

FLIGHT CIRCLE

MANUAL





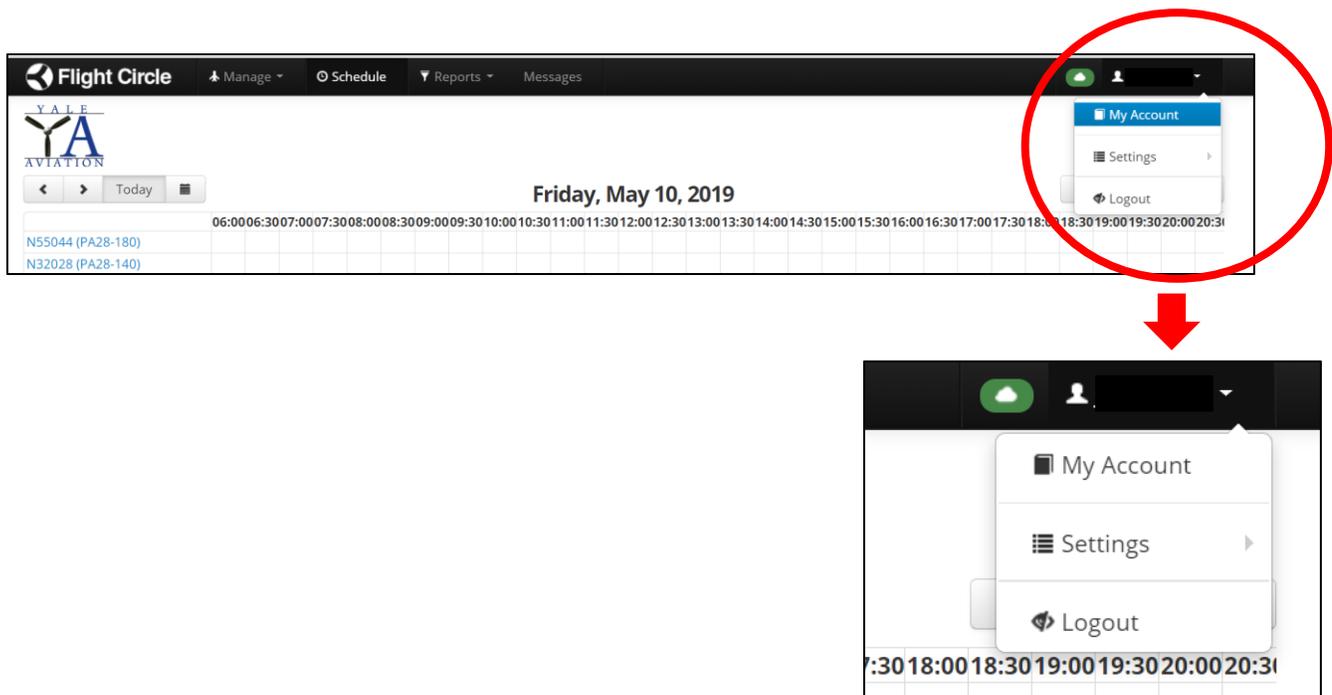
Introduction

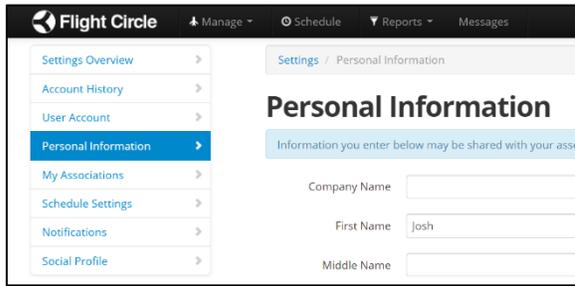
Flight Circle is a scheduling and accounting service that is built for flying clubs and flight schools. Our club will be using it to reserve aircraft, record aircraft usage, bill members, and to make payments.

Creating an Account

Upon joining the club, the club's administrator for Flight Circle will send you an invite via email. This email will include a temporary password and a link to Flight Circle.

