

# Wings of Carolina User Guide for Flight Circle

This document describes the basics for how a Wings of Carolina member can and should use Flight Circle.

## What's Different

### Dispatch

When you arrive at the airport, you'll review the physical squawk book and check out the binder as usual (including use of the green sign-out sheet). Then proceed to the airplane.

**You are required to use the "Dispatch" feature of Flight Circle**, which is best accomplished with your smartphone at the airplane. You'll confirm the Hobbs and Tach times, review the electronic squawks (once we adopt the electronic squawk book; stay tuned), review the maintenance reminders of the airplane, and then confirm that you are "dispatching" the airplane. The dispatch process will also confirm that you have a current flight review and medical, and that any other requirements are met.

### Hobbs and Tach Times

Flight time will still be billed based on Hobbs time. But Flight Circle also collects Tach time, which enables everyone, including members and the maintenance crew, to view real-time status of periodic maintenance items. If you would like a reminder on how to find each type of time in a particular airplane, please consult the type-specific guides in [this folder](#).

### Mobile Friendly

Flight Circle works great on a smartphone. There's no app; just use the website in a browser. You can [add a Flight Circle icon to your home screen](#) for easy access.

### Simulators

Both simulators are in the same room, but Flight Circle doesn't have a way to prevent them from being scheduled concurrently. Please do not reserve sim time that overlaps with an existing reservation of the other sim.

### Lobby Schedule

Flight Circle does not have a "kiosk mode" schedule view. But most users of Flight Circle don't mind because it's so easy to look at the schedule on a smartphone.

# Data

## What Data Is Migrating

- Reservations will be copied automatically
- Account balances will be copied but might look incorrect for a few days. The treasurer team will communicate about that.
- Your user account has been copied along with some data including pilot certificates and contact information.

## What Data Is Staying Behind

Please make sure you retrieve any personal data you want to keep from MyFBO before Aug 31. If you've procrastinated updating your logbook, now is the time.

- Past flight information
- Type check-outs
- Financial transactions

## Get Started with Flight Circle

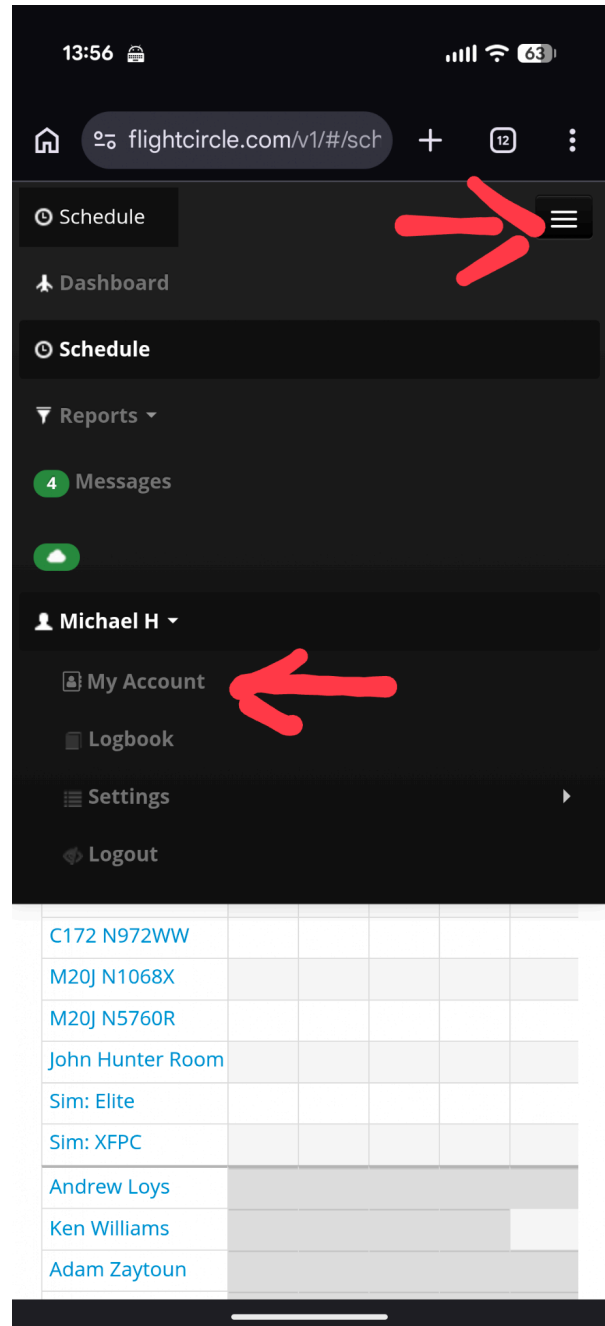
Once you access your account, you'll need to populate some key information. Flight Circle will actively warn about certain currency items during scheduling and during dispatch, so you should be ready to enter:

