


# User Guide for the Click n' Glide trial

## Registration

You will be registered for click and glide with your email address and your name. Your last name will also contain your membership number. When you receive your registration email, click on the ***I activate my account*** link which will open the Click n' Glide Account Activation Screen below.

Welcome to **Click n' Glide**

Account Activation



Hello One,  
Your gliding club has just created an account on Clicknglide.com  
Follow the following 4 steps to activate your account.

**1 - Your name**

Fix the spelling of your name if necessary (accents, etc)  
Last name:  First name:

**2 - Your roles**

The following roles can be assigned to each member: :  
Tug Driver Winch Driver Licensed pilot Dual student Instructor Solo pilot Introductory pilot Admin  
You are currently signed up as:  
Dual student  
If this is not correct, contact your club.

**3 - Your username**

Please be aware that you will need to log in using this email address:  
wolfrossman@gmail.com

**4 - Your password**

Choose a password (Minimum of 6 characters):

Confirm your password:

It will show which roles are assigned to you. If there is anything incorrect or missing, go to ***Changing your roles*** once you have activated your account.

Enter a password and enter it again in the *confirm your password* box and click ***Activate my Account***.

You can now sign in. The link for Click n' Glide is <https://clicknglide.com/en/yourclub>.

Email:

Password:

Stay connected

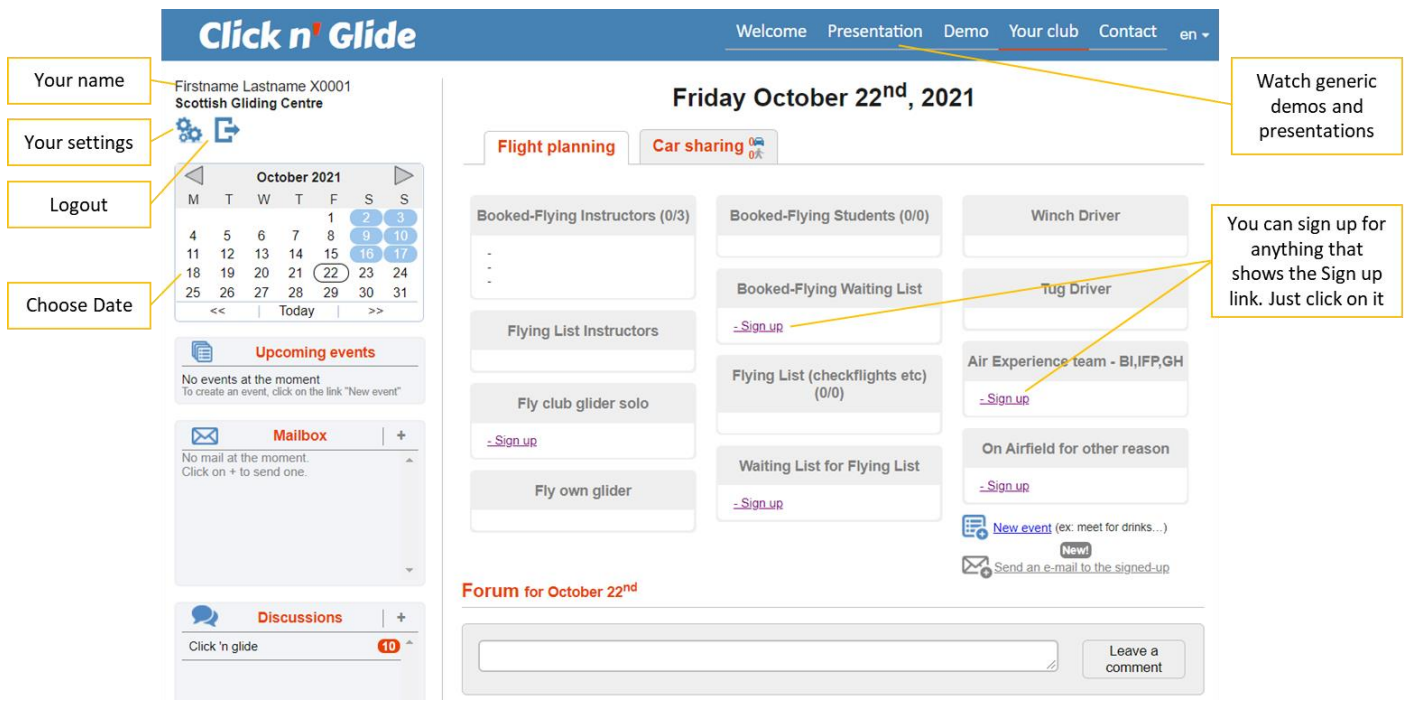
[Still not registered with Click n' Glide?](#)  
[Did you forget your password?](#)  
[Choose a new password](#)

Log in with your email address and password.

If you tick the ***Stay connected*** box, you will go directly to the main screen next time.

# The Main Screen (Weekday)

The main screen will open on today's date and looks like this:



To sign up for something, just click on the **Sign up** link. The weekday and weekend screens are slightly different, but the functionality is the same. You will only be able to sign up for tasks that your role allows.

On days when booked flying is available, you can sign up for booked flying under **Booked-Flying Students**. However, if no instructor has signed up yet, you need to sign up in the **Booked-Flying Waiting List**. Once an instructor signs up for booked flying, slots in the **Booked-Flying Students** field will be available and members on the waiting list will automatically move to that list until all slots are occupied.

