

The screenshot displays the Goboko website interface for the Vliegclub Schiphol Amsterdam group. The top navigation bar includes the Goboko logo, a search bar, and links for 'social' and 'booking'. The left sidebar contains navigation options like 'News feed', 'My Bookings', 'Messages', 'Groups', 'Friends', 'Pages', and 'Events'. The main content area features a large image of a white Cessna aircraft with registration PH-TDS. Below the image is the group name 'Vliegclub Schiphol Amsterdam' and a 'Flying group or club' badge. A navigation menu below the header includes 'Wall', 'Documents', 'Fleet', 'Members', 'Renewals', and 'Statistics'. The main content area is divided into several sections: a weather map from Windy.com showing a wind speed of 13kt, an 'Aviation weather for EHAM' section with METAR and TAF reports, a 'Group overview' section showing 1 aircraft and 6 members, and a 'Recent/upcoming bookings' section listing flights on 07/08/2019, 22/09/2019, and 26/09/2019.

# PH-TDS Booking System

## Quick Start Guide



**Vliegclub Schiphol Amsterdam**



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### Document Overview

This document provides a short introduction to the basic operating principles of the PH-TDS booking system in use as of January, 2020 within the VCS. It also describes the booking policy used by VCS to effectively balance the use of the aircraft.

### Introduction

Starting January 1, 2020, a new booking system for the PH-TDS will be used. The system is named 'Goboko' and is a popular interface used across Europe. The migration to the Goboko system provides us with a relatively modern scheduling system that can be used on PCs, tablets and smartphones.

The functions of the system include:

- A simple booking interface;
- Quick access to local weather;
- A club-wide message board; and
- The ability to form groups of users within the club.

At present, Goboko is a free system that is supported by advertising revenue. The makers envision adding added-value paid options sometime in the future.

This guide will illustrate the process of joining the Vliegclub Schiphol group, and in scheduling the PH-TDS. We begin with an overview of the booking policy at VCS.

## PH-TDS Scheduling Policy

The VCS has a scheduling and aircraft rental policy based on the acquisition of a block of time per user, per year. Each VCS user with a VL-A membership has the right to 8 flight hours per year. These can be booked as one block or as a series of shorter flights.

When booking the PH-TDS, we adhere to the following principles:

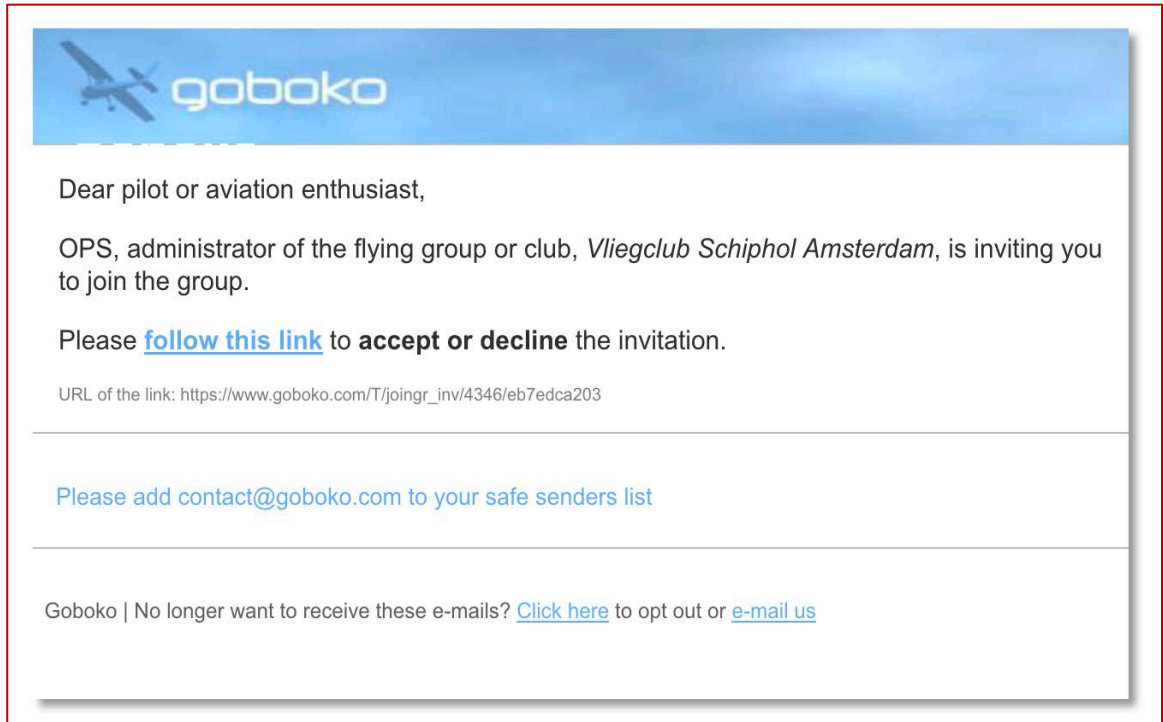
- a) users are requested not to have more than 4 reservations active at a time.
- b) up to two multi-day reservations can be included in the set of 4 advance reservations.
- c) all reservations must indicate a time slot (i.e., 3pm-5pm), rather than cover the whole day (unless a whole day rental is planned, in which case a minimum of two hours will be expected to be flown that day)
- d) reservations can be either provisional or fixed. A 'Provisional' reservation lets others know that they can be replaced with another fixed reservation.
- e) In order to facilitate easy and efficient administration of flight costs, the start and end tachometer times MUST be added to the booking after each flight.

