



GoDrone User Guide

Revised: 21/11/2024



GoDrone – USER GUIDE

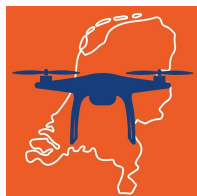
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GoDrone

Welcome! If this is your first-time using GoDrone, please take a few moments to familiarise yourself with the information in this guide.

Introduction

GoDrone provides recreational drone pilots and professional operators with the tools and information needed to fly safely within the Netherlands.

If you are planning to fly within a 5km zone of selected airports*, then your flight may require pre approval from LVNL Air Traffic Control (ATC). GoDrone can provide you with a digital pre-flight authorization. If your flight requires approval then GoDrone will let you know when submitting your flight, allow you to track the approval and state and update you when a response is received from ATC.



GoDrone is a flight planning and management tool to support your safe operation, but please remember that it is your responsibility to be aware of the rules that are in place to keep everyone safe.

Planning your mission

The GoDrone Operator Portal is a pre-flight on line planning tool which provides information about airspace regions and ground hazards to help you plan and conduct your flights safely, efficiently and remain compliant with regulations.

Flying your drone

GoDrone is a free (mobile) app and a useful companion when out in the field. It includes the functionality of the Operator Portal and will help you understand the air and ground risk of the area you wish to operate in.

Through either the Operator Portal (website) or mobile application, you can submit mission requests and obtain pre-flight authorisation to operate in the following control zones (CTR), controlled by LVNL:

- Schiphol
- Rotterdam
- Lelystad
- Maastricht
- Eelde

The Mission Review Process

A clearance is required to fly any aircraft, including RPA's, in a CTR. The tower controller is the person who can provide a clearance to a pilot and uses radio/telephony (R/T) or in some cases, telephone to communicate with a pilot or observer. Whether or not a controller can issue a clearance always depends on the operational picture at that moment. Therefore, do not confuse the pre-approval you may obtain via GoDrone with a



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clearance from a controller. The current GoDrone system only provides (pre-) approval of mission plans, NEVER a clearance, nor does it automatically lead to a clearance.

On submitting your Mission Plan it will go through the following stages:

- **Pending** – Mission is awaiting approval
- **Reviewed** – The Mission has been reviewed
- **Approved** – The Mission has received pre-approval

Pre-approval means that the TWR thinks the mission will fit into the operational picture expected for the time the mission is to take place. Just before the actual flight, the observer contacts the TWR on the correct frequency via R/T and requests clearance for a local unmanned flight. Follow any instructions received from the TWR during the mission. At the end of the mission, contact the TWR and inform them the mission is completed.



On the day of your operation in one of these zones, you **MUST** adhere to any instructions provided to you through the approval process.



Getting Started

Before accessing any of the GoDrone services, you will need to register for a free account that you can use to access both the Operator Portal and the GoDrone mobile app (iOS and Android).

The security of your data is very important to us and so you will be prompted during the registration and sign-in process for an additional form of identification – a code from an app on your smartphone.



Multi-Factor Authentication (MFA) is a security layer that verifies a user's identity using multiple credential levels – using a password and an alternative factor such as a Time-based One-Time Passcode (TOTP) from an app on the user's smartphone.

Registration

You will be required to enter some basic details to register an account including name and email address.

A screenshot of the LVNL Operator Portal registration form. The form is titled "Operator Portal" and "Register". It contains four input fields: "First name", "Last name", "Email address", and "Password". Below the fields is a checkbox labeled "I agree to the Terms of Service and Privacy Policy". At the bottom of the form are two buttons: "Cancel" (red) and "Create account" (blue).

LVNL

Operator Portal

Register

I agree to the [Terms of Service](#) and [Privacy Policy](#)

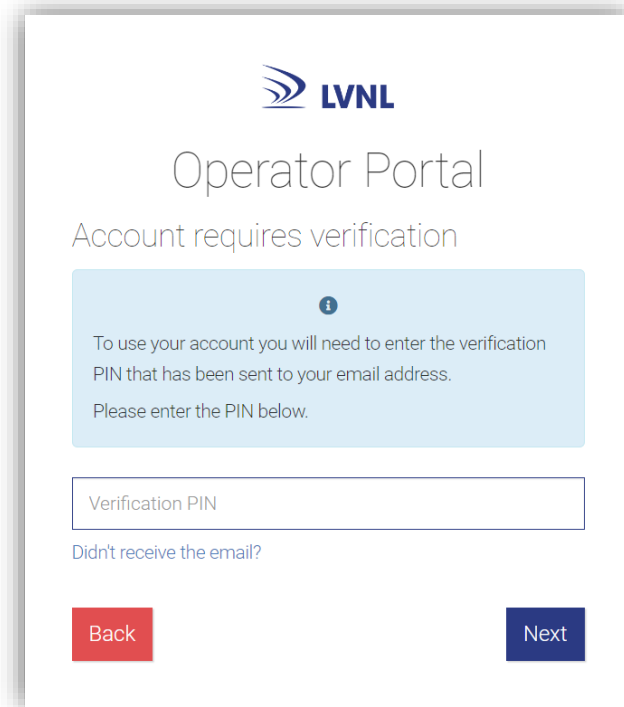
Cancel **Create account**



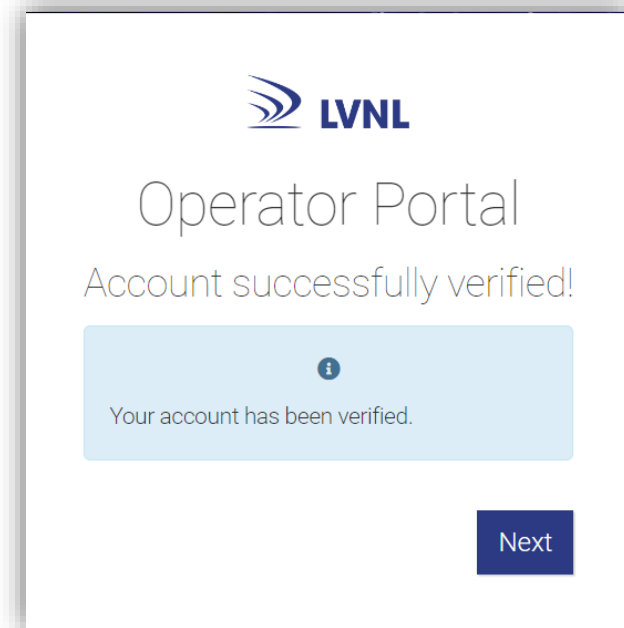
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You will need to agree to the Terms of Service before proceeding.

For the next step, you will be asked to verify your email address. A verification pin will be sent to the email address you used in the registration details. Please enter this pin to proceed.



The screenshot shows the LVNL Operator Portal interface. At the top is the LVNL logo. Below it, the text reads "Operator Portal" and "Account requires verification". A light blue information box contains the text: "To use your account you will need to enter the verification PIN that has been sent to your email address. Please enter the PIN below." Below this box is a text input field labeled "Verification PIN". Underneath the input field is a link that says "Didn't receive the email?". At the bottom of the screen are two buttons: a red "Back" button on the left and a dark blue "Next" button on the right.

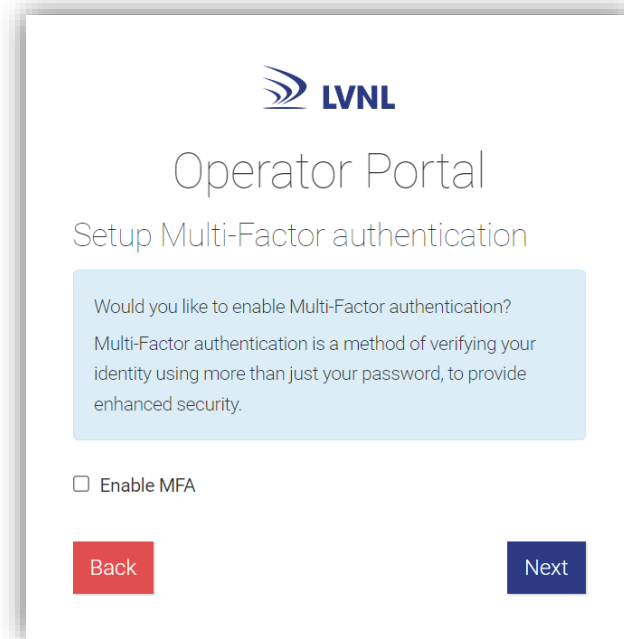


The screenshot shows the LVNL Operator Portal interface after successful verification. At the top is the LVNL logo. Below it, the text reads "Operator Portal" and "Account successfully verified!". A light blue information box contains the text: "Your account has been verified." At the bottom right of the screen is a dark blue "Next" button.



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Next you will have the option to make your account more secure by setting up a MultiFactor authentication. You will be able to enable/disable MFA through your profile at a later date, if you wish.



