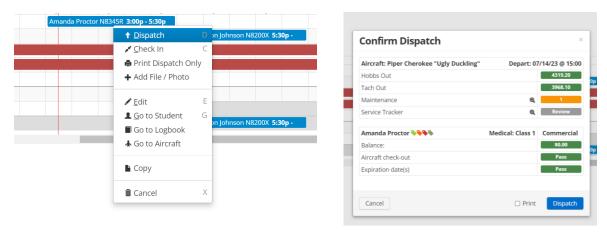


## Dispatch and Check In

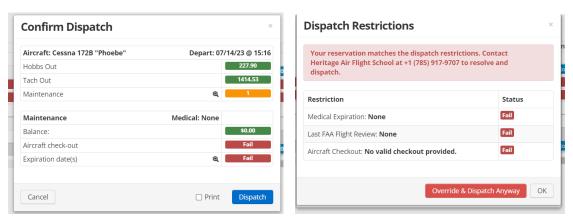
## Before you fly:

 Log into FlightCircle.com, click your Reservation, and then choose **Dispatch**. This will show summary information you should review before you fly, including but not limited to, maintenance status and open squawks. When the reservation has been successfully dispatched, the reservation will change color so others know the aircraft is away.



NOTE: If your pilot profile is missing information you may see red "fail flags", as shown below. If you have fail flags, please contact your flight instructor or the flight school for dispatch assistance.

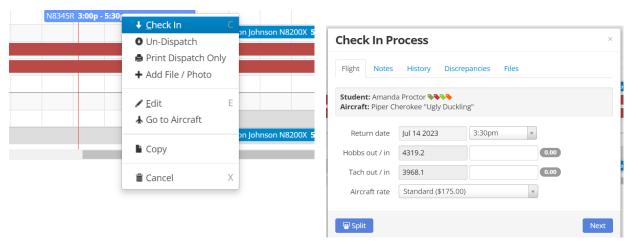
Amanda can be reached at (540) 841-9975 and Jennifer can be reached at (785) 917-9707



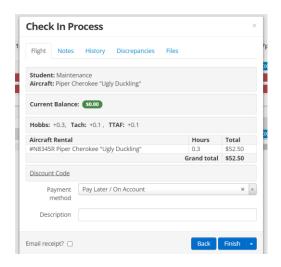
2. Do NOT forget to verify the HOBBS and TACH time PRIOR to flight. If there is a discrepancy between *FlightCircle* and the actual aircraft times, please contact your flight instructor or Amanda at (540) 841-9975 before flying. This can be corrected by a member of the Heritage Air team, but only if we are made aware of the correct times prior to flight.

## After you fly:

 Click your Reservation again and choose Check In. Then enter your new HOBBS and TACH values and choose Next.



- 2. If you added oil, note the number of quarts. If not, enter 0. Then choose Next.
- 3. Select payment type from the drop down list, then select **Pay Later/ On Account**. Heritage Air will invoice you through PayPal until we transition to FlightCircle payments using credit cards on file. If you are paying by check, leave your check in the office lockbox. If you forget to leave a check, you will need to contact the staff for further instructions.



- 4. Choose Finish to finalize and show your Receipt.
- 5. Make sure you **return the airplane keys**.