Starting in 2020, we expect to increase the base of users who have access to the PH-TDS. These users, located at Schiphol-Oost, can easily fly the airplane in the 'down time' that we have every day. However, in order for this 'down-time' to be useful, it needs to be explicitly visible in the schedule.

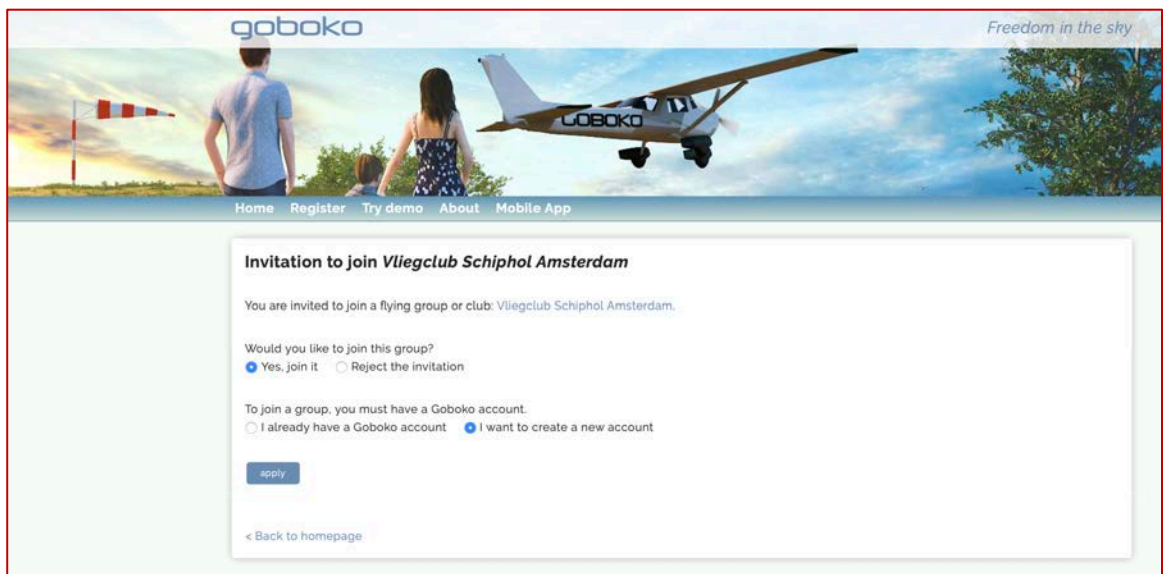
At present, there is no automatic enforcement of the maximum of four advance reservations per user. The operations staff will keep track of reservations and take actions as necessary.

