

## REQUESTING CADET ORIENTATION FLIGHTS USING THE ORIENTATION FLIGHT SCHEDULING CALENDAR

[Click here to access the Ohio Wing Orientation Flight Scheduling calendar.](#)

Clicking the above link will take you to the main calendar page (which defaults to the current month).

The screenshot displays the 'Ohio Wing Orientation Flight Scheduling' web application. At the top left is the Civil Air Patrol logo. The main header shows the current month as 'March 2023' and the user role as 'Administrator'. The interface includes a navigation menu with options like 'Scheduler', 'Day', 'Week', '4 Weeks', 'Month', 'Year', 'Timeline', 'Agenda', and 'List'. A sidebar on the left contains a 'Calendars' list with various categories such as 'Air Force ROTC/AROTC', 'Group 1 Powered Orientation...', 'Group 3 Powered Orientation...', 'Group 4 Powered Orientation...', 'Group 6 Powered Orientation...', 'Group 7 Powered Orientation...', 'Group 8 Powered Orientation...', and 'OHWG Glider Schedule'. The main calendar grid shows dates from February 26 to April 1, with several events scheduled. Notable events include 'OH-139 Powered Orientation Flights (roland)' on March 5, 'OH-145 Orientation Flight (Rick Farina)' on March 19, and 'OH-139 Powered Orientation Flights (roland)' on March 25. Other events are listed for various dates in March and April, including flights for Trent Grothaus, Greg Traylor, Elizabeth Sap, Eric Esp, Kelly, Maj John Jab, David Rose, and Katharine B.

**For the purpose of this tutorial:** Squadron GLR-OH-777 *Exemplar Composite Squadron* will be scheduling Powered Orientation Flights for March 15, 2023 at their home airport in Columbus, Ohio. Captain James Sample is the squadron O-Flight Coordinator.

Select the date you wish to arrange your Orientation Flight(s) by clicking on the respective day of the month.

✕

**From**

**To**

All day

Repeats

**Reminders:** 0 [Show](#)

**Calendar**

**Number of o-flights requested (required)**

**Designated Point Of Contact (required)**

**Event Location** [Show on map](#)

**Requesting Squadron (required)**

**Attachments:** 0 [Hide](#) [Upload](#)

[Choose file to upload](#)

**Save**

**Options**

<b>TITLE</b>	Unit Number and Type of Flight (Powered or Glider)
<b>FROM/TO</b>	Date of flight(s) requested <i>(Use "All Day" for flexibility or select your own specific time)</i>
<b>CALENDAR</b>	Group the O-Flight(s) will be conducted in / same group of squadron requesting
<b>NUMBER</b>	Number of flights to be conducted <i>(List syllabus number, if known)</i>
<b>DESIGNATED POC</b>	Name of Squadron O-Flight Coordinator <i>(Include Email and Phone Number)</i>
<b>EVENT LOCATION</b>	Name of airport
<b>REQUESTING SQDN</b>	Unit Number
<b>ATTACHMENTS</b>	<i>Nothing needs to be attached</i>

OH-777 Powered O-Flights

✕

**From**

**To**

All day

Repeats

**Reminders:** 0 [Show](#)

**Calendar**

✕ Group 8 Powered Orientation Flight Schedule

**Number of o-flights requested (required)**

4 Flights:

- x1 First Flight
- x2 Third Flight
- x1 Fourth Flight

**Designated Point Of Contact (required)**

James T. Sample, james.sample@ohwg.cap.gov 555-555-5555

**Event Location** [Show on map](#)

Ohio State University Airport, 2160 W Case Rd, Columbus, OH 43235

**Requesting Squadron (required)**

OH-777


**Attachments:** 0 [Hide](#) [Upload](#)

Choose file to upload

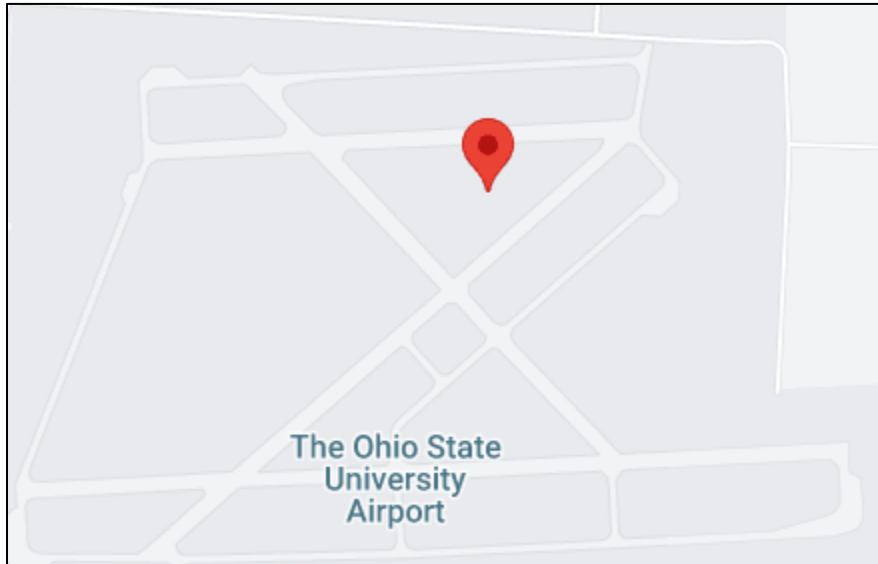
✓ Save

⚙ Options ▾

You can also use the Event Location to view on the map where the airport is:

 Event Location [Show on map](#)

Ohio State University Airport, 2160 W Case Rd, Columbus, OH 43235



Click *Save* to submit your request.

Saving... ×

## OH-777 Powered O-Flights ×

From

To

All day

Repeats

✓ Save

⚙ Options▾

Your request will appear on the calendar:

	Tue	Wed	Thu
7	28	Mar 1	2
6	7	8	9
3	14	15 <span style="background-color: red; color: white; padding: 2px;">9am OH-777 Powered O-Flights (James T. S</span>	16
0	21	22	23 <span style="background-color: #e0e0e0; padding: 2px;">9am (M</span>
7	28	29	30

Upon request submission, your Group O-Flight Coordinator will receive an email notification about your request. They will begin working on coordinating with you and available pilots.

In the event that pilots or aircraft are unavailable, your Group O-Flight Coordinator will discuss possible changes to the schedule (i.e., schedule a new date/time).