LVNL

Operator Portal

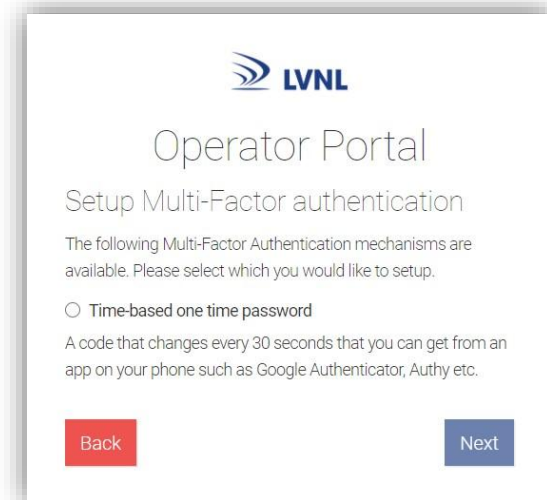
Setup Multi-Factor authentication

Would you like to enable Multi-Factor authentication?
Multi-Factor authentication is a method of verifying your identity using more than just your password, to provide enhanced security.

Enable MFA

Back Next

Some more information is provided below to explain what **Multi-Factor authentication** is. If you would like to include this on your account then please select **Enable MFA** and continue to the next step. You will be asked to select the Multi-Factor authentication method. Currently **Time-based one time password** is the only method supported.



LVNL

Operator Portal

Setup Multi-Factor authentication

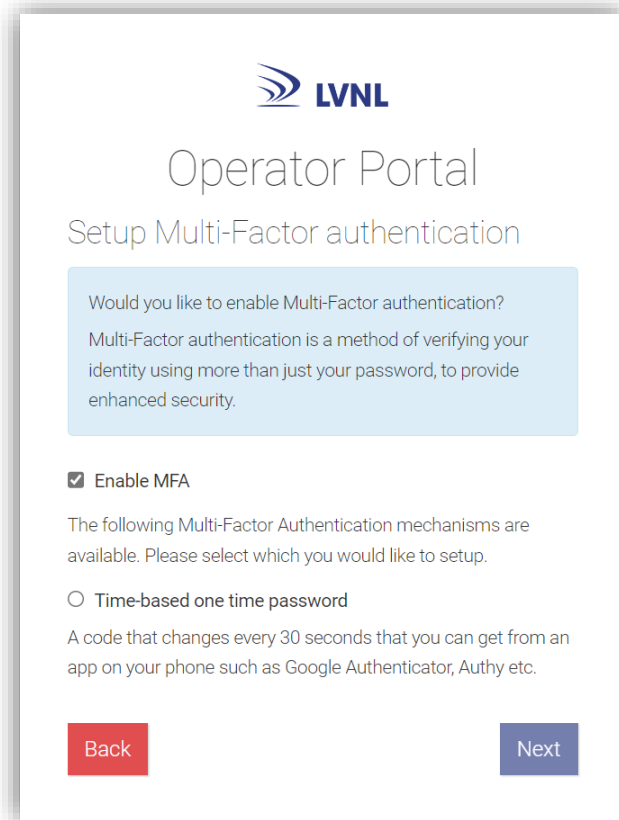
The following Multi-Factor Authentication mechanisms are available. Please select which you would like to setup.

Time-based one time password
A code that changes every 30 seconds that you can get from an app on your phone such as Google Authenticator, Authy etc.

Back Next



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The screenshot shows the 'Operator Portal' setup page for Multi-Factor authentication. At the top is the LVNL logo. Below it, the title 'Operator Portal' and subtitle 'Setup Multi-Factor authentication' are displayed. A light blue box contains the question 'Would you like to enable Multi-Factor authentication?' followed by an explanatory paragraph: 'Multi-Factor authentication is a method of verifying your identity using more than just your password, to provide enhanced security.' Below this, there is a checked checkbox labeled 'Enable MFA'. A sub-heading reads 'The following Multi-Factor Authentication mechanisms are available. Please select which you would like to setup.' Underneath, there is an unselected radio button for 'Time-based one time password', with a descriptive paragraph: 'A code that changes every 30 seconds that you can get from an app on your phone such as Google Authenticator, Authy etc.' At the bottom, there are two buttons: a red 'Back' button on the left and a blue 'Next' button on the right.

Enable MFA

If you do not wish to setup Multi-Factor authentication, at this time, then leave the Enable MFA checkbox un-selected, click Next and your account creation will be complete.

What is a Multi-Factor Authenticator app and which one should I use?

Multi-Factor Authentication has become a popular mechanism for adding an additional security layer on top of passwords to secure your account. There are several smartphone apps which generate, usually, a six character in length one-time passcode that changes every 30 seconds that you will need to enter to gain access to your account.

Popular authenticator smartphone apps are:


- Google Authenticator - This is a free authenticator app from Google available for both Android and iOS.
- Microsoft Authenticator - Microsoft also has a free authenticator app for Android, iOS, and Windows 10 Mobile.

There are also desktop authenticator applications – such as Authy. If you have an authenticator app that you are currently using there is no need to switch, just add GoDrone to your existing app.

Once you have selected an app and downloaded it to your device, you will need to add an entry for GoDrone account. There are usually two options for setting this up such as scanning the barcode or manually entering your secret key into the app.



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Operator Portal


Setup TOTP authentication


i

You can now create a new entry in your authenticator app for Operator Portal.

Please scan the barcode through your authenticator app, or alternatively you can use the 'Secret' to manually create an entry. Your app will generate a code that you must enter below.

Please consult the help in your authenticator app for further assistance with creating a new entry.

Your secret is: **6BPS6NPGST50PKYLYEJUNT46VD4JJ54E** 



Please enter a code from your authenticator to confirm

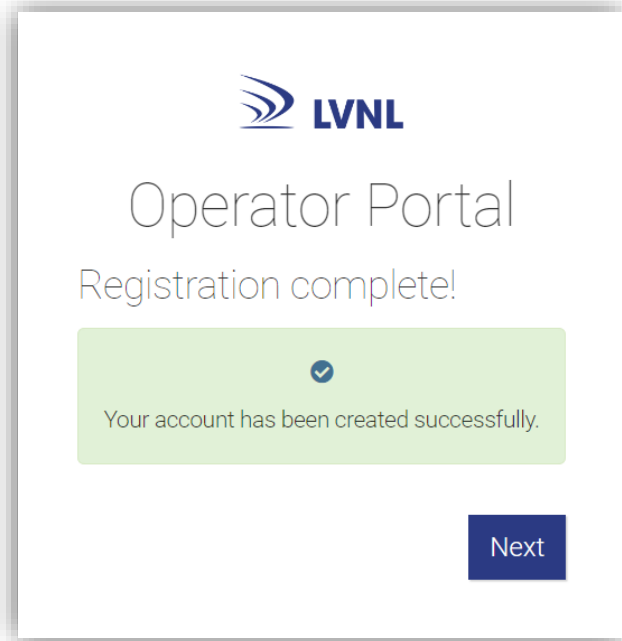
BackNext

Once configured, the app will start to generate a temporary passcode every 30 seconds for you to enter the code field when prompted.

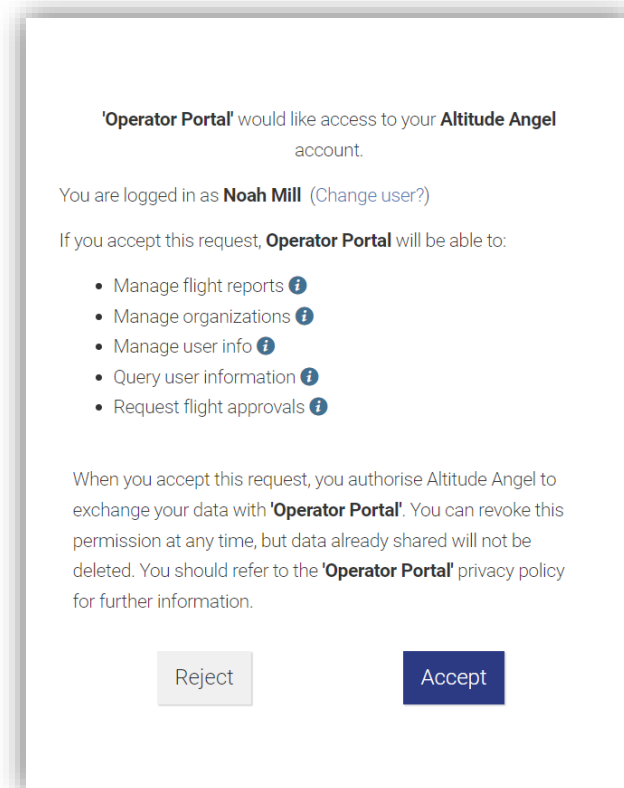
Enter the current code shown on your app (making sure it is for your GoDrone account) and click Next. You should receive a confirmation that your login is complete.



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The final step will ask you to grant permission to access the Operator Portal. This is required because your account gives you the ability to access GoDrone on all platforms from a single login. For example, if you decide to download the GoDrone mobile app then you will be able to login using the same credentials, and will be presented with a similar screen asking you to enable permissions for the mobile app.



