



User Notes

for the

Biggin Hill On-line Booking out System

Issue:4
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Disclaimer!

These notes are based on what I have been able to discover so far about this new system and are subject to change as at the moment very little information is available from the airport. In any case, I suspect, the system or its use may change in the light of experience. I am not an expert, nor do I endorse this system, but I do hope these notes will help you in getting to grips with this new system. My suggestion would be to try this out whilst it is still optional, in case any major issues arise which might otherwise curtail your flying.

Graham Dewey.

Introduction

This new system, which is now live, is for use by pilots based at Biggin Hill and also, so I understand, by visiting pilots who will require PPR to visit. Its use will become mandatory from the 1st January 2016. In the meantime, pilots can call on the radio to book out, as before, since both systems are running in parallel.

What this means is that from January you will no longer be able to book out over the radio and will have to do so using the on-line system and this includes local flights and circuits. However if you have filed a flight plan for a given flight, you ***do not need*** to book out as your flight plan provides the details required.

Also, you must submit your request at least 30 minutes before your estimated off-blocks time (EOBT) and must depart within 30 minutes of the requested time or your booking will become invalid.

When you make a new booking, the system will automatically confirm the request to your email address within a few minutes. Be aware though that automatically generated emails can be trapped by anti-spam software so you may need to add an exception to cater for this.

The booking confirmation, or otherwise, will then be notified by ATC, again via email. In the email there will be a PPR number and you will need to quote this to ATC when you make your first radio call. Confirmed bookings will also appear on your account but cannot be edited, they can however be cancelled and a new one submitted if things change. When you cancel a booking, this will also be confirmed by email.



Note all emails go to the personal email address of the pilot making the booking.

Accessing the system

To access the system, you need to first create your own account.

Go to <https://www.bigginbooking.com/> and click on the Register for an Account link near the bottom of the page.

You will need to provide your name, a username (login name), password, email address and a contact number – for obvious reasons the latter should be a mobile number. Note passwords need to be 8 characters minimum and at least 1 needs to be in upper case.

When you create a new account, the system will email you and it will be necessary to confirm you have applied for an account by clicking on the link in the received email. Once this is complete, you should be able to login using your new account details.

The first time you use the system we recommend you enter details of the aircraft you are likely to fly as this will save you typing it in every time you make a booking.

Departure Request

You will need to provide the following information to book out;

- Destination airfield
- Estimated time of departure UTC/GMT
- Estimated en-route time
- Flight rules applicable (VFR/IFR)
- Departure route from Biggin (Kenley, Sevenoaks, Swanley or 'other')
- Aircraft registration
- Fuel endurance
- Persons onboard
- Pilot in command (completed for you from your account)
- Agree to the noise abatement disclaimer

This means before booking out you will need to have certain information to hand including the fuel state of the aircraft and your ETA at the intended destination.

Local Flights and Circuits

A little less information is required for local flights as no destination airfield is required.



Also, for circuits, no Fuel endurance is requested but otherwise the system requirements are similar to those needed if you are planning a flight to another airfield.

Viewing Current Bookings

Click on the menu item and the system will show the state of your current bookings. It is understood this list will be kept for up to 6 months, although this has yet to be verified.

Adding Aircraft

You can add the details of any aircraft you are likely to fly to, or from, Biggin by clicking on the Aircraft menu item. Note this does not necessarily have to be an Alouette aircraft.

The only required details are the aircraft registration and type but if you want to ignore the ICAO code field you must type in *ZZZZ* as prompted.

There seems, at present, to be a small bug in the software which means you must click on the background of the form before you can move to the next field (Aircraft Type) – if you go straight to that field you won't be able to enter anything and will see a no-entry symbol. I have reported this to the airport.

Pilots

In many ways this is an unnecessary menu item as it is a hangover from the fact that the system was originally intended for use by clubs like Alouette. Therefore I suggest you ignore this for now. Remember, if you do use it, that confirmation emails are sent to the account holder and not the pilot. Perhaps Instructors may find it helpful although I'm not convinced.

FAQ

The Frequently Asked Questions section (currently 12 items at the time of typing) is intended to grow and may well form the user manual so you might find the answer you are looking for there in the future, even if it isn't there now!

Profile

This shows you the details held against your account and from here you can change your password, email address or phone number. Click on the Edit Profile button to make any changes and don't forget to click on Submit, when done.

Logout

Hopefully this doesn't need any explanation!