

Guide to Online Scheduling System

Customer Version

The flight school recently switched all of its scheduling from the written book system to an online schedule. The online schedule is located at www.pilotschedule.com. It is accessible from any computer with internet access, and allows students and instructors more freedom to schedule lessons. In order to smooth the transition to this system we have provided this guide in order to highlight some of the features of the new system and how to operate it efficiently.

To login: Choose Either

→ Login using email address Login using first & last name ←

FBO Code:	<input type="text"/>
Email:	<input type="text"/>
Password:	<input type="password"/>
	<input type="text"/>
	<input type="text"/>
	Login

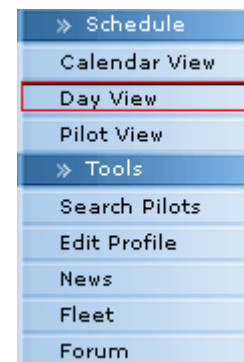
FBO Code:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Password:	<input type="password"/>
	<input type="text"/>
	<input type="text"/>
	Login

FBO Code-SIGNALAVIATION
Email Address or First and Last Name
Password-First letter of first name, full last name
(Example: John Smith---jsmith; Jane Doe---jdoe)

Note: If you are a new renter or student, or haven't flown at Signal since January 2009, you will need to contact Signal to sign up for an account

1. To make an appointment, you must first check the availability of the aircraft and/or instructor. All of the menu items run along the left hand side of the web browser.

2. To check the availability of an aircraft or instructor you can simply click on the **day view** section under the schedule banner.



3. From there you can choose the day you want to view from the **“Display Date” drop down menus** or the **calendar**.



4. Once you've determined availability the next step is making an appointment. From the day view, click on the **resource** you wish to schedule (aircraft and/or instructor.)

A KEY POINT is that you must schedule both the aircraft *and* instructor if you are doing a dual flight. If you only schedule the plane the instructor will be free to fly with another student.

	08a	09a	10a	11a	12p	01p	02p	03p	04p	05p	06p	07p	08p
Airplanes													
N574SP													
N99HE													
Sim													
Flight Instructors													
Daniel Kelman													
Brendan Dowd													
John Manchester													
Keith Merrick													
Kristin Rokos													

Legend: ■ Current ■ Backup ■ Maintenance

5. Double check that the pilot (you) is correct and that you have selected to right resource (plane or instructor). The **start date** should be the same date that you selected in day view. You must enter the appointment **start time** and **end time**. For flights that cover more than one day, make sure you change the **end date** as well.

New Reservation - Signal Aviation Services

Pilot: [View contact info](#)

Resource:

Start Date: Start Time:

End Date: End Time:

Comment:

Check here if this is a maintenance reservation

6. You may wish to add a comment for the instructor, or for another customer who views this reservation. If your appointment is flexible, please indicate that in the comment section. Adding a contact phone number is appreciated.

The screenshot shows a reservation form with the following fields:

- Start Date:** Feb 23 2010
- Start Time:** 8 am :00
- End Date:** Feb 23 2010
- End Time:** 10 am :00
- Comment:** Time is flexible, can move anytime before 3PM. Contact me at (902) 999-6046 to discuss moving lesson.
- Check here if this is a maintenance reservation
- Buttons: Save, Cancel, Reset, Delete

7. When your appointment is complete, press the save button to enter it into the schedule.

This screenshot is identical to the previous one, but the **Save** button is highlighted with a red border, indicating the next step in the process.

8. Do not forget to schedule a CFI if you wish to do a dual lesson!

Finally, as a courtesy to the flight school and the instructors, if you schedule or cancel a lesson with less than 24 hours notice, please contact the instructor to let them know. This will avoid any miscommunication that would result in a CFI not being at a lesson, or a student not showing up.

Other features of the online system include a news section where you will find flight school announcements and other news items. There is fleet information as well, which includes interior and exterior photos of all of the aircraft and the simulator.

If there are any issues with the system, or if you have any questions, do not hesitate to contact Dan or Brendan. We will be happy to answer your questions anytime.

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