

*All functions work the same whether on a desktop computer, phone or tablet.  
The examples below show desktop screens on the left and mobile screens on the right.*

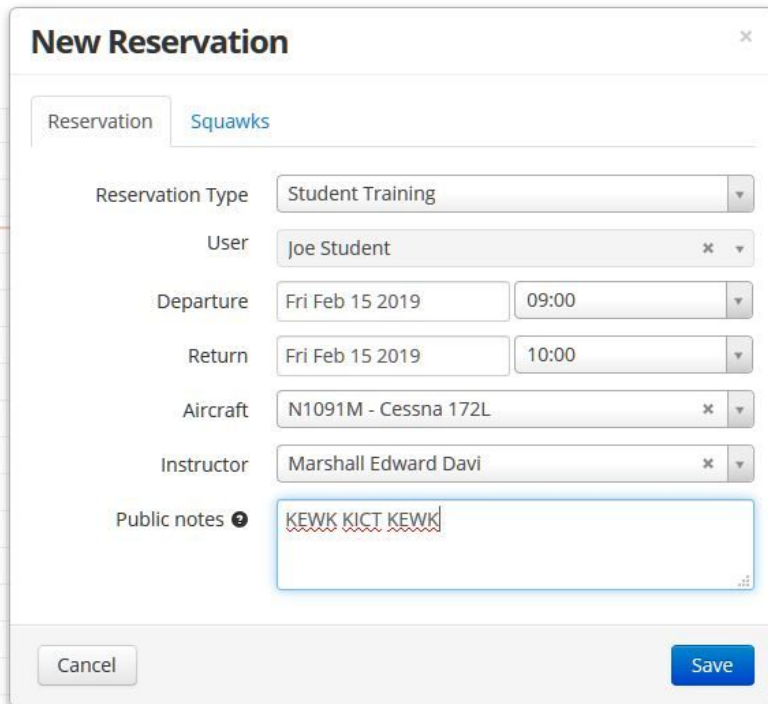
## To Make A Reservation

- Click on "Schedule". On the right side, you can choose how you want to view the schedule (month, week, day). The Split Vertical or Split Horizontal options will also show you the availability of instructors.

-Click on the time you wish to reserve.

-Select Reservation Type, Departure Time, Return Time and Aircraft. If this is for a Student Training flight, select the Instructor as well.

- Use the public notes area to indicate your flight plan (either "Local" or airport destinations)



