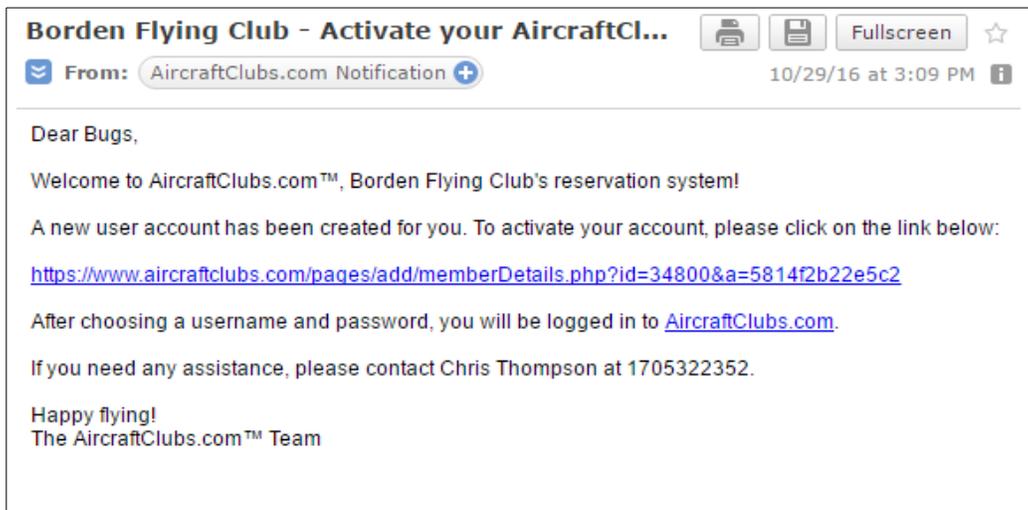
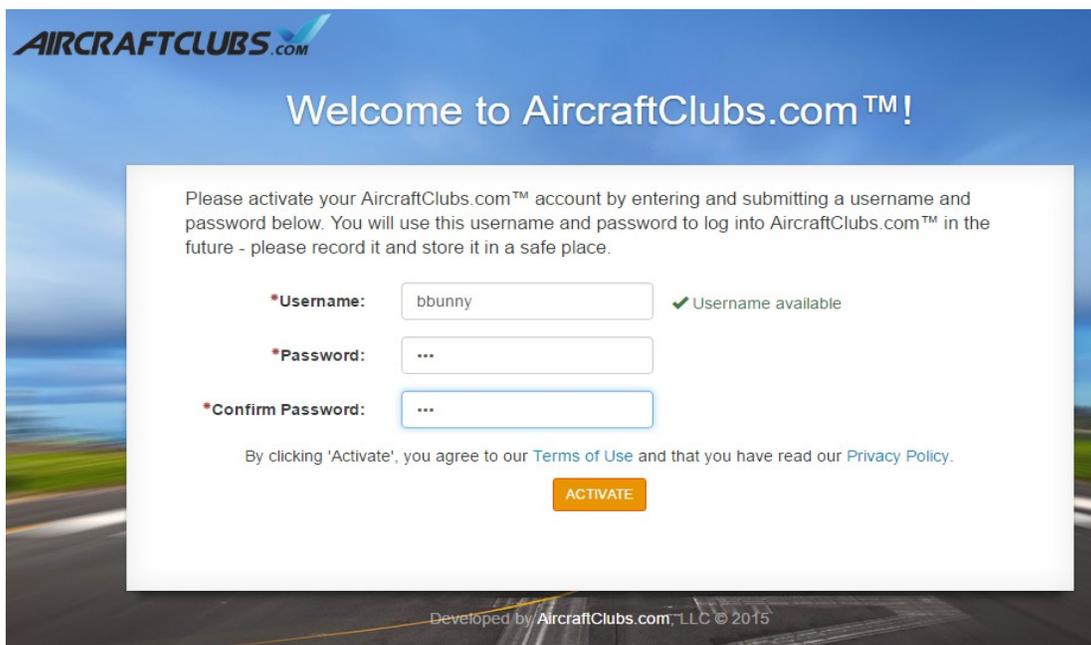


You will receive an email similar to this:



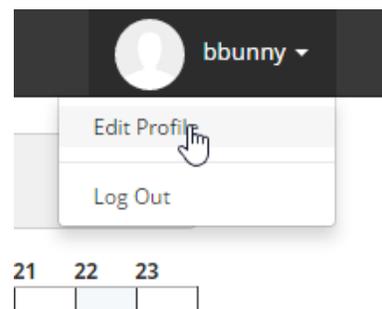
Click on the hyperlink which will take you to a page like this:



Choose a user name and password that you will use to log onto the site in the future, and click on the activate button.

