

View Schedules

There are three views to the schedules: monthly, weekly, and daily. It is important to know that the daily view is the only place where you can create a “standby” reservation and also the only place to see all aircraft schedules at the same time.

To view the schedule:

- Select “View Schedule” from the main menu on the left or from the top bar
- For the monthly and weekly, you will need to select the aircraft to view


HINT: You might find it useful to start with the month view. From here you can jump to the daily view by clicking on the day number or jump to the weekly view by clicking on the “[w](#)” at the beginning of the week.


Create Reservation


The steps to creating a reservation depend on where you are at within the system.

The system is designed so that you can start a reservation from practically anywhere.

New Reservation

 N46661

Start: 

End: 

Start: 0:00

End: 0:00 **GO!**

Quick Reservation method

The first thing to try is the Quick Reservations on the main screen as shown above.

Steps:

- Select the plane to reserve
- Enter the Start and End date
- Enter the Start and End time
- Press the GO! button

Normal Reservation method

On the daily and weekly view you create a reservation by clicking on the airplane tail number ([N46661](#)) for the day/time you are interested in. On the monthly view you would click on [±](#) for the day desired. In both cases it will bring up a screen for you to fill out. Press the “Save” button to save the reservation.

Change a Reservation

You can only change your own reservations. The exception is that some people may be identified as “administrators” in which case they will be able to change any reservation.

To change your reservation:

- View the schedule that shows your reservation
- Click on your name (ex: [DeAngelo](#))
- Edit the fields as needed
- Click on the “Save Changes” button

Delete a Reservation

You can only delete your own reservations. The exception is that some people may be identified as “administrators” in which case they will be able to delete any reservation.

To delete your reservation:

- View the schedule that shows your reservation
- Click on your name (ex: [DeAngelo](#))
- Click on the “Delete” to button

Update Your Profile or Change Your Password

By updating your profile, the system can be used to send you email reminders for BFR and medical dates, change your password, change your phone PIN, or update your contact information like email, home phone, and cell phone.

To update your profile:



[Settings](#)

[My Profile](#)

[My Views](#)

- Select “[My Profile](#)” under the “Settings” portion on the main menu.
- Click on the “[Personal Information](#)” link
- Update information as needed
- Click on the “submit” button

Phone Reservations

The reservation system allows for basic reservation functions through the phone.

From the phone you can:

- Listen to reservations
- Make reservations
- Delete reservations

To use the phone access to the reservation system you will need to know your Phone Access ID and your Phone Access PIN.

Your ID and PIN is available by looking at your profile. See “Update Your Profile” on the other side for instructions.

To access the reservation system by phone:

- Dial 1-888-845-9494
- Enter your Phone Access ID
- Enter your Phone Access PIN
- Follow the phone instructions

Note: The menu selections are shown on the right.

<http://flyingsignaleers.com>

1-888-845-9494

Phone Access ID: _____

Phone Access PIN: _____



The Flying Signaleers

Phone Menu:

1. **Reserve aircraft**
 1. N46661
 2. N7655G
2. Reserve instructor
3. Cancel reservation
 1. **Cancel aircraft**
 1. N46661
 2. N7655G
 2. Cancel instructor
 3. Main menu
 4. Exit
4. Hear your reservation
 1. All
 2. For a specific date
 3. Main menu
5. Hear schedule
 1. **Aircraft schedule**
 1. N46661
 2. N7655G
 2. Instructor schedule
 3. Main menu
 4. Exit
6. Exit

Aircraft Reservations Quick Reference Guide