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INTRO

The website was launched using an open source Content Management System/blogging tool called "WordPress". Thus you will see references to WordPress here and there.

The website will be updated with new software and features as time permits. When it's updated, the layout or menu options, may look slightly different than the screen captures included in these tips. However how to use the functions should be very similar.

LOGGING IN

When you first get to www.blueskyaa.com, simply click the "login" link in the primary menu. If it says "logout", it means you are already logged in; logged in users also see a black bar at the top of your screen, which is the WordPress tool bar.

Your Username for the website, is the same Username that you use to sign into www.ScheduleMaster.com. Your primary email address was also copied from Schedule Master, and can be used to sign-in. However the password was not copied from Schedule Master. A random Password was generated and emailed to every user. Please check your spam/junkmail for it.

If you cannot find the email with your Password, or you forgot your Password, simply go to the login and click "Lost your password?" at the bottom of the page.
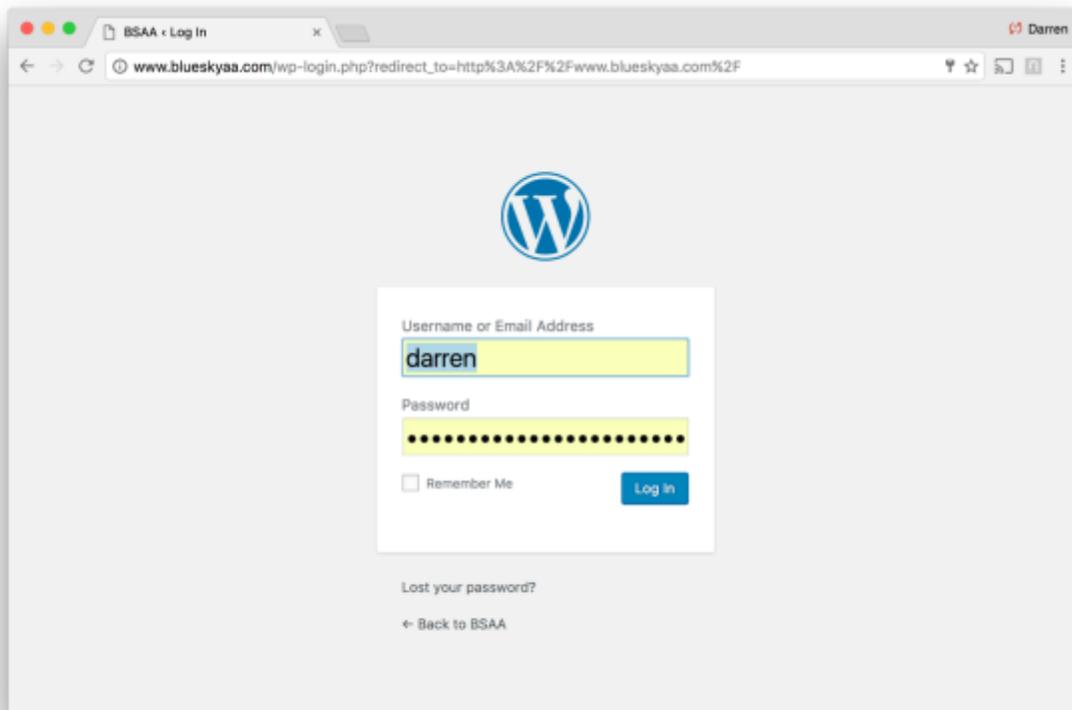
POST LOGIN

As mentioned, after you login, you will see the black WordPress tool bar, at the top of your page.

When you first login to the website, mouse-over your name on the top right (in the black tool bar), then go to "Edit My Profile". Please fill out as many fields as possible. Also email a picture to webmaster@blueskyaa.com and we will crop and size it to the right size for your Avatar (aka: your image/likeness).

If you want to use CMS tools to publish content, click the WordPress "W" in the top left. See below circled in yellow.
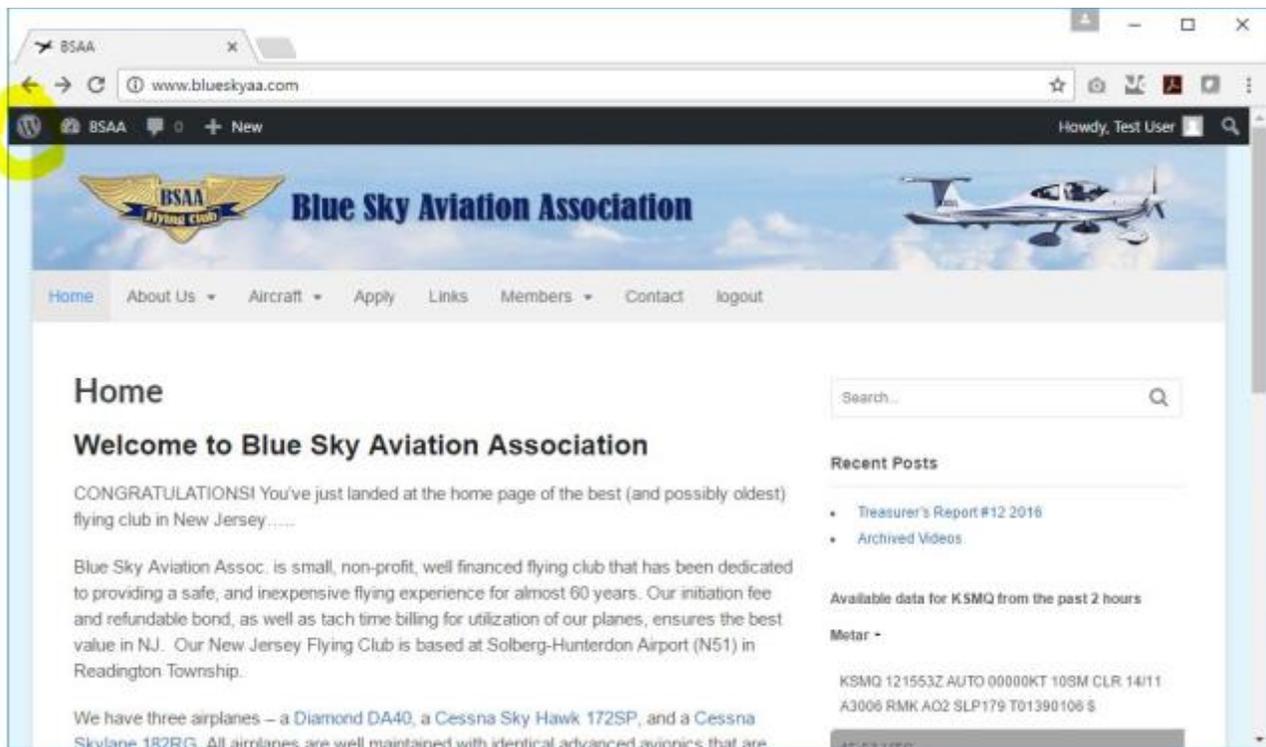
WORDPRESS DASHBOARD

After clicking the "W" on the top left, you will get to the WordPress Dashboard, which should look similar to the screen below. The vertical menu on the left, contains additional functions for Blue Sky members. The functions you should try include:

Posts = Add new content (a Post will go into the "Members" section that you specify)

Profile = To Edit your Profile

SEATT Events = Looking for a Co-Pilot for a future date? Use SEATT to post it (see more info in pages below).

Other menu options will not be used.

