Flight Circle Instructions

Setup

Check your email from Flight Circle to join Eye Candy Aviation and follow the instructions to setup an account if you do not already have an account.

Use these procedures to add Flight Circle to your phone or iPad:
https://www.flightcircle.com/blog/docs/users/faq/

Setup ALL of the following account items:

While logged into FlightCircle.com, click on your name at the top right of the web page, then navigate to Settings. Fill in as much of the following information as possible:

- Personal Information
- Social Profile
- Account History
    - Select Pilot tab
        - Fill in as much information as possible
        - FTN number is your FAA Tracking Number and is issued to all pilots. If you are unsure of your number login to https://iacra.faa.gov/IACRA/Default.aspx to find your number.
    - In the Files tab please upload a picture or copy of the following items:
        - Medical certificate
        - Pilots license
        - Driver's license
        - Any special certifications or certificates
        - Any external insurance policies

Logbook

While logged into FlightCircle.com, click on your name at the top right of the web page, then navigate to Logbook. Fill out all your hours to date to start your logbook. As you fly this will be automatically updated. If you fly outside of Flight Circle you can manually add entries to keep your logbook hours updated.

Setup reservation notifications:

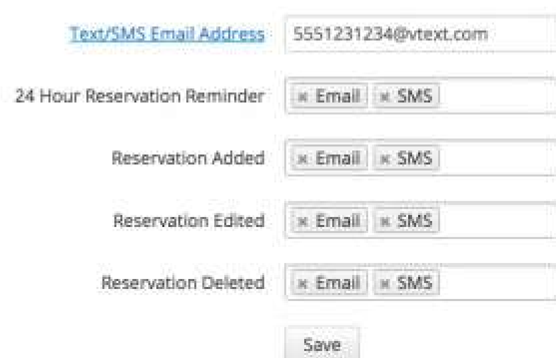
Various notifications are sent by email and/or by Text (SMS) via email to the Pilot/User and Instructor of a Reservation. You can selectively turn these on or off. Tap your name menu at the top right > Settings > Notifications

- 24 Hour Reservation Reminder
- Reservation Added
- Reservation Edited
- Reservation Deleted

Remove or add Email and/or SMS from any of the choices and tap Save to update.

Depending on your carrier your Text (SMS) email address will vary:

AT&T: [10-digit number]@txt.att.net
Sprint: [10-digit number]@messaging.sprintpcs.com
Verizon: [10-digit number]@vtext.com
T-Mobile: [10-digit number]@tmomail.net
Google Fi: [10-digit number]@msg.fi.google.com



Schedule/Reservations

Create a new Reservation

1. Click **Schedule** at the top (default page).
2. Click or tap any open block on the schedule to create a new reservation.
   The aircraft, time and/or instructor will default automatically based on where you click (eg. at 10:00, will start the reservation there).
3. Any notes pertaining to all members should go in “Public Notes”
4. Any notes only for administration should go in “Private Notes”
5. Click **Save**.

Create a Backup Reservation

1. Click **Schedule** at the top (default page).
2. Click or tap any block on the schedule to create a new reservation. Put in the times you want. If there is already a reservation for that time and day it will show you an error and offer a Backup option instead. **If the primary reservation cancels or an edit has been made outside the time window the backup reservation will automatically be promoted and you will be notified by email.**

Note: Your administrator will need to add you to a group that is allowed to use that Reservation Type. If you do not see the prompt for backup contact someone on your administrative team.

Schedule use on iOS (eg. iPhone)

- Single tap to create a reservation in an empty space
- Single tap existing reservation will show more information for that reservation
- 2nd tap on a reservation (or the more information box) will show the menu of options (eg. dispatch, cancel, etc)

Schedule on Android:

- Single tap to create a reservation in an empty space
- Single tap existing reservation to show the menu of options

Dispatch and Check In

Before you fly

1. Click your Reservation and choose **Dispatch**. This will show summary information you should review before you fly, including but not limited to, maintenance status and open squawks. This also updates the status and color of your Reservations so others know the aircraft is away.
2. Upload a picture of the beginning Hobbs and Tach in files.

After you fly

1. Click your Reservation again and choose Check In.
2. Enter your new Hobbs and/or tach values and choose **Next**.
3. Add the following items:
    1. Fuel added
    2. Oil added
    3. Oil remaining
4. Upload a copy of the fuel receipt in files
5. Upload a copy of the ending Hobbs and Tach in files.
6. Upload a picture of the in plane pilot log
7. Add any squawk issues in Discrepancies.
    1. Click New Discrepancy button.
    2. Select New/Pending status.
    3. Type in the issue in detail
    4. Upload any pictures that will help admin in the files tab.
8. Choose **Finish** to finalize and show your Receipt.

Tips

1. Some complete the steps above right from the aircraft using their phone. Easy and done.
2. Use the **Notes** tab during check in to indicate training notes, remaining fuel, oil or fuel added, etc. Others can mouse over or tap a previous Reservation to see your public notes (Administrators will also see this on the Reservation Notes report).
3. Use the **Squawks** tab (if allowed by your Organization) to add new Squawks for the aircraft.

Logbook

Entries are nearly automatic, using information already gathered from the checked in reservations. This will make entries a breeze. A single entry can populate the member's.

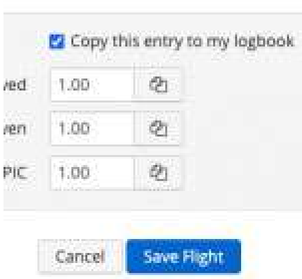
Any user will be able to obtain a Logbook, even if he or she is not associated with our Organization, or later deleted from one that originally populated data for them.

New Entry: You can add new flights here. To add more fields select **Show more**. Contact us to request additional fields. To find **drafts** from checked in flights click on Logbook over to the left.

Logbook: All of your saved entries will appear here as well as drafts. You will see **DRAFT** next to the entries not yet saved.

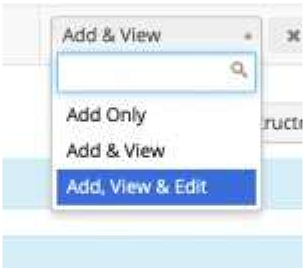
Each user and instructor will be able to add their signature. Best practice use will be for the instructor to sign first, that way they have the option to copy the entry to their logbook.

For the instructor to be able to copy the flight to their logbook they will need to be in their Logbook looking for drafts or by Searching > Type in the user's name > Select Logbook over to the left > Check **Copy this entry to my Logbook**.



In Setup:

- Each user with a Logbook will have the option to let an Organization and private instructor: Add Only, Add & View, or Add, View & Edit.
- The Logbook owner has the option to unselect Auto draft from the schedule.
- The Logbook owner can grant access to private instructors outside of their Organization.



Endorsements: a list of current Endorsements are readily available for your use with easy 90 and 360 day expiration dates to apply. All users have the ability to print or email. **Only Instructors can add Endorsements.**

Foreflight, FltPlan, or MyFlightbook logbook users

Export: Choosing an export will download a file which can be imported into the specified service provider's web site. Please refer to their documentation on how to use the downloaded file for importing. Select your name in the far right corner > Logbook > Reports > Export Wizard.