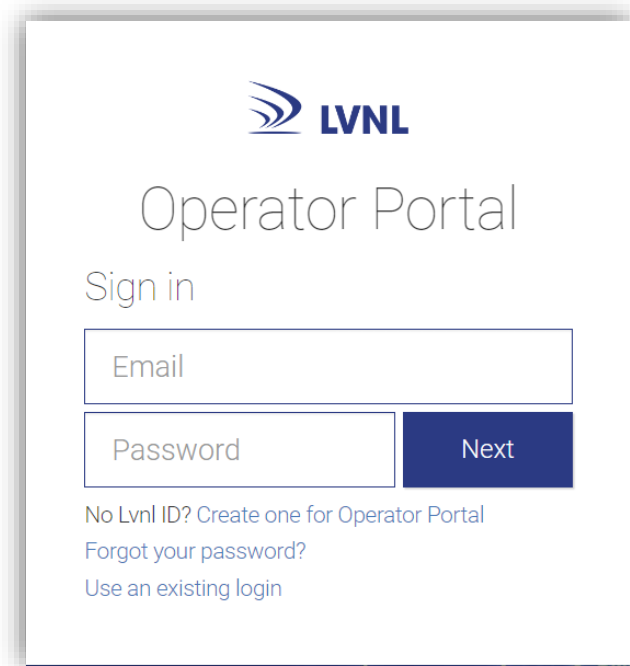
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Click **Accept** and you're all done! You will be successfully logged into the Operator Portal – see **Creating your profile** for assistance with your first use of the system.

Signing in

Once you have created a user account, you can use this to access the Operator Portal and GoDrone mobile app.

First enter your email address and password. If you have forgotten your password then use the link to send an email to your registered account, and you will be asked to enter a new password.



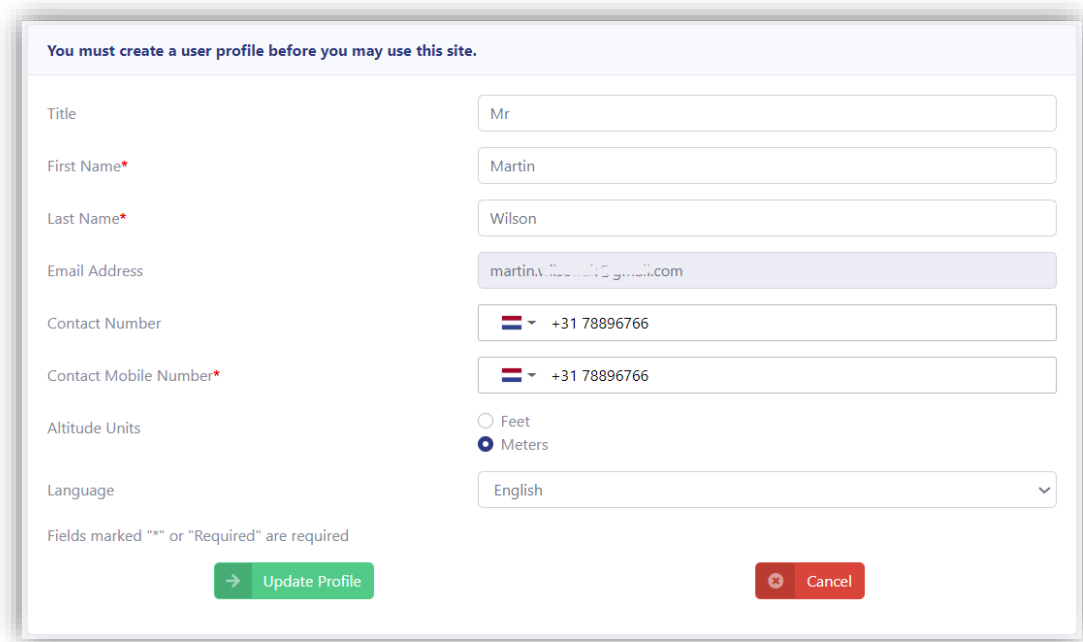
The screenshot shows the LVNL Operator Portal sign-in interface. At the top is the LVNL logo. Below it is the title "Operator Portal" and the heading "Sign in". There are two input fields: "Email" and "Password". To the right of the "Password" field is a blue "Next" button. Below the input fields are three links: "No Lvn1 ID? Create one for Operator Portal", "Forgot your password?", and "Use an existing login".

Click **Next**, and if MFA is enabled on your account, you will be asked to enter the code you set up in your authenticator app – see **Registration** above. If MFA is not enabled, then sign in is complete.



Creating your profile

When logging into the Operator Portal for the first time, you will be prompted to create a profile.



The screenshot shows a web form titled "You must create a user profile before you may use this site." The form contains the following fields and options:

- Title: Mr
- First Name*: Martin
- Last Name*: Wilson
- Email Address: martin.wilson@go-drone.com
- Contact Number: +31 78896766 (with a dropdown menu for the country code)
- Contact Mobile Number*: +31 78896766 (with a dropdown menu for the country code)
- Altitude Units: Feet, Meters
- Language: English (dropdown menu)

At the bottom of the form, there is a note: "Fields marked "*" or "Required" are required". Below this note are two buttons: a green "Update Profile" button and a red "Cancel" button.

I am a drone pilot and I fly professionally

Before you start planning missions, you will need to provide some additional information about yourself such as your address and pilot registration number.



Click on **Register as a Pilot** and fill in the required details.



Your pilot details are the same across all organisations where you are registered as a pilot.



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Provide your pilot details

If you wish to be assigned to a mission as a pilot, you will need to provide some additional details.
Your pilot details are the same across all organizations where you are registered as a pilot.

Additional pilot profile details	User profile
Address Line 1* <input type="text"/>	First Name* <input type="text" value="John"/>
Address Line 2 <input type="text"/>	Last Name* <input type="text" value="Smith"/>
City* <input type="text"/>	Contact Mobile Number* <input type="text" value="+447788661122"/>
Postcode* <input type="text"/>	Email Address* <input type="text" value="john.smith@outlook.com"/>
Country <input type="text" value="Norway"/>	
Registration ID <input type="text"/>	

I am a fleet manager and/or professional drone operator with multiple aircrafts and/or pilots.

To keep track of your aircraft(s) and/or pilots, you will need to create an Organisation and provide basic details such as the name and address.

Add an organization

Provide the organization details

Name*	<input type="text"/>
Contact Number*	<input type="text" value="+31"/>
Email Address*	<input type="text"/>
Operational Authorisation Number	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="text"/>
<input type="checkbox"/> I am a pilot for this organization	

Once your organisation is setup, you will be able to invite users to join your organisation.



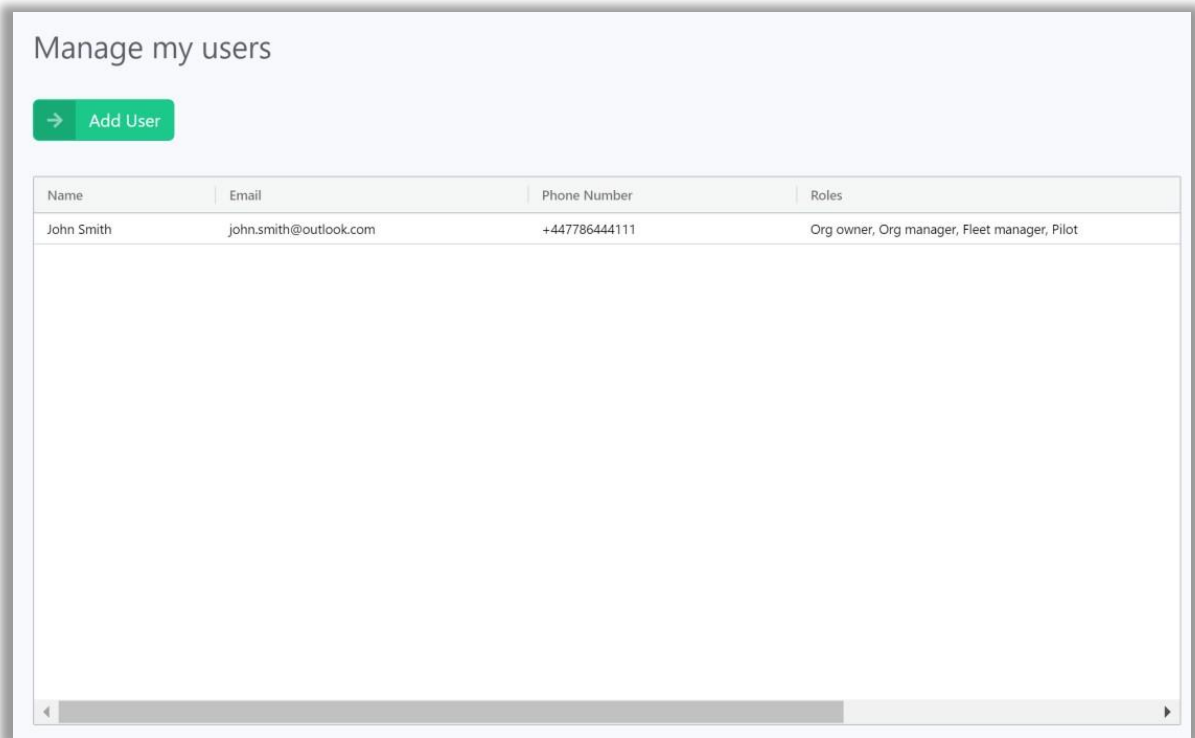
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Roles within an Organisation

- **Fleet Manager** - Manages missions within the organisation including maintaining aircraft and pilot information.
- **Org Manager** - Can manage some aspects of the organisation including org details and users.
- **Pilot** - Registered drone pilots responsible for flying missions on behalf of an organisation.

