Wings Over Waxhaw
Flight Circle Pilot & Payment Configuration

In order to facilitate billing in Flight Circle, all members will need to perform a few configuration steps. First go to FlightCircle and login. Then update your personal data. Such things as; address, phone numbers, etc. and especially email. In order to do this, **click your name** in the upper right corner;
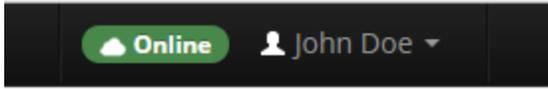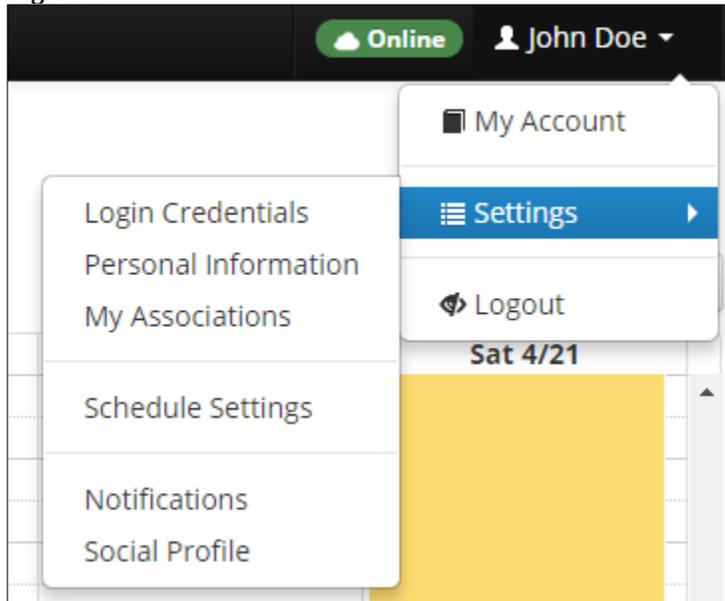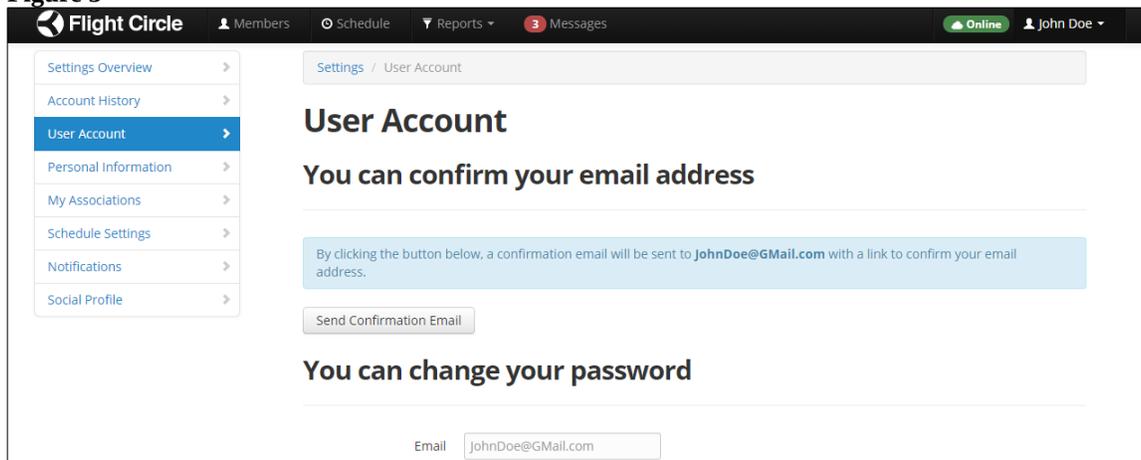
Figure 1

Figure 2

Next hover the mouse over **Settings**, and click **Login Credentials**.