**New Reservation**

Reservation | Squawks

Reservation Type: Student Training

User: Joe Student

Departure: Fri Feb 15 2019 09:00

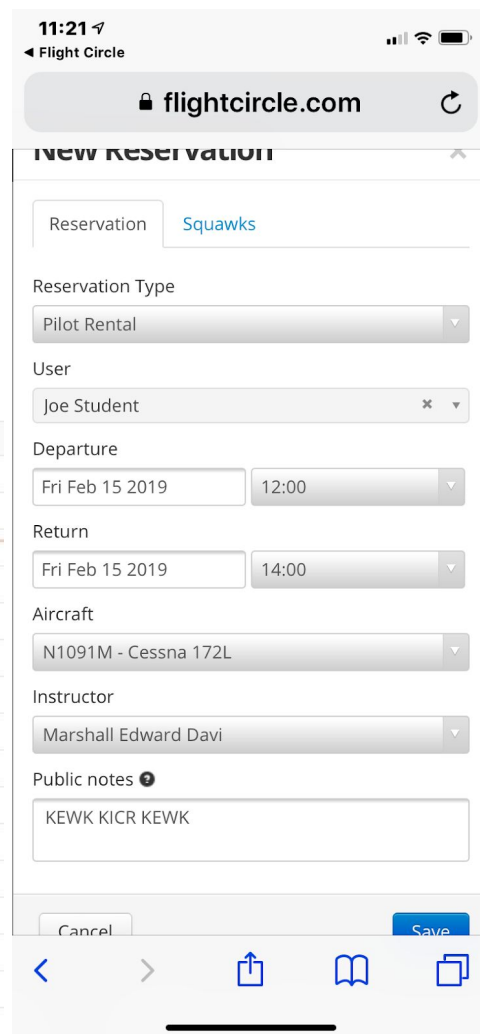
Return: Fri Feb 15 2019 10:00

Aircraft: N1091M - Cessna 172L

Instructor: Marshall Edward Davi

Public notes: KEWK KICT KEWK

Cancel Save



11:21  
Flight Circle  
flightcircle.com

**NEW RESERVATION**

Reservation | Squawks

Reservation Type: Pilot Rental

User: Joe Student

Departure: Fri Feb 15 2019 12:00

Return: Fri Feb 15 2019 14:00

Aircraft: N1091M - Cessna 172L

Instructor: Marshall Edward Davi

Public notes: KEWK KICR KEWK

Cancel Save

## Dispatch (Check Out)

- From the schedule screen, click your reservation. Confirm the HOBBS and TACH times. If there is a discrepancy, please contact GPA Operations.

### Confirm Dispatch

**Aircraft: Cessna 172L**

Hobbs Out	2164.20
Tach Out	1774.60
Maintenance	Fail

**Joe Student**

Balance:	\$0.00
----------	--------

Print

11:22  
Flight Circle flightcircle.com

### Confirm Dispatch

**Aircraft: Cessna 172L**

Hobbs Out	2164.20
Tach Out	1774.60
Maintenance	Fail

**Joe Student**

Balance:	\$0.00
----------	--------

Print

9:00

## Check In

- From the schedule screen, click your reservation.
- Choose "Check In" (do not "Un-Dispatch")
- Enter the Return date and time, Hobbs In and Tach In.
- Select the rental rate.
- If you encounter any Squawks which need addressed, enter those on the "Squawks" tab

**Check In Process**

Flight Notes Squawks

User: Joe Student  
Aircraft: Cessna 172L

Return date: Fri Feb 15 2019 07:30

Hobbs out / in: 2164.20 2165.3 1.10

Tach out / in: 1774.60 1775.4 0.80

Aircraft rate: Standard Rental (\$105.00)

Cancel Check In Next

11:23  
Flight Circle  
flightcircle.com

**Check In Process**

Flight Notes Squawks

User: Joe Student  
Aircraft: Cessna 172L

Return date: Fri Feb 15 2019 11:30

Hobbs out / in: 2164.20 2165.4 1.20

Tach out / in: 1774.60 1775.3 0.70

Aircraft rate: Standard Rental

Cancel Check In Next

- Click "Next", then enter the number of quarts of oil you added at pre-flight or "0" if you did not add any.
- There is a reminder to fill out the paper logbook in the aircraft after each flight. You do not need to enter anything here... it is just a reminder.
- Click "Next" and you will see an area for adjustments. This is not typically used.
- Click "Next" to enter Flight hours and Ground hours with your instructor.
- Click "Next" to review the information and select your payment method. Payments should be made with the card you have on file unless prior arrangements have been made with GPA Operations.

## To Set Up Your Information and Payment Method

- Click on your name at the top right of the screen and select “My Account”



- On the “Pilot” tab, fill in the “Currency”, “Certificate Information”, and “Categories, Ratings & Endorsements”
- On the “Cards” tab, click “Add Card” to enter your payment information

***Note: Did you know that credit card rates vary by the type of card used? Debit card rates are significantly lower than credit card rates. Corporate, business and high-end reward cards are even more expensive to process.***

***GPA was established to provide affordable rental and training opportunities to its members. In order to help keep costs down for everyone, it would be helpful if you use a debit card instead of credit.***

- At this time, do not use the “Auto Pay” tab. We will continue processing monthly membership through PayPal for the time being. This may change in the future.

## Personalizing your Experience

- Click on your name at the top right of the screen and select “Settings”
- From here you can enter the rest of your personal information, change your default calendar view for both mobile and desktop, and set up how and when you want to receive notifications.

