

HDFC Aircraft Booking Guide

Our new booking system puts all bookings on the one calendar with separate sub-calendars for:

- C172 FPT
- Eurofox 5054
- Foxbat 4422
- George – Briefings
- Adam – Briefings
- Social Events

The new booking system is a Google calendar. Contact a committee member for log-in details.

All sub-calendars are colour coded to make it easier to make sense of all the bookings. The default view is 'week'. If this is too busy for you then try looking at the 'month' or '5 day' view.

Important Notes:

1. Until you get used to the new system be **Very** careful not to accidentally delete or move existing bookings. Bookings can be moved by 'dragging' them around to new dates and times.
2. If you know that you will be having a ground briefing prior to your flight then please remember to book your instructor for ground time using "Adam – Briefings" or "George – Briefings" as required.
3. If you need help with entering new events take the following steps
 - a) Open the calendar using the email and password
 - b) Click on **Help** in the top right corner of the page
 - c) Click on **Using Google Calendar** under the heading Learn the Basics
 - d) Click on **Create an Event**
 - e) If you are still unsure of how to make bookings or use other features of the calendar call George 0414 956 665 or Adam on 0438 300 673 for help.
4. On the calendar page you will see other tabs for 'documents', 'mail', 'reader' etc. **Please do not access these pages.** The site administrator will use these if required.
5. **Please don't change any of the calendar settings.**
6. Log out when finished

It may take a couple of visits to the calendar before you get comfortable with it. We have looked at many calendars and this is the best for our needs.

Happy booking!

Adam and George