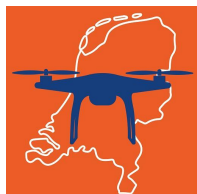
Inviting a user to join your Organisation

To invite users to join your organisation, go to Manage Users under Organisation section. You will find yourself listed with the roles Org owner, Org Manager, Fleet manager and optionally, pilot, if you selected this option while creating your Organisation.



To add a user:

1. Click on the Add user button
2. Select the roles you which to invite the user to and click 'Create invite code' to generate an invitation code.



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Invite a user

Select the roles to invite the user to

- Fleet Manager - Manages flights within the organization.
- Org Manager - Manages the organization.
- Pilot - Pilots aircraft for the organization.


→ Create invite code

The created invite will be usable by any user to add themselves to your organization. The invite will be valid for 24 hours and a single use only.

Your invite code

ctkM-aUfq

Which you can use at

<https://operatorportal-lvnl.sit.altitudeangel.io/users/invite/ctkM-aUfq> 

Once the code is generated, you will need to send it to your recipient and they will have 24 hours in which to click on the link to accept the invitation and to join your organisation. Invite codes are time-limited and for single-use only but, do not worry, you can generate new invite codes at any time.



Invite codes are only valid for 24 hours and can only be used once.

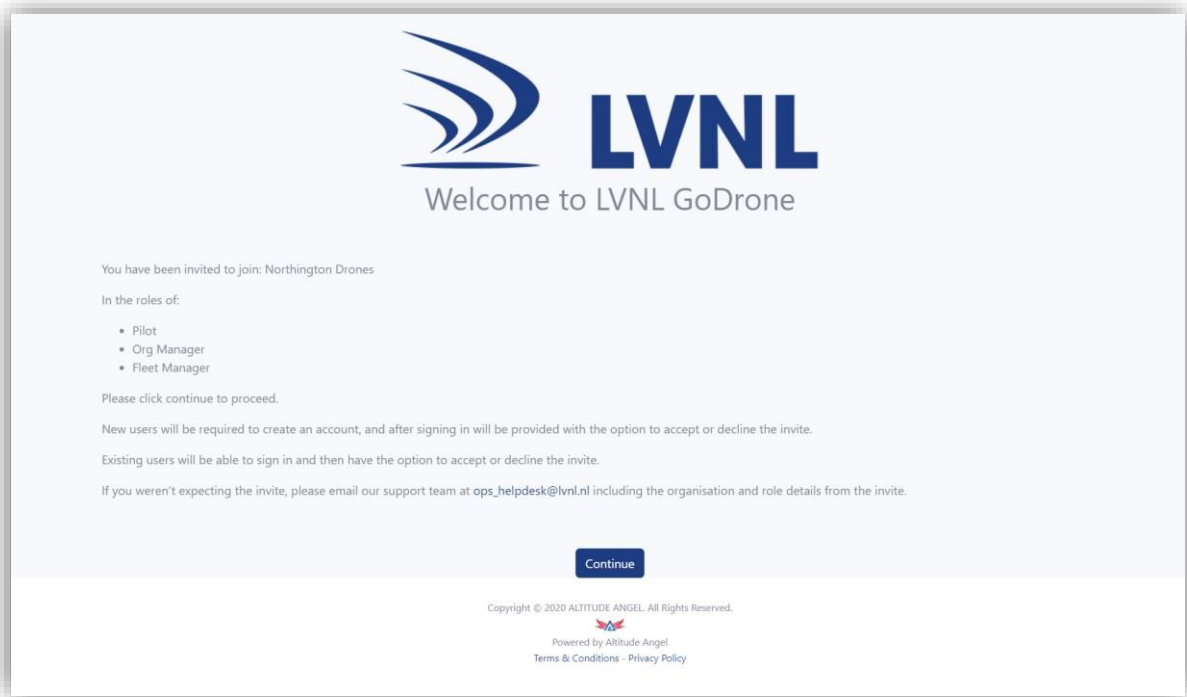
I am a pilot and I have received an invitation to join an organisation.

If you have received communication from a known and trusted contact asking you to join an organisation, you will need to click on the invite link to accept the invitation.

You will be taken to a landing page which will include the name of the organisation you are being invited into and the role(s) you will be performing for that organisation.



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Role Responsibilities:

- **Fleet Manager** - Manages missions within the organisation including maintaining aircraft and pilot information.
- **Org Manager** - Can manage some aspects of the organisation including org details and users.
- **Pilot** - Registered drone pilots responsible for flying missions on behalf of an organisation.

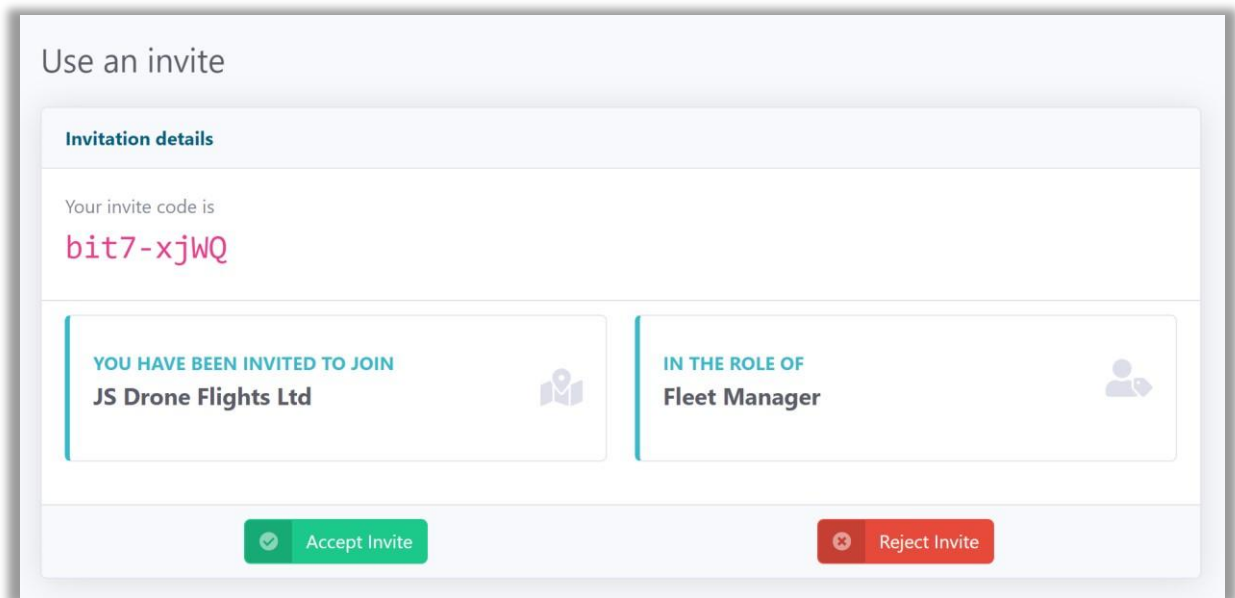


If this is your first time using the GoDrone system, you will need to register for a free account (see section above on Registration)

Once you have signed into GoDrone, you may accept or reject the invite to join the organisation and the role within it.



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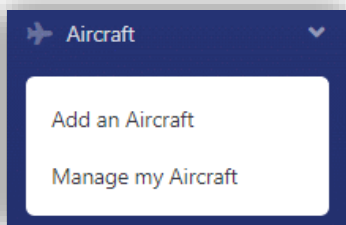


Managing your fleet

Those users in the **Fleet Manager** or **Org Manager** roles can manage the aircraft, pilots and missions within an organisation.

Before you can create missions under an Organisation, you will need to have invited at least one pilot and added at least one aircraft.

I want to add an aircraft to my fleet



Click on **Add an aircraft** and complete the required details.

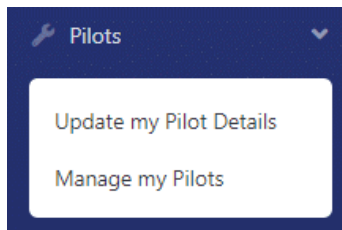


Your aircraft will be saved under the current organisation context. Make sure you've (created and) selected the right organisation before adding.