## Joining Goboko

In order to reserve the PH-TDS, you must be a registered member of the Vliegclub Schiphol group on Goboko. You join the group by invitation, which is sent by Goboko via e-mail:



You can select the 'follow this link' link to access the registration page:



Select “Yes, join it”, after which a second line appears to create and then fill in the details for your account:

This page is for creating a **new individual account**. If you want to join our network. If you **already have a member account**, please sign in. You can then create a new group (flying group, flying club...), invite some friends or members of your flying club, and many other things.

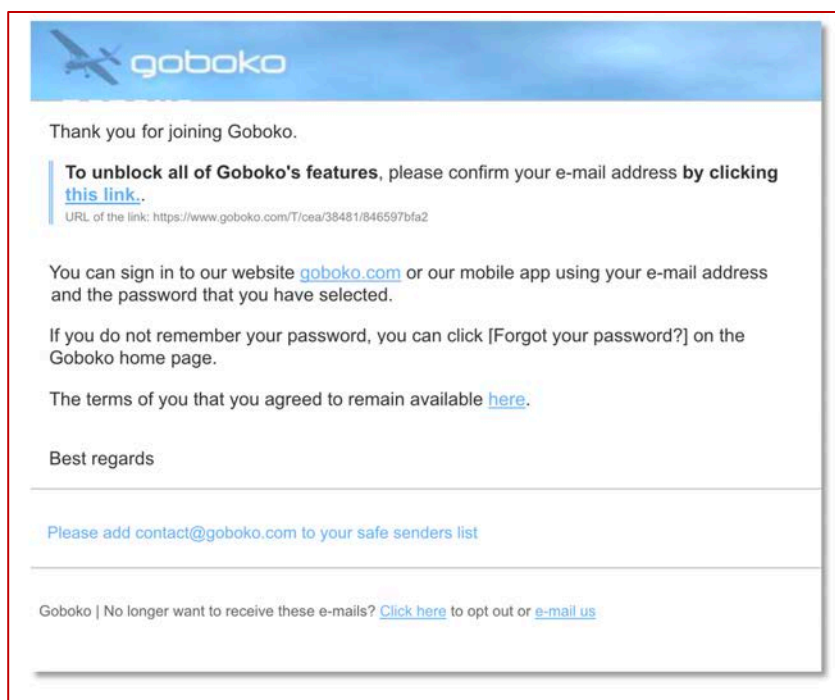
### Join the Goboko network - Create a new individual member account

All fields marked with an asterisk (\*) are mandatory.  
Note that you can choose the privacy level on several fields; with Goboko, you decide who can see your information.  
Refer to our [privacy policy](#) for more information.

<b>Your member information</b>	<b>Account security</b>
First name* <input type="text"/>	Password* <input type="password"/>
Middle initial <input type="text"/>	Re-enter the password* <input type="password"/>
Last name* <input type="text"/>	Password hint <input type="text"/>
Nickname <input type="text"/>	<b>Terms of Use</b>
e-mail address* <input type="text"/>	<input type="checkbox"/> I have read and accept the terms of use.*
<small>Please enter your valid e-mail address. An e-mail containing a verification link will be sent to the specified e-mail address.</small>	<input type="button" value="register"/>
What is your link with the aeronautic community? <input type="text" value="Pilot, instructor or student"/>	<b>Already have a member account?</b> > Go to the sign in form, on the home page.

If you have any difficulty using this form, please send the above details by e-mail to [contact@goboko.com](mailto:contact@goboko.com)  
The details that you provide will only be used to set up your social and booking system, and will not be disclosed to third parties.

