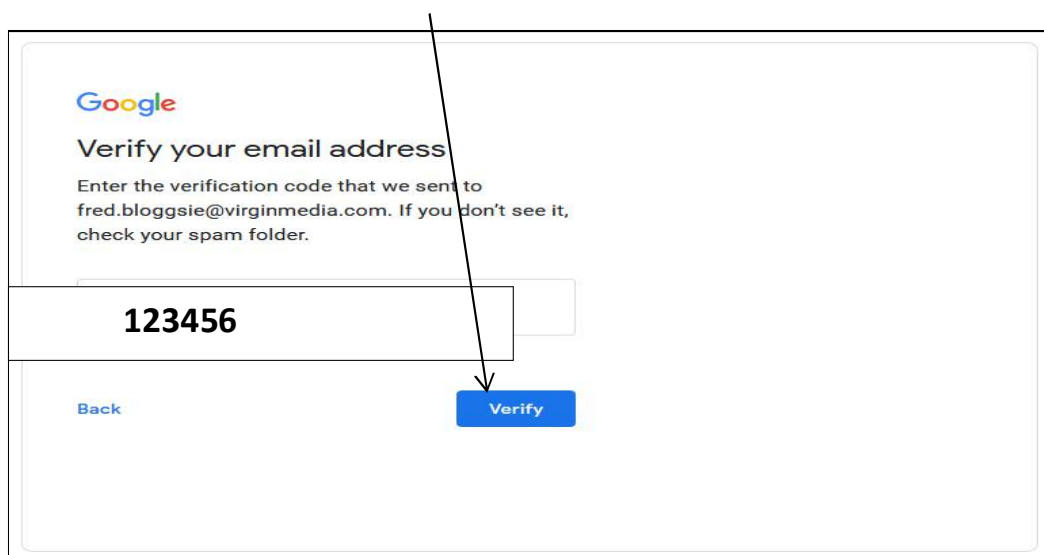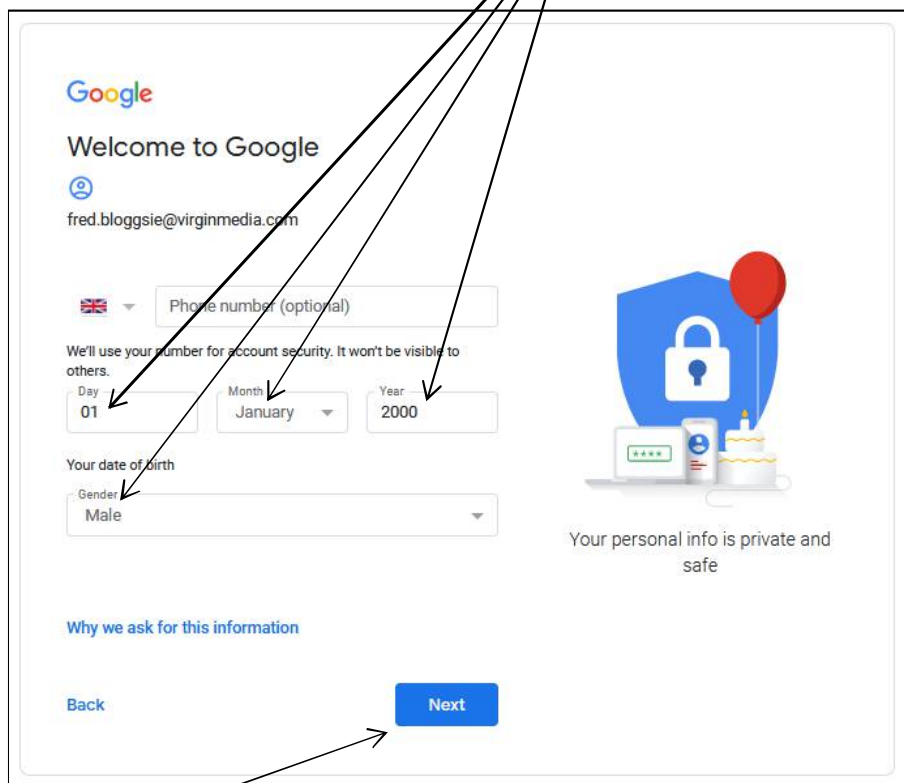
Google then asks for your personal details.