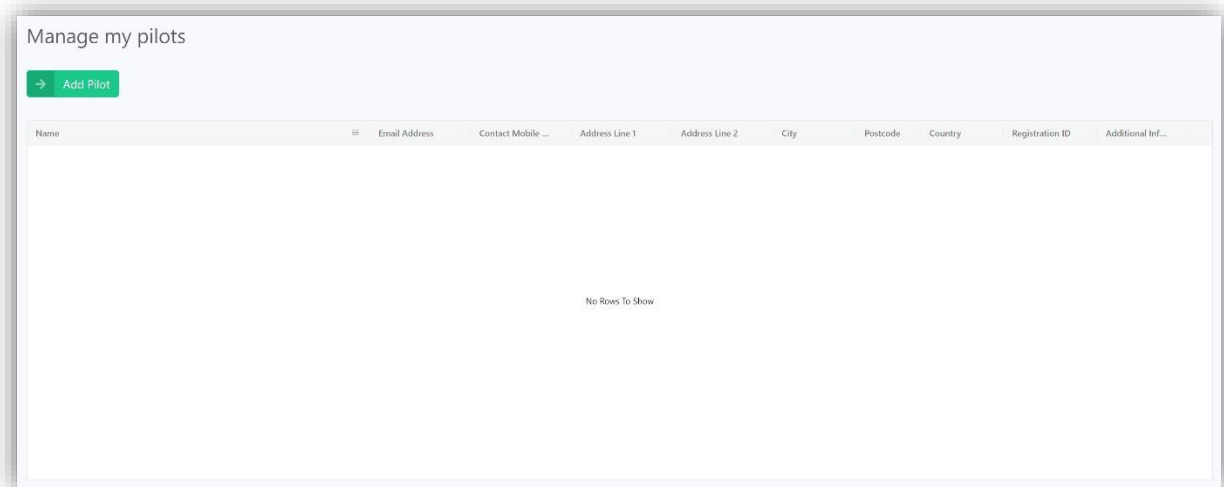
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I want to add a pilot to my fleet

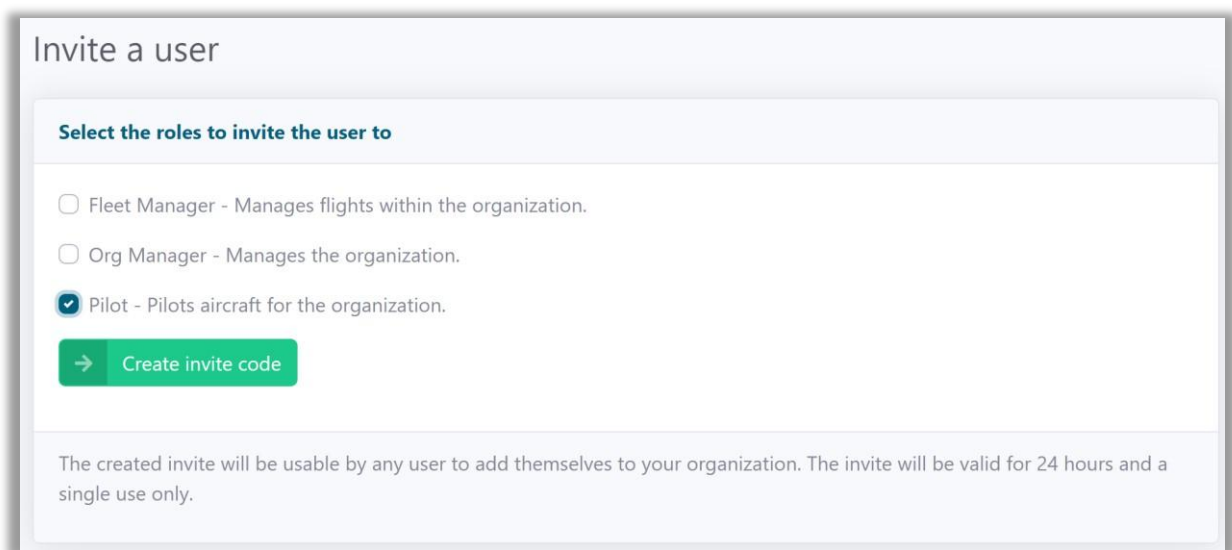


Click on **Manage my Pilots** and complete the required details.

Then click **Add Pilot**.



You can then follow the same steps as inviting any other user to your organisation – detailed above under **Inviting a user to join your Organisation**, just make sure you select the **Pilot** role.



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Your pilot will be invited under the **current** organisation context. Make sure you've (created and) selected the right organisation before adding.

Creating a mission

Missions are created by defining an area of operation, assigning an aircraft and pilot and then submitting. Your mission request will be processed and, depending on the intended location – such as for instance within a Control Zone (CTR) around an aerodrome – , may require an ATC clearance. The GoDrone platform will automatically route your request to the appropriate ATC facility – via the LVNL OPS Helpdesk - for a pre-approval of the intended mission. Any updates to your mission status will be communicated with you via email and SMS (if selected). You can also track the status of a request through the GoDrone Operator Portal and mobile app.

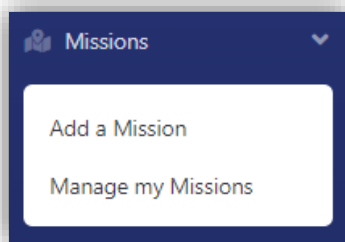
Please note that flying within a CTR requires a clearance, which you will have to request via R/T from the ATC TWR. Approval of the mission plan does NOT mean you have requested or received this clearance. Filing a mission plan only serves to pre-inform LVNL of your intended mission. Only mission plans for civil CTRs (as mentioned on page 3) can be filed via the GoDrone portal or app. Requests for missions in military CTRs will be rejected.

Creating a mission and assigning a pilot

Make sure you've created the Organisation profile (see the steps above under **I am a fleet manager and/or professional drone operator with multiple aircrafts and/or pilots**) and selected it under the Organisation context menu.

Mission steps

Regardless of your use role, missions are created in the same way.



To start, click on **Add a Mission**.

You will be guided through the following steps:

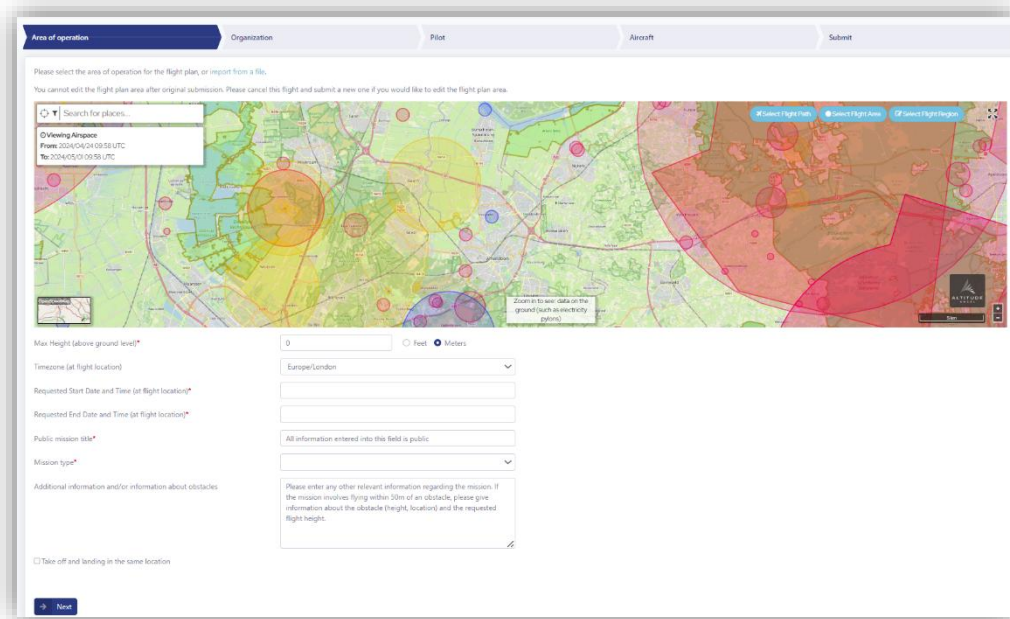
- Step 1: Area of operation
- Step 2: Organization
- Step 3: Pilot
- Step 4: Aircraft
- Step 5: Summary



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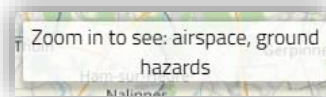
Add Mission

Firstly, you will be asked to define the flight area of your mission on the map and provide some basic details about the operation.



Airspace Map

The map may be navigated in a similar manner to other web based mapping tools, using the mouse to **left click and drag to move** and the **scroll wheel for zoom level**.



Dedicated buttons are also provided for zoom selection along with a scale indicator.



Note: Not all airspace information is available when zoomed out of the map, we advise zooming in to view the local area to get a full picture.

The Map can be set to full screen by clicking the maximise button to give you a better view of the Area of Operation



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The map can display a number of different views, simply select the minimap from the bottom left hand corner and choose from the options below.

OpenStreetMap - This view shows a topographical map of the ground below displaying rivers and other natural landmarks in addition to highlighting roads and streets.

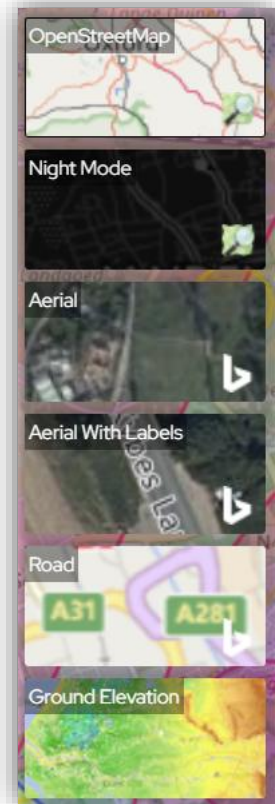
Night Mode - This view provides increased contrast between the airspace information and the background map.

Aerial - This provides a satellite view

Aerial With Labels - This view is composed of a satellite view with labels marking important features relevant to the zoom level

Road - A map view focused on roads and street.

Ground Elevation – Displays a map displaying changes in ground elevation



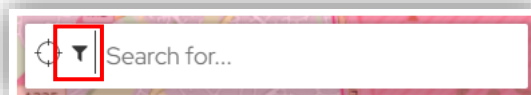
Search Function

To quickly locate an area or place a text based search function is provided.