## Using Flight Circle on Phone or Tablet

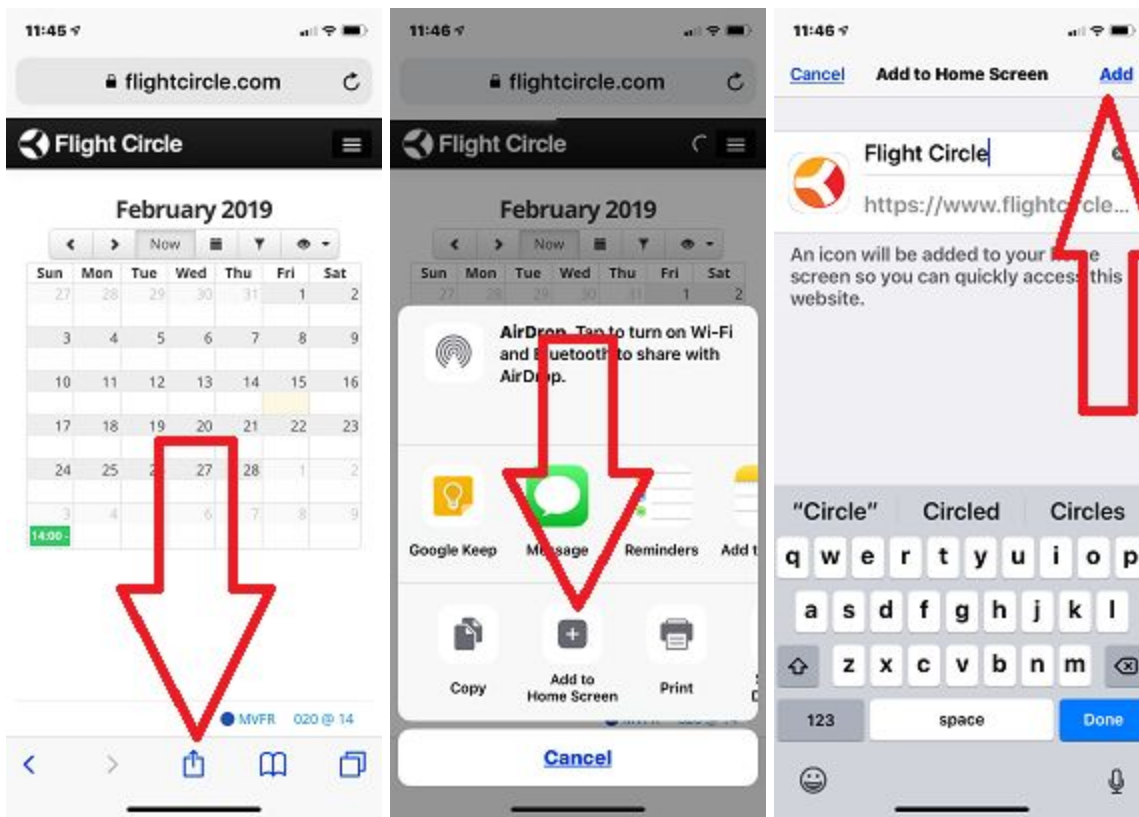
Flight Circle does not utilize a separate app. Instead, it's mobile website is optimized to work well from your phone or tablet web browser and will automatically adjust for best viewing on smaller screens.

All desktop functions can also be accomplished on the mobile website, including Dispatch and Check In!

Using your tablet or smartphone, you can create shortcut icons for you homepage which will allow quick and easy access to your flight schedule.

On an iPhone or iPad:

- Open Safari
- Navigate to [www.flightcircle.com](http://www.flightcircle.com) and log in.
- Click the "share" icon
- Click "Add to Home Screen"
- Click "Add"



Android users:

- Click your browser
- Navigate to [www.flightcircle.com](http://www.flightcircle.com) and log in
- Tap the "Create Bookmark" icon (the star outline icon to the right of your URL bar)
- Select "Add to Home Screen"