



FLIGHT CIRCLE ONLINE SCHEDULING INSTRUCTIONS

Blue Skies Flying Club uses [FlightCircle.com](https://www.flightcircle.com) for aircraft scheduling and billing. These instructions outline how BSFC members schedule flights, dispatch the aircraft, check in after flights, and manage dues and hourly charges.

Set-Up

Log in to [www.FlightCircle.com](https://www.flightcircle.com). If accessing from a mobile device, you will be prompted to install the Flight Circle app. Note: The app is only available via this prompt—it cannot be downloaded directly from the Apple or Google app stores. It's recommended to install the app before your first flight.

Upon first login, you will be asked to reset your temporary password and complete your profile. Once done, you're ready to schedule a flight.

Instructors

BSFC currently has two approved CFIs for transition training and solo endorsements. All instructional flights must be arranged directly with the instructor—texting is preferred. Make arrangements with each instructor to pay for their time directly. BSFC is not responsible for payments to your instructor.

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Scheduling a Flight

Once you've confirmed a time with your instructor (if applicable), open the Flight Circle app:

1. Select the desired date and time on the BSFC Mooney schedule.
2. Make sure **your name** is listed as the *Primary Reservation*.
3. Set your planned **Departure and Return** times.

4. If flying with an instructor, select their name in the “Instructor” field.
5. Optional: Use +Pre or +Post to allocate ground time for instruction or pre/post-briefs.
6. Add route details, VFR/IFR designation, and any notes for other members.
7. Click **Save**. You’ll receive a confirmation email and a reminder the day before your flight.

Dispatch

When you arrive at the aircraft:

1. Open the Flight Circle app, tap on your reservation, then tap **Dispatch**.
2. Verify the **starting tach time** and review any **open squawks** (discrepancies).
3. Once dispatched, your reservation will change from blue to green on the schedule.
4. If the tach time appears incorrect, notify the Club President for correction.

Check-In

After your flight:

1. Open the Flight Circle app, tap your reservation, and select **Check-In**.
2. Enter the **ending tach time**. If it falls between two numbers, round to the nearest 0.05 (e.g., 2547.25 for a reading between 2547.2 and 2547.3).
3. If splitting the flight cost with another member, select **Split** and enter their share.
4. Skip the adjustment and instructor billing screens (not applicable).
5. Review the final summary. If everything looks correct, click **Finish**.

Your flight will be logged, and billing will occur at the end of the month.

Happy Flying!

Questions? Reach out to the Club President or your instructor.