Filtering the Map view

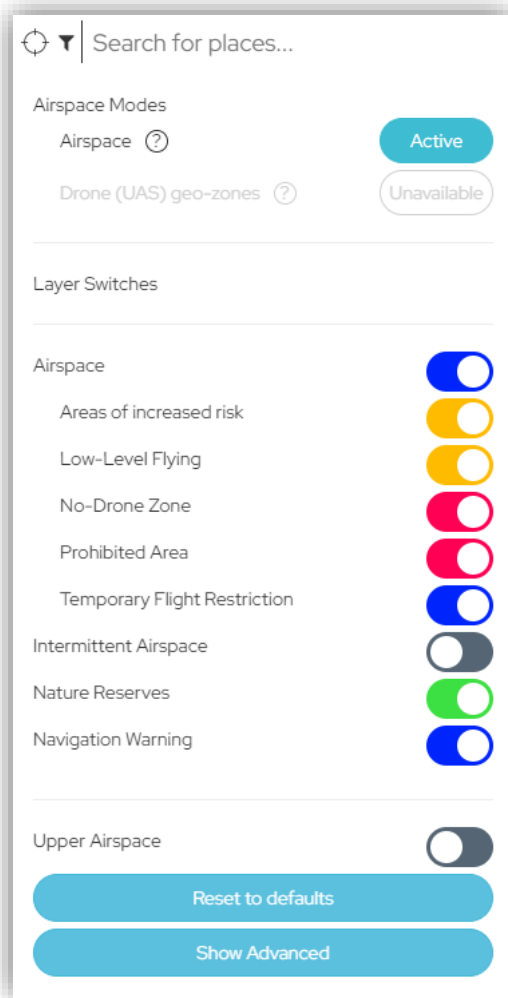
The map view can contain so much information that it can be distracting and overwhelming, the information displayed can be filtered by the Operations Manager user to only that which is desirable. Simply select the **Filter icon** and toggle the items you don't need off, selecting **Show Advanced** to view all the filter options.



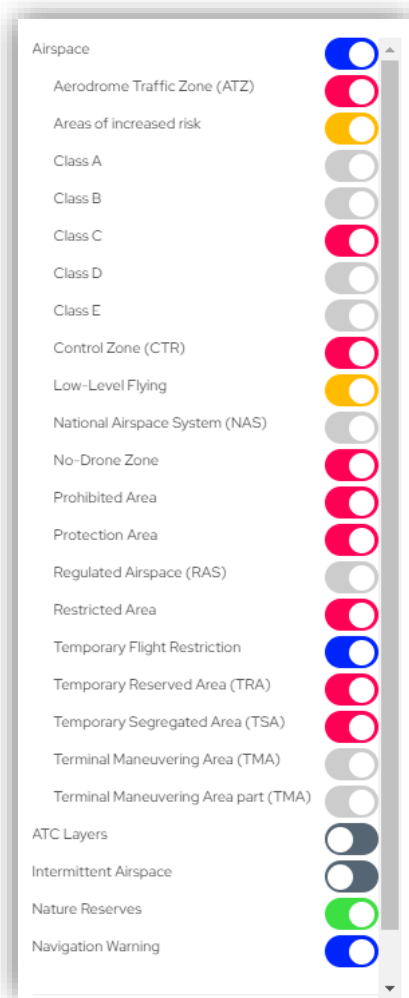
Note: Only information available on the map at the present level of zoom will feature in the filters.



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Standard Layer Options



Advanced Layer Options



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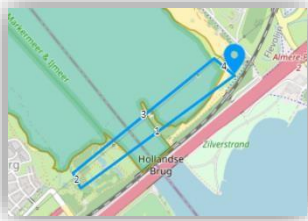
The system provides 4 different options to define your flight area:

- **Flight Path:** Use this if your flight will be conducted as a series of waypoints.
- **Flight Area:** Use this to define a cylindrical area within which your flight will take place.
- **Flight Region:** Use this to define an irregular area within which your flight will take place.
- **File import:** Use this to import an operation area created through an external application and exported in GeoJSON or KML formats.

Flight Path



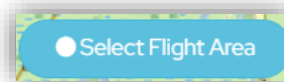
To create a series of waypoints, click on **Select Flight Path**.



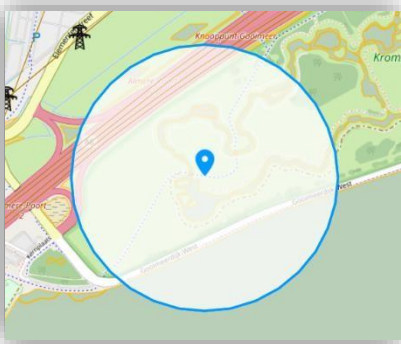
Click on your intended route to create a series of waypoints. To complete the route, click again in the same position as your final waypoint.

Click **Done** to complete your Flight Path.

Flight Area



To generate a cylindrical operation volume, click on **Select Flight Area**.

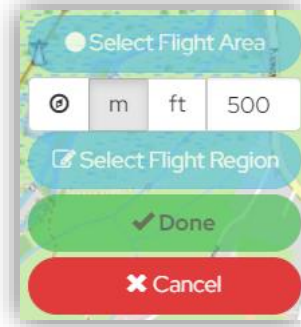


Click on the map to select the centre-point of where your flight will be taking place.

Adjust the unit of measure and size of the radius of your flight area to match your plans.

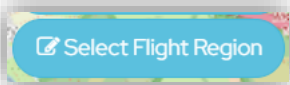


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Click **Done** to complete your Flight Area.

Flight Region



To define an irregularly shaped operation volume, click on **Select Flight Region**.



Click on the map to add a series of border points. Your flight region must form a complete boundary. Click again at the start (first) border point to complete the region.

Click **Done** to complete your Flight Region.

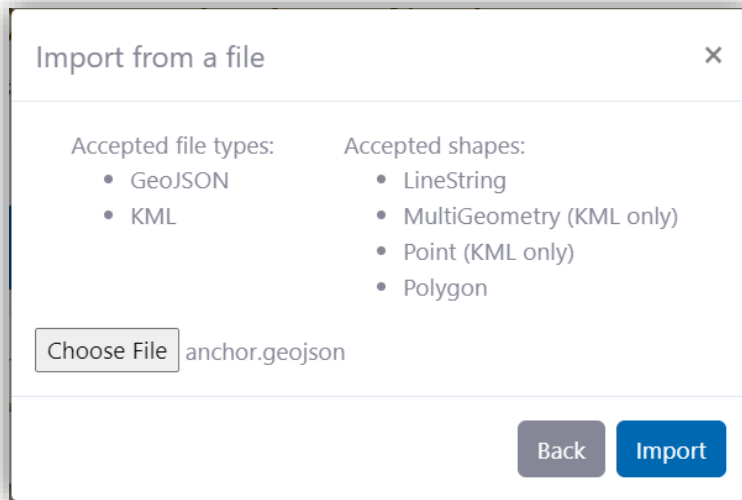
File Import

If you have created your operation through another planning tool, then you can import it into GoDrone. Click **Import from a file**.

Please select the area of operation for the mission, or [import from a file](#).



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Import from a file

Accepted file types:

- GeoJSON
- KML

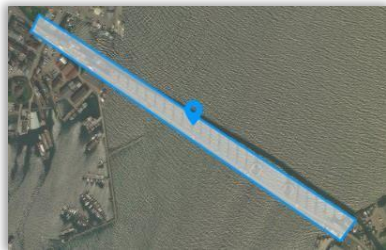
Accepted shapes:

- LineString
- MultiGeometry (KML only)
- Point (KML only)
- Polygon

Choose File anchor.geojson

Back Import

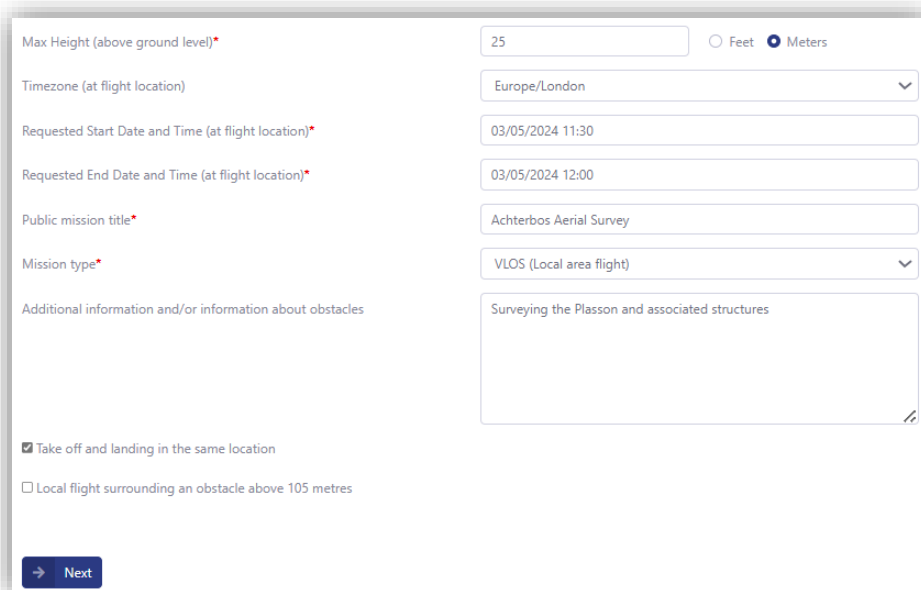
Click **Choose file** on your system, select the file, click **Open** and then **Import**.