Once you have filled in one or more information screens, Goboko sends a second confirmation e-mail:



Please note that you must follow the confirmation like if you want your account to work correctly.

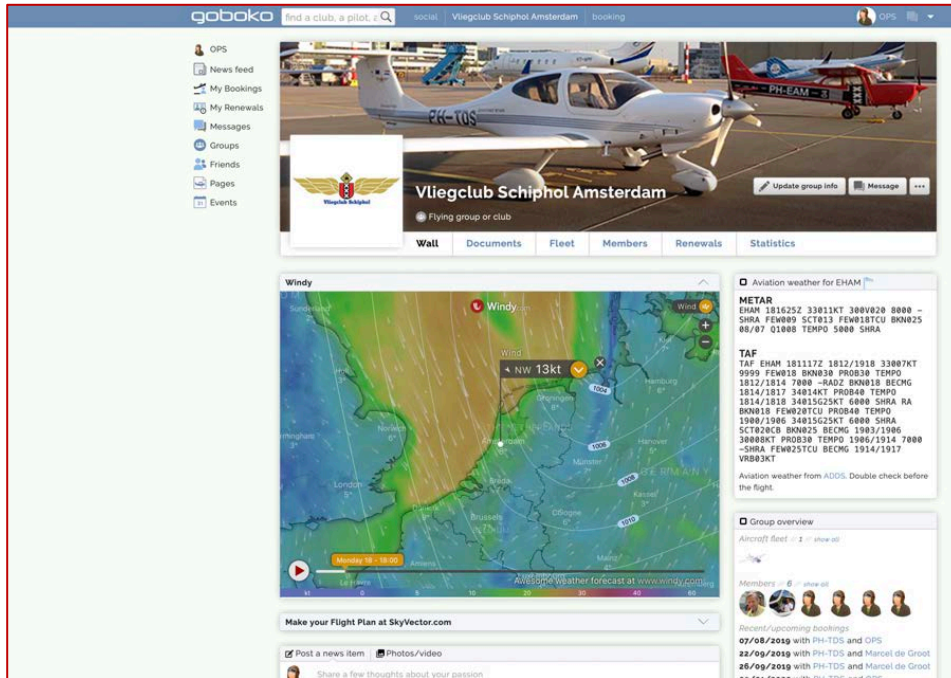
## Using the Goboko System

To log into the scheduling system, use the address:

<https://www.goboko.com/>

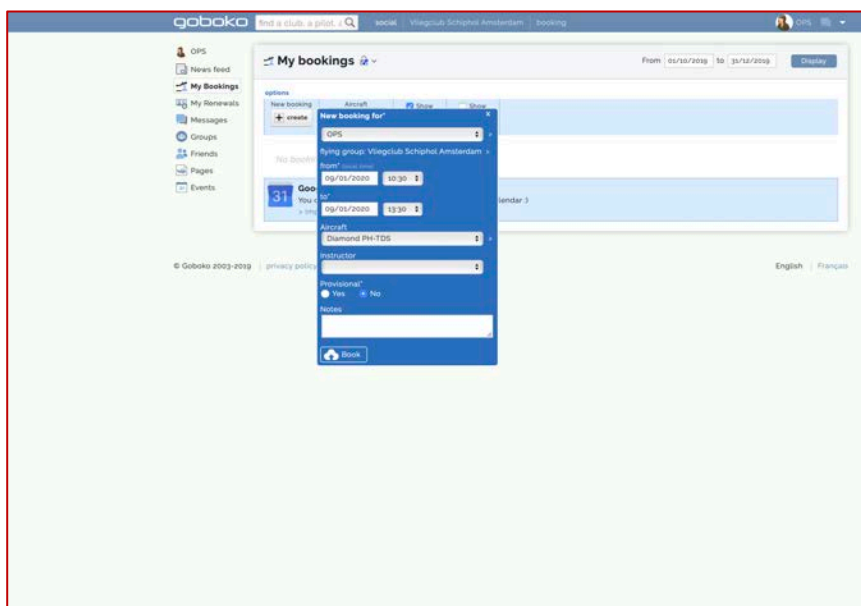
This brings you to the startup page. You log in with your e-mail address and password. Based on these, the system will recognize you as a member of the VCS group.

