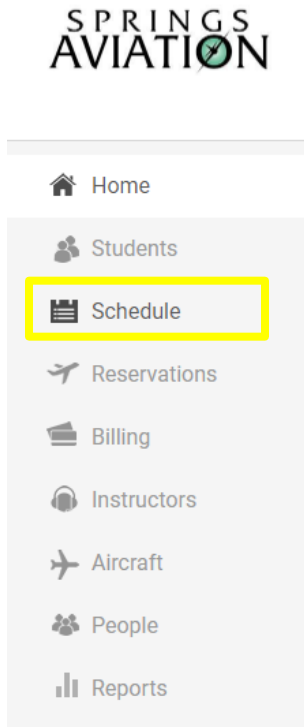


Flight Schedule Pro Instructions

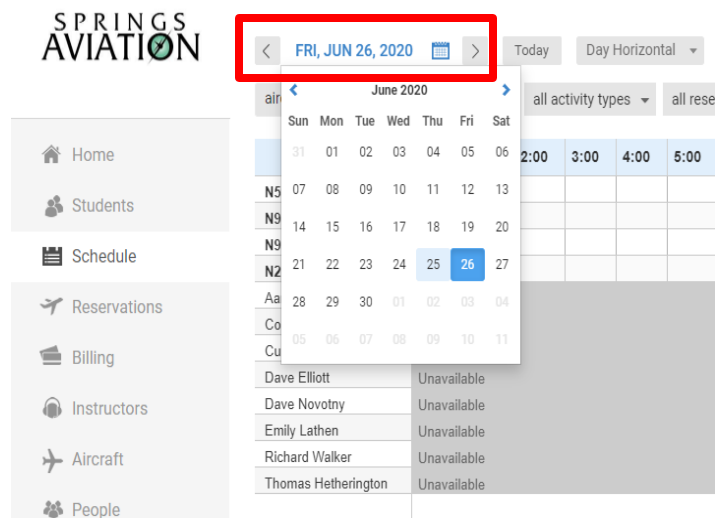
Scheduling:

To view the schedule and make reservations:

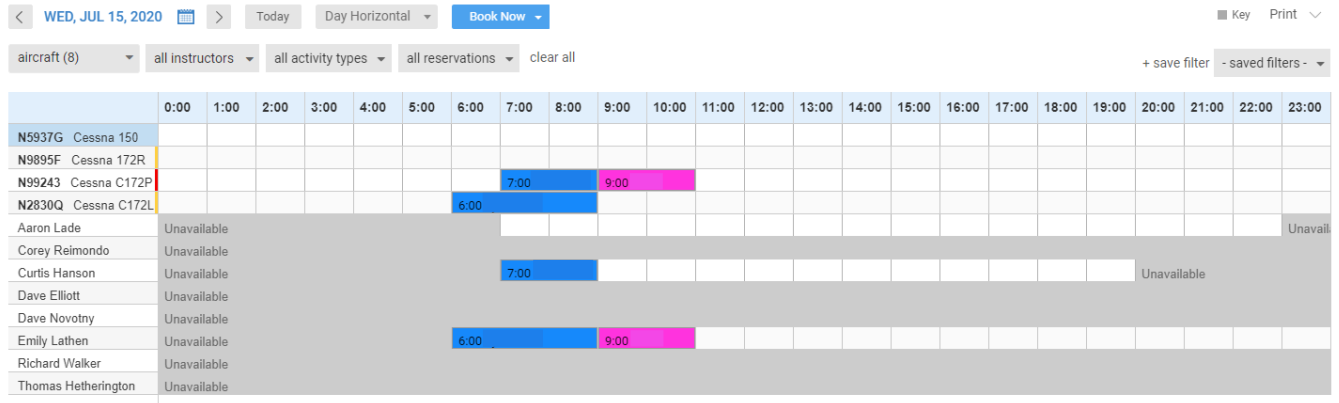
1. Click on “Schedule” from the menu on the left-hand side. This will take you to a view of the current day’s schedule.



