

Scheduling BEFA Airplanes

All BEFA pilots should observe the following guidelines in scheduling airplanes and remember to use the phone interface to schedule/cancel airplanes:

- If you will be delayed for some reason but still plan to use your scheduled time, be sure to cancel your old schedule on schedule master and enter your new start time; otherwise, the plane may not be there when you arrive at the hangar.
- If you show up and decide not to fly or if you end your flight early, be sure to cancel the balance of your schedule - someone might be able to take advantage of the extra time the airplane is available.
- Cancel your reservation as soon as you know you won't need it or know you really won't start at the time you have it reserved for. Canceling by phone is very easy and faster than using the web:
 1. Dial 1-800-414-6114
 2. Enter your PIN and #
 3. Press 2 to cancel
 4. Press Y (after listening to the schedule you want to cancel)

In scheduling airplanes, keep in mind the following limit on how many hours can be scheduled each calendar week* during prime time:

Prime Time Limit - Ten hours per calendar week maximum.

Winter Months (October through March)

FROM	TO
8:00 A.M.	7:00 P.M., Saturday, Sunday, and Boeing Holidays
4:00 P.M.	7:00 P.M., Weekdays

* A Calendar Week is defined as 12:01am Sunday through 12 midnight the following Saturday.

Here are a few additional Schedule Master Phone Tips you may find helpful:

To Access Schedule Master by Phone

Call 1-800-414-6114

To Access Schedule Master by the Web

<http://www.schedulemaster.com/smlogin.htm>

To Find the First Available Airplane by Phone

(for example, if you are looking for the first available 172 that fits the time/day you've specified, use the following steps)

1. Enter your PIN number and #
2. Press 4 (to make a one day schedule)
3. Enter start date (# for today)
4. Enter end date (# for today)
5. Enter 0# to select by model
6. Press 1 for all locations, press 2 for Renton, press 3 for Everett
7. Press 1# (for C172), Press 2# (for C150), or Press 3# (Piper Cherokee)
8. Enter start time and end time

Schedule Master Internet Access Tips

- Carry a the Schedule Master web URL and phone number with you. Small wallet cards are available in the Renton BEFA office that work well.
- If you would like to avoid having to logon with your name and PIN each time you access Schedule Master on your own computer (not a good idea on a shared computer), substitute your PIN and USER ID (last name) in the following URL and add this to your bookmark file:
<http://my.schedulemaster.com/>
- Please update your personal data in Schedule Master when it is wrong. This includes home/work/pager phone numbers and your email address. If you're on the Web page, just click on the User tab and then click on "Click here to edit your user info".