Once on the website, go to "My Account", which is found on the top right side of main page



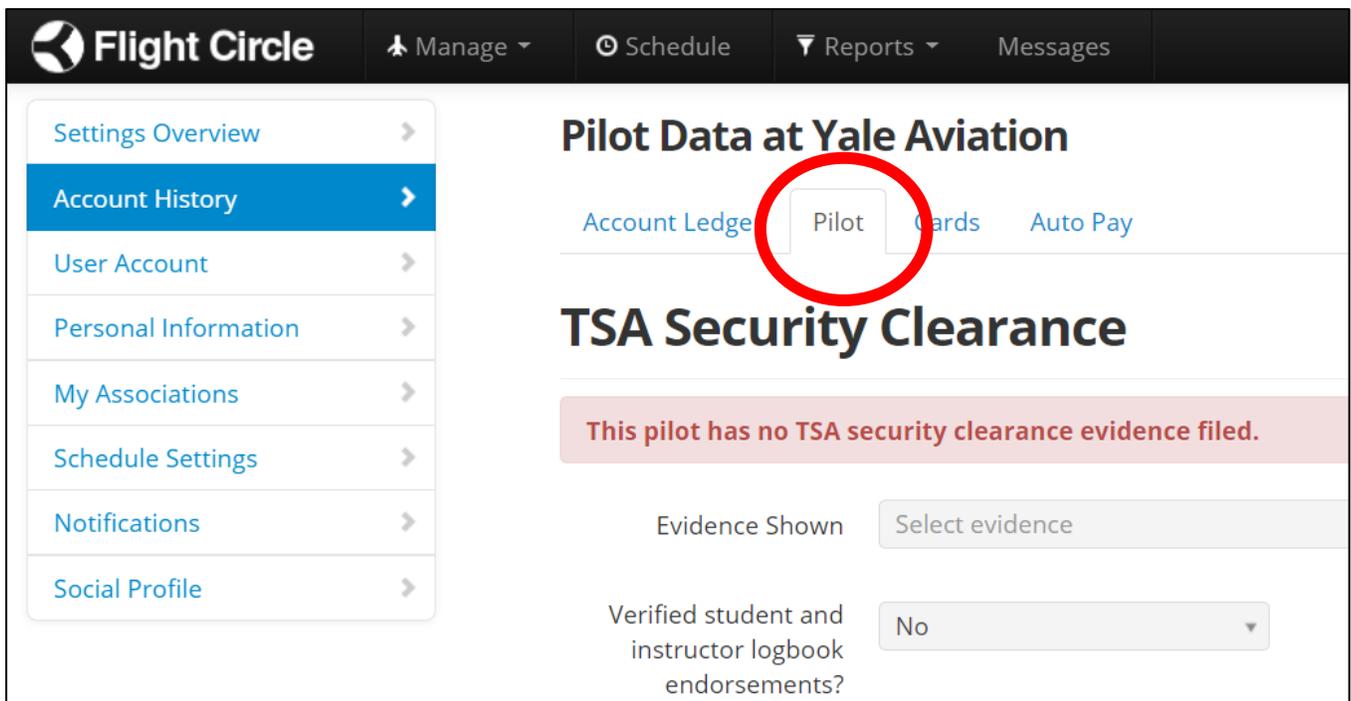


Personal Information

On the left side of the website, select **“Personal Information,”** and enter your address and emergency contact information.

Pilot Information

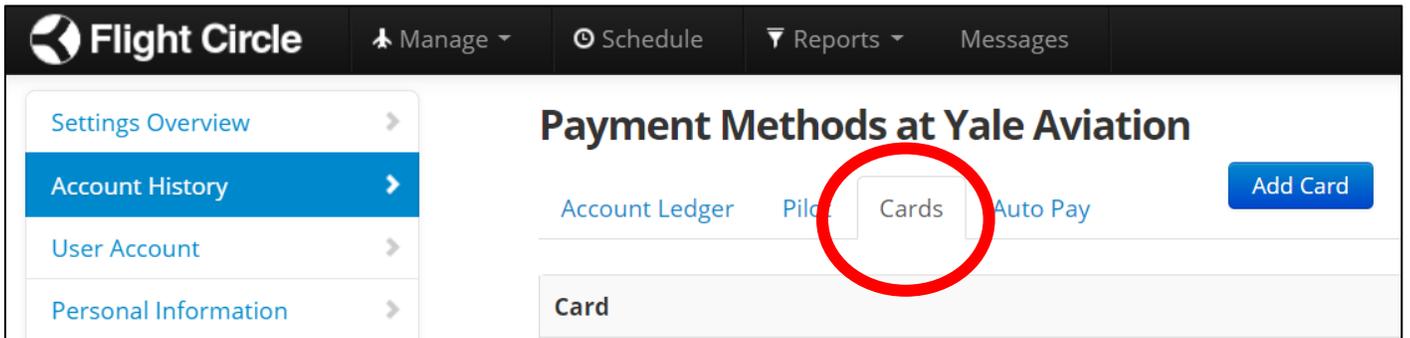
Next, select **“Account History”** on the left side of the website. Then select **“Pilot.”** If you are already a rated pilot, enter your appropriate information for your medical, pilot certificates, and ratings. Do not worry about the TSA Security Clearance. Also, the instructors or administrators will enter the information on your aircraft checkouts.



