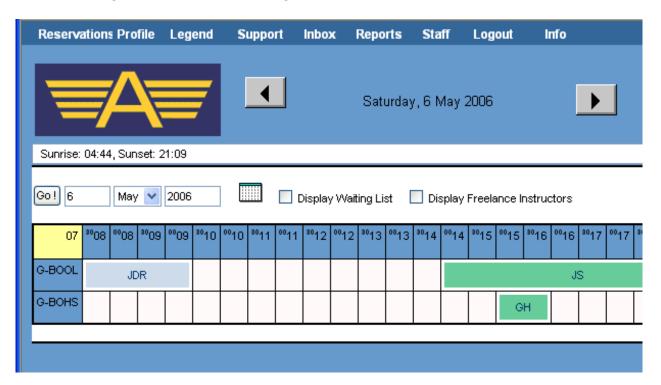
Visual Online Reservations - Changing personal details

First ensure that you are 'logged in'.

You should get a screen something like this:



[If there is a dialogue box warning you that you have messages, click on the 'OK' button to get to the screen above.]

Click on 'Profile' [on the top line of the screen].

You should see a screen like the one shown overleaf.

Profile

Username:	F1312
Password:	,
Last Name:	Dray
First Name:	John
Initials:	JDR (2-3 characters)
Address:	21 Great Street
ZIP Code:	SE6 2WW
City:	Catford
State:	Kent
Country:	UK
Phone (Home):	0202020222
Phome (Office):	01233114422
Cellular:	07980123333
Fax:	
Email:	jd101k2000@yahoo.co.uk
SMS Address:	
Informed by:	☑ Internet Mail ☐ SMS Mail ☑ VOR Mail
Licenses, Ratings and Medical Aircraft Type	
Print	Save Close

Edit the details so that they accurately reflect your details.

To change your password, type your new password on both sides of the '/' next to 'Password'.

A 'tick' next to 'VOR Mail' means that you will received messages when you log into the VOR (Visual Online Reservations system).

A 'tick' next to 'Internet Mail' means that you will be e-mailed messages from the VOR system. [This will only work if your e-mail address is entered correctly.]

Ideally both 'Internet Mail' and 'VOR Mail' should be ticked.

SMS Mail will (when the developer implements it) allow messages to be sent

to mobile phones.

When all the details are correct, click on 'Save'.

You will note that there are buttons called 'Licences, Ratings and Medical' and 'Aircraft Type'. The former allows you to update the relevant items. If you put in accurate details, the system will keep track of when you next need medicals, etc. The latter reports which aircraft you have been checked out on, according to club records. You will not be able to use a plane (without an instructor) that you have not been checked out on.

As well as keeping your medical and licensing data up-to-date in this system, it is vital that the club has paper copies of relevant documents.