

UPPER VALLEY FLYING CLUB

FLIGHT CIRCLE
MANUAL

10/04/2014 Matt Bucy



INTRODUCTION

Flight Circle is a scheduling and accounting system for flying clubs and schools. In our club, you will be responsible for maintaining your schedule, dispatching and checking in your flights. This manual will introduce you to Flight Circle and teach you basic operating procedures.

LOGIN

To log into Flight Circle, you need a web browser and an internet connection. Flight Circle will work with computers, tablets and phones, though the formatting on the two latter devices is still in need of improvement.

Point your browser to www.flightcircle.com. You will arrive at the login screen.

Enter your email (the email you entered on your application form) and your password. If you have not set a password, the system will ask you for one. If you forget it, click *Forgot Password*.

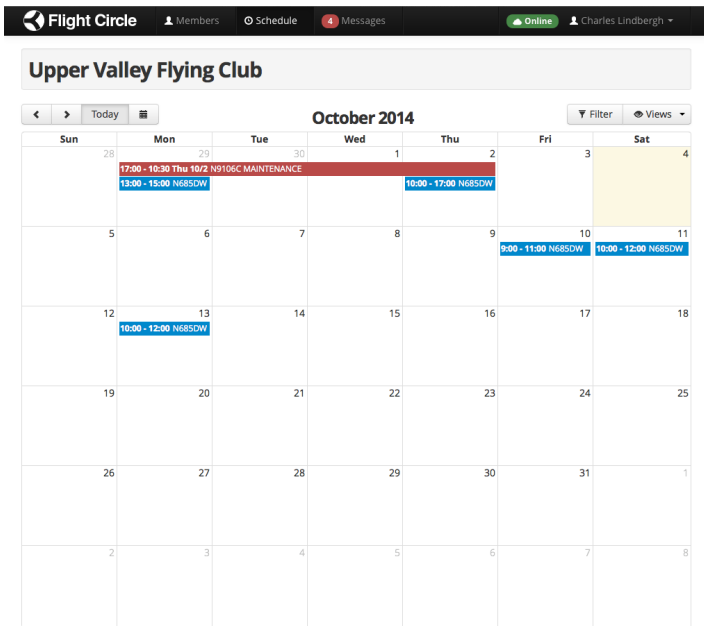
Schedule Page

Once logged the schedule page appears. You can change the schedule easily by clicking on the Views button. If you want to change the default view you see when you log in, click on your name (upper right), select Settings > Schedule Settings, and choose the view you'd like to see when you log in.

Upper Valley Flying Club

Thursday, Oct 2, 2014

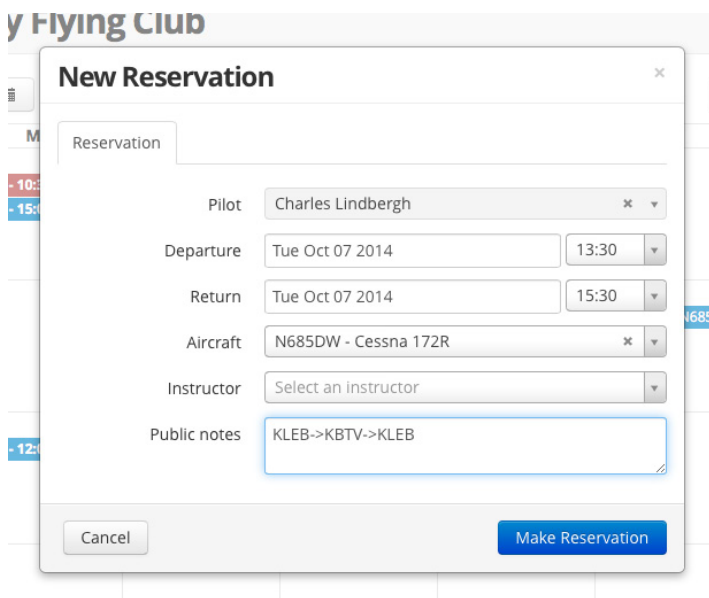
	7:00	7:30	8:00	8:30	9:00	9:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30	18:00	18:30	
N685DW Cessna 172R																									
N9106C Cessna 182RG																									
Dave Kent																									
John Manchester																									
Nathaniel Johansson																									



Month View

The month view shows you an entire month and is a good view to work with when you want to schedule a number of flights. To see a month, click on the *View* button and select *Month*.