Payment Information

Next, select “**Cards.**” Press the “**Add Card**” button, and enter your preferred credit card which you will be using for payments.

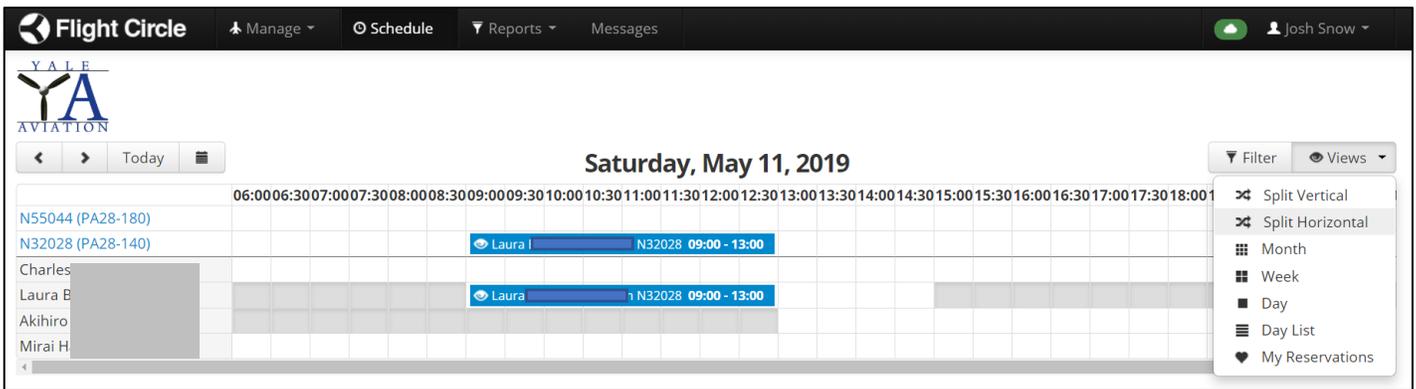
Please note that this information is not stored or accessible by any member of the Yale Aviation flight club. It is maintained securely by the credit card processing firm that Flight Circle utilizes.



The screenshot displays the Flight Circle user interface. At the top, there is a navigation bar with the Flight Circle logo and several menu items: 'Manage', 'Schedule', 'Reports', and 'Messages'. Below this, a sidebar on the left contains a list of settings: 'Settings Overview', 'Account History' (which is highlighted in blue), 'User Account', and 'Personal Information'. The main content area is titled 'Payment Methods at Yale Aviation'. It features a horizontal navigation bar with four tabs: 'Account Ledger', 'Pilot', 'Cards', and 'Auto Pay'. The 'Cards' tab is circled in red. To the right of these tabs is a blue button labeled 'Add Card'. Below the navigation bar, there is a table with a header row containing the word 'Card'.

Scheduling

When logging onto Flight Circle, the first page to be displayed is the scheduling page. You can select how you would like this to be displayed by selecting the “**Views**” button on the top right.



Making a Reservation

To make a reservation, click on the schedule on the day or time that you would like to make a reservation. A pop-up will appear.

Select your name as the “User.” Adjust the dates and times as necessary. Ensure the correct aircraft is listed. Add the instructor if appropriate.

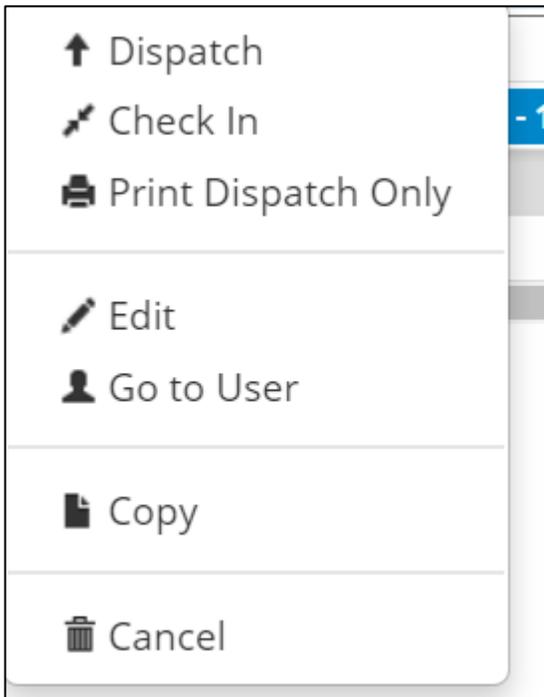
Any notes that you would like the club members to see can also be added. This could be “Headed to Block Island for Lunch—anyone else want to come?” 😊

Click “Save” to save the reservation.

