

Registering on the online IFC Scheduling timetable:

Before you start, you must request the Timetable ID from Fred Hupert.

(NOTE: Only Active Members will be given access to schedule the planes. Inactive members may be given access to view the schedules, but will not be able to schedule time.)

Go to site. - Click **Online Scheduling** link - (bookmark it when you get there!)

1. Click on Register: Fill the following fields:
 - a. **Username** (will show as person scheduling plane, so make it what you use on the board)
 - b. **Password**. Use something you'll remember.
 - c. **Confirm Password**
 - d. **Email Address**
2. Click **Register** button (below term of use statement). Page will refresh.
3. **Login** using your **Username** and **Password**
4. Go to **Settings** tab
5. On **Timetable Public ID** enter the Timetable ID you received from Fred.
6. Click **Submit**
7. Click **Set Active** when it refreshes and shows the losco Flying Club as the timetable
8. Under **User Account** tab, **verify email**. You may have to check your junk mail folder to find the email but click on the link in the email and it will verify your email. Your email is used for password retrieval or reset.

Select **My Timetable** tab at the top. You can select a date from the calendar and time in half-hour increments. You can edit or delete the bookings easily so play with it a bit and get familiar. (Please delete any bookings you don't intend to use!)

Be sure and bookmark the site!