- Pilot Certificate and rating details
- Medical type and expiration date
- Last FAA Flight Review

Please also add a **credit card or bank account** to your profile so that dues and flight time can be paid seamlessly, unless you prefer to maintain a positive balance via other payment methods.

### Access your account

Click the menu icon at top-right, then click "My Account" under your name.



## Add Pilot Details

Click on the "Pilot" tab. Some details might have already been migrated from MyFBO. Verify that all of the information is current and correct, and make changes as necessary.

You can ignore the TSA information. We are not currently using Flight Circle to track TSA clearance.

Be sure to add:

- Last FAA Flight Review
- Medical details
- Certificate Information
- Categories, Ratings & Endorsements

The club will adopt a process soon for adding additional information such as type checkouts (only Staff / Instructors can do that) and club annual.

13:59 62

flightcircle.com/v1/#/acc

Schedule

### Pilot Data at Wings of Carolina Flying Club

Account Pilot Files (0) Cards ACH

Auto Pay More

### TSA Security Clearance

This pilot has no TSA security clearance evidence filed.

Evidence Shown

Select evidence

Verified student and instructor logbook endorsements?

No

Notes

### Aircraft Check-Outs

KTTA 85F° ● VFR 310 @ 3

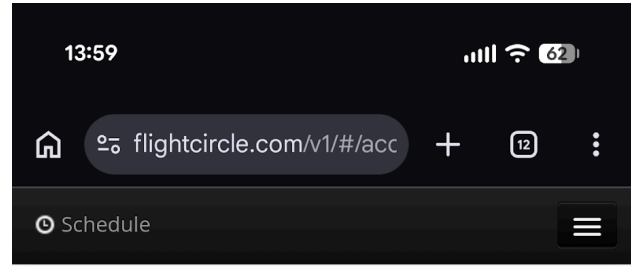
## Add a Payment Method

Click the “Cards” tab or “ACH” tab to add payment details.

Having a payment method on file enables prompt payment of monthly dues and of flight expenses during check-in.

Wings of Carolina Bylaws require that:

*“Charges for flight time must be paid in advance or immediately upon the conclusion of the flight”.*



