

Flight Schedule Pro Guide – Member

This guide is subject to change.

1.0 What is Flight Schedule Pro?

Flight Schedule Pro (FSP) is an aircraft scheduling and management system that's in use at many flight clubs/schools across Canada and around the world. At its most basic it's a schedule for VFC's resources (aircraft, simulator, and Instructors). Beyond that it features statistical reports including flight history (see Dispatch for flight history), upcoming reservations, it's mobile friendly, has an optional iOS app, and more.

Most importantly it's simple, modern, and flexible.

2.0 Getting Started

To begin using Flight Schedule Pro you need to create an account. You can do this yourself by following the sign-up link below, or Dispatch can send you the invite via email. Once you've created your account Dispatch will be notified that a new account is awaiting approval and you will receive an email when they have reviewed and approved your application.

Alternatively, an Administrator or Dispatcher can create a profile for you and send an invite via email to use that account. You will still need to enter some of the same information as you would through the sign-up link below, but there is no wait for approval; with an account created by staff you are granted immediate access to FSP.

Once you've been approved consider uploading a profile picture or start exploring all that FSP has to offer.

Sign-up here: <https://app.flightschedulepro.com/Account/Signup/137297>

3.0 Finding Your Way Around the Schedule

Victoria Flying Club

3.1 FRI, MAR 6, 2020 Today Day Vertical Book Now 3.3

aircraft (3) all instructors all activity types all reservations clear all + save filter - saved filters -

3.4

Time	Cessna 172	Cessna 172	Cessna 172	Cessna 172	Cessna 172	Cessna 172	Cessna 172	Cessna 172	Cessna 172	Redbird FMX1000	Piper PA.44 Seminole	Andrew Kott	Brenda McPhail	Bryan Taylor	Dan Ric
8:00			8:00	8:00	8:00			8:00 maintenanc				Unavailable	Unavailable		Una
9:00	8:30	9:00													
10:00	10:00		10:00					9:30						10:00	
11:00		11:00		11:00	11:00	11:00	11:00				11:15			11:15	
12:00	12:00		12:00					12:00 maintenanc							
13:00		13:00		13:00	13:00	13:00	13:00	13:00							13:3
14:00	14:00		14:00		14:00		14:30 maintenanc				14:00				
15:00		15:00		15:00		15:30	15:30	15:00							
16:00	16:00		16:00			16:30		16:00							16:3
17:00		17:00 maintenanc		17:00			17:30	17:00						Unavailable	16:3
18:00	18:00 maintenanc	18:30	18:00					18:00 maintenanc							Una
19:00				19:00											
20:00															
21:00															
22:00															
23:00															

Above: Sample Schedule

3.1 Date Selector

Use the right or left arrows to go to the next or previous date or click the calendar icon to bring up a date selector. The today button returns you to today's schedule.

3.2 Schedule View

Choose your preferred way of viewing the schedule.

3.3 Filters

Limit which reservations or resources are shown using the various drop-down options, or clear all to reset filters. Save your filter and set it as the default to always use your preferred filter settings and schedule view. Be careful not to save a filter that would hide reservations you may need to see regularly.

3.4 Resources

These are all the bookable resources VFC offers. This includes aircraft, simulator, and instructors. Dispatch and Administrators can reserve specific aircraft call signs; if you must have a specific aircraft please speak to Dispatch to arrange that. Any requests for specific aircraft (with a valid reason) will be accommodated at Dispatcher discretion but cannot be guaranteed if higher priority requests (flight tests) or maintenance issues come up. Hover over your reservations to see a summary or click it to see more details or modify it.

3.5 Current Timeline

The dotted red line indicates the current time if you are looking at today's schedule.

3.6 Key

A legend for all the activity type colours, click Key to hide/show the legend. Each activity type has 3 colours: reserved, checked-out, and completed. The first colour for each activity type in the legend is the reserved colour. Most activity types use the same colour for checked-out (a pale green) and the same colour for completed (gray).

3.7 Print

Save the schedule as a PDF or PNG file. There are many options for what exactly you'd like to save.

3.8 Mobile Devices

On cellphones the schedule has a slightly different layout but functions mostly the same. Filters are all under a single "Filter" button. The only features missing on phones are the Today button, "Book Now", the Key, and printing to a file. Tablets usually have large enough screens to display those features. Be careful when scrolling around the schedule on touch screens, as it is quite sensitive to grabbing reservations and trying to drop them at different times. If this happens simply close the modify reservation window.

3.9 Flight History

Speak with Dispatch or an Administrator to get a history of all your flights.

3.10 Instructor Profiles

Choose Instructors from the list of options on the left to see all the Instructors at VFC. Click the photo of an Instructor to see their profile. Here you can find a short biography for this Instructor along with their photo. Note that some Instructors may opt-out of posting their photo and biography.

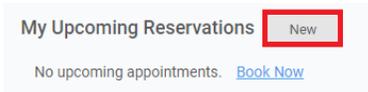
3.11 Aircraft Profiles

Choose Aircraft from the list of options on the left to see all the aircraft VFC has to offer. Click the photo of an aircraft to see its profile. Here you can find a description of the aircraft, a list of equipment on board, and some basic specs.

