

## NRAC Online Booking with Shlott Booking System

As a flying member of the Northern Rivers Aero Club, we have registered you for our online booking software.

### Setting Up Your Account

1. You will receive an email from Shlott Booking System with the subject "Welcome to Shlott".

**NOTE:** If you have not received this email, please check your Junk inbox, or contact us at the Club.

2. The email will ask you to set your password for your account on Shlott.com by clicking the blue "Set Password" button in the email
3. Enter and confirm your desired password, then press the blue "Activate" button.
4. You will be taken to the Login page. Enter your Email Address and Password and then press the blue "Login"

Congratulations you have successfully reached the Calendar/Booking page.

### General Overview – Calendar View

The default calendar view is a Day View for the current day.

To view different a day, use the "Previous Day" or "Next Day" buttons. Alternatively, click the Calendar icon located next to the date and select the day/date you wish to view.

This Calendar view displays the times across the top of the Calendar, while Aircraft, Instructors and Other items are listed on the left side of the page.

The Calendar displays the availability and bookings for each Aircraft and Instructor for the time slots as follows:

- White: Available
- Blue/Coloured: Booked
- Grey: Unavailable/Maintenance

### Making a Booking

1. Select the Available timeslot for the Aircraft you wish to book by clicking on the Calendar. This will take you to the "Create Booking" section.
2. Enter the details for your booking as follows:
  - **Book For** - Your name should be pre-filled in the "Book For" field.
  - **Reason** – Training will be the default reason for your booking. If you are booking for a different reason (e.g. Private Hire, Flight Test, etc.), please use the drop down arrow and select the corresponding option.
  - **Start** – Select the Start Date and Start Time for your booking. **NOTE:** the time you selected from the calendar should be pre-filled automatically, however this can be changed using the drop down arrows for both hour and half-hour respectively.
  - **Finish** – Select the Finish Date and Finish Time for your booking, following the steps above. **NOTE:** For flight training, please book in 1 hour and 30 minute periods.

- **Objects Booked**
    - The aircraft you selected from the calendar should be automatically listed under “Objects Booked”.
    - To book an instructor for your lesson, use the drop down arrow to select “Instructor”, followed by selecting an Instructor using the drop down arrow in the next box.
  - **Notes** – This section is Optional.
    - However, please feel free to enter any notes you wish to include as part of your booking
  - **Email** – No email confirmation is the default option. We recommend using the drop down arrow to select the “Email only users booked” option in order to receive an email confirmation of your booking.
3. Double check the details for your booking are correct, then select the blue “Create Booking” button to confirm your booking.

If you selected the “Email only users booked” option, you should receive an email from Shlott Booking System regarding your booking in a few minutes.

### **Viewing Your Bookings**

Your booking will now be displayed in the Calendar.

**NOTE:** Your name is only visible to you, the Instructor and the Administrator.

To view and manage all your Bookings, select the arrow next to your name in the top right hand corner of the screen (next to the Shlott logo), and select the “My Bookings” option.

You will be taken to the “My Bookings” page, where you will be able to view your Up Coming Bookings by clicking on the square containing “Up Coming Bookings”.

The “Up Coming Bookings” screen will display a list on your upcoming bookings.

You can view, edit or cancel your booking by selecting one of the coloured Action buttons on the right-hand side of the screen.

- Green: Information
- Blue: Edit Booking
- Red: Cancel Booking

### **Noticeboard**

The Shlott system also features a noticeboard section located below the calendar. This can also be accessed by selecting the Noticeboard option across the top of the screen.

The noticeboard will typically only be used to provide information about Aircraft/Instructor unavailability if required.

**NOTE:** At this stage, Members will not be able (or required) to post on the Noticeboard

### **Questions?**

Should you have any questions regarding setting up your account or creating your bookings, please contact the Club and we will be happy to assist you.