SEATT EVENTS

First schedule your planned flight in Schedule Master. Then if you want others to join you, go to SEATT Events and then "Add Event" as in the below screen shot:
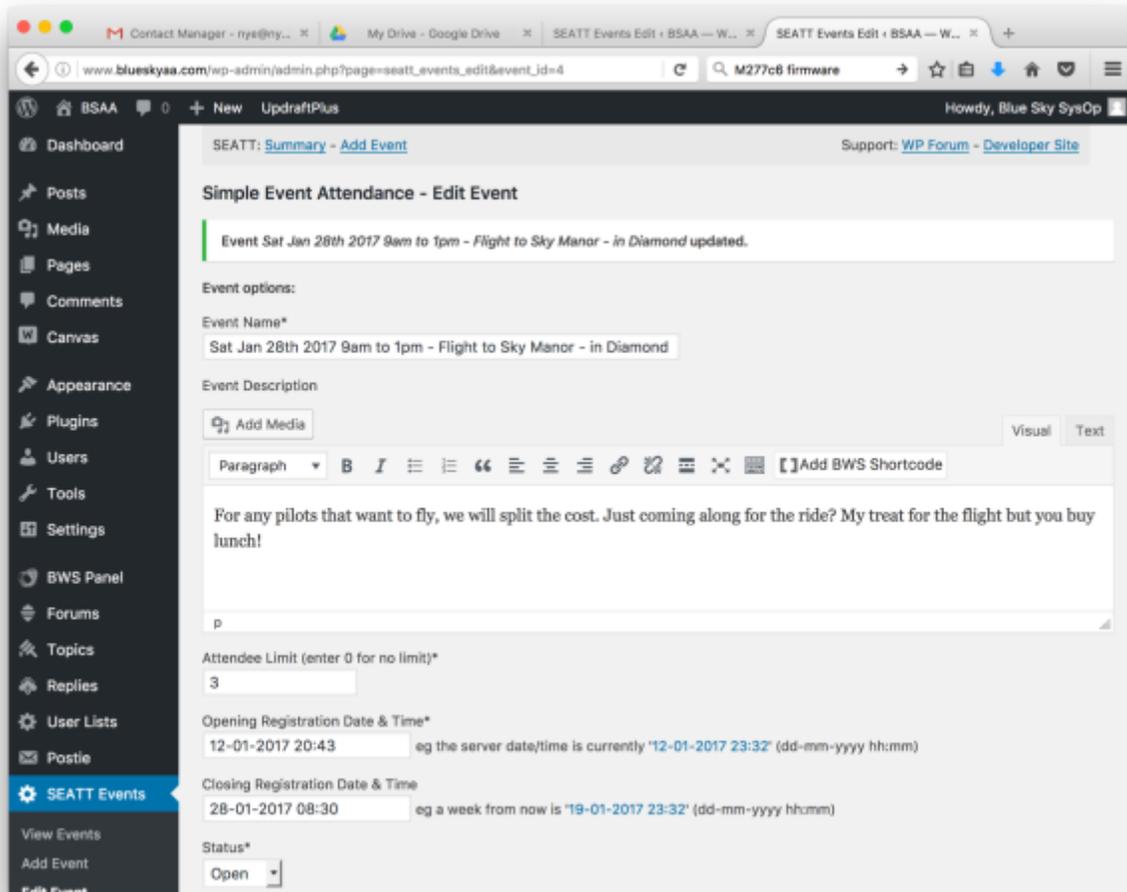
Next, type in an **Event Name**, but to keep things consistent between all members, <u>use this format for the Event Name</u>:

Day, Mon, DD, YYYY, HH:MM to HH:MM – Destination Description – Aircraft

Under the **Event Description**, summarize if you are paying for the flight or how you would like to split the cost.

See example below:

Under **Attendee Limit**, post the maximum people you are willing to bring with you (do not include yourself), this is for your additional passengers who may wish to sign-up. Keep in mind your weight/balance may limit who you can bring.

For **Opening Registration Date & Time** – it will default to today's date using format DD-MM-YYYY HH:MM Leave this the default date/time.

For **Closing Registration Date & Time** – it defaults to one week after your posting date, but you may want to change it to the day before your flight. Use the format DD-MM-YYYY HH:MM

Keep **Status** as Open.

Finally, click **Add Event**. After you add the event, the button will change to **Edit Event**.

After you add the event, keep scrolling down the SEATT page and you will see additional fields.

You can **add Usernames** if you already know of specific people that will be joining you. Otherwise interested members can add their own Username later. They can add **Comments** as well.
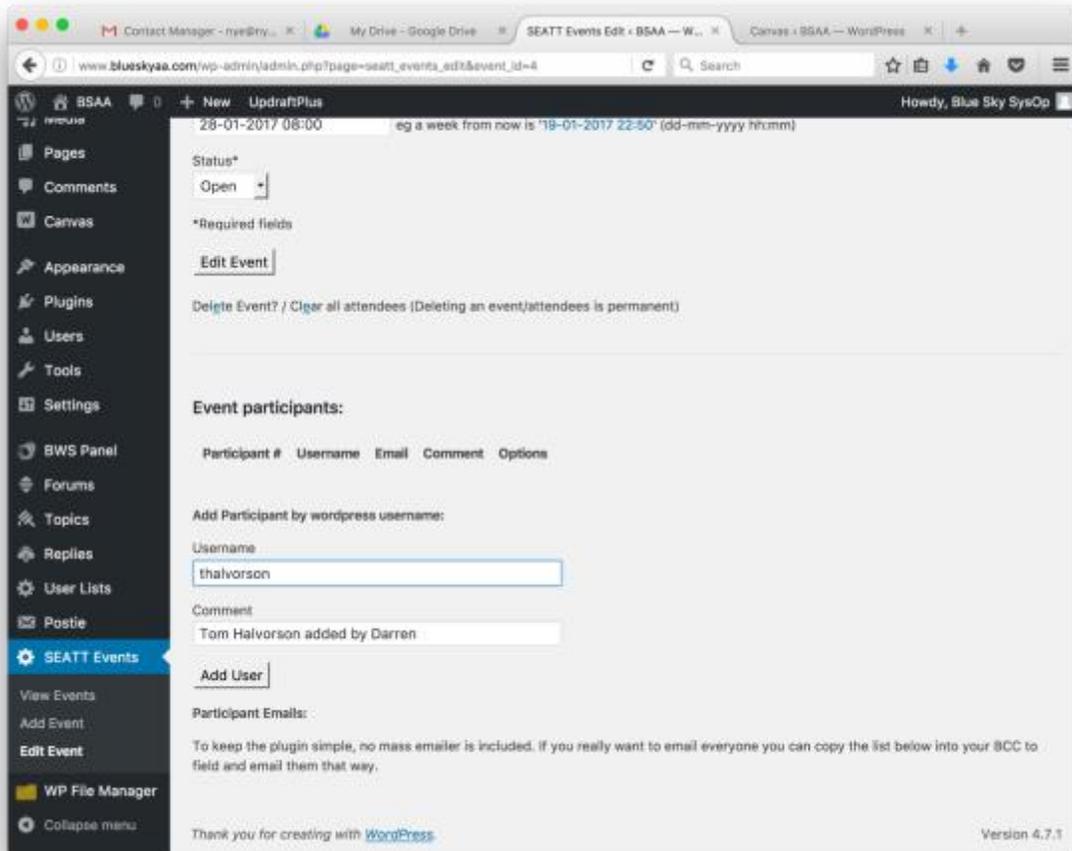

IMPORTANT: After you Add your Event, it will immediately appear on the Members > Flight Share Requests page. However, members may not look there for an extensive time.