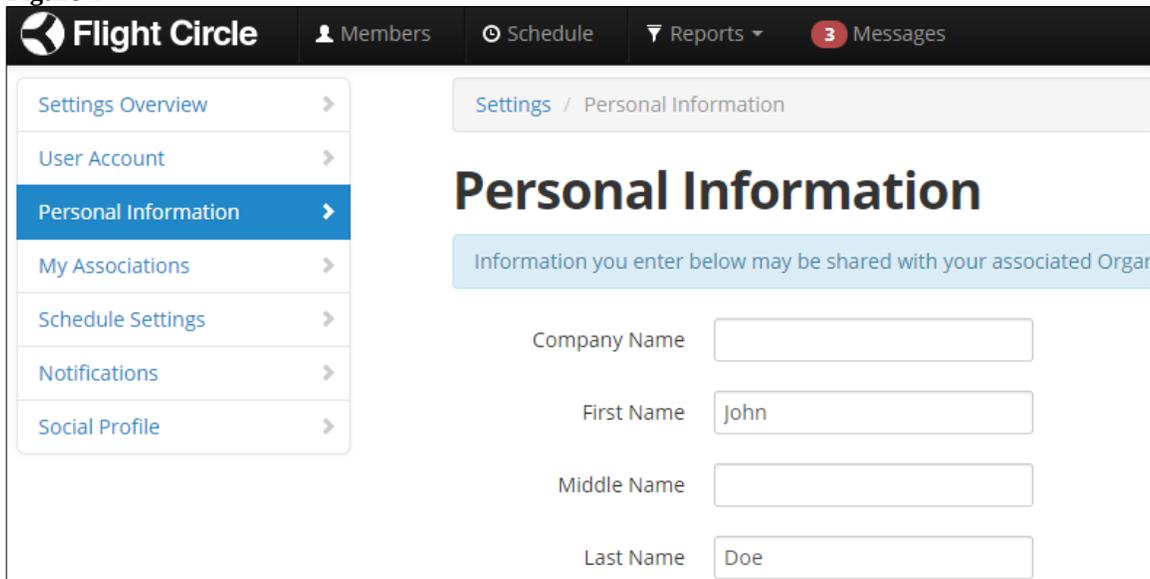You will see a screen that looks like this;

Figure 3

From this screen you should confirm that your **email address** is correct. You will need an accurate email address (and check your email) in order to be informed of invoices for flights, dues, etc. If you

need to change your email address, it will require a confirmation process. An email will be sent to the new address, and you will have to use that email to confirm your identity. If your email address is correct, you do not need to do anything on this screen. Note that you can also update your password here, if you wish.

Next go to the **Personal Information** screen. The path to this screen is similar to User Account. See **Figure 3**, above.

Figure 4

Here you can update your name, phone number, emergency contact, etc. Please do update these fields. If the member flying before you has a serious squawk, for example they land the plane at another airport and then can't get it to start, it would be nice if they could check FlightCircle for the next scheduled flight and find your phone number so they can save you a trip to N52. Don't forget to click **Save** at the bottom when you're done.

Now you can setup your notification preferences, if you like. This will let you receive email when you make a reservation, when you have a reservation coming up, and so forth. See Figure 3, above, but this time click **Notifications**.

Figure 5

Again, don't forget to hit **Save**.