### Payment Methods at Wings of Carolina Flying Club

Add Card

Account Pilot Files (0) Cards ACH

Auto Pay More

Card	Exp	Options
Visa ending in 0862 — Primary	06/31	Options ▾

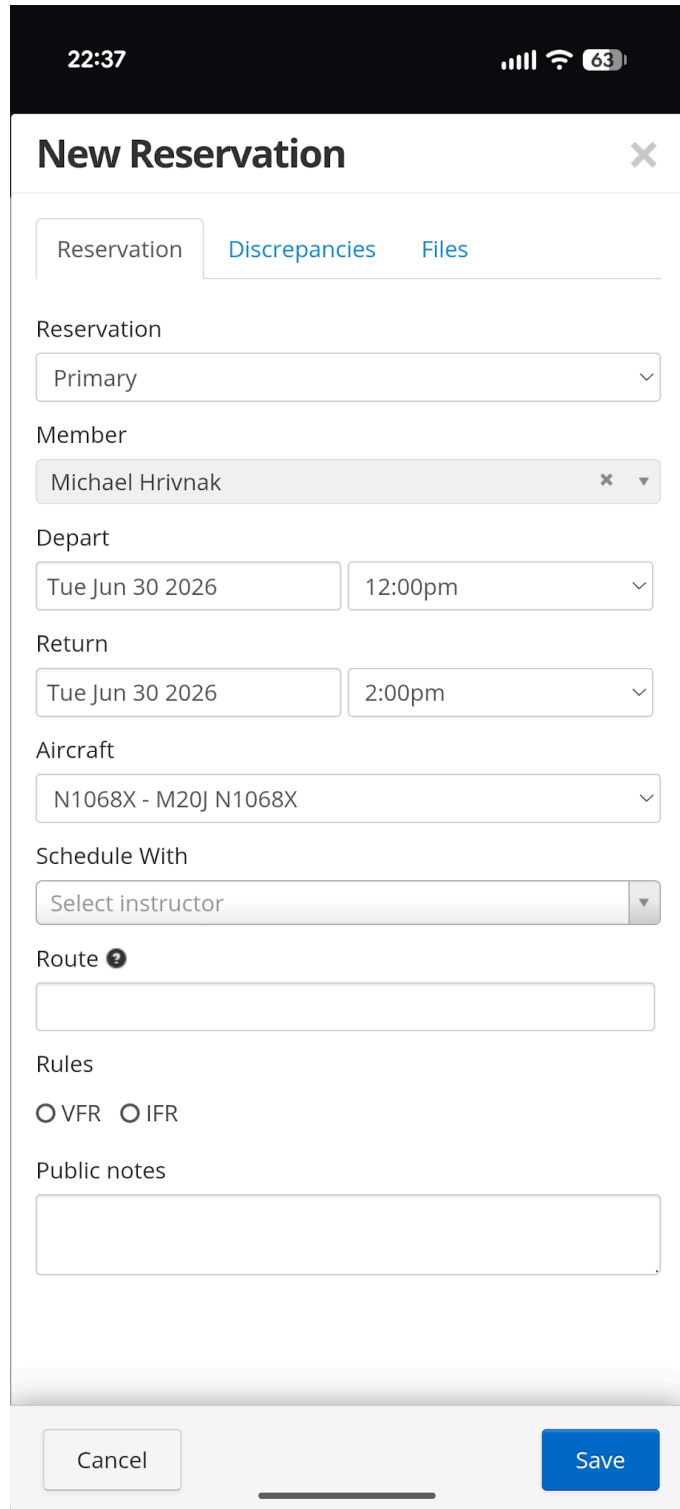
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KTTA 85F° VFR 310 @ 3

## Scheduling

When viewing the schedule, click on a time block to begin a reservation. You'll see a page like this picture. Fill out the information and select Save.

If it is an instructional flight, be sure to add the instructor.



The screenshot shows a mobile application interface for creating a new reservation. At the top, the status bar displays the time 22:37, signal strength, Wi-Fi, and a battery level of 63%. The app title is "New Reservation" with a close button (X) in the top right corner. Below the title are three tabs: "Reservation" (selected), "Discrepancies", and "Files". The form fields are as follows:

- Reservation:** A dropdown menu with "Primary" selected.
- Member:** A dropdown menu with "Michael Hrivnak" selected and a close button (X).
- Depart:** A date field with "Tue Jun 30 2026" and a time dropdown with "12:00pm" selected.
- Return:** A date field with "Tue Jun 30 2026" and a time dropdown with "2:00pm" selected.
- Aircraft:** A dropdown menu with "N1068X - M20J N1068X" selected.
- Schedule With:** A dropdown menu with "Select instructor" selected.
- Route:** A text input field with a help icon (i) to its left.
- Rules:** Radio buttons for "VFR" and "IFR", with "VFR" selected.
- Public notes:** A large text input field.

At the bottom of the screen, there are two buttons: "Cancel" and "Save".

# Dispatch

Immediately prior to flight, log into Flight Circle and “dispatch” your reservation. Most people do this from their phone while at the airplane, to verify Hobbs and Tach times.

Soon we will begin using the built-in electronic squawk book. You will review squawks (Discrepancies) from the Dispatch page by using the magnifying glass. For now continue to use the physical squawk book.

