

# HOW TO REGISTER ON FLIGHT SCHEDULE PRO v3

1. Go to <http://www.flightschedulepro.com/index.asp>

2. Click on the User Registration

Home

Key Benefits

Feature Tour

Our Customers

Pricing & Signup

Company Blog

Contact Us

**Login to Flight Schedule Pro**

v3 Users Login here.

Username

Password

You must agree to the Terms of Use.

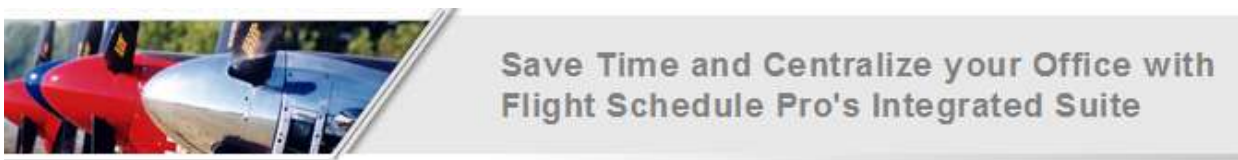
GO!

I cannot access my account.

Don't have an account? [User Registration](#)

"We have owners in separate locations and it is great to have one shared schedule that they all can access. The feedback we have received has been great."

3. Next click on: Signup with an Existion Company



**What type of Account do you want to Create?**

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- Setup a New Company or Organization**
  - Start your Free 30-Day Trial as a new company/organization
- Signup with an Existing Company**
  - Request access to schedule with the company/organization you fly with
  - The company/organization must already use Flight Schedule Pro

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## 4. Select Flight Schedule Pro v3



**Save Time and Centralize your Office with Flight Schedule Pro's Integrated Suite**

**User Registration - It's FREE!**

**Benefits**

**Feature Tour**

**Customers**

**Registration & Signup**

**Company Blog**

**Contact Us**

Please contact an administrator at the organization you fly with to determine which version of Flight Schedule Pro you should register for.

If you don't see the company you fly with listed once you select a version, they are either not registered or may be on the other version of Flight Schedule Pro.

**Please select a version:**

- Flight Schedule Pro v3\*
- Flight Schedule Pro v2

your organization is already registered with Flight Schedule Pro, registration is FREE!

\*v3 Administrators: please add a link to your website to streamline the registration process! There is a special link you can use for your website that's specific to your company.

5. From the drop down menu select **Elmendorf Aero Club**. Before you click **GO!** be sure **Elmendorf Aero Club** is in the **Organization Name**.

## Flight Schedule Pro.com

Please select the organization you fly with. . .

In order to create your account, the organization you fly with must already be setup on Flight Schedule Pro.

Organization Name:

If you do not find your company listed, please tell them about Flight Schedule Pro!

6. Make sure that Elmendorf Aero Club is displayed. If it is Click on CONTINUE. If not, exit the program and start over.

## Flight Schedule Pro.com

You have chosen to register with. . .

**Name:** Elmendorf Aero Club

**Airport:** PAED

**Address:** PO Box 6292  
JBER, AK 99506 6292

**Web Site:** <http://www.elmendorfaeroclub.com>

7. Fill out the form as indicated. Password and username can be anything you want. Most members us their Club number as the username. The image letters indicated by the arrow will be different and are Case Sensitive.

Username: \*

Password: \*

Repeat Password: \*

**Please select a secret question:\***

If you forget your password we will ask you your secret question.

**What is the answer to your secret question?\***

Your answer is not case sensitive so HHH is the same as hhh.

**In the space below, type the letters appearing in the image:\***



Correct capitalization is required.

E-mail Notifications:

Reservation Created

8. Check the Radio Button: I ACCEPT then click Request Approval. After that you will need to wait for an approval from an Aero Club Administrator at which time you will receive an email, to the email account you indicated in the FSPRO form.

## Flight Schedule Pro.com

E-mail Notifications:

- Reservation Created
- Reservation Edited
- Reservation Deleted
- Standby Reservation Activated
- Reservation Reminders
- Flight Schedule Pro.com Newsletter
- Flight Schedule Pro.com Administrator Newsletter
- Flight Schedule Pro Release Notes

Terms of Use & Privacy Policy.

Do you accept the Terms of Use?\* Please read the [Terms of Use](#).

I Accept  I Do Not Accept

We will not share your contact information with 3rd parties. Click here to read our [Privacy Policy](#).

## CONFIGURE THE FLIGHT SCHEDULER

1. Once you receive the email, see sample below, that you are approved you can now click on the login link.

## Flight Schedule Pro.com

**Your account is now approved.**

Your registration has been approved by an administrator at Elmendorf Aero Club. You may now login to Flight Schedule Pro.

Your Username is: jackspratt

[Click here to login](#)

Sincerely,

Flight Schedule Pro

2. Enter your username and password.

## Flight Schedule Pro.com

Sign in here...