Be careful how you answer and give the minimum information.
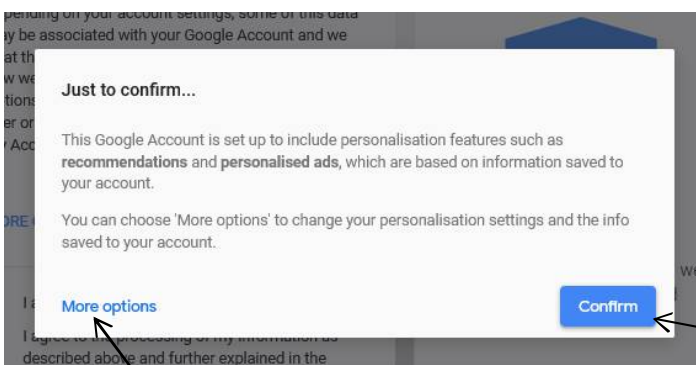

Click the '**Next**' button.

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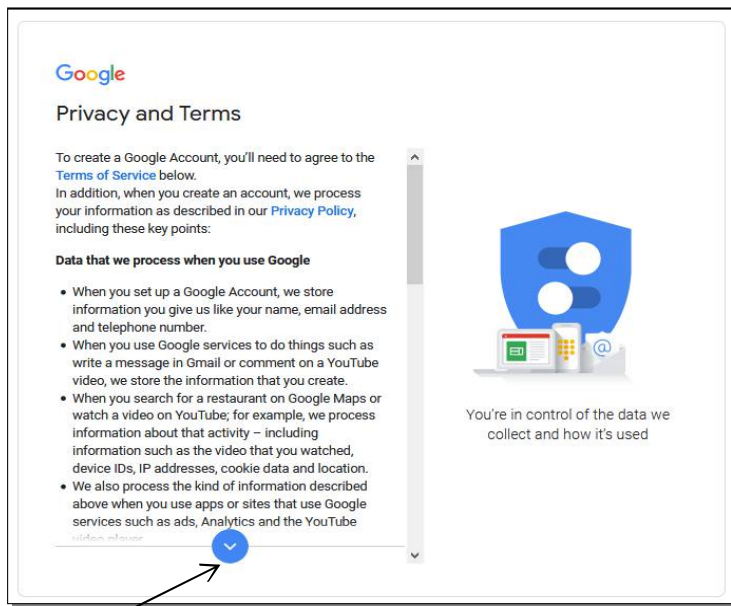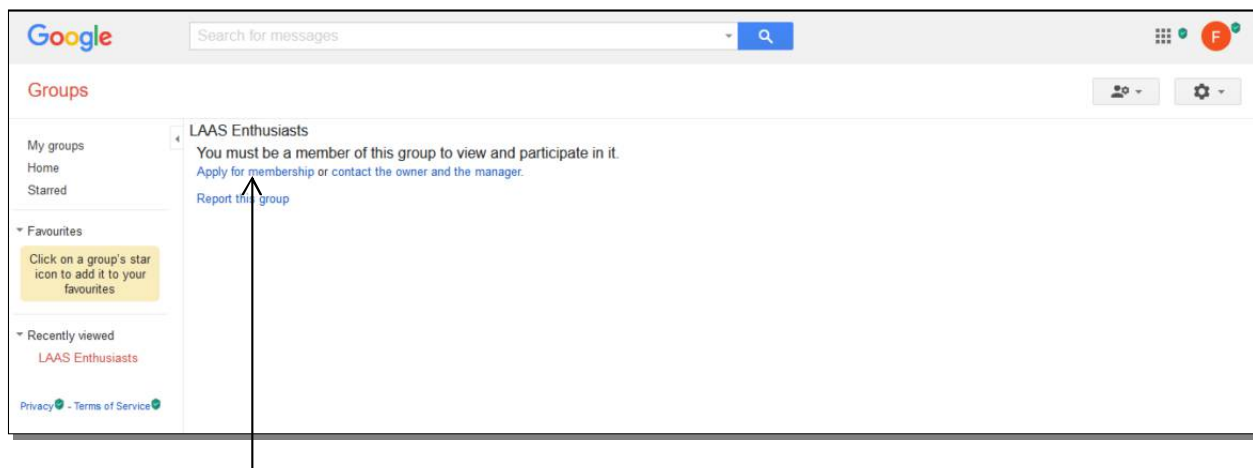