To advertise to the membership that you have posted a Flight Share Reuqest – login to Schedule Master and send an email blast to all members, by going to "**Group Info**" and "**Email Members**".
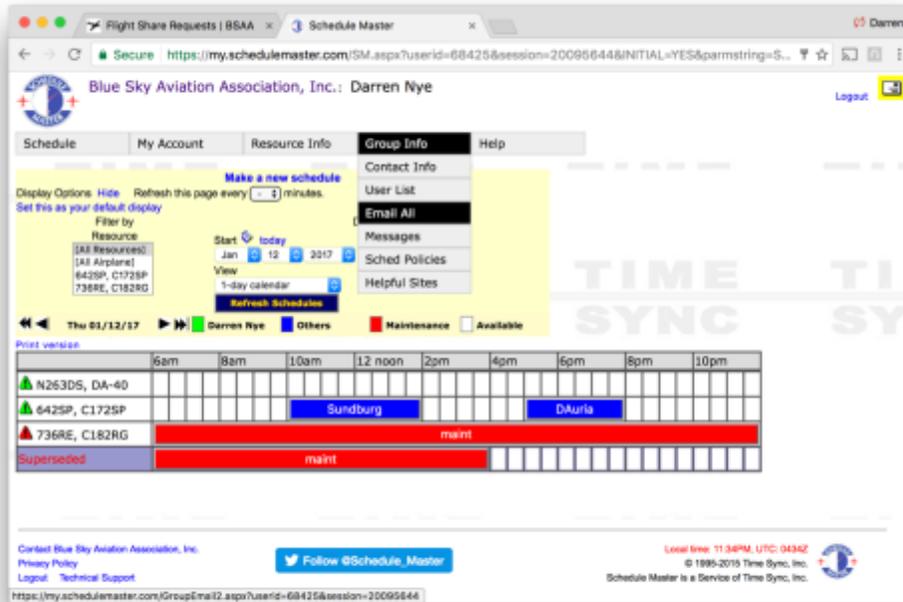
Simply notify them to check the website for your Flight Share Request details, as in the example below. Members can then sign up for the Flight Share, on the website.
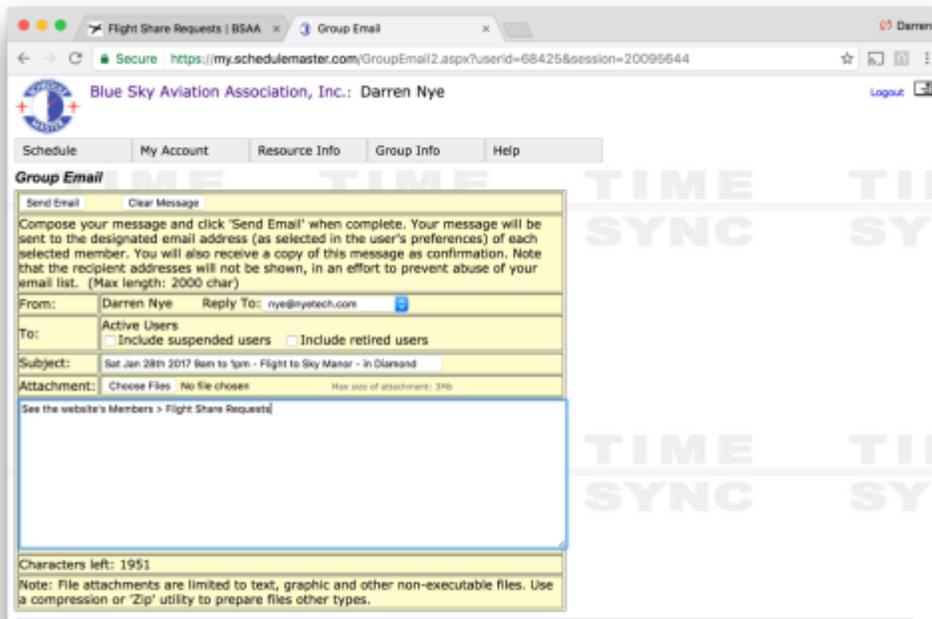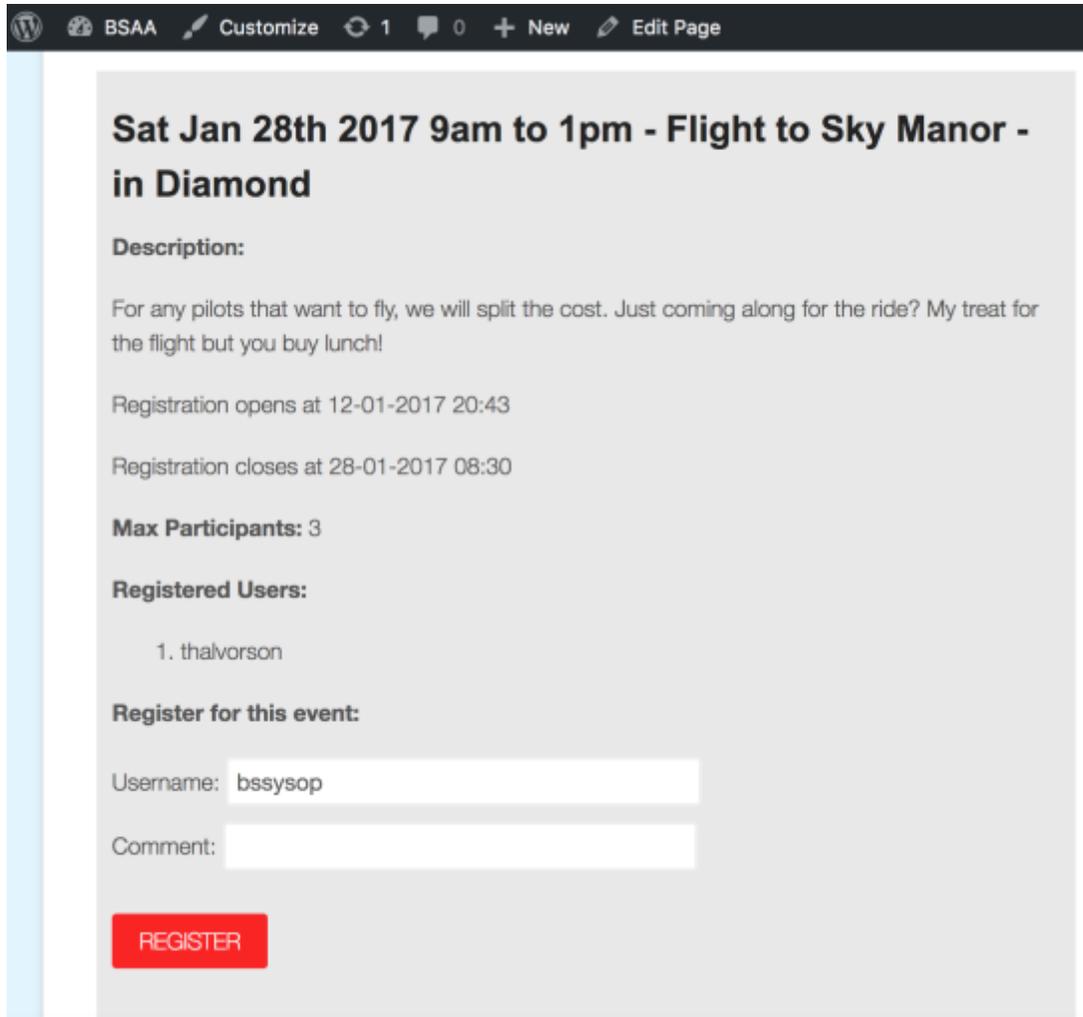
SEATT EVENTS – VIEWING

To view either your SEATT Event, or other member's events, go to the website "**Members**" section, then "**Flight Share Requests".** You will see any events that were posted such as the example below.