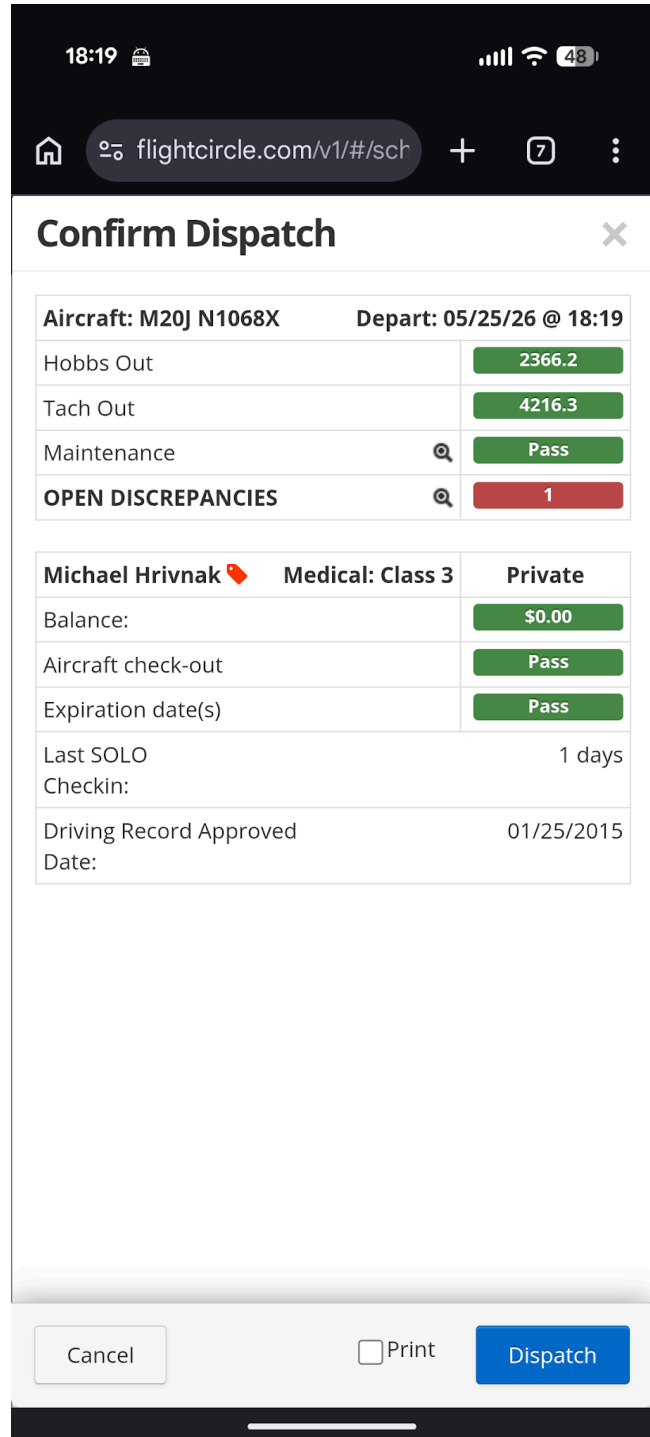
You will also be able to review Maintenance status, such as how much time remains until various required maintenance items are due.

If you would like a reminder on how to find Hobbs and Tach time in a particular airplane, please consult the type-specific guides in [this folder](#).

In case there is a discrepancy with the starting Hobbs time, please contact a staff member or instructor for help. The #flightcircle-help channel in slack is a great starting point.

If the starting Tach time is wrong, don't worry about it; just enter the correct time at the end of your reservation. Tach time is not used for billing.

If you see any warnings, such as about an expired flight review or medical, make sure that your flight is in compliance with all regulations and club policies. If so, be sure to update your profile in Flight Circle with the latest information.



## Check In

After your flight, use Flight Circle to [check in the airplane](#). You will need both the **Hobbs and Tach times!**

Many users of Flight Circle do this from their phone while at the airplane so they can directly enter the Hobbs and Tach times.

