

How To Schedule a Session on the Chapter Flight Simulator

Once you have received your Level 1 Flight Sim Orientation you will be provided with a URL link for scheduling time on the Chapters flight simulator. When you enter that URL into your browser the following page will appear. Note, if the browser window is too narrow, or you are using a mobile device, the calendar may appear below the event information instead of on the right side.

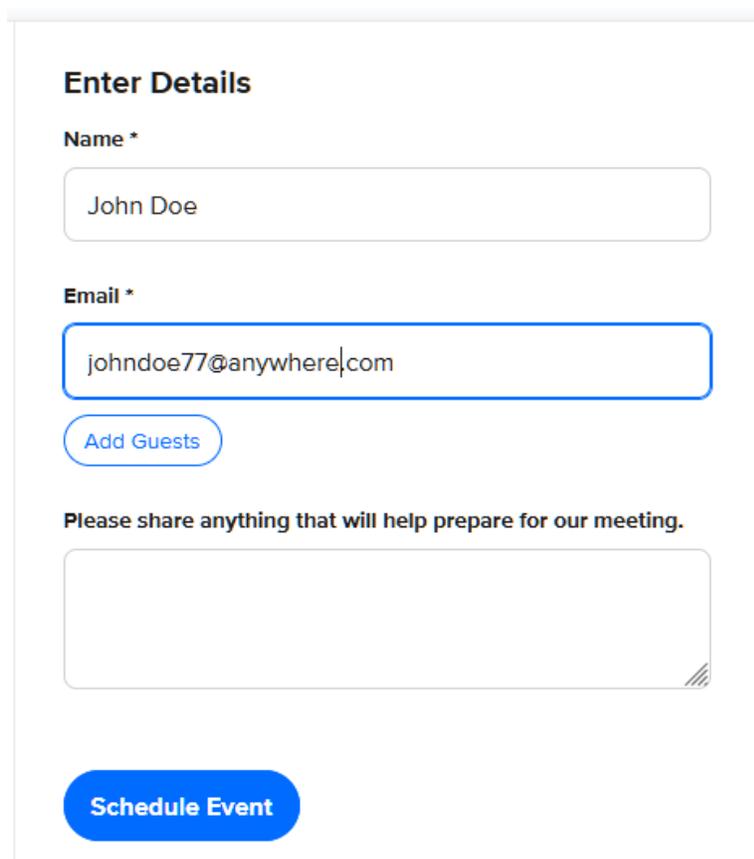
The screenshot shows a scheduling interface for a flight simulator session. On the left, the event details are: Chapter 237 Flight Simulator, Flight Sim Session (2 hour), 2 hr, and EAA Chapter 237 Building. On the right, a calendar for August 2021 is displayed with dates 26, 27, and 28 highlighted. A 'POWERED BY Calendly' logo is in the top right corner.

Click on the date you want to schedule your session for. The currently available times slots for the selected date will then appear on the right side of the page.

Click on the desired time slot (use scroll bar to see all of the available times). When you click on a time slot a Confirm button will then appear next to the selected time as follows.

The screenshot shows a time slot selection interface. Three time slots are shown: 9:30am, 10:00am, and 10:30am. The 10:00am slot is selected, and a 'Confirm' button is visible next to it.

Assuming the correct time slot was chosen, click on the Confirm button. (Note, if you picked the wrong time slot, just click on correct time slot and the Confirm button will move to that time slot). When you click on the Confirm button the following form will appear.



The screenshot shows a form titled "Enter Details" with the following elements:

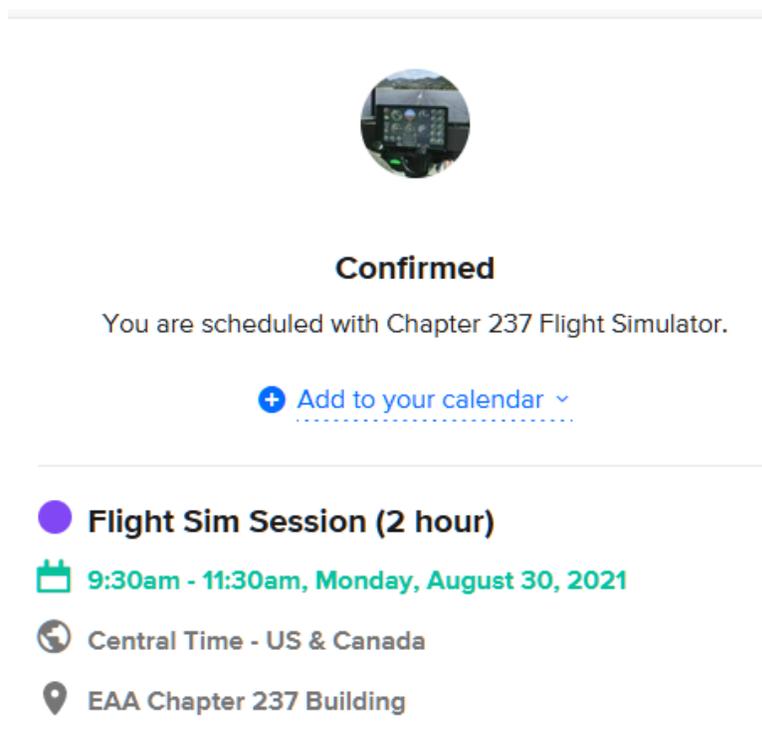
- Name ***: A text input field containing "John Doe".
- Email ***: A text input field containing "johndoe77@anywhere.com".
- Add Guests**: A blue button with white text.
- Please share anything that will help prepare for our meeting.**: A text area with a light gray border and a small diagonal line in the bottom right corner.
- Schedule Event**: A large blue button with white text.

Enter in your full name (first and last name please) and your current email address in the fields provided. Ignore the Add Guests button and "Please Share..." comment box. Be sure you have entered in a correct email address so that the confirmation email mentioned below will get to you. Otherwise, you will not be able change or cancel your reservation in the Calendly system.

Then click on the Schedule Event button.

(Continued below)

A confirmation page like the following will appear.



You are all done. You can then close the browser window. However, note the option to “Add to your calendar” before closing this confirmation page.

Assuming you entered the correct email address, you should soon receive a confirmation email at the email address you entered on the scheduling form. Be sure to save the email because it includes options (i.e. buttons) for rescheduling or canceling your reservation, and also buttons for adding the reservation to your Google or iCal/Outlook calendar.

If you are having any issues, please log the issue/problem in the ‘#scheduling’ channel at the EAA 237 Flight Sim workspace (Slack). Or you can send an email to flight-sim@eaa237.org

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