The screenshot shows the 'New Reservation' form in the Flight Circle application. The form has four tabs: 'Reservation' (selected), 'Options', 'Squawks' (with a red notification icon), and 'Notes'. The 'Reservation' tab contains the following fields: 'Reservation Type' (Primary), 'User' (Select a user), 'Departure' (Sat May 11 2019, 10:30), 'Return' (Sat May 11 2019, 13:00), 'Aircraft' (N55044 - N55044 (PA28-180)), and 'Instructor' (Select an instructor). There is also a 'Public notes' field with a toggle icon. At the bottom, there are three buttons: 'Cancel', 'Dispatch', and 'Save'.

Confirming a Reservation

Once saved, your reservation should appear on the schedule. You can hover your mouse over the reservation to see the details.



Cancelling a Reservation

If you are not going to keep your reservation for any reason, you must cancel it. To do so, click on your reservation and select “**Cancel Flight.**” You can cancel flights at any time—even after your reservation was scheduled to begin.

Dispatch

You are responsible for dispatching a flight. Dispatching shows other members that you have in fact taken the reservation and that the plane is in service.

To dispatch, click on the reservation and select “**Dispatch.**”

Confirming Dispatch

After clicking “**Dispatch**,” a pop-up confirmation window appears.

You should check the criteria shown on dispatch to make sure there is no maintenance active on the plane, that the Hobbs and Tach Out are accurate, and that you have currency in the aircraft and your medical and other date-sensitive criteria are met.

If any of the conditions are not met, the field which does not meet criteria will be red.

If all is good, press “**Dispatch**.”

Confirm Dispatch ×

| | |
|------------------------------------|-----------|
| Aircraft: N32028 (PA28-140) | |
| Hobbs Out | 5.00 |
| Tach Out | 3.70 |
| Maintenance | Unknown |
| Commercial | |
| Balance: | (\$46.00) |
| Aircraft check-out | Pass |
| Expiration date(s) | Pass |
| Last SOLO Checkin: | 2 days |

Print

Paper Log

Each aircraft has a paper log to record flight times. You **MUST** fill out this log. It is our backup to Flight Circle and will be the document of record should errors occur in Flight Circle.

Check In

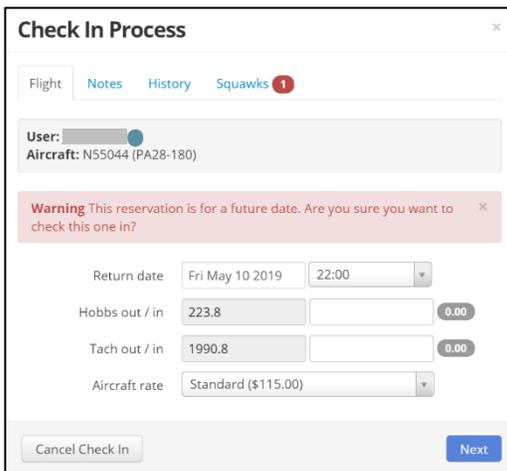
If you dispatched yourself in Flight Circle, it is critical that you check yourself in as well. If you do not, other members will be locked out of dispatching!

To start the check in process, click on your reservation (tap twice on tablet or phone). Select “**Check In**” from the pop-up menu.

A new pop up will appear with check in details. Fill in the Hobbs and Tach times.

If the Hobbs “Out” times were inaccurate, use a Hobb “In” time that matches your flight time. For example, if you flew a 1.0 hour flight, enter a value in the Hobb “In” time that is 1.0 hours greater than the value shown in the Hobbs “Out” time. This ensures that you are billed the appropriate amount.

In cases where there is a discrepancy, make sure to note this on the paper log as the discrepancy will need to be resolved. Press **Next**.



The screenshot shows a mobile application interface for checking in. At the top, there's a title 'Check In Process' and a close button. Below the title are tabs for 'Flight', 'Notes', 'History', and 'Squawks' (with a red notification badge). The user information section shows 'User: [redacted]' and 'Aircraft: N55044 (PA28-180)'. A warning message states: 'Warning This reservation is for a future date. Are you sure you want to check this one in?'. The form contains several input fields: 'Return date' (Fri May 10 2019, 22:00), 'Hobbs out / in' (223.8, 0.00), 'Tach out / in' (1990.8, 0.00), and 'Aircraft rate' (Standard (\$115.00)). At the bottom, there are 'Cancel Check In' and 'Next' buttons.