To add your name to someone's SEATT Event/Flight, type in your **Username** and click **REGISTER**

The person who posted the SEATT Event will get notified via Email. Any changes he/she makes to the SEATT Event will also be emailed out to anyone registered for the event.

POSTING TO MEMBERS SECTION

To post content in the "**Members**" section, you need to first login, then go to the WordPress Dashboard. Next, click **Post**, then **Add New** as per below. Next, type in the **Title** for your post.
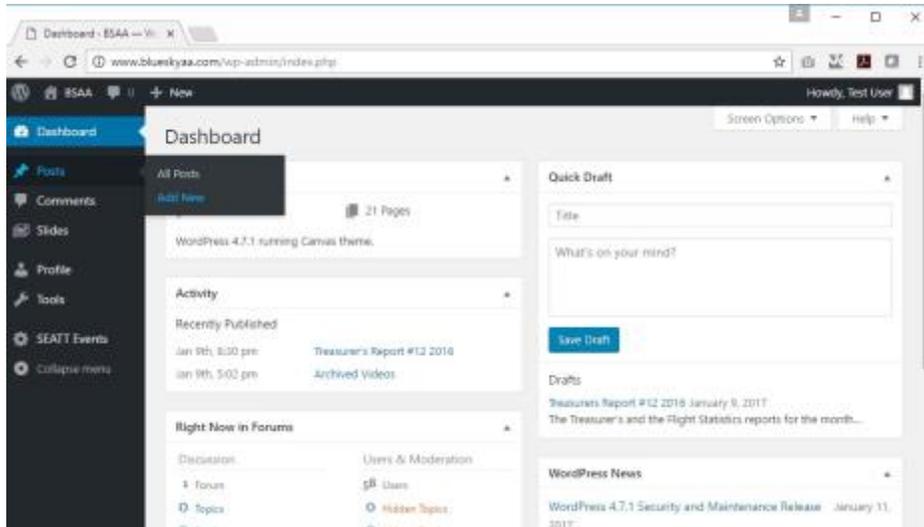
By default, a Post will be kept partially hidden from public view; only teaser text will appear to the public. If you want your Post to be fully available to the public, then under "**Post Restriction**", place a checkmark next to "**Unblock this post**". Under "**Publish**", you will see next to "**Visibility**" it will default to "Public". If you want this post private and no teaser text, change "Public" to "**Private**".
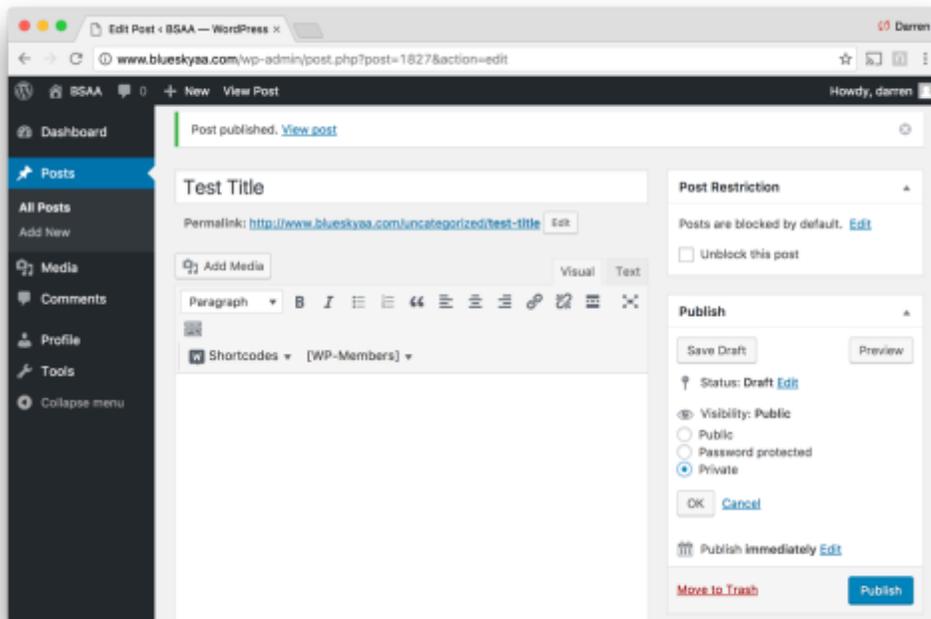
Under "**Categories**", select the category that most closely relates to your topic. You can also choose more than one category. This controls where the post will appear on the website. For example, Public posts in the three different aircraft categories, will also appear on the Aircraft pages of the appropriate plane.
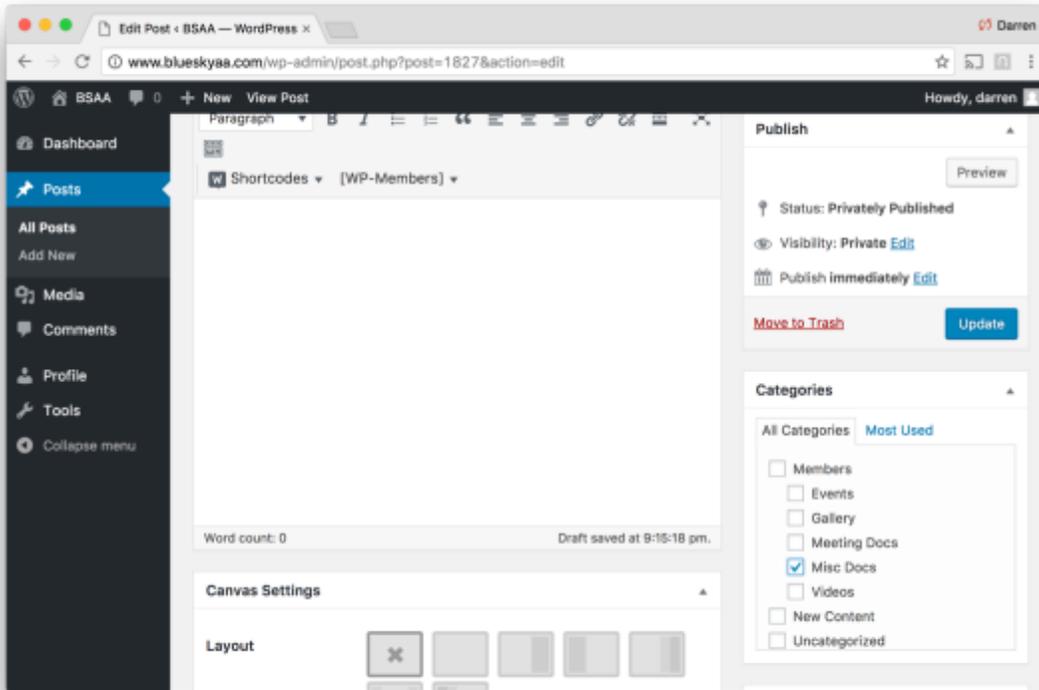

You should leave the "**Layout**" and other settings beneath Layout, alone; do not fiddle with them.

Next, paste or type in your content text, in the large white space in the center. It's best to make sure your tab is on "Visual". The "Text" tab will let you see some HTML controls.