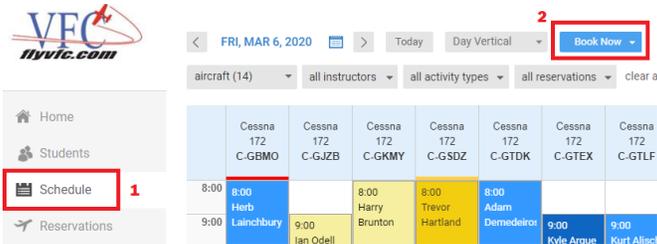
4.0 Reservations

There are a few ways to create a new reservation.

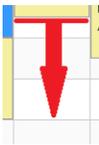
1. From the homepage click New next to My Upcoming Reservations.



2. From the Schedule tab on the left click Book Now and choose New Reservation.



3. From the Schedule tab click and drag in any open space to create a reservation at that time.



[Close](#)

4.1 Activity Type*

4.2 Start*

End*

Recurring?

4.4 Aircraft *

Flight Type* Local Cross Country

Est. Flight Hours*

Flight Route/Legs*

488 remaining

Comments +

Continue

Above: Sample new reservation.

4.1 Activity Type

In the New Reservation window start by selecting your activity type. The activity type determines which options will appear next, and what requirements there are to schedule and dispatch the flight.

As a member you will have access to reserve the activity type(s) that are relevant to the level of training you are at.

- “Members” can only reserve Recreational Flights
- “Member – CPL Student” can only reserve Commercial Solo/Time Building
- “Member – PPL Student” can only view the schedule or cancel their bookings (subject to VFC’s cancellation policy restrictions as all cancellations are)

All reservations involving an Instructor must be reserved by an Instructor, Dispatch, or an Administrator. This allows instructors better management of their time so they can create better training plans for their students and helps maintain standard lengths for certain flights such as check rides. Speak with Dispatch if you require a check-ride or would like to begin training for a licence or rating. Note that you may be placed on a wait list for an instructor if you have not yet been assigned one.

4.2 Start/End Times & Recurring Reservations

Next set the length of the reservation. Reservations are made in 15-minute increments. If you had used methods 1 or 2 above to make a reservation then the reservation will have a default length based on the activity type, which is 2 hours in most cases but can be adjusted as needed. Confirm that you are reserving the correct date and time. With method 3 it will show the time you selected, which you can adjust as needed.

Note that for reservations including an instructor, the time from start to end is the length of the entire reservation **including briefings**. If you want 2 hours with the aircraft and 30 minutes on the ground, the start/end times should be set to a total reservation length of 2 hours and 30 minutes. Pre/Post-flight briefings will appear along with the aircraft as one reservation in the instructor’s column of the schedule. When looking at the instructor’s columns in the schedule you can hover over a reservation to see when the flight starts.

If this reservation is recurring check the box below the end time. Note that recurring reservations can only be made at initial reservation time, they can’t be made from the edit reservation window after it was already created.

4.3 Member

By default, you are the only member associated with a reservation. Speak with Dispatch if you would like to add a second member. This can be useful to indicate flights where you fly to the destination, switch seats, then another member flies you back.

4.4 Aircraft

As a member, you can reserve aircraft by scheduling group only. A scheduling group is a generic pool of aircraft based on aircraft type. Reservations should be made in the appropriate scheduling group and the system will automatically assign it to an empty space in a column at the selected time. If you must have a specific aircraft, please speak with Dispatch to arrange that. Any requests for specific aircraft with a valid reason (such as useful load or equipment requirements) will be accommodated at Dispatcher

discretion but cannot be guaranteed if higher priority requests (flight tests) or maintenance issues come up.

4.5 Standby Reservations

Standby reservations can only be made by Administrators and Dispatch. This is because only those roles have access to reserve specific aircraft call signs, and that is required to reserve standby.

Standby reservations will automatically take empty space when their associated aircraft becomes available at the requested standby time. If your preferences are set to notify you when a standby reservation activates, you will automatically receive an email when the standby reservation takes a spot on the schedule.

4.6 Confirm Reservation

After entering all the relevant information for the New Reservation, click Continue at the bottom. The next window will show a summary of the flight to review before reserving it. If everything is correct, click Book It. If there are any issues with the reservation, then another window will appear listing all the problems. These must **not** be ignored, as they may contain important warnings. If you are satisfied that the flight can proceed despite the warnings, select “Override errors and make this reservation” then click Book. If your preferences are set to receive reservation notifications, you should receive an email with details of the flight. Sometimes you may need to refresh the page for the reservation to appear on the schedule.

4.7 Cancel Reservation

To cancel your reservation simply click it on the schedule, select Delete then choose a reason for the cancellation. Add any comments you may have (optional), then press Delete.

This must be done outside of 24 hours. Within 24 hours you must contact Dispatch to cancel a reservation, and you may be subject to a late cancellation penalty at the discretion of VFC staff. Ask Dispatch for a copy of VFC’s cancellation policy if you would like more details.