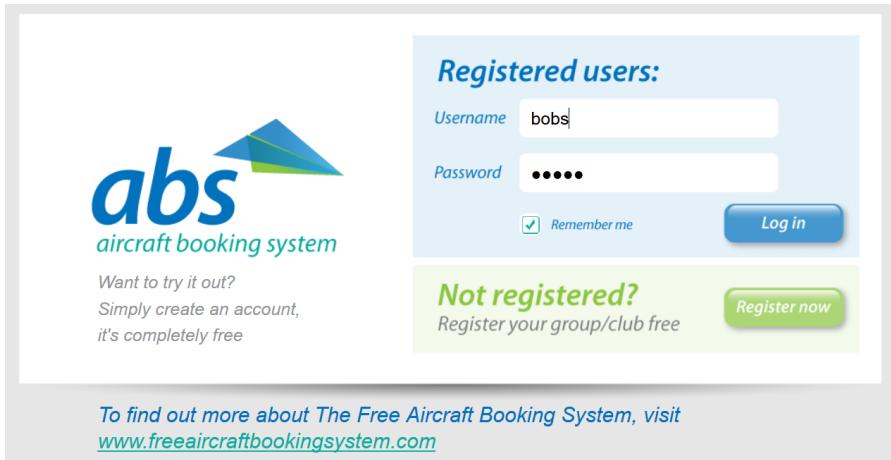


# HOW TO USE THE MAC BOOKING SYSTEM

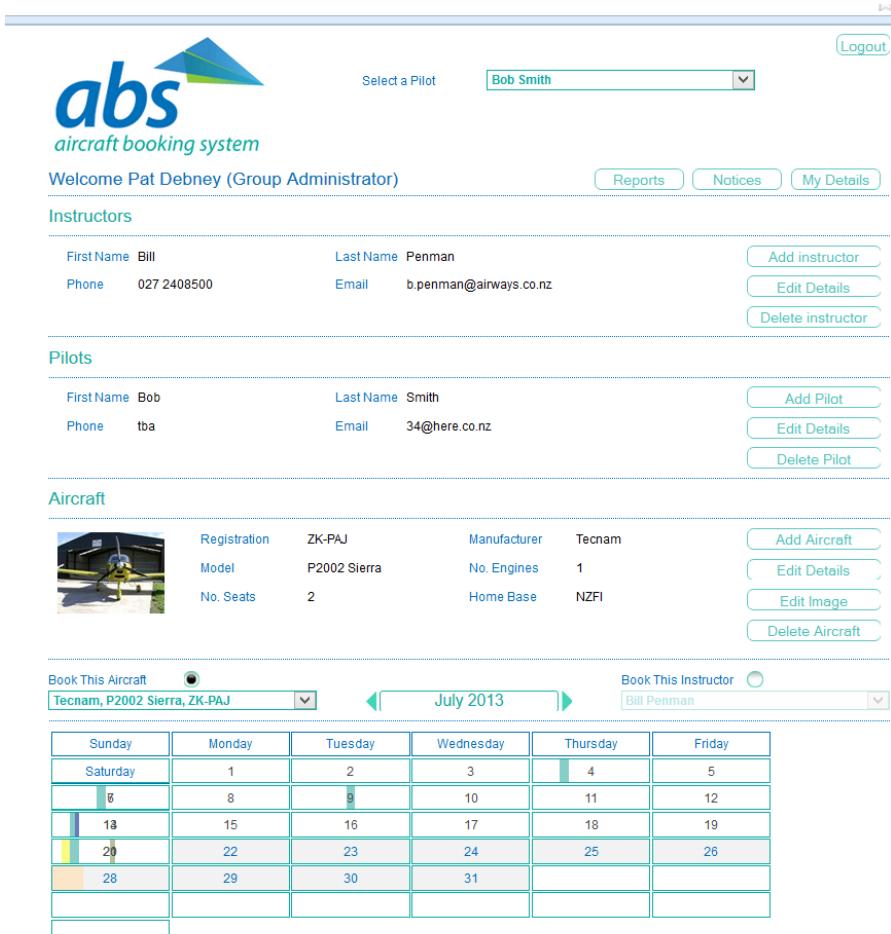
1. In your internet browser EITHER click on the 'Bookings' word from the aero club's own website OR enter [www.aircraftbookingsystem.com](http://www.aircraftbookingsystem.com) into your browser (runs on most browser based smartphones, tablets, iToys and computers)
2. Put the unique name you were emailed into 'Username' white box e.g. 'bobs'
3. Put the unique password you were emailed into the 'Password' white box e.g. 'J1234' - note these words are both case sensitive.