Check In (Continued)

On the next screen, you can enter adjustments for fuel or oil purchased. This will be subtracted from your total bill.

If no adjustments are needed, just press **“Next”**

Check In Process ×

Flight **Notes** History Squawks **1**

User:
Aircraft: N55044 (PA28-180)

No adjustments applied.

| Adjustment | Amount | Item |
|--------------------|--------|----------|
| No resources used. | | |
| | | x |

Add adjustment

Fuel Reimbursement
Credit Card Surcharge (Debit)
Reimbursement-Maintenance (Credit)
Reimbursement-Administrative (Credit)
Reimbursement-Fuel (Credit)
Contract Credit (Credit)

Cancel Check In Back Next

On the next screen, your total bill will be presented. **The club highly prefers if payments are made using a credit card at this point.** However, you can choose to “Bill Me Later” if necessary.

In addition, if you have any flight credits from an unused monthly minimum flight hour charge, that will be applied here to to reduce the cost of this flight.

Check In Process ✕

Flight Notes History Squawks **1**

User:
Aircraft: N55044 (PA28-180)

Current Balance: **\$0.00**

Hobbs: +1.10, **Tach:** +1.00

| Aircraft Rental | Hours | Total |
|---------------------------|-------|----------------|
| #N55044 N55044 (PA28-180) | 1.10 | \$126.50 |
| Fuel Adjustment (Credit) | | (\$45.00) |
| Grand total | | \$81.50 |

Ready for card swipe. [Or manual entry](#)

Or select a payment ✕ ▼

Card ▼

Description of Payment

You will be presented with a receipt on the next screen. This completes your check in.



Yale Aviation
P.O. Box 201935 - Yale Station
New Haven, CT 06520
203-640-3580

[Print](#) [Email](#)

May 10, 2019 22:00
Receipt #: C48618C0
Printed May 10, 2019 22:10

Check-In #: 487338
May 10, 2019 22:00 by j

| Description | Qty | Rate | Charge |
|---|-----|----------|-----------------|
| Aircraft: N55044 Time: 223.80 > 224.90 | 1.1 | \$115.00 | \$126.50 |
| Total Sale: | | | \$126.50 |

Account Payment

| | |
|---------------------------------|---------|
| Fuel reimbursement | \$45.00 |
| Total Payment: \$45.00 | |
| Previous balance: \$0.00 | |
| Current balance: \$81.50 | |

Your Account

At any time, you can see your entire account history. Click your name (upper right) and select "My Account."

You can also choose to make a payment on this screen.

| Account History at Yale Aviation | | | | | | |
|--|---|----------|----------|---------|----------|------------------------------|
| Account Ledger Pilot Cards Auto Pay | | | | | | Make Payment |
| | | | | | | Balance: \$81.50 |
| Date | What | Quantity | Charge | Payment | Balance | |
| 05/10/2019 | Payment - Fuel reimbursement | 9 | | \$45.00 | \$81.50 | Receipt |
| 05/10/2019 | Aircraft: N55044 Time: 223.80 > 224.90 | 1.1 | \$126.50 | | \$126.50 | Receipt |

FAQ

1.) What is the preferred method of paying my flight club dues?

The club strongly prefers that all dues are paid with a credit card. In addition, we would like all flight charges to be paid following completion of the flight at the time of check-in.

2.) How do I split the flight charges with another club member?

The best way to do this is to split the desired reservation time into two reservations, one for each member. The first member would dispatch and check-in, using the portion of the total hobbs time that they agree to. The second member would then dispatch and check-in their reservation recording the balance of the hobbs time.

3.) The starting Hobbs time in Flight Circle doesn't match the actual starting Hobbs time in the aircraft. What do I do?

First, ensure that the starting hobbs time in the paper log in the aircraft matches the aircraft's actual starting hobbs time. If this is the case, proceed with the dispatch in Flight Circle. When you return from the flight, annotate the correct hobbs time in the paper log. When checking the flight in using Flight Circle, use a Hobbs Return time that is appropriate for the total flight time (so that your billing is correct). Please notify Josh Snow via text (203-804-4845) of the discrepancy, ideally sending him a picture of the paper log so that the discrepancy can be researched.