Scroll down.
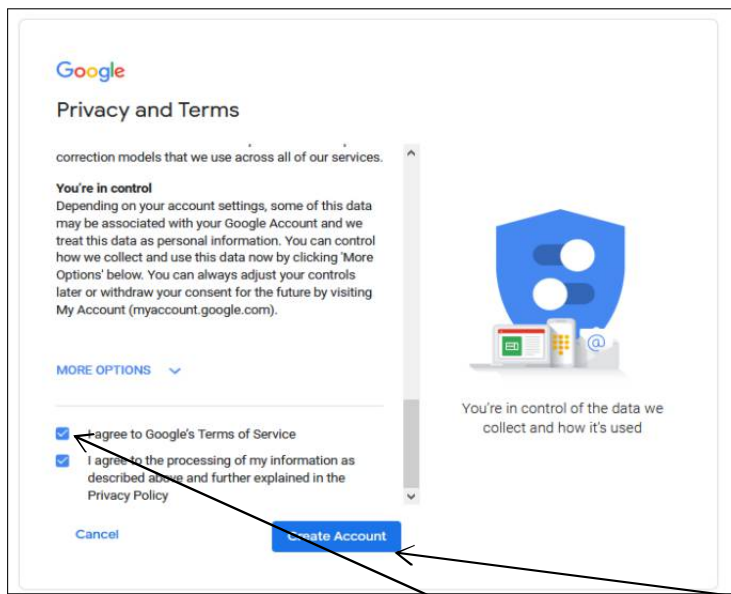
Read thoroughly, then if OK, tick the two agreement statements, then click the '**Create Account**' button.

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.

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!

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]
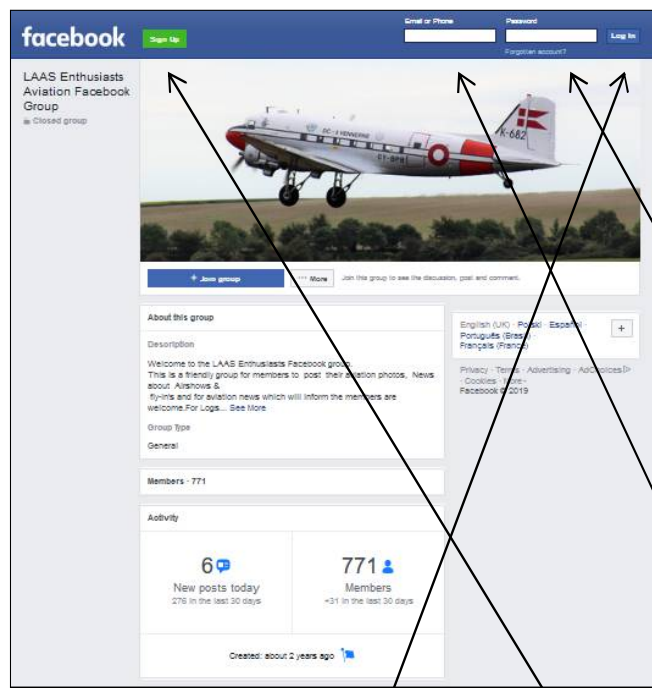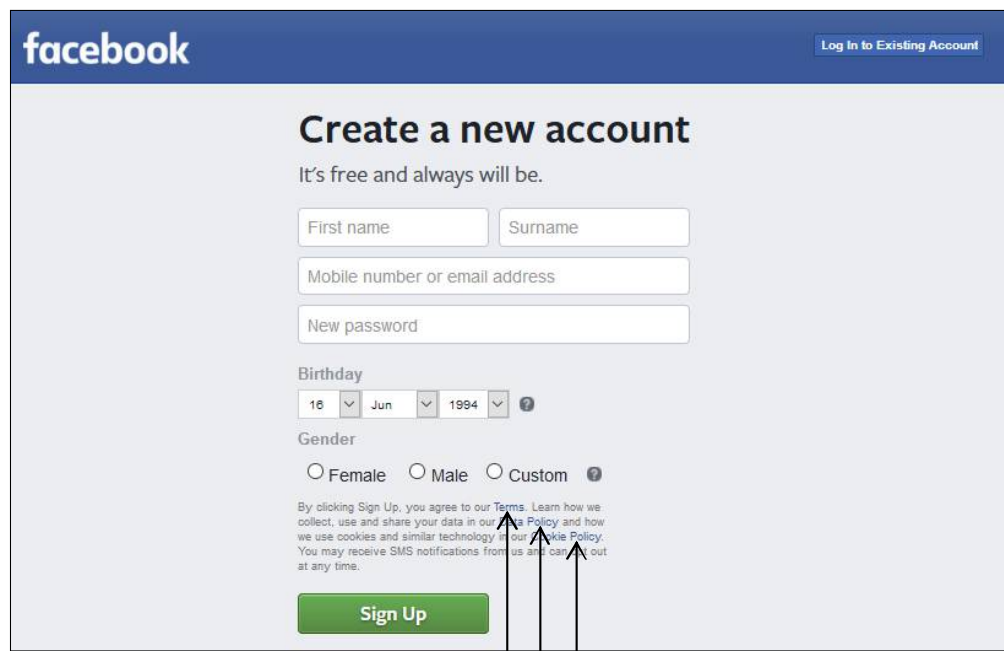