You will see any notifications that we have set up. You should be sure to always read the notices before you click the “Close” button. You can also choose to go directly to the bulletin board from pop-up notice.

You can change your default view and other settings from the drop-down under your user name: “Edit Profile”



Here are the preferences that I selected. These should provide a good starting point. Note that some selections will result in a great deal of email, so please choose carefully.

RESERVE MY FLIGHTS MY CLUB

MY PROFILE | Edit Profile

Personal Info  
Pilot Profile  
Allowed Aircraft  
Allowed Equipment  
**Preferences**  
Account & Roles

**Communication**

Receive club-wide reservation cancellation, flight sharing and early return e-mails

C-GPDW - Cessna C177B Cardinal

Receive reservation reminders for my next day reservations

Receive calendar invites for my new, changed and deleted reservations

Display my contact info to other users

**Aircraft Reservation Activity Notifications**

*Important: You will receive an email for any reservation activity (add, edit or delete) by any member for the aircraft checked below. Checking these boxes could result in high email volume.*

C-GPDW - Cessna C177B Cardinal

**Defaults**

**Aircraft:** C-GPDW - Cessna C177B Cardinal

**Instructor:** No Instructor

**Equipment:** No Equipment

**Landing Page:** Reserve

Save Preferences

We are trying to get the data imported to the system from our old database, so perhaps hold off on filling in the remainder of your profile for now.... if that doesn't work out, we will ask each of you type in your own information.

The “comment” section of the personal information sheet will contain the required data elements that are not managed in our new system. Specifically, we will have the following standard comments for each pilot:

Total time to date: XXX hours  
Time in past 12 months: YYY hours  
Night checkout date: yyyy-mm-dd

Standards may change over time.

To make a booking, click on the “Reserve” menu item at the top. If you don’t already have the entire month showing, you can click on the calendar icon. Then click on the day that you wish to make the booking. You will have a pop-up form to complete:

The screenshot shows a web application interface for flight reservations. At the top, there are navigation icons for 'Squawk', 'Calendar', and 'Resources', along with a 'Resource:' dropdown menu set to 'C-GPDW - Cessna C177B'. Below this is a calendar view for 'November 2016'. A modal window titled 'Make New Reservation' is open, containing the following fields:

- Reservation for:** Bugs Bunny
- \*Aircraft:** C-GPDW - Cessna C177B Cardinal
- \*From:** 2016-10-31, 10:00
- \*To:** 2016-10-31, 12:30
- Share this flight:** No, maybe next time
- Destination:** e.g. KLAX
- Comments:** Local

At the bottom of the modal, a red message reads: "No reservations in past 60 days." Below this message are two buttons: "Make Reservation" and "Cancel".

**i** C-GPDW - Any flight where PDW will be away from Edenvale overnight must have prior approval from BFC Directors. All snags must be reported via the form on the BFC website or directly to the PRM by phone. Contact information can be found on the BFC website.

It is pretty self-explanatory. You must enter a comment. You can simply put “Local” for a local flight or the route for a cross country. Refer to the guidelines for booking comments provided in the “Flight Operations” section of our [May 2016 Newsletter](#).

The system will prevent you from booking if you have not booked in the last 60 days. This supports our club rule of requiring a check ride if you are not current. We will try to get recent flight dates entered into the system, but if we miss yours, you will see the notice in red as in the above example. If you have flown in the past 60 days, then [please use this mail link to let us know](#) the date of your most recent flight and we will fix it for you.

If you have questions about the new system, [please send an email using this link](#).