The more or less standard top page is shown below:



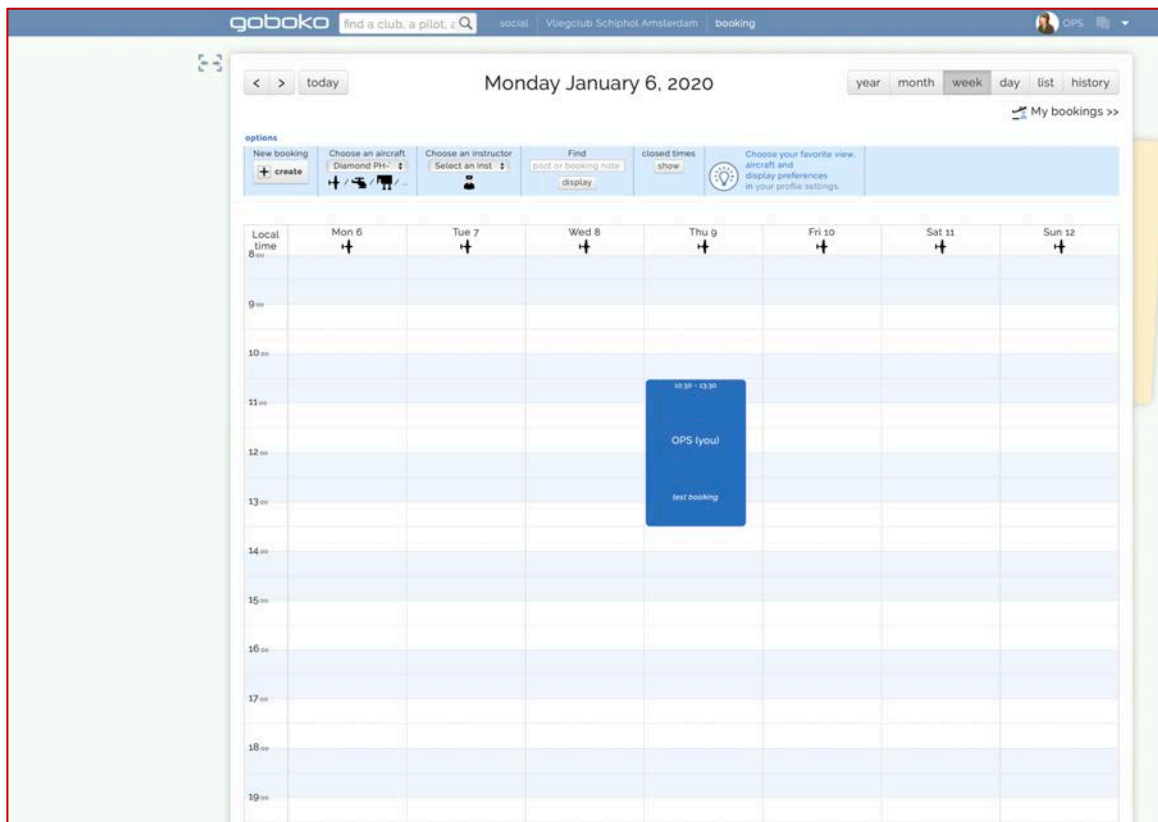
The is a social media portion, plus some ads and a weather chart showing current winds for the area from which you login.

To make a booking, select My Bookings at top left, then select the CREATE button:



You should see your name at the top of the reservation and the date plus start and end times. YOU MUST FILL IN BOTH START AND END TIMES.

You can check general availability by selecting the 'bookings' link at the top of the page. This shows either a daily, weekly or monthly view.