Feel free to use the text format controls (bold/italic etc) or the shortcodes if you know how to use them.
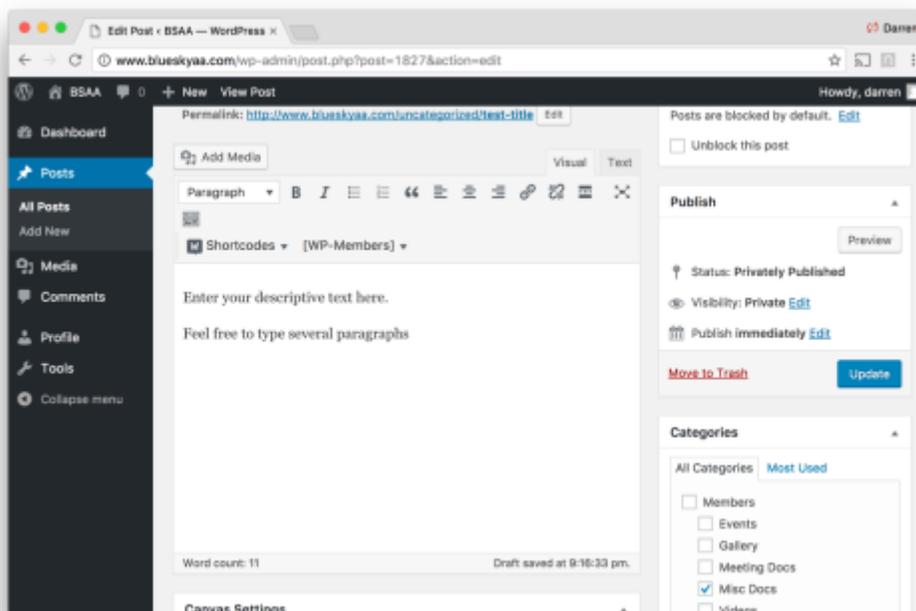

If you would like to add a document attachment or image to your post, you can do so by positioning your cursor in the post body where you want it, and then click "**Add Media**". Then either **Upload Files** [new ones] to the Media Library (every member will be able to see these) or choose from an existing file in the Media Library.
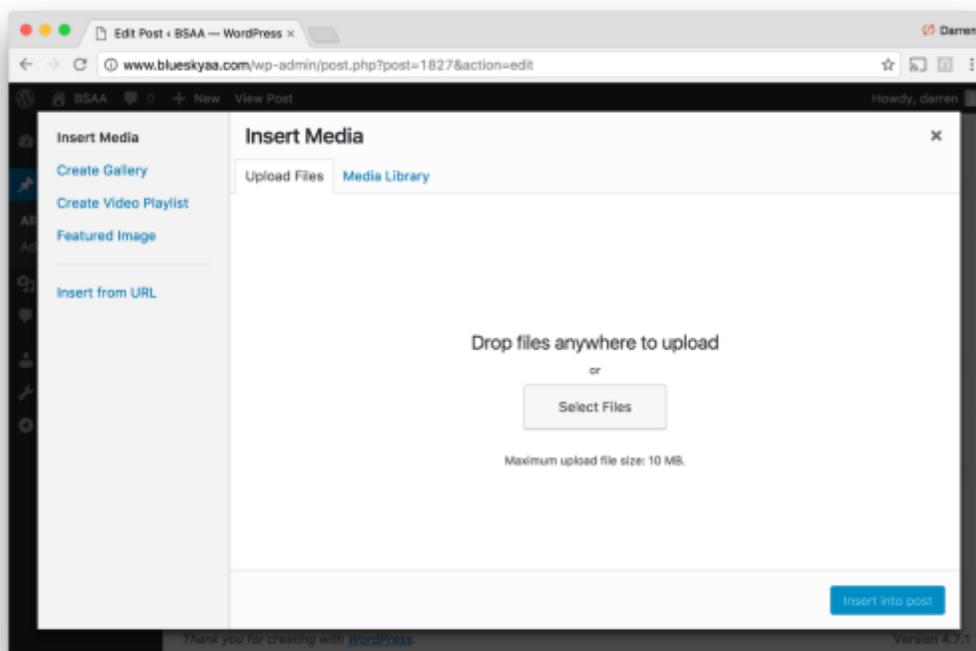
The example below is showing you the **Media Library tab** instead of the Upload Files tab. Checkmark the documents or images you want in your post, as per below:
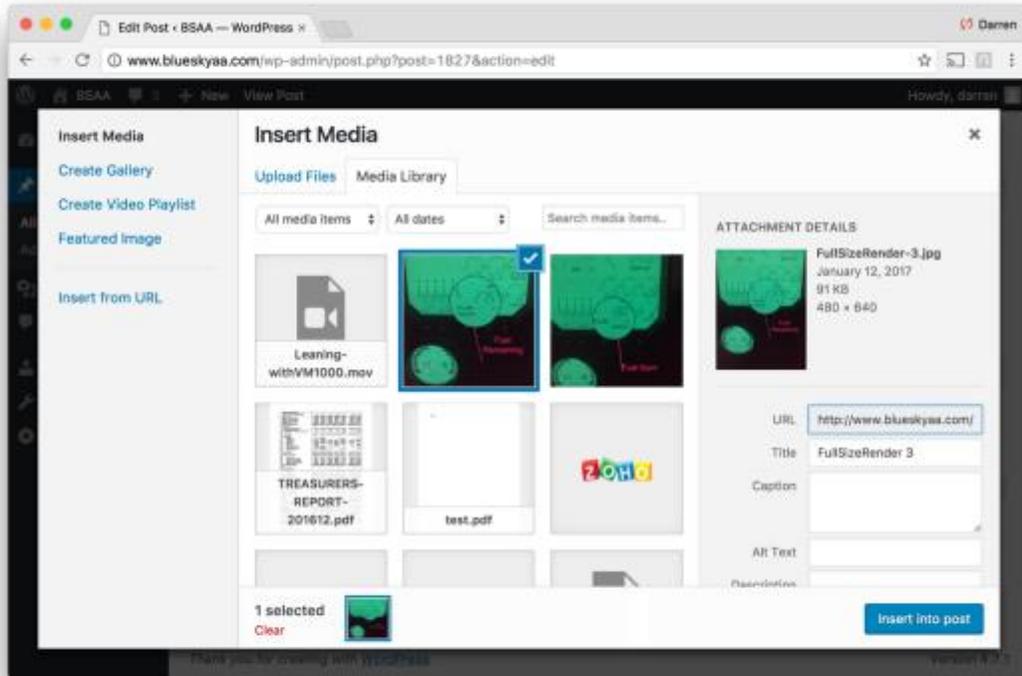

Then scroll the page down, till you see "**Attachment Display Settings**". Change the **Alignment** of the image that you want, whether or not it **Links** somewhere, and you may want to change the **Size** from Medium to a larger size. The other fields are not necessary. When finished, click "**Insert Into Post**".
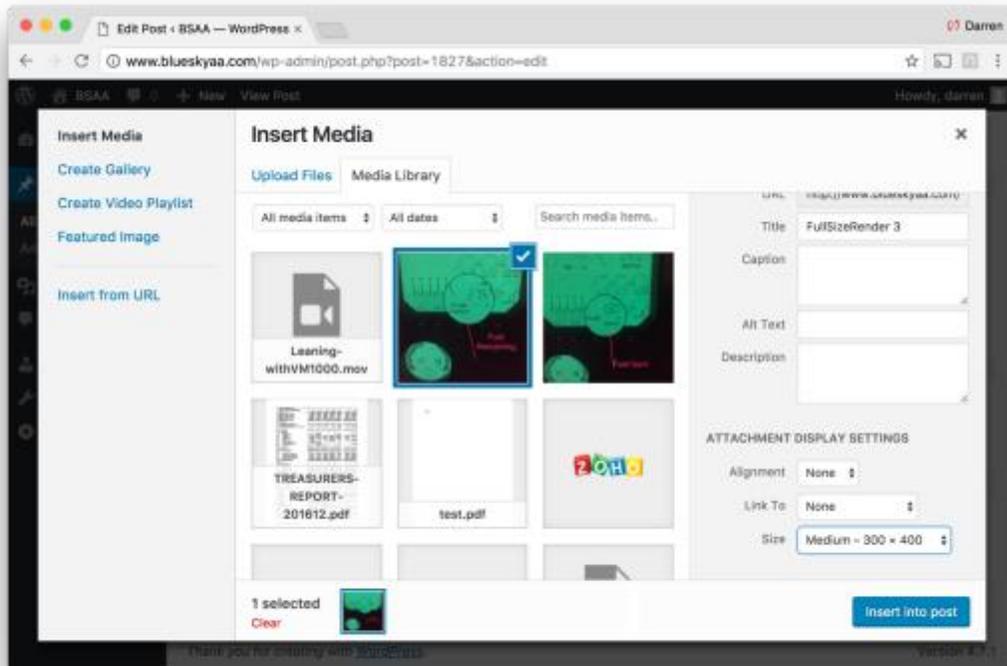
After inserting an image, you will see it appear in the post body.