If you have a Facebook Account, then enter your '**Email or Phone**' and '**Password**' details in the top right hand corner, then click the '**Log In**' button. You will then be through to the LAAS Facebook page.

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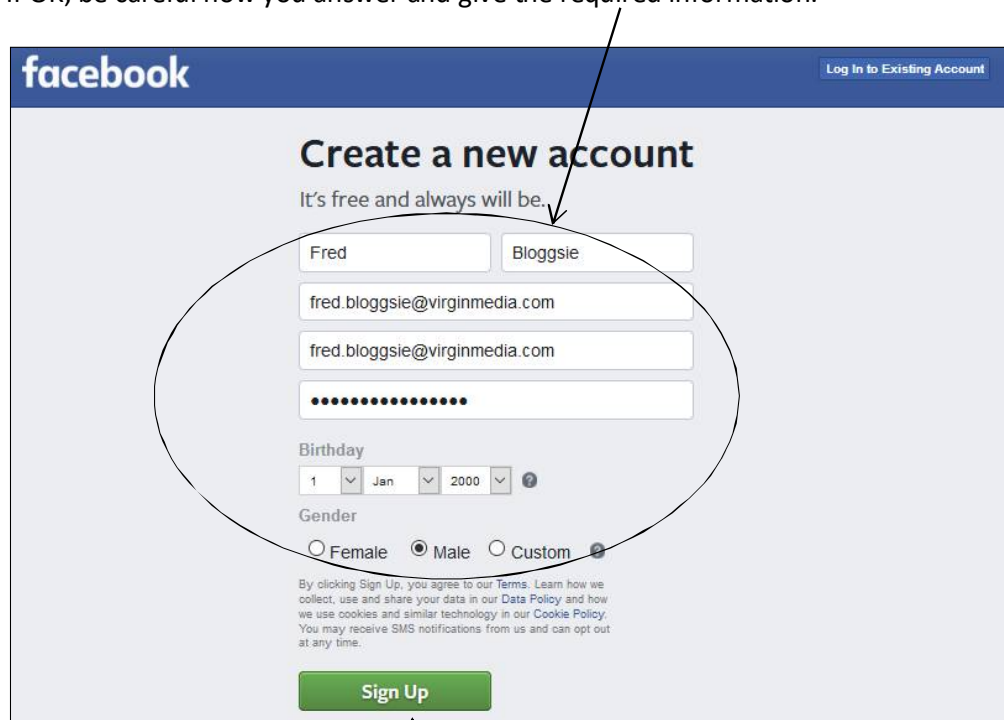
Check Facebook's 'Terms', 'Data Policy' and 'Cookie Policy' if you wish by clicking their underlined hyperlinks.