Next we'll setup your payment options. Begin by clicking your name, then **My Account** (See **Figure 3**)
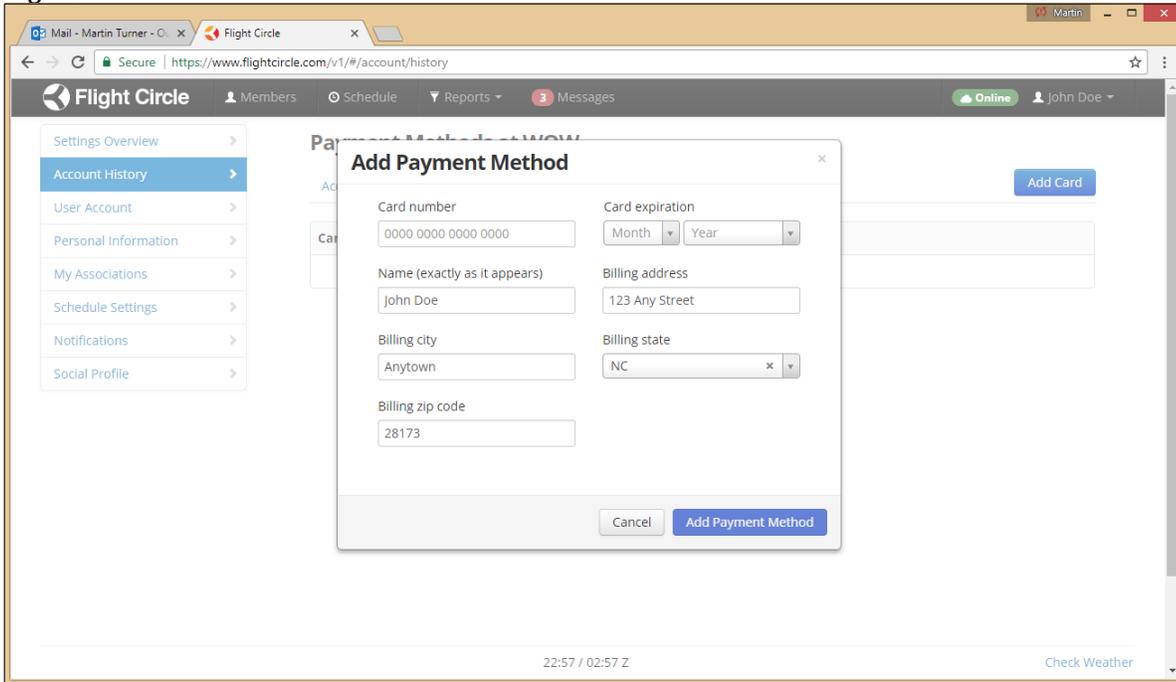
Figure 6

Click **Account History**, as seen above in **Figure 6**. You will see 4 tabs. Click the **Cards** tab. Then click **Add Card**.

Figure 7

Enter your credit card information, being very careful to ensure everything is correct. Then click the **Add Payment Method** button. We recommend paying via credit card- when using this method. If you prefer to pay with a check then the check will have to be sent to the Club PO Box. We need you to do all this to successfully invoice you in the future.

If you wish to do so, you can setup automatic payments. Click the **Auto Pay** tab (see **Figure 6**).

Figure 7
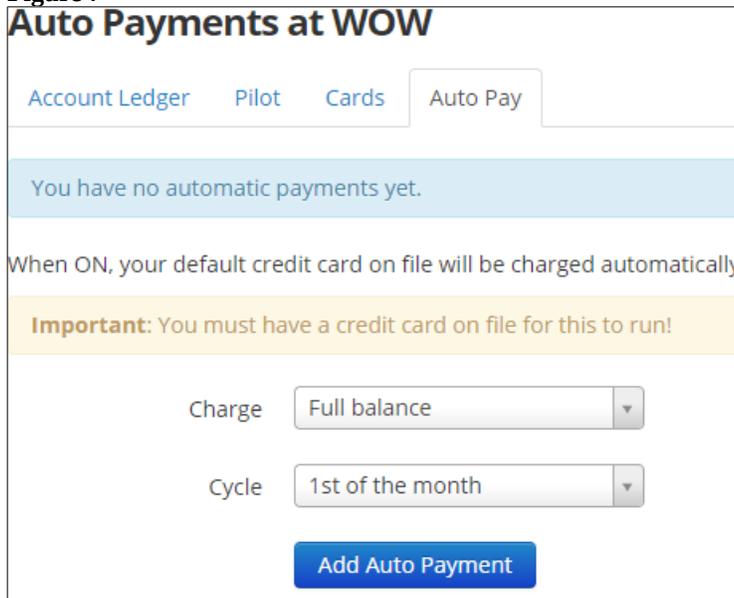
Select Charge and Cycle and click Add Auto Payment. This is **NOT REQUIRED**. If you choose not to do this, you will be prompted to pay invoices when you Check-In your flight.

If you have questions contact the Club Treasurer at Treasurer@WingsOverWaxhaw.org.