

Schedule Master Instructions

1. **Log into Schedulmaster and enter your payment card info.** You only need to do this once if you only use one card.

Click on **My Account** Then click **My Payment Account**
 Then click on the words --- **Click here to add card---**

NOTE: You may use a credit or a debit card. Your card info will be stored on a secure server and payments are processed electronically through the Bank of America systems.

2. **Schedule** your flights as you have in the past. No Change. **IMPORTANT:** If you decide NOT to fly on your scheduled times, **PLEASE** for benefit of the other members who may want to use the plane, log on and **cancel your reservation** as early as possible.

3. **Pre-Flight** your flight **up to 1 day prior** to your scheduled time. This gives you the opportunity to make sure there are no maintenance issues with the plane you plan to use. This is also the check to make sure your currencies and certifications are up to date in the system. You can also delete the schedule here.

Log into Schedulmaster and Click on **My Account** Then click **My Pre/Postflight.**

OUTSTANDING PREFLIGHTS - Click on a schedule to preflight

7270H	Ted Ehrlich	1/14/17 2:00AM to 1/14/17 4:00AM
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Then Click on the reservation that you wish to preflight.

This is the screen that appears

PREFLIGHT DISPATCH
7270H Ted Ehrlich - Delete Schedule -
1/14/17 2:00AM to 1/14/17 4:00AM

I reviewed the aircraft and pilot status as of 1/13/17 4:00PM **Save**

Last Flight Entry: Jan 10 2017 8:00PM Hobbs: 2163.50 Tach: 1863.00

Meter Worksheet:

Hobbs Start:		End:	
Tach Start:		End:	
Dest. Airfields:	Local	CFI:	

Aircraft Status: OK

Date	Squawks	Urgency
12/04/2016	ICS inop	Low

Pilot Status: OK

Balance	\$50.00 credit
Checkout	Yes

Click (points to 'I reviewed...')
Note Hobbs (points to Hobbs field)
Add your Destinations (points to 'Dest. Airfields')
Click Save then exit (points to 'Save' button)

[Show currency](#)

That is all there is to PreFlight.

4. **Post Flight** Log into SchedMaster and Click on **My Account** Then click **My Pre/Postflight**.

Then click on your flight
Just completed:

OUTSTANDING POSTFLIGHTS - Click on a schedule to postflight
7270H Ted Ehrlich 1/12/17 11:00PM to 1/12/17 11:59PM

POSTFLIGHT DISPATCH

7270H (\$130.00/hr) Ted Ehrlich
1/12/17 11:00PM to 1/12/17 11:59PM

Last Flight Entry: Jan 10 2017 8:00PM Hobbs: 2163.50 Tach: 1863.00

NO FLIGHT MAINTENANCE flight

Hobbs Start:	2163.5	End:	
Tach Start:	1863.0	End:	
Dest. Airfields:		CFI:	

Enter times using all 5 digits

Enter Dest & CLICK

Calculate Charges Cancel

POSTFLIGHT DISPATCH

7270H (\$130.00/hr) Ted Ehrlich
1/12/17 11:00PM to 1/12/17 11:59PM

Date	Description	Quantity	Amount
1/13/2017	7270H 01/12/17 Rent \$130.00/hr	1.00	130.00
1/13/2017	7270H 01/12/17 Sales Tax 6.000%	0.00	7.80

Total Amount Due: \$137.80

Edit Inputs Accept Charges Cancel

Review and Accept Charges
Click edit if you have made a mistake

7270H Ted Ehrlich

1/12/17 11:00PM to 1/12/17 11:59PM

Date	Description	Quantity	Amount
1/13/2017	7270H 01/12/17 Rent \$130.00/hr	1.00	130.00
1/13/2017	7270H 01/12/17 Sales Tax 6.000%		7.80

Total Charges	137.80
Credit Balance (50.00)	Apply Credit
Payment Amount:	137.80
Payment Option:	<input type="text" value="Visa ****7278 7/2019"/>
Security Code:	<input type="text"/> ?
Submit	

Enter your CSV code

Click submit.
Click apply credit if your account has a credit balance.
THAT'S IT.....SIMPLE, QUICK AND PAINLESS!!!

For assistance with any issues call
Jerry Mraz 440-759-2890 or Ted Ehrlich 239-229-2122