Finally, click the "**Publish**" button in the right column. Or if you are updating a page, it will be an "**Update**" button as below.
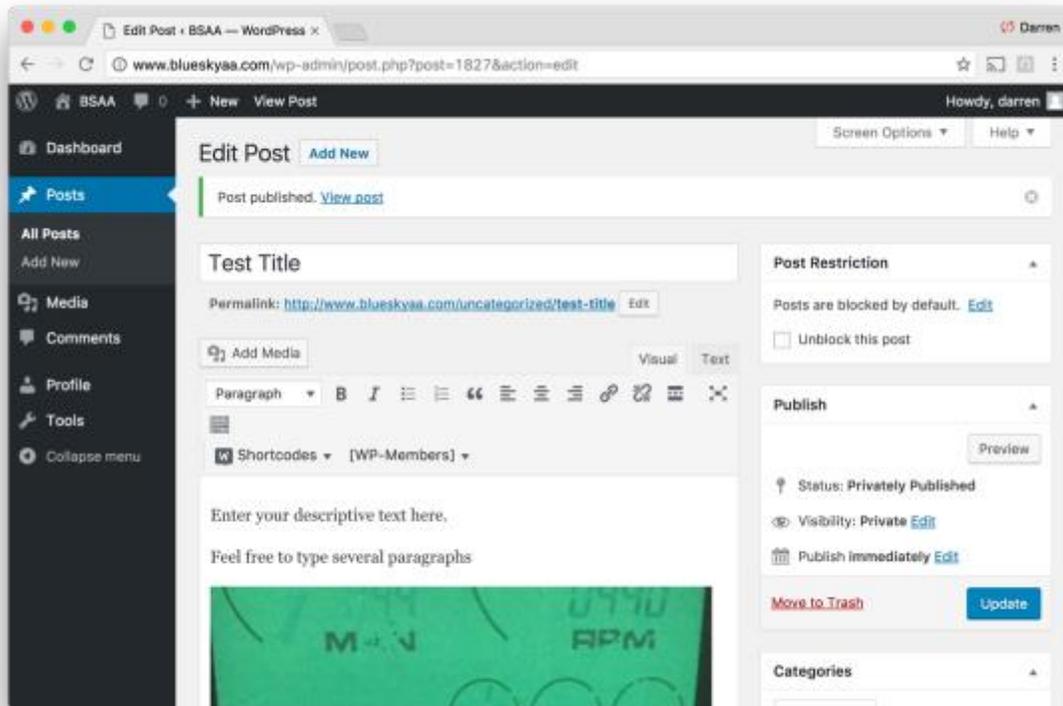
CREATING A GALLERY

You can create a Gallery in your Post, which basically allows you to display smaller **thumbnails** in your Post, but when viewers click one of the images in your post, a **slideshow** window opens, to play all images.

Although a "Create Gallery" tool exists as part of WordPress, we have added a Plug-In that makes the image gallery more useful. Follow the procedures below, to create a gallery in your Post.