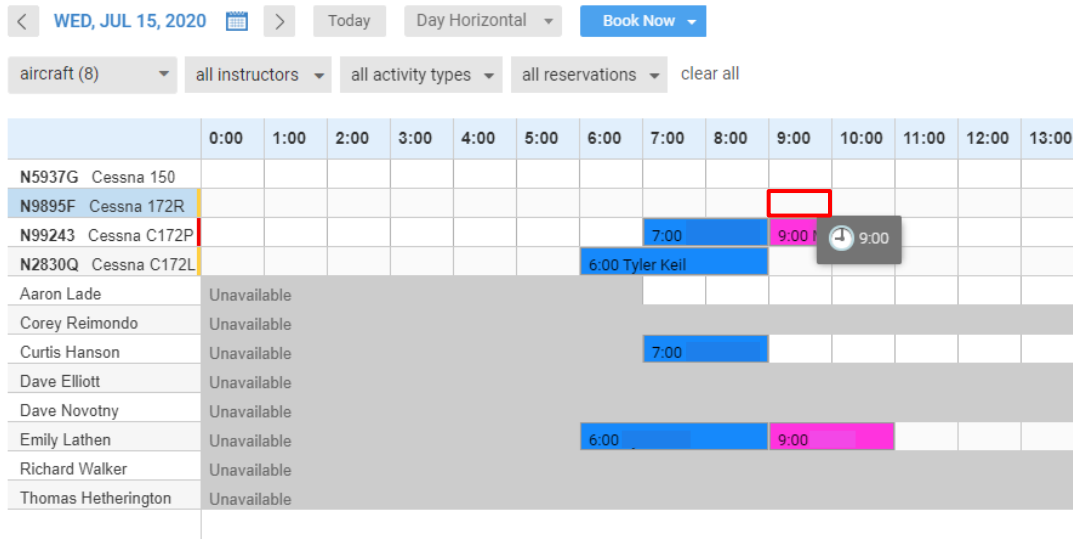
2. You can navigate to different days by using the next and back buttons or click on the calendar drop-down to choose a specific date.



- Instructors and aircraft will be listed on the left side of the schedule. Existing reservations for students and renters will appear as color coded blocks on the schedule. Instructor time off is shaded dark gray.



- Available time blocks are **white**. If you are scheduling with an instructor, please make sure both aircraft and instructor are available for the same time.
- To make a reservation, click on the time you would like it to start. For example, if you want to book a flight to start at 9 AM, simply click on the block under 9:00 for the plane you want to reserve.



After clicking on a start time block, a new window will pop up prompting you to fill out the reservation details.

New Reservation

Close

Activity Type* Please Select ▼

Start* 6/25/2020 13:00 ▼

End* 6/25/2020 15:00 ▼

Comments +

Internal Comments +

Standby

Continue

6. Activity types:

- If flying with an instructor, please select “Dual Flight Instruction”
- If student flying solo, select “Student Solo”
- If renting, select “renter/member” flight
- If getting checked out to rent or fly solo in a new aircraft, select “aircraft checkout”
- If scheduling one-on-one ground training with an instructor, select “ground training”

After an activity type has been selected, please fill out the remaining fields, verify the times and aircraft, and choose an instructor from the dropdown if applicable.

New Reservation

Close

Activity Type* Dual Flight Training ▼ ■

Start* 7/15/2020 08:30 ▼

End* 7/15/2020 10:30 ▼

Recurring?

