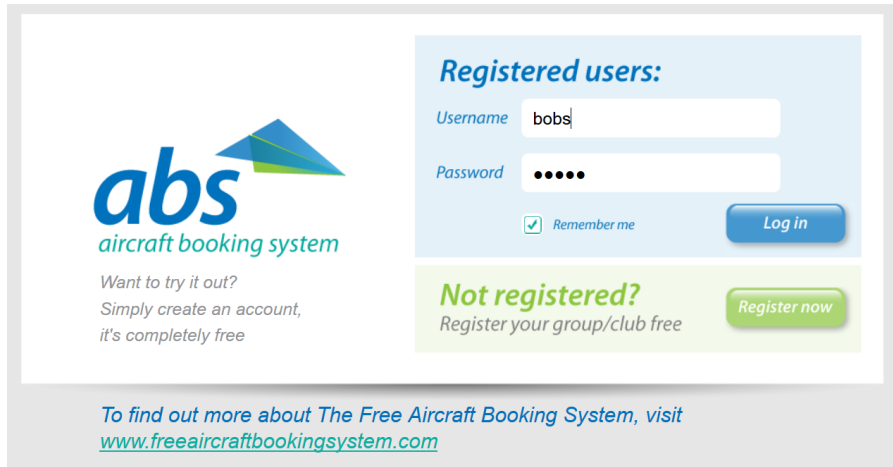


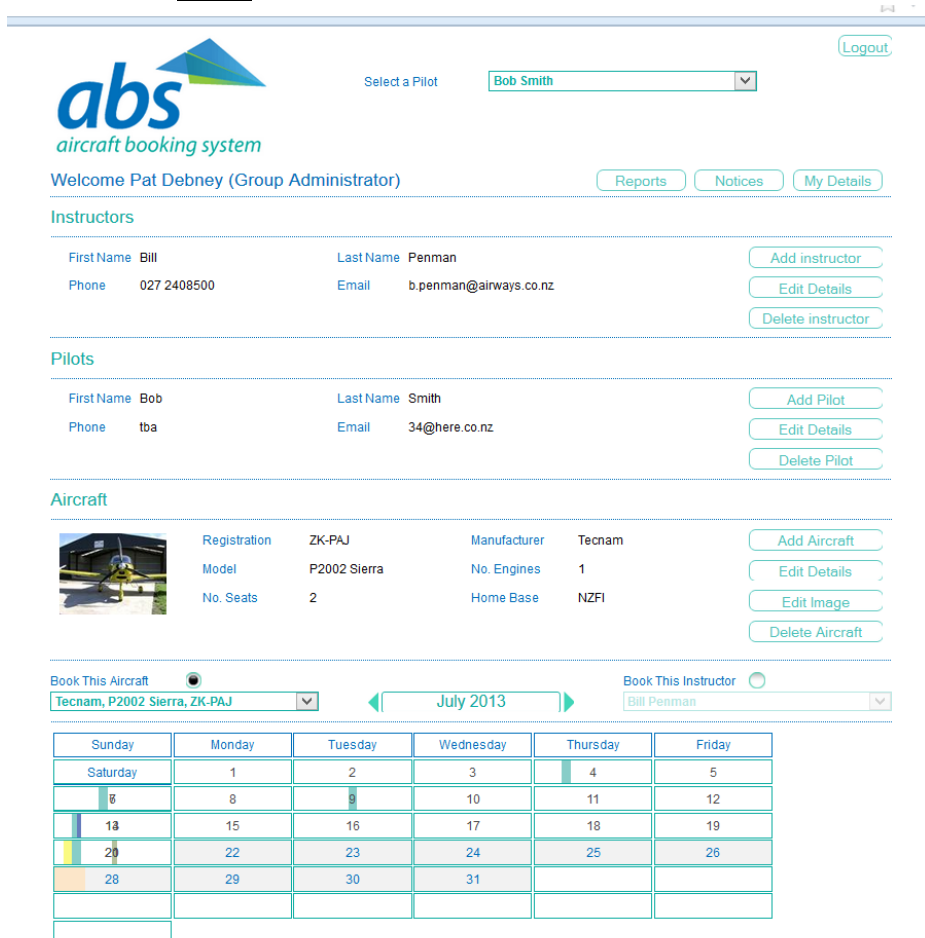
HOW TO USE THE MAC BOOKING SYSTEM

1. In your internet browser EITHER click on the 'Bookings' word from the aero club's own website OR enter www.aircraftbookingsystem.com 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.



The screenshot shows the login interface for the 'abs aircraft booking system'. On the left is the logo and a message: 'Want to try it out? Simply create an account, it's completely free'. On the right, under 'Registered users:', there are input fields for 'Username' (containing 'bobs') and 'Password' (masked with dots). Below these is a 'Remember me' checkbox and a 'Log in' button. A 'Not registered?' section with a 'Register now' button is also present. At the bottom, a link says 'To find out more about The Free Aircraft Booking System, visit 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



The screenshot shows the user dashboard for Pat Debney (Group Administrator). At the top, there's a 'Logout' button and a 'Select a Pilot' dropdown menu showing 'Bob Smith'. Below this are tabs for 'Reports', 'Notices', and 'My Details'. The dashboard is divided into three main sections: 'Instructors', 'Pilots', and 'Aircraft'. Each section lists details and provides buttons for 'Add', 'Edit', and 'Delete'. The 'Aircraft' section shows a Tecnam P2002 Sierra with 2 seats. At the bottom, there's a booking interface with a calendar for July 2013, a dropdown for 'Book This Aircraft' (set to Tecnam, P2002 Sierra, ZK-PAJ), and a dropdown for 'Book This Instructor' (set to Bill Penman).

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Saturday	1	2	3	4	5
6	7	8	9	10	11
12	13	14	15	16	17
18	19	20	21	22	23
24	25	26	27	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:

Friday 26th July 2013

Start Time: 10:00

End Time: 11:30

End Date: Friday 26th

End Month: July 2013

Available Instructors: [Empty]

Buttons: Clear, Save, Close

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

Friday 26th July 2013

Start Time: 10:00

End Time: 11:30

End Date: Friday 26th

End Month: July 2013

Available Instructors: Bill Penman

Buttons: Clear, Save, Close

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