

Syracuse Flying Club

GoAirplane.com Scheduler Procedure

Effective 1 August 2006

- 1) Enter “GoAirplane.com” into the browser and go to the site.
 - a. Login name is your given name first initial, and your surname, [no spaces].
- 2) Click left tab for “My Profile”. Correct any mistakes in your name or alternate email address. Change the password for your account to something unique that you will remember. Click on “Save Profile”. This will be the login name and password for future entry into the system. [You should be back to the home page now]
- 3) Click on “View My Schedules”. The schedule screen will begin at the top “Syracuse Flying Club, Hancock Int’l Airport- SYR”, with a weekly date, from and to. Below that is my email address and below that is the “View Schedule” selection window which should read “Syracuse Flying Club, Hancock Int’l Airport- SYR”. (This system allows multiple schedule entry ability, so here is where you select which schedule you want to work with.). Below the “View Schedule” window will be three monthly calendars. These are the calendars you use to view past, present and future schedule entries. Below the calendars are your action choice boxes. The first grid of information shows the assets that can be scheduled, and below those are the dates for the current week. (Use the scroll bar on the right to scroll down to dates below the asset grid.
- 4) To schedule an asset {Flight or CFI}. Click on a date on the calendar. Scroll down to the date you have selected below the asset grid. Click on a time to the left of the asset you want to reserve. A pop-up window will appear for you to complete the information for the reservation. Complete the information in the reservation pop-up window and click “Save”. Your reservation has been made. The confirmation pop-up screen will tell you that an email has been sent to your GoAirplane.com email address confirming the reservation. Close the confirmation screen. You will see that your reservation for the time period has appeared on the calendar.
- 5) Modifying, deleting or viewing a reservation. Click on the light blue reservation on the calendar and a window will appear that shows the reservation, If it is your reservation, you can delete the reservation or modify the information. Complete the changes and “Save”, or “Cancel” the screen. If the reservation is for another member you will see the member name and the contact information. **Resolving date or time conflicts are your responsibility. This is a “first come – first served” system.** The system will not allow you to make a conflicting reservation and will notify you on a pop-up window immediately after you have entered the conflicting reservation.
- 6) The system allows the administrator the ability to limit the assets you may schedule. Although the Board hasn’t addressed this specific nature of limiting scheduling assets, I suspect that in the near future if you are not current in providing BFR or medical information to the information office, you will be

limited in making reservations. The way to continue currency is to provide all FAA requirement information to the Information Officer on time. Or, make a reservation that includes scheduling a SFC-CFI for a currency check ride. Initially, everyone can schedule any asset, except the SFC-CFI's. (I will make that modification in the near future after consulting with the Chief Instructor Pilot for his input) Primary student pilots will not be allowed to schedule any complex, high performance aircraft without permission from the administrator, So too will pilots who are not current in complex, high performance aircraft, or do not have a current BFR or medical. **The action to limit access to the schedule will only be made after a decision from those executives and officers of the organization. The schedule administrator will not take arbitrary action without this consent.**

- 7) Scheduling SFC-CFI's; You are responsible for making schedule arrangements with the SFC-CFI **verbally** and then making the schedule entry. Our SFC-CFI schedule entries are *informational only!* We can't "drive" the schedule of a CFI simply by entering a schedule.
- 8) Smooth operation of the schedule is dependent on us!!!. Initially everyone can schedule reservations on any Aircraft or aircraft standby schedule. If you will not be using the reservation and there is a standby reservation, be courteous and make the call to the standby member. The information to contact is on the reservation. Click on the light blue reservation and make the call, please.