Your operation area should now be visible on the map.

Area of Operation

You can now complete the remaining mission steps, starting with the other **Area of Operation** fields shown below.



Max Height (above ground level)* 25 Feet Meters

Timezone (at flight location) Europe/London

Requested Start Date and Time (at flight location)* 03/05/2024 11:30

Requested End Date and Time (at flight location)* 03/05/2024 12:00

Public mission title* Achterbos Aerial Survey

Mission type* VLOS (Local area flight)

Additional information and/or information about obstacles

Surveying the Plasson and associated structures

Take off and landing in the same location

Local flight surrounding an obstacle above 105 metres

Next



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Organization

The Organization fields will be populated with the details you provided on setup, review these are appropriate and click **Next**.

The screenshot shows the 'Organization' step in a multi-step process. The navigation bar at the top includes 'Area of operation', 'Organization' (highlighted), 'Pilot', 'Aircraft', and 'Submit'. The form contains the following fields:

- Name*: NFB Drones
- Contact Number*: +31 78 995 6566
- Email Address*: martin.wilson@nfbdrones.com
- Operational Authorisation Number: Yes No, 34534454
- Will the operating aircraft have a transponder?: Yes No
- Does your organisation have an exemption to fly in a CTR without a transponder?: Yes No
- What is the ILT Exemption Number*: (empty field)

At the bottom, there are 'Back' and 'Next' navigation buttons.

Pilot

Next select the **Pilot** that will be flying the mission from your list of configured Pilots, review their details and when ready click **Next**.

The screenshot shows the 'Pilot' step in the multi-step process. The navigation bar at the top includes 'Area of operation', 'Organization', 'Pilot' (highlighted), 'Aircraft', and 'Submit'. The form contains the following fields:

- Select Pilot: Martin Wilson
- First Name: Martin
- Last Name: Wilson
- Contact Mobile Number*: +31 8473923212, with an 'Allow SMS Contact' checkbox.
- Email Address*: martin.wilson@nfbdrones.com
- Observer phone number: Enter a phone number
- Pilot license number: 3434561344
- Additional information: (empty text area)

At the bottom, there are 'Back' and 'Next' navigation buttons.



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Once the mission has been submitted, the selected pilot will have visibility of the operation through their Operator Portal login (it will be listed in the missions under the Personal organisation context), and in their mobile app.

Aircraft

Next select the **Aircraft** that will be flying the mission from your list of configured Aircraft, review their details and when ready click **Next**.

The screenshot shows the 'Aircraft' step of the GoDrone interface. At the top, there are navigation tabs: 'Area of operation', 'Organization', 'Pilot', 'Aircraft' (highlighted), and 'Submit'. Below the tabs, there is a 'Select Aircraft' dropdown menu with 'Mavic 3 Survey Drone' selected. The form contains several input fields and dropdown menus: 'Colour' (Grey), 'Manufacturer' (DJI), 'Markings' (Elevation Drone Services Stickers), 'Model' (Mavic 3 Pro), 'Maximum Take-Off Mass (MTOM)*' (1.8 kg), 'Airframe' (Rotary), 'Serial Number' (empty), 'Registration Number' (456455473456), and 'ICAO Address' (empty). There is also a text area for 'Additional details (this information is not shared)'. At the bottom left, there are 'Back' and 'Next' buttons.

Submit

In the **Submit** step, you will need to read and review the submission terms, it also contains the entire mission details selected in the previous steps for review.

The screenshot shows the 'Submit' step of the GoDrone interface. At the top, there are navigation tabs: 'Area of operation', 'Organization', 'Pilot', 'Aircraft', and 'Submit' (highlighted). Below the tabs, there is a 'Review details' section with the following text: 'Please review the details you have entered into this Flight Plan Request for accuracy and completeness, and then click Create at the bottom of the page.' Below this, there is a section for 'By submitting you understand and agree to the following:' with four checked checkboxes: 'I understand that an approved flight plan does not constitute a clearance for the planned drone flight.', 'I declare that the drone flight I intend to execute will comply with all relevant rules, regulations and laws, whereby both the drone as well as the designated pilot meet the legal requirements (including Insurance) to perform the intended mission.', 'I declare that, during the drone flight, should the drone deviate from the intended flight (e.g. altitude, location, time), I will immediately contact the airspace manager, in case of a CTR this would be the local aerodrome air traffic control.', and 'I declare that I am aware of the obligation to yield to other traffic, as well as to maintain the prescribed minimum safe distance from people and property.' Below this, there is a 'Flight plan Fee' section with the text: 'The fee for submitting and processing this flight plan approval is shown below.' and '€ 0'. At the bottom, there is a note: 'Please note that for unmanned operations within a CTR, there are currently no fees for obtaining an ATC service. This may change in the (near) future.'



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Submission Terms

Review the submission terms and when satisfied of your compliance check the related checkbox's to be able to create your mission. When ready click the **Create** button to submit your mission.



You will be shown a submission confirmation, with a **Mission Plan ID** and **Approval status**.

Mission request submitted.

Your mission request has been created. Please see your mission request status below. Please note this DOES NOT constitute approval to enter controlled or restricted airspace.

Mission ID: 8bb1cb

Approval Status: Pending

Your mission is wholly or partially within an area that requires authorisation to proceed.

A request has been created on your behalf and is currently being reviewed and you will receive an update when a decision has been made.

General rules

- Your flight must be performed during VMC conditions (daylight operations). You may obtain an exemption from ILT.
- Give way to other manned aircraft.
- Flying a drone in a Natura 2000 area might be forbidden. Please check the specific website for the Natura2000 area where you intend to fly for applicable rules.
- Filming and photography is only permitted with permission from the people to be filmed and photographed.

Rules for drone flights in the CTR (specific category)

Besides the operational and safety aspects described in the SORA, please be aware that your drone flight is still considered a VFR-flight. Therefore:

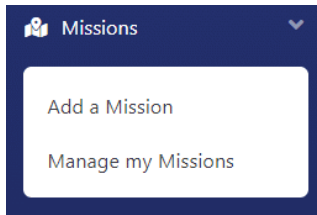
- Your drone flight requires a clearance from the ATC Tower.
- You are in two way radio contact (RTF) with ATC at all times during the flight. ATC will inform you of other traffic, or instruct you to fly lower or land if separation with an IFR movement is required.
- Your drone needs to be equipped with a transponder for flights in the CTR. You may obtain an exemption from ILT.
- These Weather minima apply: 800 m ground visibility and/or 600 ft cloud base.
- Although 120m is the standard maximum altitude allowed, the tower controller may instruct you to fly at a lower height due to the operational situation.

OK



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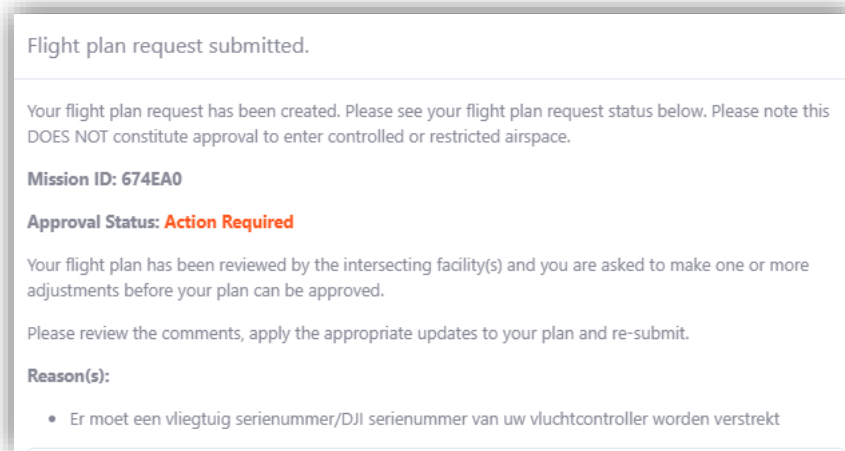
- **Mission Plan ID** – the identifier for your mission. Referenced in the list of your submitted missions and the communications (email/SMS) you receive about the mission.
- **Approval status** – the current approval status for the mission. If the area of operation requires an ATC pre approval , then the GoDrone system will route this for you automatically and you will receive updates through the Operator Portal and via email/SMS. If your mission takes place outside the airspace serviced by GoDrone, then you will be informed as such and expected to follow the national and local rules and regulations applicable to the operation.



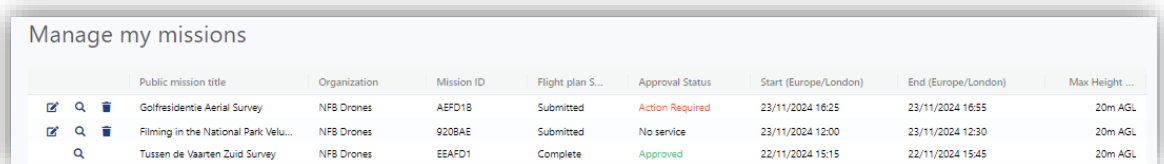
If your mission approval is **Pending** then you **DO NOT** have approval to fly your mission.








