

How to Use Flight Circle

If you are a new user with no previous account, please visit the link below to setup your Flight Circle account with Flywell Aviation.

<https://flightcircle.com/associate/9712ec825410>

Visit FlywellAviation.com and click “Schedule with Us”, then proceed to login using your newly created Flight Circle Account.

PLEASE UPDATE YOUR USER PROFILE WITH THE LATEST INFORMATION

This includes all contact information. FAA Certificate Information / Associated Expiration Dates, Etc
****YOU WILL NOT BE ABLE TO SCHEDULE PROPERLY WITHOUT COMPLETING THIS STEP WITHOUT AN INSTRUCTOR****

Scheduling/Reservations (Computer / iOS / Android)

Create a new Reservation

1. Click **Schedule** at the top (default page).
2. Click or tap any open block on the schedule to create a new reservation.
The aircraft, time and/or instructor will default automatically based on where you click (eg. at 10:00, will start the reservation there).
3. Click **Save**.

Cancel a Reservation

1. Click **Schedule** at the top (default page).
2. Click or tap any block that is associated with your reservation.
3. Click Cancel on the menu dropdown and enter a reason for cancellation, then click Yes

Before you fly

1. Click your Reservation and choose **Dispatch**.

This will show summary information you should review before you fly, including but not limited to, HOBBS/TACH Out times, maintenance status and open squawks. This also updates the status and color of your Reservation to green so others know the aircraft is away.

After you fly

1. Click your Reservation again and choose Check In.
2. Enter new HOBBS / TACH values (*DOUBLE CHECK*), select Aircraft Rate and choose **Next**.
3. Choose **Finish** to finalize and show your Receipt – You're Now Finished.
The receipt is just for reference and is not used for billing purposes, the system does not let us bypass this feature so please ignore any billing information or prompts.

If you Dispatched but decided not to fly

1. Click your Reservation and choose **Un- Dispatch** and then Cancel the reservation.