

BASA ONLINE SCHEDULE

BASA's new online aircraft schedule will be effective October 1, 2004. The schedule is simple and intuitive to use and will relieve our FBOs from the burden of maintaining the schedule for our aircraft. From now through September 30, 2004, it is recommended that you use both the online schedule and call the FBO to enter your reservation in their book. This will allow us to get used to the online schedule and to work out any unforeseen bugs in the system.

Hollister Gliding Club is planning to have its office staffed on weekends only beginning in October, even though they will still be open for tows Wednesday through Sunday. By having our schedule online, we will be able to maintain the schedule for aircraft on the days when we can get a tow but cannot call and schedule a glider.

We plan to use the system for all aircraft, whether based at Hollister, Truckee, or Minden. The location of the aircraft is indicated right on the schedule and will be updated when the ship is moved to another location.

The BASA aircraft schedule is available on the BASA home page: <http://www.flybasa.org/index1.htm> or can be accessed directly from the following link: http://www.soaringnet.com/basa_sched/month.php

In order to make the roll-out of the online schedule a success, we need to establish some ground rules that we all follow:

1. All reservations for club equipment are expected to be made online starting October 1, 2004. If you don't have access to a computer and want to make a reservation, you can still call Hollister Gliding Club on days when the office is open and they can enter your reservation in the online system, or you can ask another member with computer access to make your reservation for you. (Note: We have not yet asked SoarTruckee or SoarMinden if they are willing to enter reservations in the online schedule for us.)
2. You are still bound by the club reservation policy. The schedule system does not verify your reservation against the club rules so you are on your honor to follow the reservation rules. The executive committee will check the schedule periodically to ensure that members are following the rules. The reservation rules can be accessed on the BASA website at <http://www.flybasa.org/res.htm>. Remember that weekend time blocks at Hollister are 2 hours long, beginning on the odd hours (i.e., 9:00 – 11:00 AM, 11:00 AM to 1:00 PM, 1:00 to 3:00 PM and 3:00 to 5:00 PM).
3. As currently implemented, we are all logging in with the same username and password so nothing prevents someone from deleting or changing another member's reservation. Although I'm sure that no one would do this intentionally, it is also very easy to do inadvertently so please be careful when viewing other member's reservations so that they are not accidentally deleted, changed, or moved.
4. You are not allowed to move another member's reservation to another plane without the permission of the other member even if the plane is the same make and model.
5. You are required to enter your name on your reservation. You are not required to, nor should you, enter your email address or phone number as this is stored on a public site and could potentially be mined for such data. Every member's contact information is available in the address list which is distributed with the Bugle each month so if you need to contact someone about a reservation simply look up their contact information in the address list and give them a call or send them an email.
6. Only executive committee members are allowed in the Admin area or are allowed to make changes to the aircraft descriptions. Again, we are all logging in with the same username and password so you are on your honor to not make any changes to the schedule other than adding or changing your own reservations.

7. If an aircraft needs to be grounded for some reason, you must notify a member of the executive committee, preferably the maintenance chairman or the flight committee chairman so that the aircraft schedule may be blocked off and any members with upcoming reservations notified.

Schedule basics:

The schedule may be accessed by going to the BASA website and clicking on the link for the Online Schedule at the top of the home page.

You can select several views for the schedule:

A **Monthly** view can be selected by clicking on the link for the desired month at the bottom of the schedule page. This view is for a single aircraft and the aircraft that you are viewing is displayed at the top of the view. To add a reservation on this view, click on the number of the desired day and the schedule will switch to the **Daily** view. You can also use this technique to switch from the **Weekly** view.

To add a reservation, go to either the **Weekly** or **Daily** view. The **Weekly** view displays a single aircraft and the **Daily** view displays all aircraft. You can switch aircraft in either the **Monthly** or **Weekly** view by clicking on the desired aircraft in the list at the top of the schedule.

The **Weekly** view can be selected by clicking on the link for the desired week at the bottom of the schedule page. This view is for all aircraft.

Adding a Reservation:

On either the **Weekly** or **Daily** view, click on the plus sign that corresponds to the desired time slot row on the left, and the column which corresponds to the day (**Weekly** view) or the aircraft (**Daily** view.)

You will be prompted to enter a username and password. Use the following username and password.

Username: basa
Password: soarbasa

Use the following guidelines to fill in the reservation form:

Brief Description: <your name>
Full Description: <any additional information you wish to enter, x-c, back seat available for dual ships, etc.>
Date: <date of reservation>
Time: <time of reservation>
Duration: <length of reservation in hours>
Rooms: <desired aircraft>
Type: <not applicable>
Repeat Type: None
Repeat End Date: <date of reservation>
Repeat Day: <not applicable>
Number of Weeks: <not applicable>

Click the “Save” button to save the reservation.

To change a reservation, simply find your reservation in the appropriate view and click it. The reservation details will be displayed. You can choose to either edit or delete the reservation. Note that your name is only visible in the **Daily** and **Weekly** views.

The system is very simple and fairly easy to use. Because we all login with the same username and password it is possible to change or delete another member’s reservation so please be careful. If you find yourself in a situation where you are unsure of what to do, don’t do it and send me (**Jonathan Hughes**) an email and tell me what you were trying to do and I’ll see if I can straighten it out.