

## **-Booking A flight**

Main Menu

Click on Booking “Flight & Event”

From the drop down menu choose “Voucher Flights”

-A new Window will open.

Fill in the following:

-Date (Mandatory)

-Start time (Mandatory)

-First Name (Mandatory)

-Last Name (Mandatory)

-Mobile Number

-Product Code

-Voucher number- If not entered the system will create a number

The system will create a new temporary new member.

Please ensure to use the voucher flight menu at the Launch point.

Launch Point Procedure:

Click on Voucher Flight

Click on Valid Voucher List

Choose the appropriate flight

Click on Apply

Then continue to log the flight.

To Edit a booking;

Go to Calendar

Click on the required Flight booking

Change the date and time

Click on Update Booking Flight

## **Booking an event:**

Main Menu

Click on Booking “Flight & Event”

From the drop down menu choose “Calendar Event”

Fill in the form. It is self explanatory ( I Think!)

To edit/Change

Go to calendar

Click on the required event

Click on the red Title an Edit Booking event window will open

Make the changes

Click on Update booking event

### **Duty Roster:**

Click on “Duty Roster “ from the main Menu

Click on “New Duty” from Main Menu/ Duty action

Define a New Duty i.e. Duty instructor, winch driver Etc

(If you Roster 2 or more members for the same duty on the same day, you do not need to create a different duty. You will be able to roster 2 or more members for the same duty on the same day).

### **To Assign a duty**

Click on Duty Roster from the Main menu

Click on New Duty Roster

Fill in the Form (Again I think it is self explanatory).

To Edit:

Go to calendar

Click on the required Duty

Click on the Red Date

Edit as required.

Click on update

An automated e mail reminder will be sent to the member 5 days prior to the duty.

Members will be able to swap volunteer for any duty.

Members Log in

From the left hand menu click on Duty Roster

They will be able to view all the duty Roster

### **To Swap:**

Member will click on Request a swap

An e mail will be sent to the other member

They will have the option to Accept or decline

Once accepted the Calendar will be updated

If a request for the same duty swap is sent to more than 1 member, once accepted by

One member, the other requests will be deleted.

### **To volunteer:**

Click on Volunteer

And fill in the Form

The calendar will be updated

NB: All Admin functionalities are available for level 2 members.