

# How to Schedule a Student

(In such a way that AI keeps his sanity.)

It is your responsibility to see to it that your students are scheduled properly. Common problems include:

- You schedule the airplane under your name instead of the student's name. In such an instance, you may incorrectly be billed for the student's rental.
- You leave an unusable block of time between your flight and someone else's flight or sunrise or sunset. Please be considerate and keep the schedule tight.
- You schedule the airplane for the entire length of your lesson including ground time. Please schedule student and instructor times separately to minimize the time the plane sits on the ground when someone else could have been using it.

Schedule the student and instructor times separately using only the time on the plane that you actually need it (including preflight and fueling).

There is a pilot in the system named "intro flight." Schedule new students who are not yet in the system as such.

Highlight both the airplane and the instructor.

You must enter the student into the "Scheduling Pilot" block. Type the first couple of letters of the student's last name into the box but do not allow auto-fill to finish the name.

You have access to student phone numbers under "pilots."

Skip the estimated hours but enter the name and phone number of any students listed as "intro flight."

Click on the name on in **BLUE** on the side or under "find more" to make the computer accept the name of the student.

Check your reservations on the scheduling grid when done for accuracy.

Be sure to give your student his/her username and password and show him/her the "My Account" button he/she can use to monitor his/her account.

Please schedule your time off. To schedule time off simple schedule yourself as both the student and instructor.