Customer * Search by Name

Display Name None

Aircraft * Cessna 150 N5937G ▼

Instructor * None ▼

None

Aaron Lade

Corey Reimondo

Curtis Hanson

Dave Elliott

Dave Novotny

Emily Lathen

Richard Walker

Thomas Hetherington

Flight Type

Flight Rules

Flight Route/Legs

499 remaining

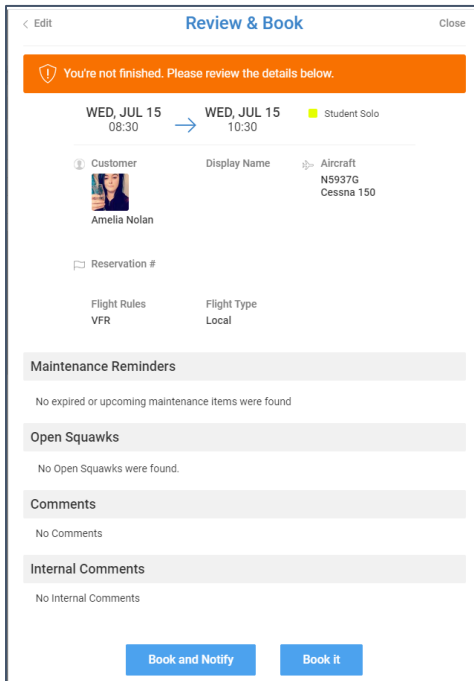
Comments +

Internal Comments +

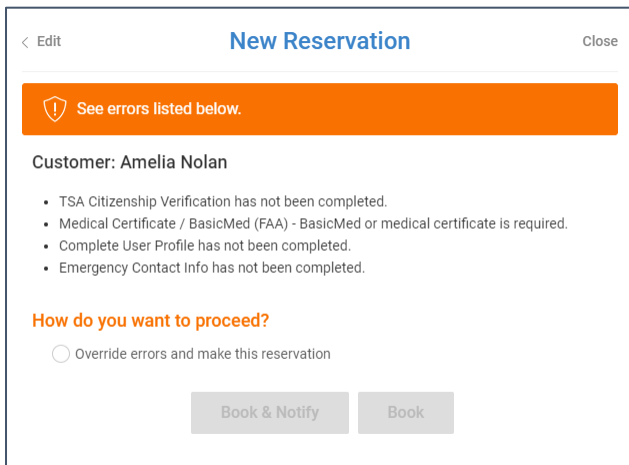
Add Notifications +

Standby

7. Once all required fields are completed, click continue.
8. Please verify your reservation details on the confirmation page. If everything looks correct, click “Book”



9. If you are prompted with an error message like this one below but you have already turned in all your student/renter paperwork, please click to “override” and then book.



10. You should receive a pop-up notification confirming that your reservation has been created, and it will now appear on the schedule under your name.

☰ Springs Aviation Reservation Created. [View](#)

< WED, JUL 15, 2020 > Today Day Horizontal Book Now

aircraft (8) all instructors all activity types all reservations clear all

	0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00
N5937G Cessna 150																	
N9895F Cessna 172R											9:30 Amelia						
N99243 Cessna C172P								7:00		9:00							
N2830Q Cessna C172L							6:00										
Aaron Lade	Unavailable																
Corey Reimondo	Unavailable																
Curtis Hanson	Unavailable																
Dave Elliott	Unavailable																
Dave Novotny	Unavailable																
Emily Lathen							6:00			9:00							
Richard Walker	Unavailable																
Thomas Hetherington	Unavailable																

To view, edit, or cancel any of your existing reservations:

1. Return to “Home” from the menu. All reservations you have made will be visible under the Upcoming Reservations tab. You can hover over them to view details and click to edit or cancel them. You can also view your reservations by going to “My Profile” > “Reservations.”

My Upcoming Reservations New

Wed, Jul 15th @ 09:30 Reserved

[View All](#)

2. To cancel a reservation, first click to open the reservation details, and then choose “delete” on the right-hand side. You will be asked to include a reason from the drop-down list.

To view your account balance and transaction history:

1. Return to home. If you have a standing balance on account, this will be displayed immediately under your profile. You can also view transaction history by clicking “My Profile” and then clicking “Transactions”