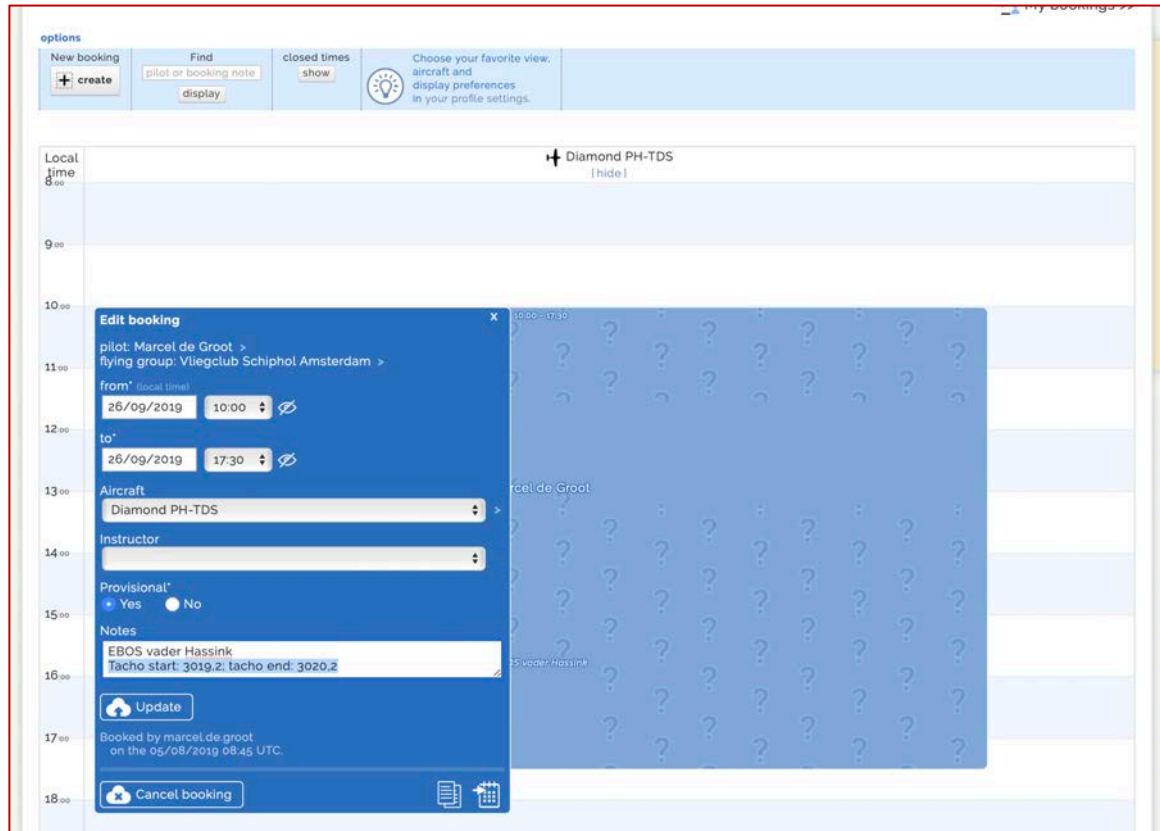
By filling in your expected flying interval, you can help others who want to make a short flight on the same day determine actual availability.

The system has a host of options for scheduling, rescheduling, viewing and cancelling flights. The system maintains statistics per person and per flight.



## Post-Flight Bookkeeping

It helps OPS significantly if, after your flight, you reopen the scheduling block for this flight and enter the start and end tacho times for your trip. For example:



This information must be added within 24 hours of the completion of the flight.

As a memory aid, we will charge an administration fee of €10 starting in February, 2020 for every flight in which this information is *not* included in the booking system. You can also indicate the fuel level in this box, which really helps everyone.

## Comments?

If you have any questions on the system, please mail:  
[penningmeester@vliegclub-schiphol.nl](mailto:penningmeester@vliegclub-schiphol.nl)