Want to try it out?  
Simply create an account,  
it's completely free

To find out more about The Free Aircraft Booking System, visit  
[www.freeaircraftbookingsystem.com](http://www.freeaircraftbookingsystem.com)

4. Useful here if you tick the 'Remember me'  box for next time.
5. Click the blue **Log in** button and the following screen or similar should appear



Welcome Pat Debney (Group Administrator)

Instructors

|                    |                               |                                   |
|--------------------|-------------------------------|-----------------------------------|
| First Name: Bill   | Last Name: Penman             | <a href="#">Add instructor</a>    |
| Phone: 027 2408500 | Email: b.penman@airways.co.nz | <a href="#">Edit Details</a>      |
|                    |                               | <a href="#">Delete instructor</a> |

Pilots

|                 |                      |                              |
|-----------------|----------------------|------------------------------|
| First Name: Bob | Last Name: Smith     | <a href="#">Add Pilot</a>    |
| Phone: tba      | Email: 34@here.co.nz | <a href="#">Edit Details</a> |
|                 |                      | <a href="#">Delete Pilot</a> |

Aircraft

|                     |                      |                                 |                              |
|---------------------|----------------------|---------------------------------|------------------------------|
|                     | Registration: ZK-PAJ | Manufacturer: Tecnam            | <a href="#">Add Aircraft</a> |
| Model: P2002 Sierra | No. Engines: 1       | <a href="#">Edit Details</a>    |                              |
| No. Seats: 2        | Home Base: NZFI      | <a href="#">Edit Image</a>      |                              |
|                     |                      | <a href="#">Delete Aircraft</a> |                              |

Book This Aircraft  Tecnam, P2002 Sierra, ZK-PAJ

Book This Instructor  Bill Penman

July 2013

| Sunday   | Monday | Tuesday | Wednesday | Thursday | Friday |
|----------|--------|---------|-----------|----------|--------|
| Saturday | 1      | 2       | 3         | 4        | 5      |
|          | 8      | 9       | 10        | 11       | 12     |
| 13       | 15     | 16      | 17        | 18       | 19     |
| 20       | 22     | 23      | 24        | 25       | 26     |
| 28       | 29     | 30      | 31        |          |        |

6. Scroll down to the bottom calendar and click on the desired day of the flight to be booked. A screen similar to this should appear:

come Pat Debney (Group Administrator)

Reports Notices My Details

Friday 26th July 2013

|                                  |                                  |                                  |                                  |                                  |
|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| Start Time                       | End Time                         | End Date                         | End Month                        | Available Instructors            |
| <input type="button" value="▼"/> |

08:00  
08:30  
09:00  
09:30  
10:00  
10:30  
11:00  
11:30  
12:00  
12:30  
13:00  
13:30  
14:00  
14:30  
15:00  
15:30  
16:00  
16:30  
17:00  
17:30  
18:00  
18:30  
19:00  
19:30  
20:00

Sat

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |

7. Pick a start time from the left hand drop down box e.g. 10:00 (include allowance time for pre-flight)
8. Pick an end time from the next drop down box e.g. 11:30 (allowing for any post flight activities).
9. Pick an instructor from the right hand drop down box if required

come Pat Debney (Group Administrator)

Reports Notices My Details

Friday 26th July 2013

|   |   |                                  |                                  |                                  |
|---|---|----------------------------------|----------------------------------|----------------------------------|
| Start Time  | End Time  | End Date                         | End Month                        | Available Instructors            |
| <input type="button" value="10:00"/> <input type="button" value="▼"/> | <input type="button" value="11:30"/> <input type="button" value="▼"/> | <input type="button" value="▼"/> | <input type="button" value="▼"/> | <input type="button" value="▼"/> |

08:00  
08:30  
09:00  
09:30

Instructor: Bill Penman Aircraft: Tecnam, P2002 Sierra, ZK-PAJ From: Friday 26th July 2013 10:00

Instructor: Bill Penman Aircraft: Tecnam, P2002 Sierra, ZK-PAJ To: Friday 26th July 2013 11:30

10:00  
10:30  
11:00  
11:30  
12:00  
12:30  
13:00  
13:30  
14:00  
14:30  
15:00  
15:30  
16:00  
16:30  
17:00  
17:30  
18:00  
18:30  
19:00  
19:30  
20:00

Sat

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |

10. Check the booking looks correct and click on the 'Save' button. Note an email will soon be sent advising other club pilots of your intentions. You now have prior use of this aircraft at the date and time specified. Be sure to ring your instructor to get clearance or participation prior to flight.
11. To cancel a future booking previously created, click on the coloured bar on the date involved, then click on the 'Cancel this booking' prompt that should be visible.
12. Click the **Logout** button in top right corner OR close your internet browser when finished.
13. Any problems please phone or email [enquiries@manawatuaviation.club](mailto:enquiries@manawatuaviation.club)