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

Note that you will be asked to re-enter your email address as a check.
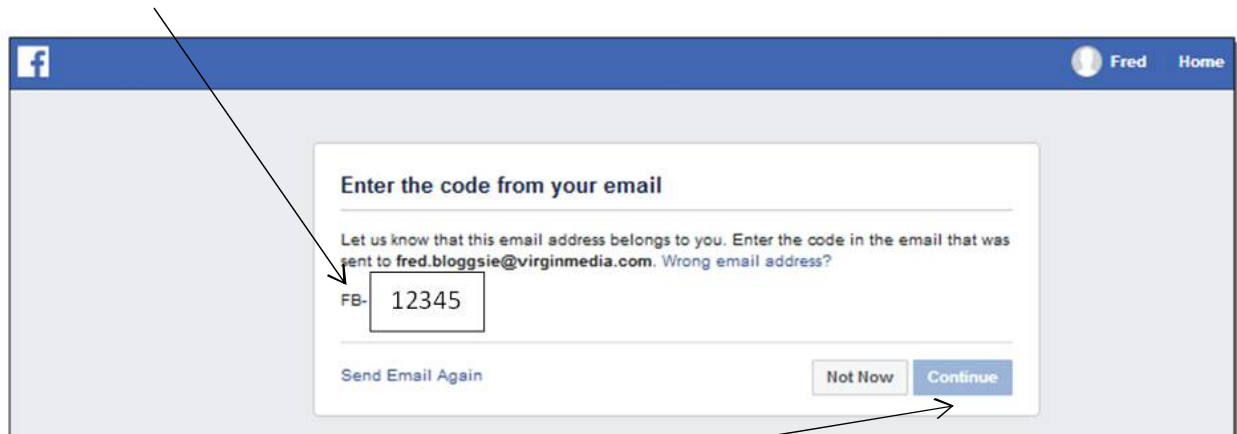
When completed, click the '**Sign Up**' button.

Facebook will then send a confirmation code to your email address to check that it belongs to you.
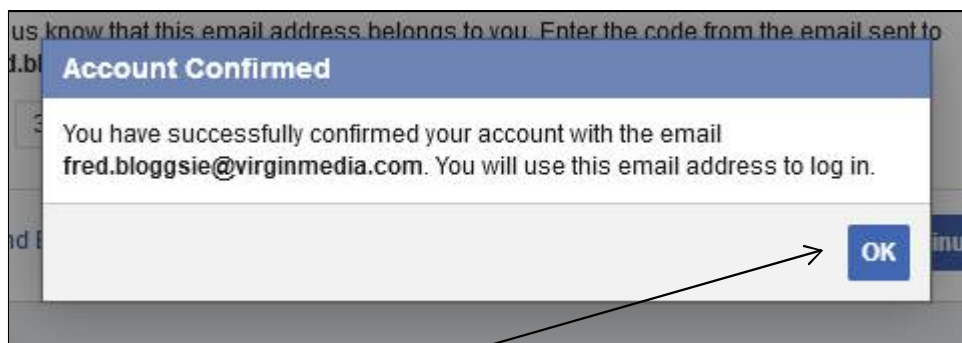
Make a note of the code supplied then click the 'Confirm Your Account' button.

Enter the code from your email

Click the '**Continue**' button.

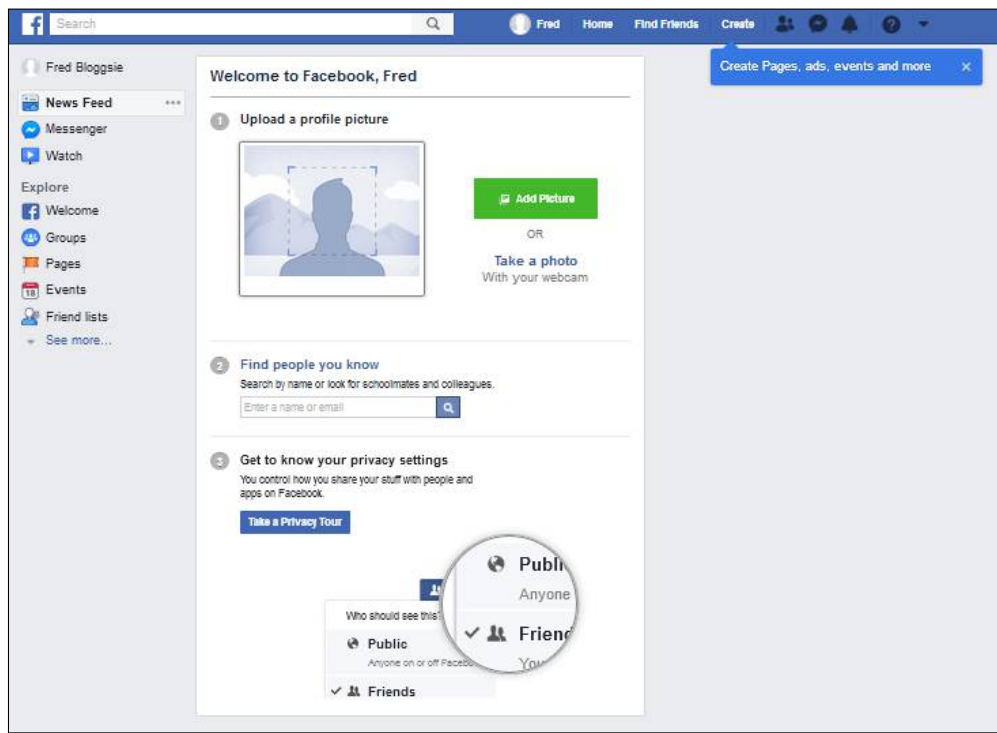You will receive confirmation that your new account has been set up.