Action Required

If your plan approval status is updated to Action Required then your plan does not contain all of the information required to gain approval to operate in that area. A reason for this will be provided to help you update your plan with the missing information.



In this example the Aircraft Serial Number is missing, which is required to operate inside CTR's. To resolve this go to Missions and then Manage My Missions.



	Public mission title	Organization	Mission ID	Flight plan S...	Approval Status	Start (Europe/London)	End (Europe/London)	Max Height ...
  	Golfresidentie Aerial Survey	NFB Drones	AEFD1B	Submitted	Action Required	23/11/2024 16:25	23/11/2024 16:55	20m AGL
  	Filming in the National Park Velu...	NFB Drones	920BAE	Submitted	No service	23/11/2024 12:00	23/11/2024 12:30	20m AGL
	Tussen de Vaarten Zuid Survey	NFB Drones	EEAFD1	Complete	Approved	22/11/2024 15:15	22/11/2024 15:45	20m AGL



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These controls allow you to **View**, **Update** and **Delete** a mission. Note that **Update** will not be available if the mission start time has lapsed.

Select the update option and you will be able to edit your mission, the reason for your plan having Action Required will be displayed at the top. Move through then planning steps updating as required and then resubmit your plan, if you have added the required information your plan will be set to pending awaiting review.

Goedkeuringstatus vóór de vlucht: **Action Required**

LELYSTAD CTR

Actie vereist Er moet een vliegtuig serienummer/DJI serienummer van uw vluchtcontroller worden verstrekt

Selecteer drone Mavic 3 Survey Drone no serial

Kleur Grey

Markeringen Elevation Drone Services Stickers

Maximum startgewicht (MTOM)* 1.8 kg

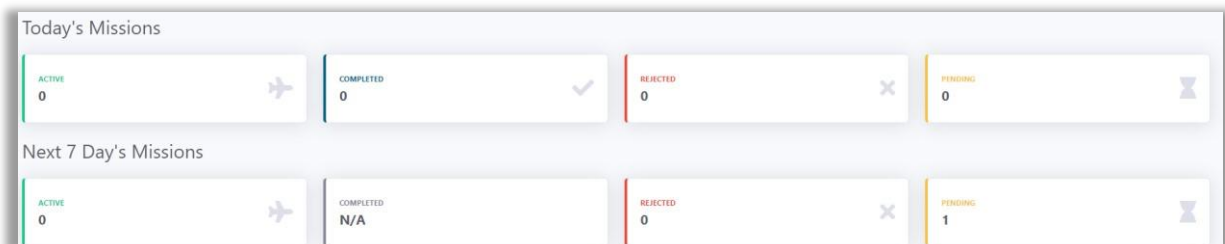
Serienummer ?

ICAO-adres ?

← Vorige → Volgende

Tracking your mission approval

The dashboard of your Operator Portal will list the summary of your mission approvals. The statistics are based on the operation dates you entered for each mission.



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Dashboard statistics are only available for Organisations (not 'Personal' missions).



Dashboard statistics are for the **current** selected organisation only.

You can view, track, update, delete and report a safety incident under **Manage my missions**.

Your missions will be listed with some of the key operational details, as well as the current **Approval status**.

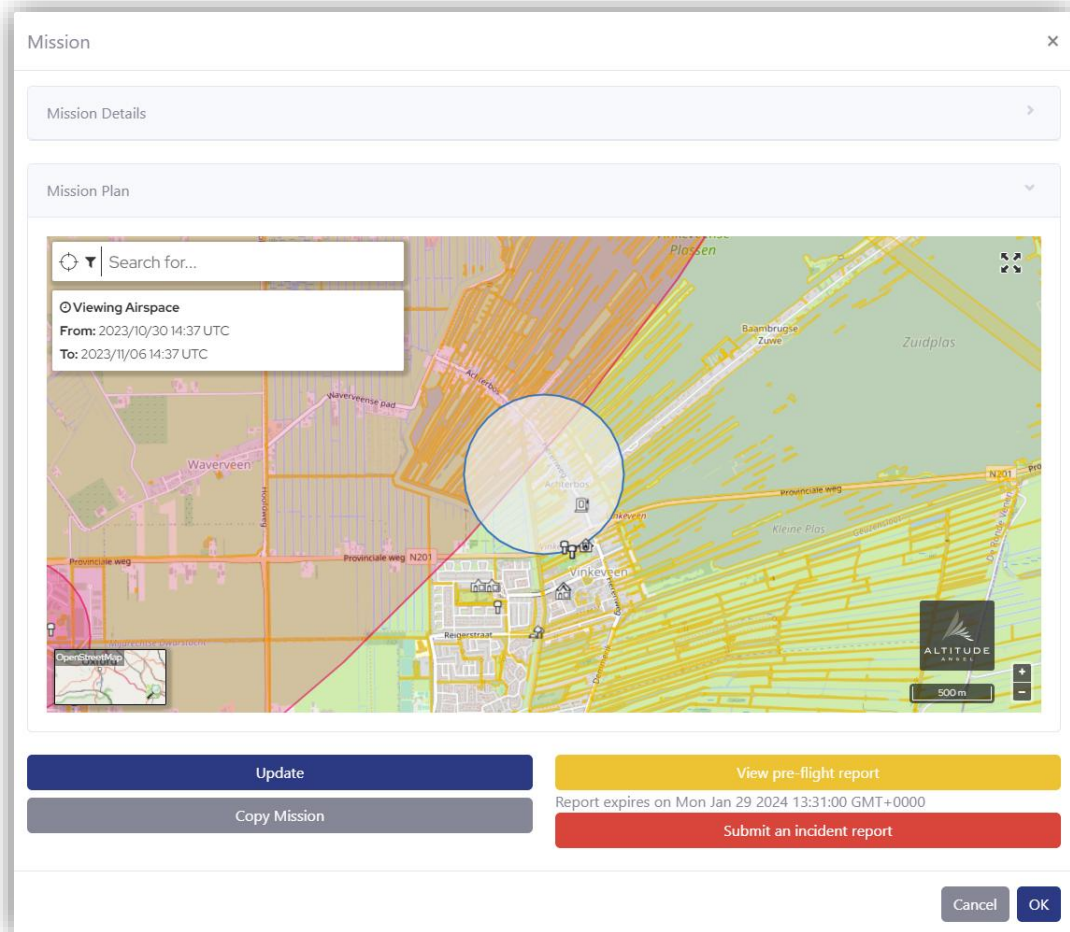


These controls allow you to **View**, **Update** and **Delete** a mission. Note that **Update** will not be available if the mission start time has lapsed.

Click **View** will display the full mission detail, including the area of operation. Click on the **Mission Details** and **Flight Plan** accordions to expand/collapse the detail.



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You can also **Update** your mission from this page, should you wish to adjust any details. this will not be available if the mission start time has lapsed. You can also use the **Copy Mission** option to create a duplicate of the flight plan speeding submission of similar or follow up flights.

Flying a mission

GoDrone currently does not provide a digital take-off clearance service, so you **MUST** ensure you follow any flight instruction that is provided to you with your pre-flight approval.

We recommend using the GoDrone mobile application when out in the field so that you have access to the planning and logbook features.

Through the safety map you will be able to check the air and ground risk in your flight area, as well as look out for any active NOTAMs that might affect the operation.

Your mission - whether created in the Operator Portal or mobile application - will be available from the 'Logbook' so that you can access the latest (pre-flight) approval status and pre-flight report.



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We recommend your CONOPS include a check, at least 1 day before the mission, that the assigned pilot is correct and available to carry out the flight. If not, then you can update the mission assignment as required.

Firstly, you'll need to make sure you have installed the GoDrone app, available from the Apple and Google Play app stores.

Upon loading the application, you will be asked to accept the terms of use for the app and then will be presented with our air and ground safety map, centred on your location (subject to sharing that through your device settings).

You will be able to use several app features without signing in:

- Exploring the map
- Viewing the air and ground features that you should be aware of when flying your drone

The following app features are only available after signing in:

- Creating a mission
- Receiving and tracking pre-flight approval to operate in the RPAS zones around the following airports:
 - Schiphol
 - Rotterdam
 - Lelystad
 - Maastricht
 - Eelde
- Viewing your logbook of missions that you created, or have been assigned to you as a pilot through the Operator Portal
- Viewing pre-flight safety reports for your missions

You will be asked to sign in after tapping on any feature where it is required or can chose to do so by opening the main menu, tapping **Settings** and then **Login**. You can use the same details as you use to sign into the Operator Portal.



If you don't have a GoDrone account but are expecting a mission to be assigned to you then please complete the **I am a pilot and I have received an invitation to join an organisation.** section of this guide.

What do I do if I get stuck?

For general support or feedback regarding GoDrone please contact LVNL at godrone@lvnl.nl.

If you require operational, rather than technical, assistance then please contact the Operational Helpdesk of LVNL for your flight:

Telephone: +31 (0)20-406 2201 (can be used between 0700 and 1700 local time)

Email: ops_helpdesk@lvnl.nl



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You will also find assistance within the Operator Portal under the **Support** menu. Which is kept updated with FAQs (Frequently Asked Questions), resources and helpful contact information.