If you just want a check flight with an instructor or it is a club flying day, then you need to sign up to **Flying List** or **Waiting List for Flying List** if no slots are available. Again, members on the waiting list will be moved automatically to the **Flying List** field as slots become available.

When there are members waiting for instructors, emails will be automatically sent to instructors to ask for volunteers.

If you don't need an instructor, but want to come to the airfield, sign up to fly your own glider, a club glider (solo) or any other reason.

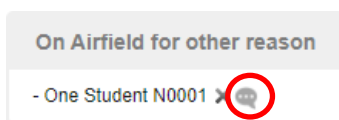
Instructors offering booked flying should sign up under **Booked-Flying Instructors** early to allow for students to book. Other instructors coming and prepared to do some instructing should sign up as **Flying List Instructors**.

Volunteer Winch and Tug Drivers sign up in the appropriate fields and indicate in the comments if they are only available for some of the time.

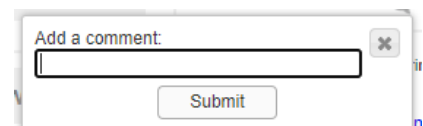
If you come to fly a club glider solo or fly your own glider then sign up in the appropriate fields.

If you are coming to the airfield for any other reason, please sign up under **On Airfield for other Reason**. This is a catch all for anything else.

You can sign up for multiple fields, e.g., if you need a check flight and then want to fly a Junior, sign up for **Flying List** or the associated waiting list and sign up for **Fly club glider solo** as well.



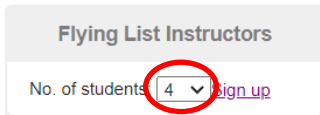
When you sign up for something by clicking on **Sign up**, your name appears and you have the option to add a



comment by clicking on the circled comment icon. Clicking on the **x** will remove you from this sign up. When you click on the comment icon a box appears to type in your comment and submit it.

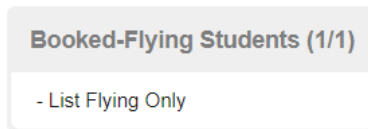
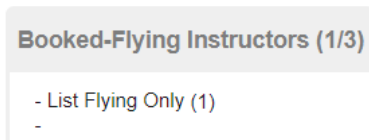
It is strongly recommended to always add a comment to say what you are doing, especially when booking an instructor, so the instructors will know in advance what you are expecting.

Also, if you don't plan to be on the airfield all day (especially when volunteering as instructor, Tug or winch driver) then say that in the comment field.



Instructors signing up have the option to select how many students they are prepared to fly with on the day. You must select the number of students before clicking **Sign up**. This will open that number of slots for students.

On club flying days during the week, there will be no **Booked-Flying Instructor** signed up and the Booked-Flying fields will look like this:



## The Main Screen (Weekend)

The weekend screen looks very similar except that all the **Booked-Flying** fields are replaced by **Full Day Group** fields. As we have an instructor duty rota, the instructor fields will be populated and we have 2 instructor slots for 4 students each, so a maximum of 8 students can sign up for the weekend flying and are expected to be with their group all day (we no longer split the day in 2 halves).

For those needing an instructor but not booking for a full day group, an additional instructor for the normal flying list is also on the duty rota. Any other volunteer instructors who are on the airfield and prepared to do some instruction should also sign up as **Flying List Instructors** and indicate in the comments any restrictions (e.g., morning or afternoon only).

Instructors can arrange to swap by changing their slots.

The screenshot shows the Click n' Glide website interface. At the top, there is a navigation bar with the logo and links for Welcome, Presentation, Demo, Your club (highlighted), and Contact. Below the navigation bar, the user's profile information is displayed: Firstname Lastname X0001, Scottish Gliding Centre, with icons for settings and a share button.

The main content area is titled "Saturday October 23<sup>rd</sup>, 2021" and features two tabs: "Flight planning" (selected) and "Car sharing". The "Flight planning" tab contains several sections:

- Full Day Group Instructors (0/2)**: A field for entering instructor names.
- Full Day Group (0/0)**: A field for entering student names.
- Winch Driver**: A field for entering the winch driver's name.
- Flying List Instructors**: A field for entering instructor names.
- Full day Group Waiting List**: A field with a "- Sign up" link.
- Tug Driver**: A field for entering the tug driver's name.
- Fly club glider solo**: A field with a "- Sign up" link.
- Flying List (checkflights etc) (0/0)**: A field for entering instructor names.
- Air Experience team - BI,IFP,GH**: A field with a "- Sign up" link.
- Fly own glider**: A field for entering glider details.
- Waiting List for Flying List**: A field with a "- Sign up" link.
- On Airfield for other reason**: A field with a "- Sign up" link.

Below these sections, there are two buttons: "New event (ex: meet for drinks...)" and "Send an e-mail to the signed-up".

The "Forum for October 23<sup>rd</sup>" section at the bottom features a text input field and a "Leave a comment" button.

On the left sidebar, there are three sections:

- Upcoming events**: "No events at the moment. To create an event, click on the link 'New event'"
- Mailbox**: "No mail at the moment. Click on + to send one."
- Discussions**: "Click 'n glide" with a notification badge showing "10".

At the bottom of the page, there is a calendar for October 2021, showing the current date as Saturday, October 23rd.