First **Add a New Post** as normal. Decide if you want to **Unblock** it and make the Post and Gallery available to the public. Also click the checkbox to the left of "**Gallery**" in the **Categories** section. Type a description of your Gallery in the center body content area.
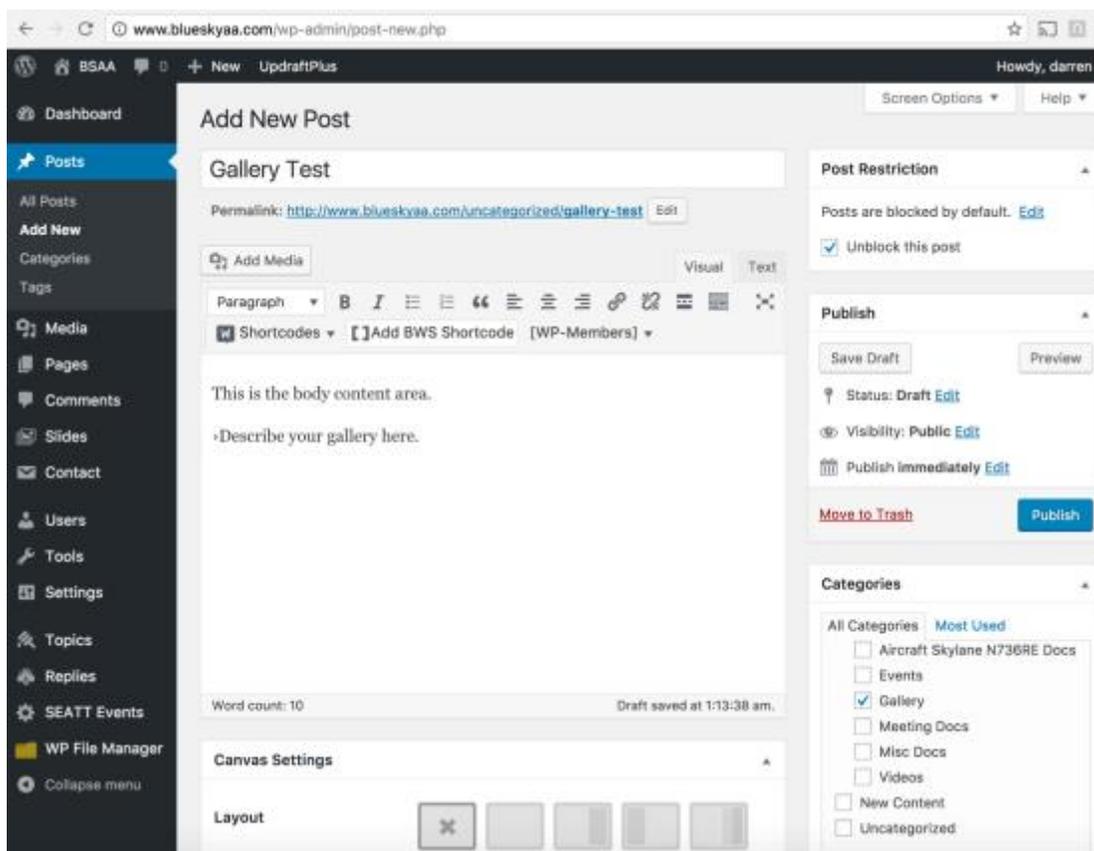
Scroll down to the bottom of the page until you see the "**Image Gallery**" section in the middle. Here, click "**Add gallery images**". Keep "Link images to larger sizes" checkmarked.
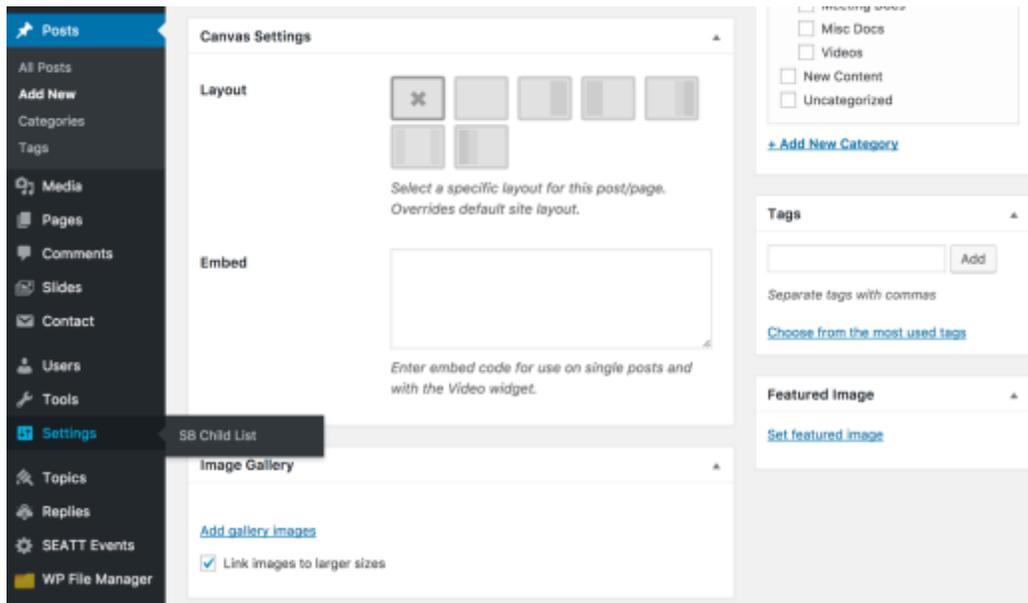
After clicking Add Gallery Images, a page will open, allowing you to either select existing images from the Media Library to use in your Gallery, or you can click the tab to Upload Files and add more images to the Media Library and subsequently your Gallery.
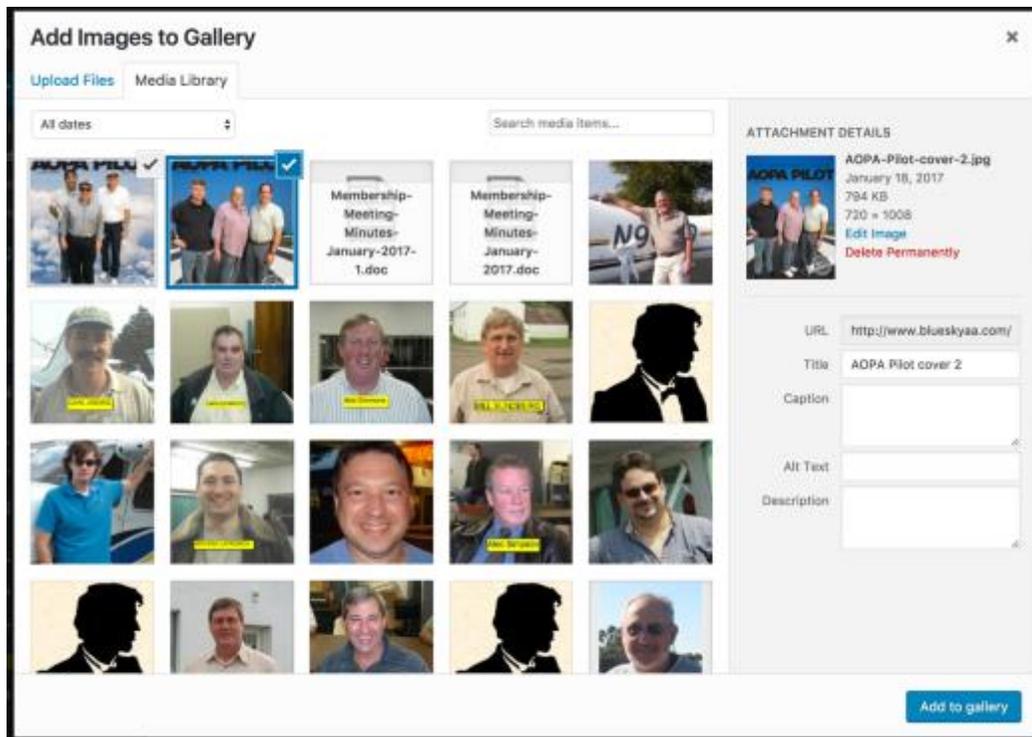

When done selecting multiple images, click the "**Add to Gallery**" button in the lower right.

After you click "Add to Gallery", you are returned to the Post page and you will see your selected images, appear at the bottom of the Posts page, as per below.

At this point, scroll back up to the top of your Post page and click either **Publish** if your post is new, or **Update** if you are updating an existing Post. If you do not click Publish or Update at this point, your content additions / changes will not be saved.
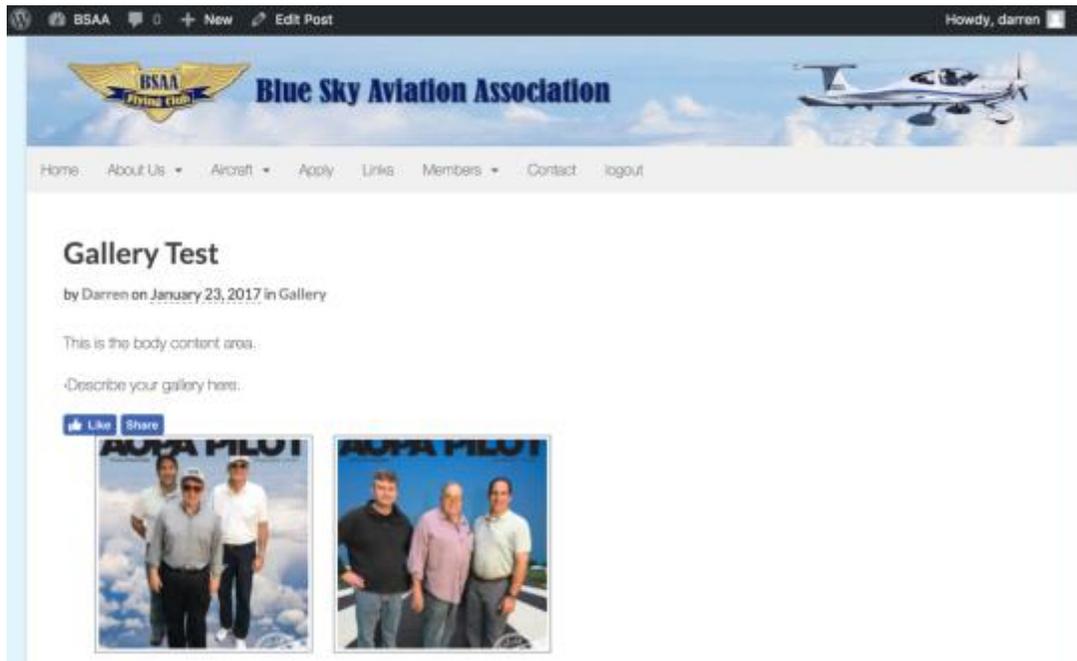
When people view your Post, and they click an image, they are taken to a Slide Show of your Images.

USING FORUMS

Forums are available in the Members area as well. These are similar to Posts however they are really meant for "threaded discussion" – online discussions between members that are kept hidden from the public (although there is ONE Public forum).