You must check in your flight immediately. Because the starting Hobbs and Tach times cannot be changed, the club member who has the plane after you is depending on you to accurately and promptly check in the airplane so that their starting times will be correct.

Continue to use the yellow sheets as normal, which serve as a backup in case there is any problem with the digital data.

18:27 📶 📶 📶 46

flightcircle.com/v1/#/sch

### Check In Process

Flight Notes History Discrepancies 1

Files

**Member:** Michael Hrivnak 📍  
**Aircraft:** M20J N1068X

Return date  
May 25 2026 9:00am

Hobbs out / in  
2366.2  
2367.2 1.0

Tach out / in  
4216.3  
4217.0 0.7

Aircraft rate  
Standard (\$141.50)

Split Next

Fuel Reimbursements should be entered as an "adjustment". You can enter as many fuel adjustments as needed.

Enter the total amount you paid for the fuel, including sales tax. Do not include any non-fuel fees that might also be on the receipt, such as landing fees, security fees, infrastructure fees, overnight fees, handling fees, etc.

Remember to place the printed receipt into the gray box at the club as usual. Write your name, member number, and the tail number at the top. Alternatively you can attach a picture of the receipt during the check-in process under the "Files" tab (see the next screen).

If you purchase oil, please just add that to the cost of the fuel for reimbursement purposes. But we encourage you to plan ahead and bring as much oil as you anticipate needing from the club's supply.

The screenshot shows a mobile application interface for entering a fuel reimbursement. At the top, the status bar displays the time 18:29, signal strength, Wi-Fi, and battery level at 46%. Below the status bar is a browser address bar showing the URL flightcircle.com/v1/#/sch. The main form is titled "Fuel Reimbursement" and contains the following fields:

- Aircraft:** A dropdown menu with "M20J N1068X" selected.
- Location:** A text input field containing "HRJ".
- Gallons:** A text input field containing "15".
- Dollars:** A text input field containing "75.00".
- Notes:** A text input field containing "Notes".

At the bottom of the form, there are two buttons: a light gray "Cancel" button on the left and a blue "Add Fuel Reimbursement" button on the right.

The final page of the check-in process will show the itemized transaction. If you want to attach an image of any fuel receipts, do so under the "Files" tab.

Select a payment method and then "Finish".

Be sure that the "Apply Aircraft Tax" box remains checked (most members won't see the box as an option). Every flight at Wings of Carolina is subject to sales tax.

The screenshot shows the flightcircle.com mobile app interface. At the top, the time is 18:29 and the battery is at 46%. The browser address bar shows flightcircle.com/v1/#/sch. The main content area has tabs for Flight, Notes, History, and Discrepancies (with a red notification badge for 1). Below the tabs is a "Files" section. The flight details include Member: Michael Hrivnak and Aircraft: M20J N1068X. The Current Balance is \$0.00. Flight statistics show Hobbs: +1.0, Tach: +0.7, and TTAF: +0.7. An itemized table follows, detailing Aircraft Rental, Fuel, and a Fuel Adjustment credit. The Grand total is \$130.86. There is a checkbox for "Apply Aircraft Tax" which is checked. The Payment method is set to "Cash". A Description field is empty. At the bottom, there is a checkbox for "Email receipt?" which is checked, and three buttons: "Back", "Finish", and a right-pointing arrow.

Aircraft Rental	Hours	Total
#N1068X M20J N1068X	1.0	\$141.50
— North Carolina (3%)		\$4.25
Product / Service	Qty	Total
100LL Fuel (Gallons)	8.7	\$60.12
Fuel Adjustment (Credit)		(\$75.00)
<b>Grand total</b>		<b>\$130.86</b>

## Getting Help

**Slack:** the `#flightcircle-help` channel is the best place to get help. If you need access to slack, just ask.

**Email:** [flightcircle-help@wingsofcarolina.org](mailto:flightcircle-help@wingsofcarolina.org) is another way to ask for help.

**Documentation:** Flight Circle's [documentation](#) is not comprehensive, but it does have some useful information.