For mobile devices with small screen the *Day List* may be the most useful.



Making a Reservation

To make a reservation, click on the day that you'd like to make a reservation. A popup window will appear. Your name should be filled in as pilot.

Adjust the times you'd like to reserve. If you're on a more detailed scheduled view, where you click will preset the times to the location you clicked. The default reservation is two hours.

Select the plane you want to reserve. Reserve only planes for which you have been checked out.

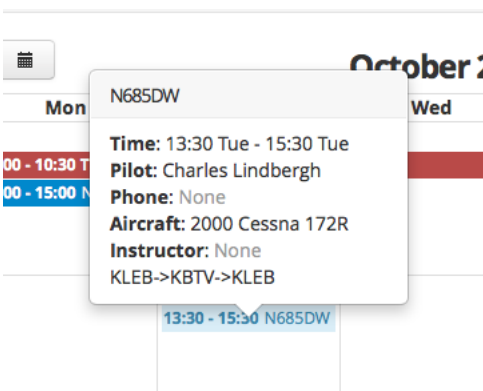
If you are taking a lesson, select the authorized instructor with whom you are flying. Instructors may also make a reservation on your behalf.

Add any notes you think might be pertinent such as a willingness to share the flight.

Click *Make Reservation* to complete the process.

Confirming Your Reservation

After your reservation is entered, it will appear on the schedule. You can hover the mouse or, on tablet or phone, click on the reservation in the schedule to see its details. You can also view other member reservations this way.



Hi Charles,

Your reservation has been ADDED.

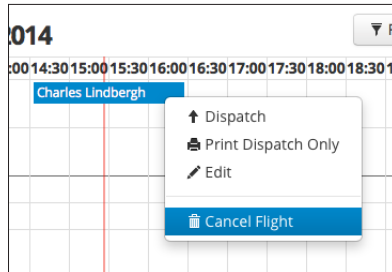
10/04/2014 14:30 to 10/04/2014 16:30
 Aircraft: N685DW Cessna 172R
 Pilot: Charles Lindbergh
 Instructor: None
 Added by: Charles Lindbergh

Please contact Upper Valley Flying Club at [\(802\) 478-0515](tel:8024780515) with any questions.

 Thank you
 The Flight Circle Team
<http://www.flightcircle.com/>

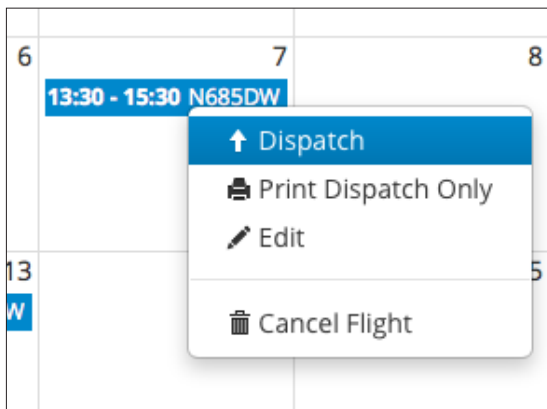
Email Confirmation

You will also receive email confirmation of your reservation. If the reservation is more than a few hours in the future, you will also receive a reminder email the day before the reservation. You can change the way you are notified by clicking on your name (upper right) and selecting *Settings > Notifications*.



Cancelling

If you know you are not going to keep your reservation, or the weather is poor, you should cancel your reservation. To do so, click on your reservation and select *Cancel Flight*.

