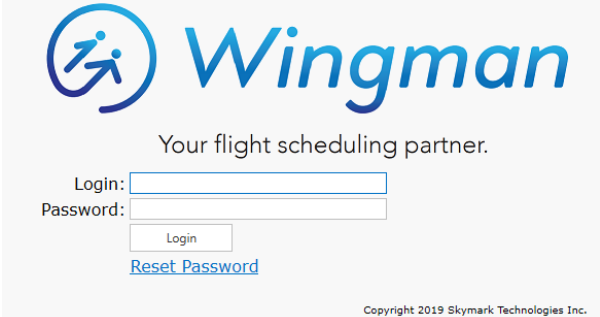


## Wingman Reservations – Student and Renters

Access the reservation system by going to <https://wingmanreservations.com/login.aspx>

Log in with your email and password



The image shows the Wingman login page. At the top left is the Wingman logo, which consists of a blue circle containing a stylized figure with arms raised and legs apart, suggesting flight or movement. To the right of the logo is the word "Wingman" in a blue, sans-serif font. Below the logo and name is the text "Your flight scheduling partner." Underneath this are two input fields: "Login:" followed by a text box, and "Password:" followed by a text box. Below the password field is a "Login" button. Below the button is a link for "Reset Password". At the bottom right of the page, there is a small copyright notice: "Copyright 2019 Skymark Technologies Inc."

On the upper right area of the screen:

- Click on your name to change your user options. This is highly recommended when you use the system for the first time.
- Click the Snag button to report system issues.
- Click the Logout button to log out of the system.



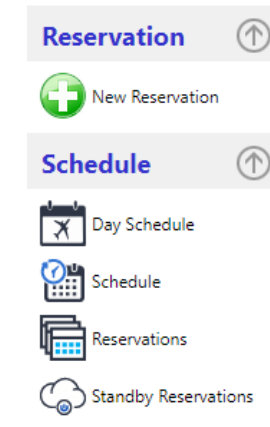
On the left side of the screen is a menu group heading "Schedule".

- Selecting the down arrow will open the schedule menu tree.
- Selecting an up arrow will collapse the schedule menu tree



With the Schedule menu open your options are:

- New Reservation – Select this icon to create a new reservation.
- Schedule – Views of your current flight reservations. A couple different views are provided, Schedule, Week and Month. In some of the schedule views it is also possible to create new reservations. On the Week and Month view, click on the date to create a reservation on that date. On the schedule view, click the + button on the left side of the header bar.
- Reservations - A list of past, current and future reservations along with the reservation details.
- Standby Reservations – In the unlikely even you are unable to make a flight booking during a date or time period you can make a standby booking should a booking period become available



To make a new reservation:

- Select New Reservation from the menu tree or from the applicable schedule view.
- Enter a date and time range for the reservation.
  - The default date is the next day.
  - The time is a time range to look for availability, the default time is anytime during daylight hours.
  - If you want a flight sometime between 07:30 and 12:00 enter these times. The system will look for available options for your flight so the larger the time window you provide the more likely you are to find an available aircraft and instructor (if applicable).
  - If you want a night flight check the night box.
  - If you want a flight that starts before sunset and finishes at night the time fields need to specify the preferred times.
- Select the reservation type from the drop down menu
- Different reservation types will result in new fields appearing. As an example a dual flight will require an instructor. If you have set up a preferred instructor in your user options this instructor will by default be listed.
- Default times are shown for the reservation type. These times can be changed if required however longer duration flight reservations must be made through the dispatch desk or your instructor (for dual flights only).
- Enter comments and route information as applicable.
- For aircraft that must be equipped with specific options such as IFR or VOR select these options in the Aircraft options area.
- The tags area is for specific categories or types of flights. Choose any tags that are specific to your flight or situation.
- Select "Find Times".

## Reservation

Date: Tue Dec 21  Extended search

Reservation type: Dual Instruction

Times: start of day to end of day  Night  Over-night

Pre-flight: 0.2

Dual time: 1.5

Post-flight: 0.2

Aircraft:  C152  C172S

Instructor:

Pilot:

Comments:

Internal comments:

Route:

Aircraft options:

Tags:

The system will search for available times for both the type of aircraft you prefer and also your instructor availability (if applicable) and provide options.

- Choose your preferred time and select Save Reservation

## Reservation

Time range: Jan 1, 20 12:00 to 17:00  Night

Reservation type: Dual Instruction

Pre-flight: 0.3

Dual time: 1.5

Post-flight: 0.3

Aircraft: C172R/S

Instructor: S. El Hossan

Comments: Hoping to go solo

Route:

Aircraft options:

Tags: College Program

Available times, select the time you would like.

12:00 - 14:06

12:30 - 14:36

13:00 - 15:06

13:30 - 15:36

14:00 - 16:06

Your reservation is complete.

- The reservation date and time is shown on the screen.
- Options exist to create another reservation if desired.
- Another option exists for you to view your schedule
- If your preferences indicated you wish an email notification you will receive a confirmation of your reservation.

## Reservation

Time range: Jan 1, 20 12:00 to 17:00  Night

Reservation type: Dual Instruction

Pre-flight: 0.3

Dual time: 1.5

Post-flight: 0.3

Aircraft: C172R/S

Instructor: S. El Hossan

Comments: Hoping to go solo

Route:

Aircraft options:

Tags: College Program

**Your reservation has been scheduled from 12:00 till 14:06.**

Available times, select the time you would like.

12:00 - 14:06

Save Reservation

View Schedule

Create Another Reservation

Selecting "View Schedule" takes you to your schedule and you can view your reservations.

- If you hover over the reservation addition reservation details will be provided.
- Double click the reservation to edit, re-schedule or cancel the reservation.

Dec 29, 19		Schedule
1	Wednesday January	12:00 to 14:06 Dual Instruction with Saif El Hossan C172R/S Hoping to go solo

For those users who have been accustomed to other reservation systems there are some differences:

1. Start and finish times vary. It is very probable to have a reservation that does not begin on the hour or half hour.
2. There is less down time of aircraft between flights. This means a late arrival may result in a decreased amount of flight time.
3. The aircraft time is the total time you expect to have the keys in your possession. As an example if you expect a flight duration of 1 hour and also expect it will take .2 hours to complete your pre and post flight activities the aircraft time should be 1.2 hours. Dual flights will have pre and post time added in addition to the aircraft flight time.
4. Different types of users will have different maximum aircraft booking durations. If you require an aircraft for a longer period please contact dispatch or for student flights your instructor. Also please be respectful of others, reserving an aircraft for a period significantly longer than your intended flight time prevents others from accessing aircraft.