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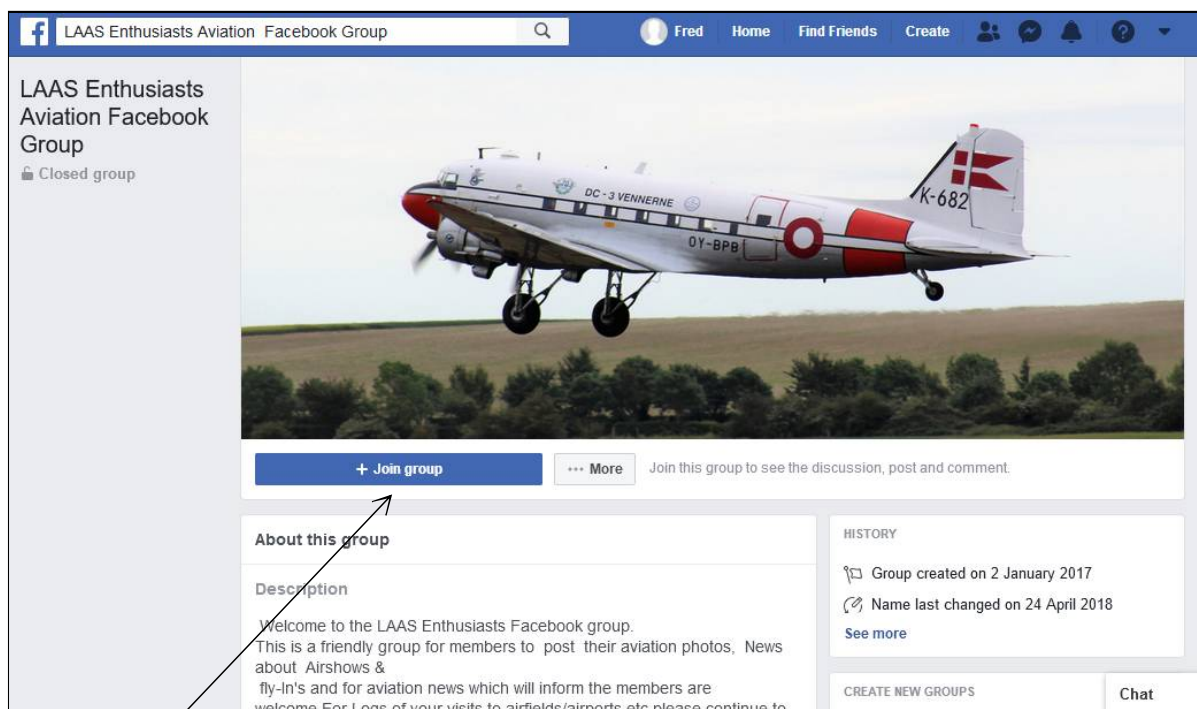
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Then go back to '**1. How to access the LAAS Website**' above to get to the front screen of the LAAS webpage and at the very top of the page click on '**LAAS Facebook Group**'
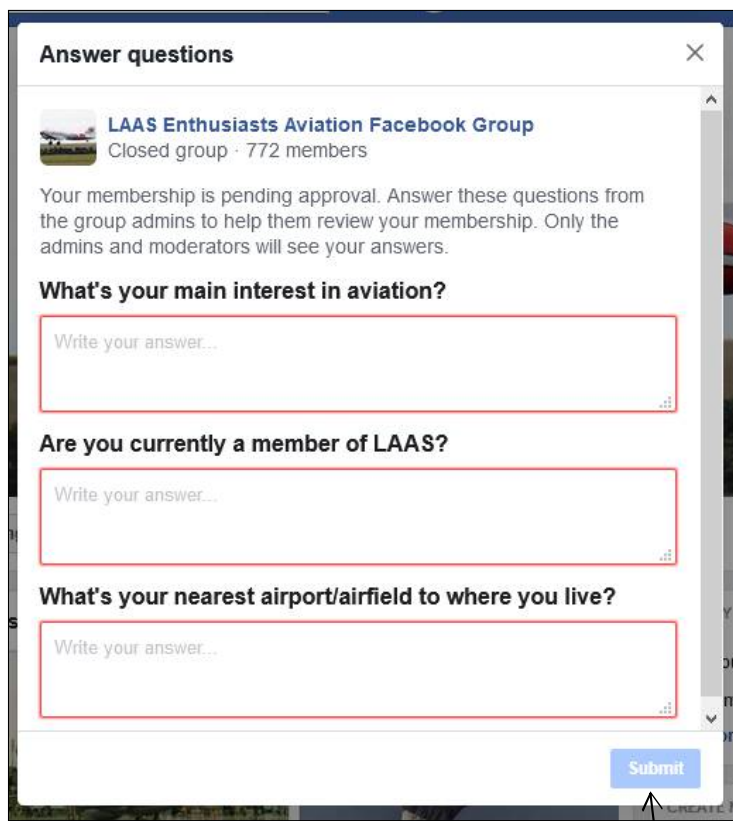