Please enter your Username and Password below to sign in.

Username:  [Forgot Username?](#)

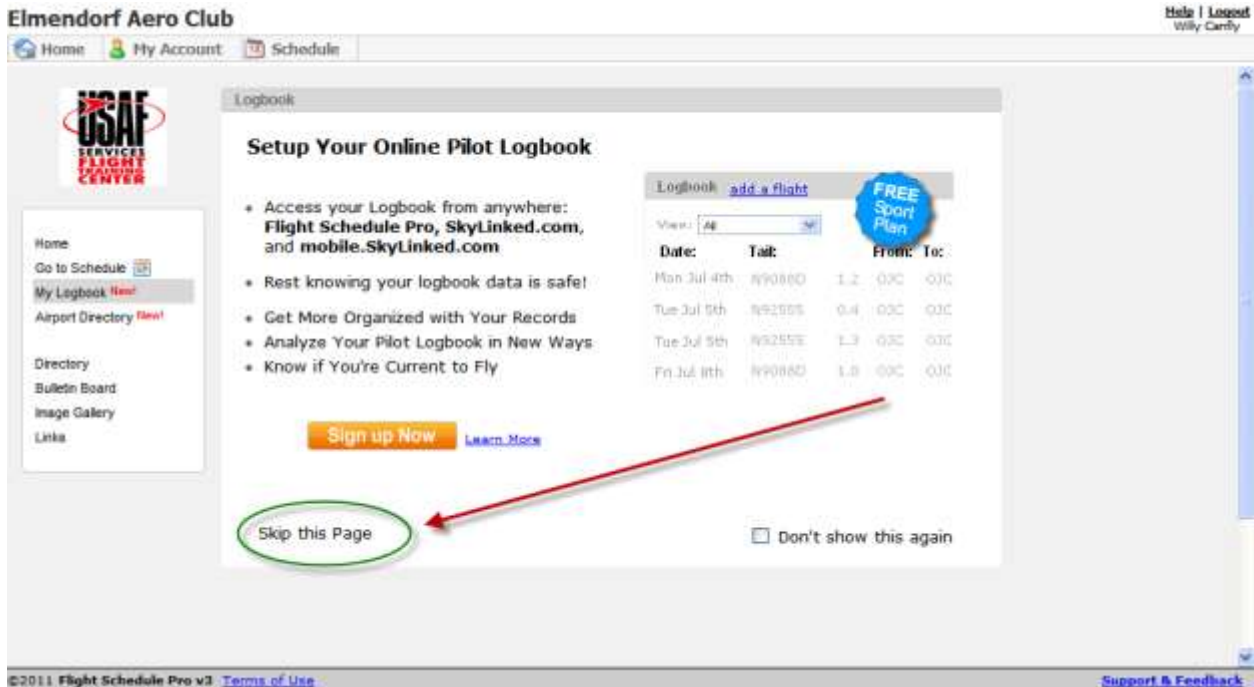
Password:  [Forgot Password?](#)

**Login**

Remember my username


[I can't access my account.](#)

3. This is the next screen. Just click Skip this Page. We don't use this page.



Elmendorf Aero Club Help | Logout  
Willy Carly

Home My Account Schedule



### Logbook

#### Setup Your Online Pilot Logbook

- Access your Logbook from anywhere:  
**Flight Schedule Pro, SkyLinked.com,**  
and **mobile.SkyLinked.com**
- Rest knowing your logbook data is safe!
- Get More Organized with Your Records
- Analyze Your Pilot Logbook in New Ways
- Know if You're Current to Fly

[Sign up Now](#) [Learn More](#)

[Skip this Page](#)  Don't show this again

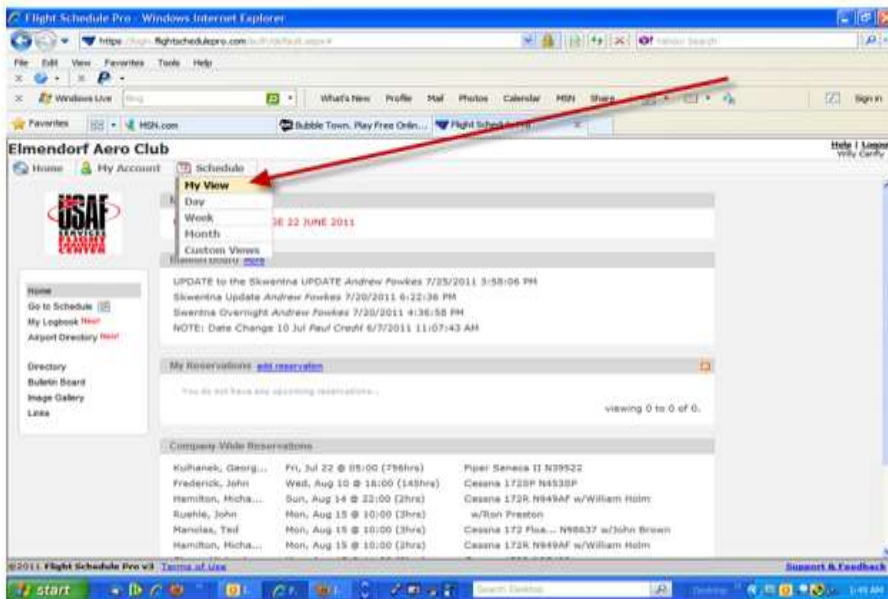
Date:	Tail:	From:	To:
Mon Jul 4th	N90880	1.2	00C 00C
Tue Jul 5th	N92555	0.4	00C 00C
Tue Jul 5th	N92555	2.3	00C 00C
Fri Jul 8th	N90880	1.0	00C 00C

