Crewchief® SYSTEMS

Tutorial

Manually Entering a New Aircraft Flight Log

Green Castle Aero Club

BEFORE YOU START THIS TUTORIAL

These steps may be **performed manually**, completely **separate from** checking out or checking in an **aircraft reservation**.

Step 1 — Open CrewChief & Log In

Open the **CrewChief GA mobile app** on your phone, or

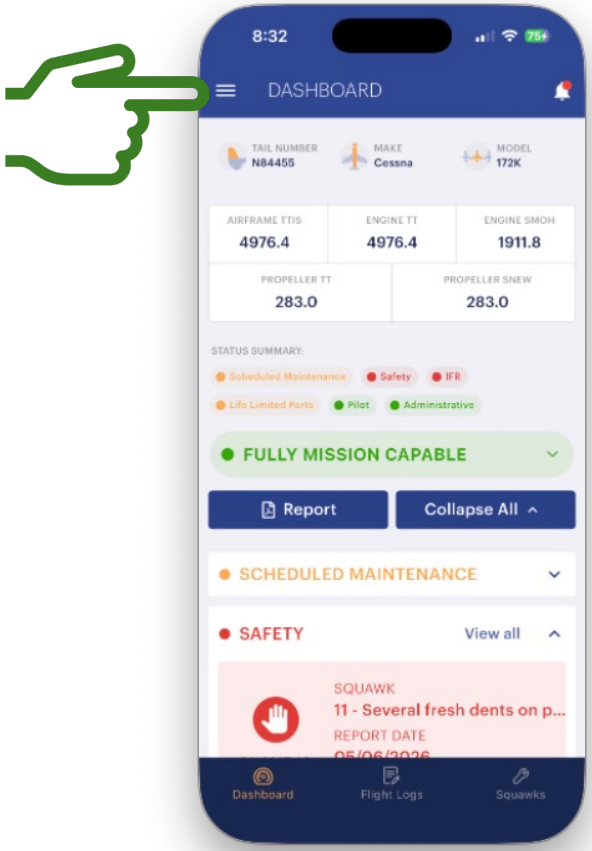
go to the **CrewChief GA website** https://crewchiefga.com/ in a web browser and log in.

Tip: Most of the time, your system may keep you logged in and you may not need to enter your password.

Step 2 — Open the Menu

Tap the **three horizontal lines (☰)** in the upper-left corner of the screen.

This is the main menu button. On most devices, it can be found in the top-left corner.