Threaded means that replies to a topic, appear beneath the original topic, and are indented to illustrate that it's a reply to the original.

You do not use the WordPress tool bar or dashboard for the Forums. They are controlled right from the Members > Forums page.
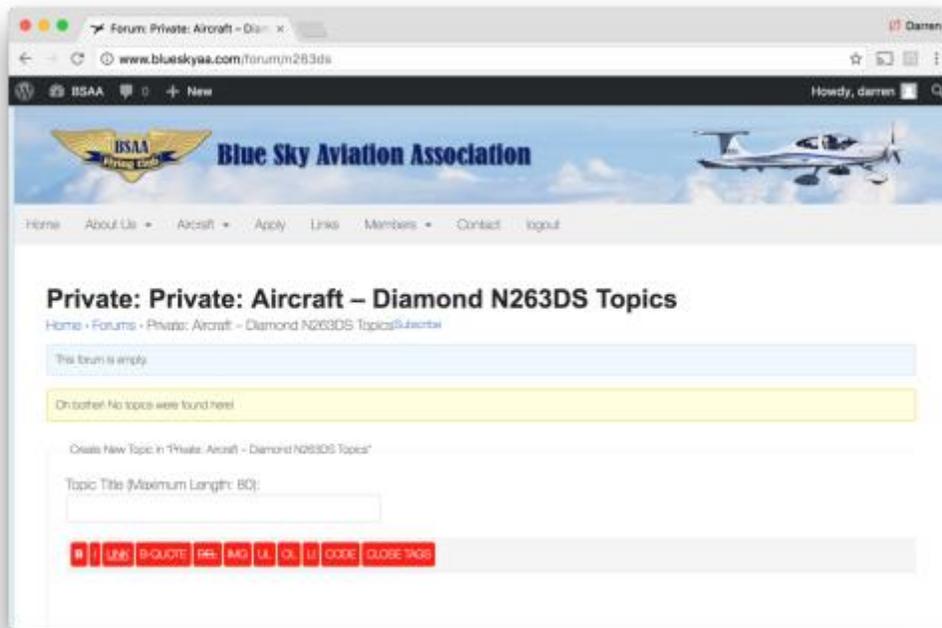
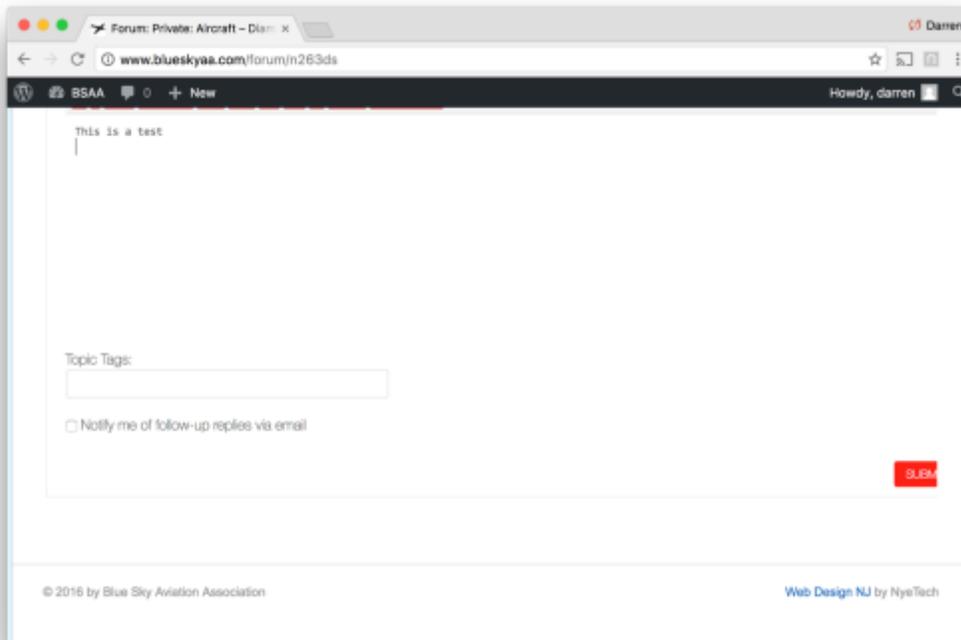Click the Forums page and you will see the index of Forum Categories
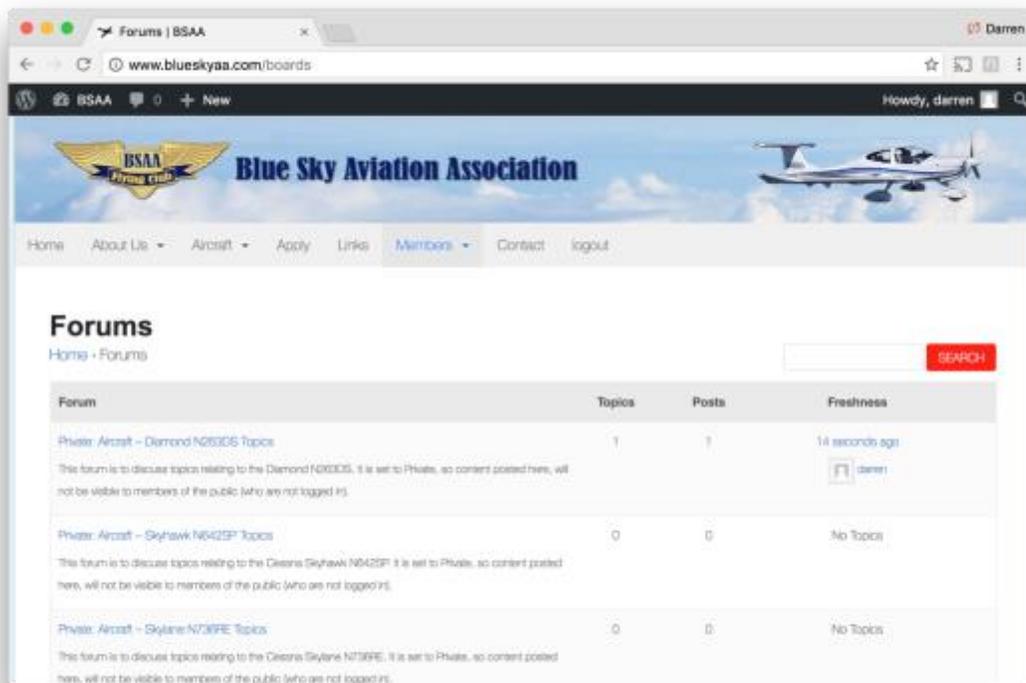
Select a forum that interests you by clicking the name.

You can then read the topics in that forum, or create a new topic.

A forum category may have no topics Feel free to create a new topic.

Click the red Submit button on the lower right, to submit your topics to the forum.

SCHEDULE MASTER TEXT TIP

Login to your Schedule Master, go to: **My Account** > **My Profile**

You may wish to input an email address that represents an Email to Text SMS Gateway

Every major cell carrier, allows someone to send an email to a specified domain, that is used for converting an email address to a text message.

For example, ATT's SMS gateway domain is txt.att.net. Thus if my cell phone is 732-555-1212, and I sent an email address to 7325551212@txt.att.net, I would receive the email as a text message to my phone.

This is a great way to get alerts to your phone via text, when someone is cancelling a plane reservation. You'll likely get the alert via text before most would read it via email, so the plane could be yours.

To learn what your cell carrier's SMS Gateway domain is, see:
https://en.wikipedia.org/wiki/SMS_gateway#Email_clients

I recommend using the SMS gateways, not the MMS gateways. SMS is for plain text messaging. MMS can include multi-media/images, but sometimes the MMS gateways do not work that well.