



# How to create a stand-by reservation for Fly Time Aviation

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## Overview & Purpose

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

## Activity

There are several ways to start a new reservation.

1. From the Home tab on the left-hand menu, select New next to My Upcoming Reservations on the Dashboard.
2. From the Reservations tab on the left-hand menu, select New Reservation.
3. From the Schedule tab on the left-hand menu, select New Reservation from the Book Now drop down list.
4. On the Schedule tab, you can also simply click on the block where you want the reservation or click on the heading for the day you want the reservation and select New Reservation from the drop down list.

Making a new reservation:

1. Select the Activity Type from the drop down list. The other reservation fields will depend on the Activity Type settings.
2. Enter the Start and End date and times for the reservation.
3. To make the appointment recurring, check the Recurring box and select how often to recur the appointment.
4. Select the Aircraft or scheduling group from the drop down list.
5. Add Comments, Internal Comments or Notifications, if desired.
6. To make a standby reservation select the box at the bottom next to Standby.
7. Select Continue. Review the reservation information and select either Book and Notify or Book it.
8. If you see an error message, this means one or more of your selections are unavailable during the time frame you selected.

