



Members Panel - User Guide

To **Login** click on 'Member Panel' – top left hand side of the screen

Member Login

- Use the Credentials emailed to you, or your email address to gain access.

Members Panel

- **'Your Account Balance'** is shown:
 - Click on **'Transactions'** to see a list of your monetary transactions
 - For a comprehensive breakdown of your Invoices, complete the dates 'to & from' and click 'Get Statement'

Menu

Home

One Month Calendar is the default view.

Select "Week" or "Day" to view or print the corresponding period.

The Calendar Displays the Duty Crew, The event calendar and Voucher Flight bookings.

Duty Roster

- List of all future Duties and Crew
- Click on " Volunteer" to volunteer for a Duty. Populate the required Fields. Click on Volunteer.
- Click on "Request A Swap" To request a Swap. Populate the fields from the Various drop Down. Click on " Request A swap".
E mails notifications will be sent.

My Profile

- See and amend, if required, your: Username; Password; Personal details. Click on 'Update' to accept any changes.

My Flight Log

- Lists the full details of all your flights



Statement

- A direct link to generate your Statements, as per 'Transactions' above

Total Flight Time Breakdown

- A helpful tool for your Logbook: gives you a breakdown of P1, P2 and P1 in a Multi Seater

Launch Point

- Gives you an opportunity to see what is happening at the Club – which gliders are 'Waiting on the Grid' etc.
- Flying list: Click Add to add your name to the flying list without an arrival time. Add a note to message the duty instructor with your intentions for better day management.
- To Add your name to the flying list for a future date , click on the unlabelled box with the word Filter on the right of the box , a calendar will appear , click on the date of interest and then click Filter. A list of people interested in flying on that date then appears and below that is a section that allows you to add your name to that days flying list.