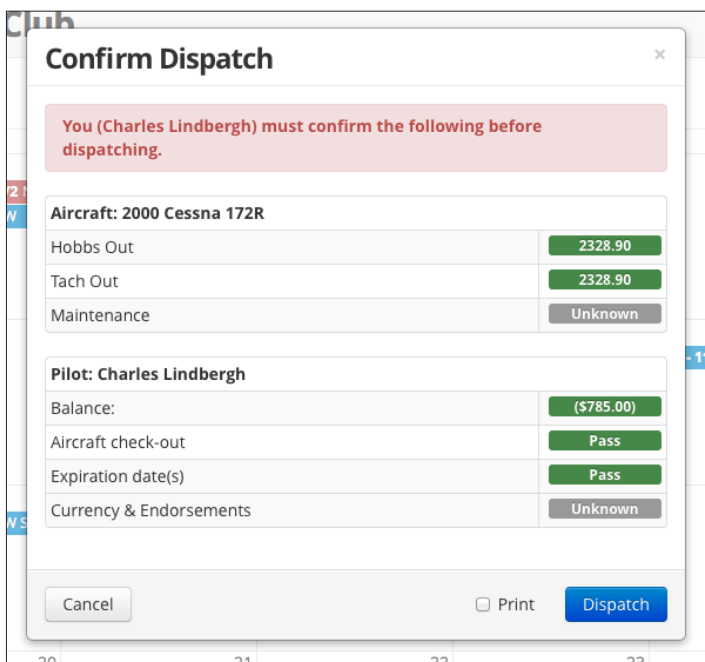


Dispatch

As a club member, you are responsible for dispatching and checking in your flights. Dispatching shows other members that you have in fact taken the reservation and that the plane is in service.

To dispatch, click on your reservation in a schedule view (this can be done from any schedule view). On tablets and phones you need to click twice.

A popup menu appears. Select *Dispatch*.



Confirming Dispatch

After clicking Dispatch, a pop-up confirmation window appears. You should check the criteria shown on dispatch to make sure there is no maintenance active on the plane, that the Tach Out is accurate, that your account is adequately charged (negative funds indicate credit), and that you have currency in the aircraft and your medical and other date-sensitive criteria are met.

If any of the conditions is not met, the field which does not meet criteria will be red.

If all is good, press *Dispatch*.

6	7
13:30 - 15:30 N685DW	
13	14

Dispatched

Once dispatched, your reservation will turn green on the schedule, indicating the plane is out.

When you dispatch, it is critical to check in when you return. If you do not check in, those following you will not be able to dispatch!

If there is a problem dispatching, it is better not to dispatch than to dispatch and not check in.

Paper Log

Each aircraft has a paper log in a notebook. Keys to the aircraft are kept with the notebook.

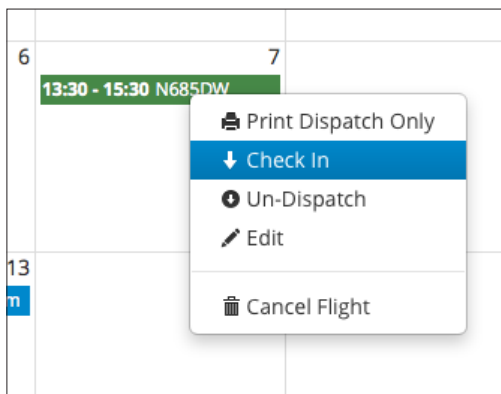
You must *always* fill out the paper log. It is our backup to Flight Circle.

Check In

After your flight, if you dispatched, you need to check yourself in. At a minimum, this means completing the paper log for the aircraft.

If you dispatched yourself in Flight Circle, it is critical that you check yourself in as well. If you do not, other members will be locked out of dispatching!

To start the check in process, click on your reservation (tap twice on tablet or phone). Select *Check In* from the pop-up menu.



