

## **IN CASE OF DIFFICULTY**

**Larry Denmark      239-229-8759**

**Eric Graham          239-699-5075**

**Johnny Dorning      239-634-3422**

**Terry Voorhees      239 495-5441**

**Dave Blied            239-431-0628**

**[myfbo.fortmyersflyingclub.com](http://myfbo.fortmyersflyingclub.com)**

## **MyFBO Procedures**

### **Scheduling, Dispatch, Check-in, & Check-in Shared Flight**

Assumption: Pilot has entered all necessary information per previous communication from Terald Voorhees.

Log In to MyFBO

#### **Scheduling**

Click on "Schedule".

If you have not already done so, click on "Set Filter" to select the aircraft of interest. This will ensure that this/these aircraft will always be displayed for your selection.

Click on "Overview" to see the schedules of the aircraft you have selected in filter. Note that you may select a display of up to 12 days. You can sequence out in time by clicking repeatedly on "Next xx days".

When you have selected the date of interest click on "Select Date" and click on the date of interest.

Click on "Daily Detail" to ascertain the detailed schedule for a given day. You can sequence the day forward or backward in time by clicking on the buttons at the bottom of the display.

Click on single day for a reservation within a particular day and select the aircraft of interest, then click "View/Schedule".

On the schedule screen select the times that you want to reserve.

Near the bottom of this screen indicate the information requested. Note that it is Club policy that destinations are entered for other than local flights.

Click "Submit Schedule Request". At this point you will either be informed of reservation acceptance or a reason for it being Blocked. You may also click "View/Update Reservation Details" to amend or cancel your reservation.

Another way to cancel a reservation or modify it is to click "Schedule/Reservation List" and proceed accordingly.

## Dispatch

From the “Schedule” menus, click “Dispatch and Check In”

Click “Dispatch”

You should get a Dispatch Complete message with appropriate warnings if dispatch is allowed. If it is blocked for any reason you will be told why.

Click “Print Dispatch Ticket”. You will then be presented with a dispatch ticket that includes flight information as well as starting Hobbs and Tach times. If a printer is available you may print this and take it with you as a good reference document. You can also record ending Hobbs and Tach data for entry in the computer at check-in.

## Check In

Click “Schedule/Dispatch & Check In”

Note that you can also reprint your dispatch ticket from this screen.

Click “Check In”, then “Continue Check In” at the next screen. If you did not fly you can use the “No Aircraft Times” selection.

Enter you Hobbs and Tach readings In, in the appropriate boxes. You can also enter Pilot Log data if you wish. MyFBO will keep a record of this information for you.

Click “Continue”. You will be asked if you added oil. Answer appropriately.

At the next screen, there is a remarks block. This is great for capturing information on dual flights for future flight instructor reference, or information on solo/PIC flights as well. Again MyFBO retains this data for your future use. Click “Continue”.

The next screen shows the cost for the flight you have just checked in. Click the “Charge to Monthly Account” radio button. Then click “Produce Receipt”. This will generate a receipt that you may print. It will also be emailed to you. ***N.B. The receipt is not a bill and need not be printed. Your Bill will be sent at the end of the month.***

Click “Menu” and then “Log Out”.

YOU ARE DONE.

Hope you had a great flight!

## Split Cost Flights

Original scheduler checks in his/her portion of the flight, entering that portion of the Hobbs and Tach times. Use the same fraction for each entry.

Then original scheduler logs out.

The sharing pilot then logs in under his/her account.

- Click on “Dispatch & Check-in”
- Go to “Self Check In Without Reservation” window
- Select aircraft
- Proceed to check in using the remainder of the Hobbs and Tach times, and per above instructions for Check In.

And again:

YOU ARE DONE.

Hope you had a great flight!

## Scheduling for

- **Students**
- **New PPL (or >) Members**
- **BFR**
- **Medical**
- **182 Check ride/Training**

## General

- CFI's will NOT be required to intervene for scheduling of any of these activities.
- The responsibility for legally managing these activities is upon the student and the pilot.
- The responsibility for assuring the pilot and student databases are current regarding BFRs, check rides, and medical dates is upon the CFIs and administrators.

## Students

- Students will be set up as “Approved to Schedule” by the Membership Director.
- Membership Director will determine the training aircraft in consultation with the student and set the student’s scheduling limit for that aircraft to 6 months. Renewal will be at the request of a CFI.
- At dispatch and selection of “Dual”, the CFI name will be entered.
- Once solo is achieved, CFI to notify FMFC, and “OK to Solo will be entered along with a “Time in Type Check Out Record” with a 90 day limit on the solo endorsement.

## New PPL Members

- New members will be set up as “Approved to Schedule” by the Membership Director. They may schedule check rides only at this point.
- Membership Director to establish aircraft of interest to the new member and give him/her 30 days for each (60 for the 182) via “Time in Type Check Out Record”
- CFI to advise FMFC when Check Out(s) have been completed via the standard completion form and normal scheduling access will be granted.

## BFR

- If BFR has expired, member notifies administrator of intent to become current.
- Administrator gives member a 30 day BFR extension.
- CFI advises administrator via standard completion form.

## Medical

- If medical has expired, member can schedule, but cannot dispatch.
- Advise administrator when current medical has been acquired (copy or FAX to admin) and normal MyFBO activity will then be allowed.

## C182 Check Out

- Member notifies administrator of intent to train or acquire check out in 90X
- Administrator gives member 60 days of MyFBO reservation, etc. permission for 90X via “Time in Type Check Out Record”
- Extensions, if needed, can be obtained via subsequent contact with an administrator.
- CFI to advise FMFC when Check Out(s) have been completed via the standard completion form and normal scheduling access will be granted.