The LAAS Facebook page appears.

Click the '**+ Join group**' button.

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

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

You will then be shown the LAAS Facebook opening page.
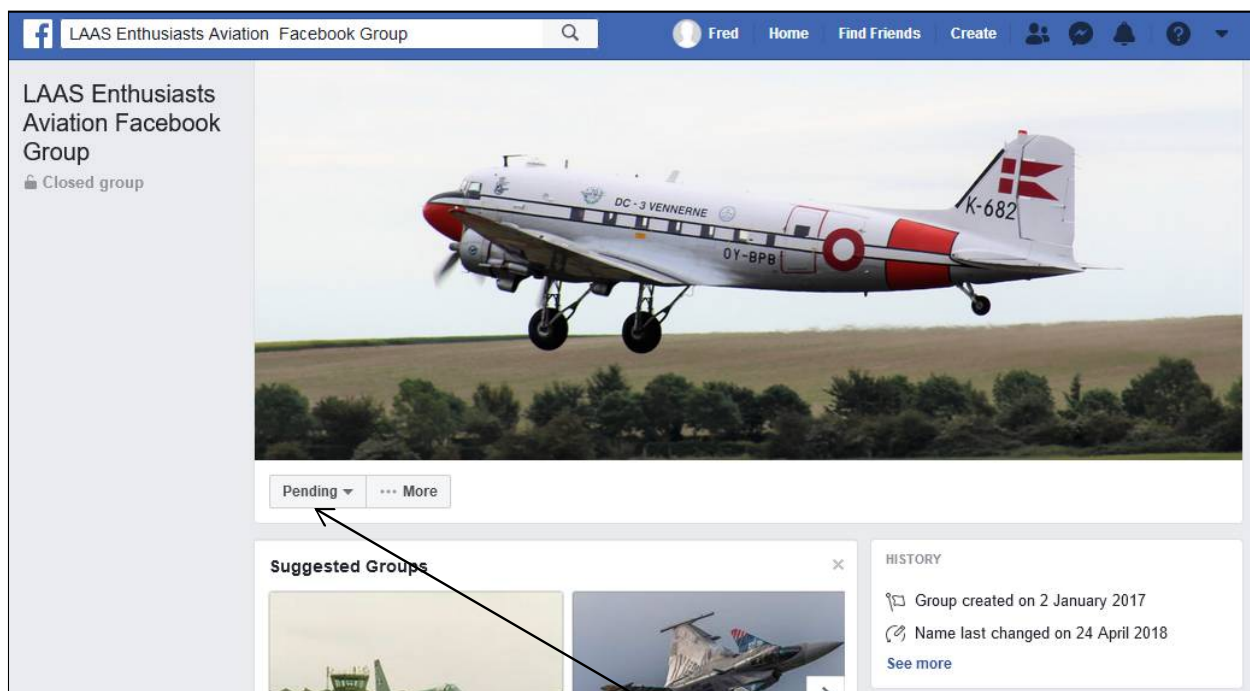
However, your membership is pending approval as shown here.

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.