Check In Process ✕

Flight Details

Pilot: Charles Lindbergh (1 of 5)
Aircraft: 2000 Cessna 172R

Return date: Sat Oct 04 2014 15:30

Hobbs out / in: 2328.9 / 2329.8 0.90

Tach out / in: 2328.9 / 2329.8 0.90

Aircraft rate: Standard (\$144.00)

Cancel Check In Next

A new pop up will appear with check in details. Fill in the tach times. If the tach out time does not agree with the tach when you started you can enter the actual tach when you started the plane.

In cases where there is discrepancy, make sure to note this on the paper log as the discrepancy will need to be resolved.

The standard rate is the only rate available in the club. This is the tach rate and correlates to 1.2 times Hobbs. You do not need to enter the Hobbs time as we do not track it.

Press *Next*.

Check In Continued

Even though there are five check in screen, members have access to just three. So, you land on 4 of 5 after 1 (yes, confusing!).

In this window, you will see your account balance and the new charges.

You should have a negative balance (green). Press the Apply Now button. This applies your balance to the current charges (below).

Check In Process (4 of 5)

Pilot: Charles Lindbergh
Aircraft: 2000 Cessna 172R

Current Balance: **(\$785.00)** Apply Now

Hobbs: +0.90, Tach: +0.90

Aircraft Rental	Hours	Total
#N685DW 2000 Cessna 172R	0.90	\$129.60
Grand total		\$129.60

Payment method: Pay Later

Cancel Check In Back Finish

When the balance is applied, the Apply Now button changes to Remove. The balance will appear as a line item, and a new Grand Total will appear, reflecting your new balance.

Because you are paying out of an existing balance (or should be!) you should select the *Pay Later* payment method. In fact, you've paid in advance, but that's the terminology used in this system.

If you are leaving a check in the hangar for your flight, select Check for payment method and enter the details: amount and check number in the comments.

Click *Finish*.

Check In Process (4 of 5)

Pilot: Charles Lindbergh
Aircraft: 2000 Cessna 172R

Current Balance: **(\$655.40)** Remove

Hobbs: +0.90, Tach: +0.90

Aircraft Rental	Hours	Total
#N685DW 2000 Cessna 172R	0.90	\$129.60
Existing Balance		(\$785.00)
Grand total		(\$655.40)

Payment method: Pay Later

Cancel Check In Back Finish

Account History / Receipt #: 3EB6C6FF Print

Receipt

Upper Valley Flying Club
Airport
West Lebanon, NH 03784
(603) 478-0515

Oct 04, 2014
Receipt #: 3EB6C6FF
Printed Oct 04, 2014 15:01

Check-In #: 9393
Checked in on Oct 04, 2014 at 15:30 by Charles Lindbergh

Sale

Description	Qty	Charge
Aircraft rental - N685DW	0.9	\$129.60
Total Sale:		\$129.60

Ending balance: **(\$655.40)** Completed by Charles Lindbergh

Bill to: Charles Lindbergh

Next you'll see the final check in screen, a receipt. This receipt is informational only. A copy will be emailed you.

Your check in is complete.

Account History at Upper Valley Flying Club

Account Ledger

Balance: (\$655.40)

Date	What	Quantity	Charge	Payment	Balance	
10/04/2014	Aircraft rental - N685DW	0.9	\$129.60		(\$655.40)	Receipt
10/01/2014	✈ Payment - Credit			\$785.00	(\$785.00)	Receipt

Balance: (\$655.40)

Your Account

At any time you can see your entire account history. Click on your name (upper right) and select *Account History*.

The screen will refresh with your full account history.

Membership Roster

By clicking on the Members tab in the menu, you can get a list of the membership, member phone numbers and emails.

Settings / My Associations

Upper Valley Flying Club x

- Make this my primary FBO.
- Share my personal information with this FBO.
- Share my payment methods with this FBO.
- Share my pilot information with this FBO.
- Share my name with other users on the schedule.

Privacy

You can control what information is visible to other members.

Click on your name (upper right) and select My Associations.

Your associations will appear (usually just Upper Valley Flying Club).

Click on Options.

A pop up window will appear that allows you to control what information is visible to other members.