



# **How to create a reservation for Fly Time Aviation**

**Date:** 01/15/2024

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## Overview & Purpose

This lesson will walk you through the Fly Time Aviation procedures for creating a reservation for Fly Time Aviation.

## Activity

There are multiple ways to book a reservation.

From Schedule Tab

1. Log into FSP. From the Schedule tab on the left-hand menu, select the date you wish to reserve the aircraft.
2. Find a date and time in the aircraft you want to fly and click on the schedule.
3. In the New Reservation window, fill out all applicable information. Items with asterisk are required fields.
4. If you are receiving flight instruction from a Fly Time CFI select the Dual Flight Training Activity Type. If it is not with a Fly Time CFI for the purposes of instruction, select the Rental Activity Type.
5. Select Continue at the bottom.
6. The Review & Book window allows you to see any upcoming maintenance reminders, open squawks, or errors that might prevent you from flying.
7. If you wish to edit the reservation, select the back arrow in the upper left-hand corner.
8. If satisfied, proceed with the Book or Book & Notify option at the bottom.

