

# Flight Circle Scheduling Process:

As we switch from Aircraftclubs to FlightCircle, we are changing some of our processes for managing flights. This guide provides information on how to book, dispatch, and check in flights. The steps below are the highest-level steps of how the process will work now. In the following pages, many of those items are expanded upon with screenshots to help you along your way.

## **New high-level process for flights:**

1. Schedule
2. Get keys as usual
3. Get binder from flight planning room
4. Dispatch your flight
  - a. Note Hobbs and Tach on the Dispatch
5. Fly safely as usual
6. Refuel and postflight
7. Check In flight
  - a. Enter hobbs/tach, and fuel purchases in the check in
  - b. Use your contract credit as payment method for first hour of the month
8. Return binder/keys to flight planning room

**If you run into any problems with this process, please contact:**

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## Reserving a plane:

1. Go to FlightCircle.com
  - a. If you are a member of more than one organization that uses FlightCircle, in the upper right corner where your name is listed, there is a menu button. Ensure you have Valley Flyers selected.
2. Go to the Schedule page, and select the day you wish to fly, and click the box that corresponds with the aircraft and time that you want to fly.
3. A popup will appear looking for details about your desired reservation.

**New Reservation**

Reservation | Squawks

Reservation Type:  Primary

User: Demo Demo

Departure: Tue Sep 22 2020 12:00

Return: Tue Sep 22 2020 14:00

Aircraft: N515ED - N515ED

Instructor: Select an instructor

Route:

Rules:  VFR  IFR

Public notes:

Cancel Save

4. This supports Reservation Type, which is a primary or backup reservation. Use the backup reservation if the plane is already booked.
5. You can choose an instructor if you are taking a lesson, but please check with the instructor prior to booking. Instructors are entirely free to manage their schedule however they would like.
6. From this popup, you can enter in detail such as your route of flight, whether you are VFR or IFR, as well as details regarding where you are planning to go. On the top, there is also a tab to review squawks for the aircraft.
7. Press "Save", and it will save the reservation to that time.

## Binders in the Flight Planning Room

Previously, the aircraft binders were all kept in the aircraft. Now, with the need to dispatch and check in flights, the binders will be kept on a shelf in the flight planning room. The front cover will still have maintenance information, and inside will still be tach sheets, though they will look different.

## Dispatching a flight

Now that you have the keys and binder, it is time to dispatch your flight.

1. Go to FlightCircle.com and log in.
2. Find your reservation on the schedule page, and click it.
3. Click Dispatch
4. A popup will appear

### Confirm Dispatch ×

<b>Aircraft: N515ED</b>	
Hobbs Out	2123.90
Tach Out	7348.90
Maintenance	Pass
Service Tracker	Review

<b>Demo Demo</b>	<b>Private</b>
Balance:	\$0.00
Aircraft check-out	Pass
Expiration date(s)	Pass

Print

5. Record the Hobbs out and Tach out times on the tach sheet.
6. Verify all fields are passing, and press Dispatch.
7. When preflighting the aircraft, verify the Hobbs and Tach out were correct from the FlightCircle system. This will be used for billing purposes. If they are incorrect, they can be corrected during check in, but please note the discrepancy on the tach sheet.


## Check In Flights

After flying and cleaning, record the Hobbs and tach in times from the aircraft into the aircraft binder. Then bring the binder to the flight planning room and check in the flight.

1. Go to FlightCircle.com and log in.
2. Go to the schedule page and find your reservation.
3. Click the reservation and select "Check In"
4. A popup will appear asking for Hobbs out/Hobbs in times.
5. If the "Out" times were incorrect for your starting time, please note that on the tach sheet, and correct it on the check in window.

### Check In Process

Flight Notes Squawks

User: Demo Demo   
Aircraft: N515ED

Return date	Mon Sep 21 2020	21:30	
Hobbs out / in	2123.9	2124.9	1.00
Tach out / in	7348.9	7349.7	0.80
Aircraft rate	Standard (\$103.00)		

Cancel Check In Next

6. Squawks can be added in the tab labeled "Squawks"
7. Click Next.
8. The popup will ask how much fuel and oil was added during your flight. This does not control reimbursement, but just tracks how the fuel flow and oil burn is doing on the aircraft.
9. Press Next again
10. If you purchased fuel or oil, you could add that as an adjustment on the following page. Click the dropdown and select Fuel Reimbursement. This will bring up a second popup asking where you got it, how much fuel you purchased, how much it cost, and any relevant notes.

### Fuel Reimbursement

Aircraft:

Location:

Gallons:

Dollars:

Notes:

- Click Add Fuel Reimbursement, and then click Next.
- This brings you to the final page of the check in. This page lists the hours and rates for your reservation.

### Check In Process

Flight **Notes** Squawks

**User:** Demo Demo  
**Aircraft:** N515ED

**Current Balance:** \$141.00

**Hobbs:** +1.00, **Tach:** +0.80, **TTAF:** +0.80

Aircraft Rental	Hours	Total
#N515ED N515ED	1.00	\$103.00
Contract	Credits	Total
Unflown Hours	1	(\$87.00)
Fuel Adjustment (Credit)		(\$40.00)
If paying by credit or debit card a 2.09% surcharge of \$0.00 will be added.		
<b>Grand total</b>		<b>(\$24.00)</b>

Ready for card swipe. [Or manual entry](#)

Or select a payment

Description of Payment

13. If you have a positive balance (green), you can apply that balance to the flight, or you can select your payment method at the bottom.
  - a. **Contract:** For the first hour of flying you do in the month, select Contract: Unflown Hours (1). For the minimum 1 hour of flying per month, the system automatically bills the amount of 1 hour in the Cherokee (least expensive aircraft) to your account. This amount can be applied to your monthly balance. If you do not use your monthly credit, but did fly, contact a board member to correct the billing.
  - b. **Pay Later / On Account:** If you wish to pay at the end of the month and have already used your credit, you can choose this option. This just adds it to your monthly ledger. This also allows you to pay via check later by mailing it in as usual.
  - c. **Card:** If paying via credit card for that flight individually, you can choose card and have it immediately pay via credit card.
14. Press Finish. Any remaining balances are just added to your account ledger.
15. Please send your fuel receipts to Joan still for record-keeping purposes.