

To make a reservation in MyFBO:

METHOD 1: Displays all three aircraft

- Select **SCHEDULE**
- Select **DATE** (select the date you wish to start)
- Daily Detail
- Select start time of the airplane that you want
- A box drops down “Confirm Rental For: Pilot’s Name”
- Select Ending time from the drop-down box
- Select Flight Type: VFR or IFR
- Destination: Select Local or Cross country
- Important: *** **at least one airport must be listed and “KFMY” must be the final airport*****
- If this is a **dual flight check box** and put in CFI name under remarks
- Enter Estimated tach/air time
- Select “Confirm Request” button

METHOD 2: Displays only the aircraft that you select to see

- Select **SCHEDULE**
- Select **DATE** (select the date you wish to start)
- Select **Single Day**
- Select **Aircraft**
- Press View/Schedule Button
- Select Start time
- Select Ending time
- Select Flight Type: VFR or IFR
- Select Local or Cross country
- Landings at: Important: *** **at least one airport must be listed and “KFMY” must be the final airport*****
- If this is a **dual flight: check box** and put in CFI name under remarks
- Select “Submit Schedule Request” button

To schedule a multi-day flight in MyFBO:

Any trip up to 36 hours and within the U.S. can be scheduled by the member as follows:

- Select **SCHEDULE**
- Select **DATE** (select the date you wish to start)
- Select **MULTI DAY**
- Select the **AIRPLANE** that you want and click **SCHEDULE**
- The day you want to start click “**SCH**” button under the Multi Day column
- Select the Start time on the first line
- Select the Return time on the appropriate date line below
- Select Flight Type: VFR or IFR
- Destination: Select Local or Cross country
- Important: *** at least one airport must be listed and “KFMY” must be the final airport***
- Enter Estimated tach/air time
- Select “Schedule” button

ANY TRIP LONGER THAN 36 HOURS OR ANY TRIP TO THE BAHAMAS REQUIRES BOARD APPROVAL. SEE THE EXTENDED TRIP REQUEST FORM ON THE FORT MYERS FLYING CLUB WEB PAGE. WHEN THE TRIP IS APPROVED IT WILL BE SCHEDULED BY AN ADMINISTRATOR.

To Cancel a Reservation in MyFBO: This is used BEFORE a flight is dispatched

- Select **SCHEDULE**
- Select **Reservation List**
- Your list of reservations will be displayed
- Check the small **Cancel box** of the flight you want to cancel
- Click Cancel button
- Enter reason for cancellation

Dispatch:

Select **Schedule**

Select **Dispatch**

Dispatch your flight by pressing dispatch button

Print Dispatch sheet to compare beginning Tach and Hobbs times with actual.

CHECKING IN:

Select **Schedule**

Select **Check In**

Dispatched Flights Available for Self Check In

Click the **Check In** button

If you did not fly, select **DID NOT FLY** write why you did not fly in memo

If you did fly, select **WHOLE FLIGHT RECORDING**

Click the **CONTINUE CHECK IN** button

Enter the **HOBBS IN:**

Enter the **TACH IN:**

Enter Engine Oil Used: (If none, enter 0)

Click on **Continue**

Fill in **Remarks** if you have any

Click on **Continue**

Click on **FINISH BUTTON (Very important to do this step)**

Print this page (this is your copy of what will be billed to you)

TO MAKE A STANDBY RESERVATION

Select **SCHEDULE**

Select **DATE**

Select **SINGLE DAY**

Select **AIRCRAFT**

Click: **VIEW SCHEDULE**

Select **Start time** and **end time** (must start before and end after the other member's reservation time)

Fill in **VFR/IFR Other and Landings** If **DUAL**, check the box and include CFI's name in comment box.

Click: **SUBMIT SCHEDULE REQUEST**

THE SCREEN WILL SHOW RESERVATION DISALLOWED

Click: **ENTER STANDBY REQUEST**

PROCESSING STANDBY REQUEST

You **must re-enter** VFR/IFR/Cross County and Airports and **you can adjust** Duration, Start time and End time

Click: **SELECT**

Click: **CONTINUE**

This will show up on your Reservation List

If your standby reservation becomes available, you will be notified by e-mail at least 3 hours ahead of the requested time. If you cannot use this reservation you must cancel the reservation, or you could be fined for failure to cancel.

TO EXTEND AN EXISTING RESERVATION

Select **SCHEDULE**

Select **RESERVATION LIST**

You will see a list of your reservations

Click the **DETAIL** button on the reservation that you want to change

A list of times will appear. You can select either starting earlier or returning later by **clicking on the circle** in front of the new time wanted.

Click on **REQUEST CHANGE**

To verify the change was made:

Schedule

Reservation List

You can see the new time for your reservation

NOTE:

If you want to extend the reservation both earlier and later, you need to do one change at a time. You will go through the process twice.