Logbook [add a flight](#) **FREE Sport Plan**

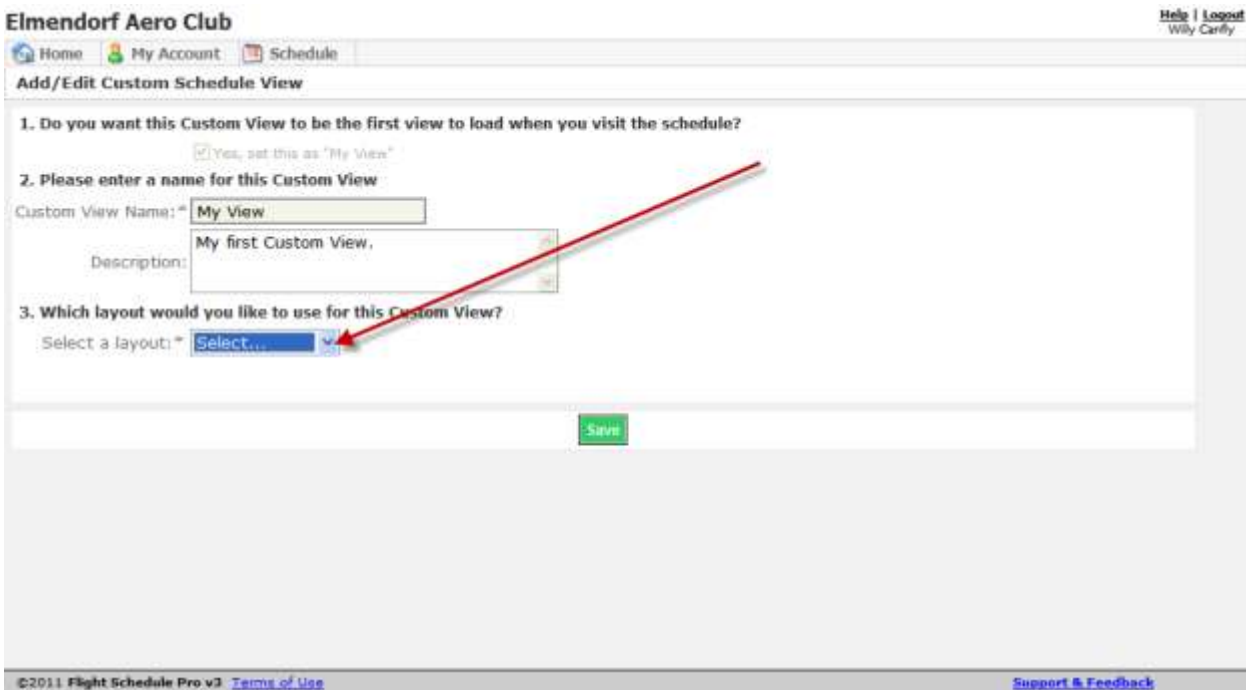
View: All

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4. This is the next screen. Click on Schedule>My View.



5. Now go to Select a layout and from the drop down menu select DAY HORIZONTAL.



6. Now you want to move All Aircraft and All Instructor to the right side. See below. When that is complete click on the SAVE button. Now you should be at the scheduler. If you have any problems please give us a call at 753-4167

Elmendorf Aero Club Help | Logout  
Willy Carfly

Home My Account Schedule

**Add/Edit Custom Schedule View**

Description:

3. Which layout would you like to use for this Custom View?  
Select a layout:

4. Which resource(s) would you like to display for this Custom View?

Available Resources:	Display these Resources:
John Fredenck	
Ron Preston	
Lynnette Mote	
Thomas Johnson	
Andrew Mickler	
Robert Davis	
Wally Hansen	
Todd Erickson	
John Brown	
William Holm	
All Aircraft	
All Instructors	

Hold "Ctrl" to select multiple or deselect.

**Save**

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**Move selections to right side.**

**DO THIS FIRST:**  
Hold down the Ctrl Key and select All Aircraft and All Instructors and see above to move to right side