Guide

on HQ–SOD Public Website and Internal Portal for regular IVAO members

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Special Operations Department
International Virtual Aviation Organisation

IVAO HQ–SOD

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Internal Portal for regular IVAO
members

HQ–SOD's web platform is presented on two websites: HQ–SOD Public Website and HQ–SOD Internal Portal. The first one (http://sod.ivao.aero) is a read–only website, primarily intended to present members of the network with introductory information about Special Operations on IVAO, as well as about the HQ SO Department itself, it also lists upcoming SO events (with a dedicated profile page for each), displays official IVAO–designated SOGs, provides information on regional SO communities (each division and division–less country has a separate profile page) as well as other information.

The second website (http://sod.ivao.aero/i_d) referred to as "Internal Portal" is the central interface for IVAO members to interact with HQ–SOD on all SO matters. Regular IVAO members can register and manage their SOGs, file and manage SO events on behalf of their SOGs, register their intent to participate in SO events (as well as to cancel registrations, view own participation records, etc.). Divisional staff members (DIRs, ADIRs, SOCs, SOACs) can file and manage SO LOAs for their divisions, manage SOGs registered in their divisions, file and manage SO events.

Internal Portal is also used by HQ–SOD staff for its own purposes. The upcoming SO Training Project will be based on this platform too. A number of additional features will be added to the Internal Portal in due course.

HQ–SOD kindly asks to report bugs (however small they may be) and make enhancement requests to specops@ivao.aero We value your feedback and aim to make your interaction process with HQ–SOD as easy, intuitive, and automated as possible.

Summary of changes (for regular IVAO members).

Special Operations Groups (SOGs)

SOG registration applications are now submitted via the Internal Portal. Your respective division has to confirm their approval through a special interface also located in the Internal Portal. You may edit SOG's details (with a mandatory review by HQ–SOD).

Officially HQ–SOD designated SOGs may now file SO event applications directly, through the Internal Portal. SOGs are given the same kind of technical interface to manage their SO events as divisional staff members. SO event applications with a SOG being the main organising party have to be approved by their home division (through a special interface in the Internal Portal) before a review by HQ–SOD.

Special Operations events (SO events)

Please note change of terminology in the context of SO events from 01.12.18:

- *"HQ–SOD approved SO events" are now referred to as "SO Events" (the assumption is that all SO events are HQ–SOD approved).*

- *"Briefing" [document] is now referred to as "Event Master Plan" [document].*

- *Since a Briefing document was the sole kind of information required to apply for SO event, Event Master Plan as a separate document from now on only constitutes a part of the entire information package that is submitted with the rest of application for SO Event.*

- *"Briefing" term is now no longer used in the context of applications for SO Events and can be used at discretion of event organisers for the purpose of identifying the actual [verbal] briefing (possibly supplemented by written materials too) that is conducted on the date of the event.*

- *Event codes (e.g. 15XQ011018B) are no longer used; each approved SO event is permanently stored and displayed on HQ–SOD websites (both Public and Internal Portal websites) and is visually identified/distinguished by its title and date.*

We kindly ask you to observe new terminology to avoid confusion.

SO events from organiser's point of view

SO events are now fully managed via the Internal Portal (http://sod.ivao.aero/i_d). No materials that concern events should be submitted outside the Internal Portal – via forum, email, etc. (e.g. initial applications for SO events, participation reports, event dates coordination and so on.).

Divisions and SOGs can now make use of a fully automated events date reservation mechanism, which allows to make firm reservations (bookings) of specific dates for their future events, up to a year ahead (without submitting actual finalised applications for SO events). This mechanism may be used when applicant needs to be certain that a specific date will be available for his event; however, if he is ready to file actual SO event application, there is no need to use this mechanism.

Application for SO event is the starting point for event life cycle. Divisions and SOGs can file these applications, there are several specific attributes that need to be specified.

Event application form allows to file multiple–date events (major events split across several dates), as well as multi–divisional events.

Please note that forum registrations and custom event registration systems on event–dedicated websites should not be used.

Once the application for SO Event is submitted, HQ–SOD reviews it and either approves or rejects. In the latter case applicant may correct certain details are submit another application. Should event involve third–party divisions, then those divisions have to approve (through a special interface in the Internal Portal) them first before HQ–SOD reviews the application.

Following an approval by HQ–SOD, SO event becomes visible on the public HQ–SOD website. Participants registration opens and closes automatically, depending on the organiser's settings (for mandatory participants registration mode). Division or SOG can edit certain attributes of the upcoming event as required (with a mandatory review by HQ–SOD first).

It is possible to make an event announcement on the IVAO forum, however, forum topics are no longer used as the primary information platform for SO events. If you decide to post an

announcement topic on the IVAO forum, include a link to the event profile page on the public HQ–SOD website and give a brief description about the event. All the event details (including Event Master Plan document) are provided on the event profile page on the public HQ–SOD website and that is where IVAO members should get the primary information about your event, not from the forum topic. The title of the topic is at your discretion; as noted before, event codes are no longer used. Please note that forum–based participant's registrations should not be used.

After the event, division or SOG files participation report via the Internal Portal. To facilitate reduction of errors, a special smart algorithm confirms whether each entered participant has actually flown on the day of the event in the area where the event took place.

SO events from participants' point of view

All SO events are published on the HQ–SOD website (http://sod.ivao.aero), this includes all past events (after 01.12.18) and upcoming events. Each event has its own profile page and is also mentioned: on the main page (1), on the events page (2), on the division/profile page (3).

A major change of the technical process involving SO events is that IVAO members can now register their intent to take part in SO events via a centralised interface – HQ–SOD Internal Portal.

Internal Portal (http://sod.ivao.aero/i_d) does not provide exhaustive information about SO events, it is only a technical interface for participants to register their intent to participate (as well as to cancel their prior registrations), as well as a listing of all SO events in which you participated (after 01.12.18) and your SO points total sum.

Prospective participants can also select specific roles that they would like to take (roles are pre–defined by event organiser as a part of SO event application, including the ability to set limits for each role/slot), and to provide additional information (also pre–defined by event organiser, i.e. questionnaire). Some event organisers may ask you to provide information about yourself (e.g. flight simulator platform you use, specific add–ons you intend to use for SO event, past experience in a specific role, etc.).

Please note that event organisers may also set when registration for a specific event opens (max 60 days, min 10 days before event's date) and when it closes (max 3 days before event's date). Be sure to register within allotted time.

It is possible for event organisers to turn participants' registration off, it will be indicated as such in the event's profile page on the HQ–SOD website; this mode can be useful for certain kinds of events.

Please note that forum registration method is no longer used, please do not post your intent to participate; event forum topics now only serve as a platform for event announcements and actual discussions. The main and principal information about any given SO event is provided on the HQ–SOD website.

Be advised that event organiser may update event description or event Master Plan on the HQ–SOD website, be sure to review event profile page before the date of event.

Once the organising party submits participation report, HQ–SOD reviews it and issues SO points and awards.