


Flying 20 New Member

1. Application and background check
2. Hangar tour and briefing about how to access the aircraft
3. Monthly meeting and payment to any officer
4. Setup Flight Schedule Pro (FSP)
 - a. The link is on the internal website – 121.5, if they have ever been a member of FSP anywhere that login is what to use, our club id is 118517
 - b. Watch the videos on FSP main page under Get Help, Squawks must be entered in FSP
 - c. Document entry, the member must ensure the medical and pilot certificates are entered.

Dashboard / My Account

Robert Dodd Account Settings



Name Robert Dodd

Phone 217-415-1293

Username robertdodd737@att.net

Email robertdodd737@att.net

Role Administrator

Active Yes

Last Flight Feb 16, 2018 [View/Update](#)

Last Login Today at 2:38 PM

Created Dec 27, 2017

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Documents Filter: Show All

NAME	STATUS	
ok Complete User Profile		View
ok Emergency Contact Info		View
ok Profile Photo		View
ok ATP Pilot Certificate (FAA)		View
ok Medical Certificate / BasicMed (FAA)	1st Class OK - Expires 7/1/2018 2nd Class OK - Expires 1/1/2019 3rd Class OK - Expires 1/1/2019	View

- d. Medical certificate entry, Safety keeps the medical and flight review online in FSP.
- e. Annual flight review entry – admin only, will be uploaded to FSP after turned in to Safety Officer.

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Endorsements Add Endorsement

DATE GIVEN	ENDORSEMENT	STATUS	
10/31/17	ok Completion of a flight review	OK - Expires 10/31/2018	View
2/7/18	To act as PIC in a pressurized aircraft capable of high altitude operations		View
12/27/17	To act as PIC in a complex airplane		View
12/27/17	To act as PIC in a high performance airplane (Cessna 182J)		View
2/25/90	Additional aircraft category or class rating (other than ATP)		View
4/3/89	Flight proficiency/practical test		View

- f. Endorsements – only added by admin
- g. FSP aircraft check out/check in only available on mobile website. Using the mobile app does not give full function of FSP.

Flying 20 Treasurer

1. Email is the primary method of communication, make sure treasurer@flying20spi.org is not in your spam folder as this is my Email address.
2. A credit card must be on file in FSP to schedule an aircraft.
3. USPS mail is the primary method for bill pay or you can self-pay on your card. A card fee will be added to your account after payment, (3.4%+\$0.25), the Flying 20 Club, Inc. will not absorb any credit card fees. This address is on your statement for mailing.

Flying 20 Club, Inc.
PO Box 1971
Springfield, IL 62705

4. Fuel receipts can be Emailed or mailed.
 - a. Scan document and save as .pdf, attach to Email.
 - b. Use smart phone to make a .pdf with the free Adobe app or other free app. This is the easiest method, **PHOTOS OF THE RECEIPT WILL NOT BE ACCEPTED.**
 - c. Reimbursable receipts can be mailed to the PO Box.
5. An invoice will show up on your monthly statement for each flight or reimbursement (fuel, oil or other).
6. Statements are Emailed on the 1st from FSP.
7. The total showing on your home page in FSP is the current running total with all flights to date, not just from the previous month.
8. I can always be reached by phone or text at 773-469-8070.

Fly Safe,
Al Conrad