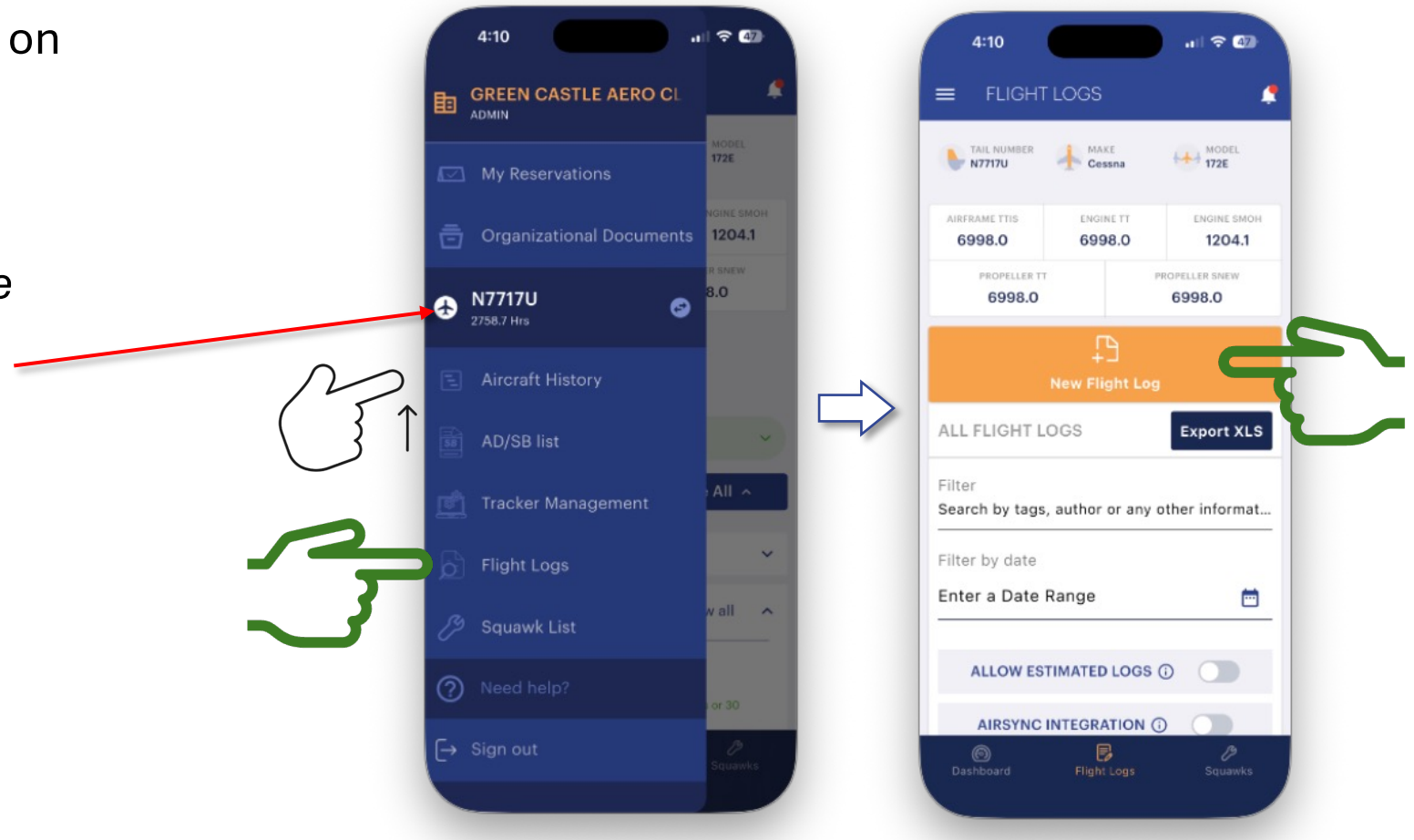


Step 3 — Start a “New Flight Log”

Scroll down in the menu and **tap** on **Flight Logs**.

Tap on **“New Flight Log”**.

IMPORTANT: *Ensure you have the correct aircraft selected!*



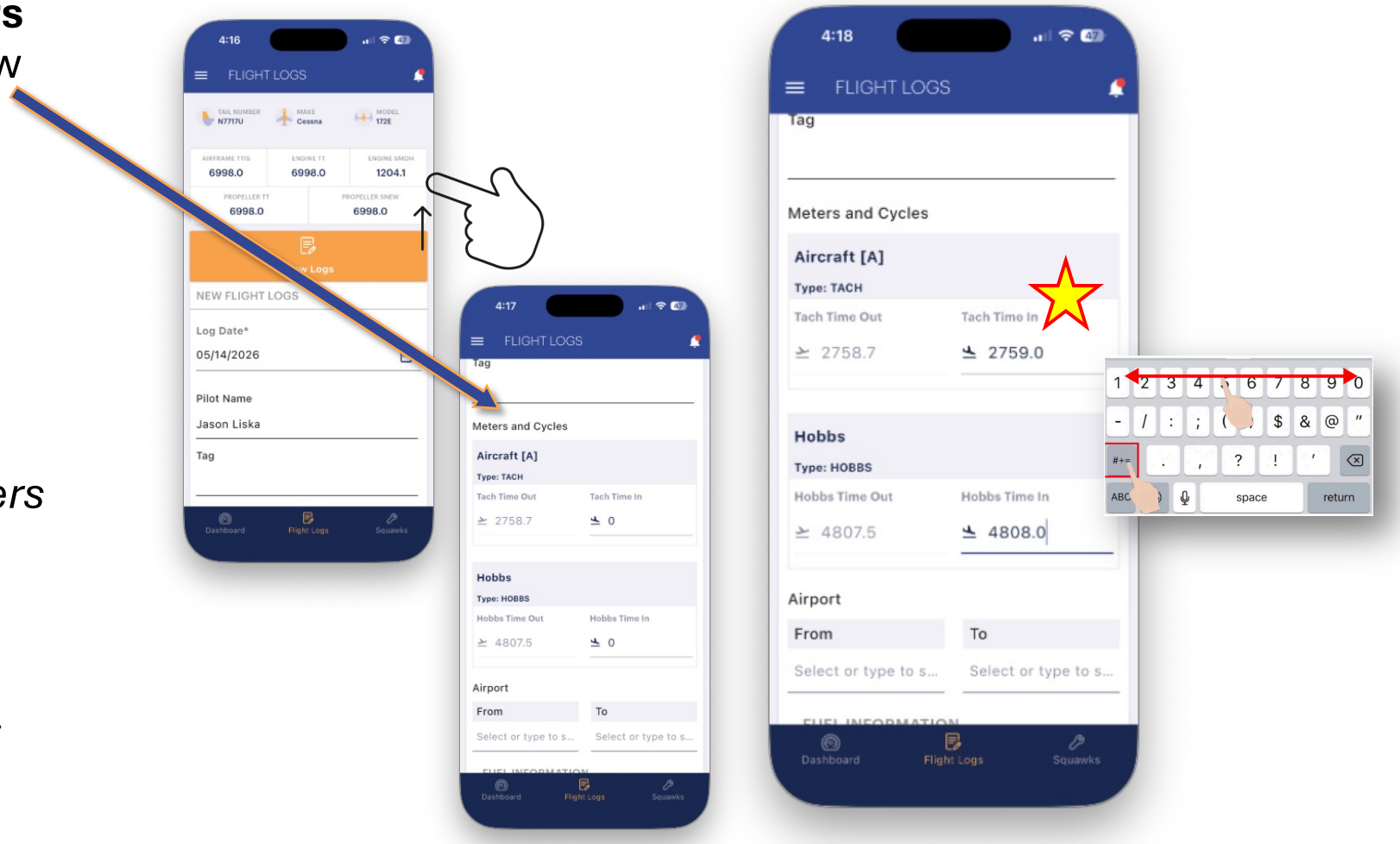
Step 4 — Enter the Tach & Hobbs Times

Scroll down to find the **“Meters and Cycles”** section of the new Flight Log.

Enter Tach time in **“Tach Time In”** and Hobbs time in **“Hobbs Time In”**.

IMPORTANT
The meters only allow a single decimal place. Our tachometers show two decimal places.
Round to the nearest tenth.

For example, if the ending Tach time is 7549.18, enter 7549.2 in the Flight Log.



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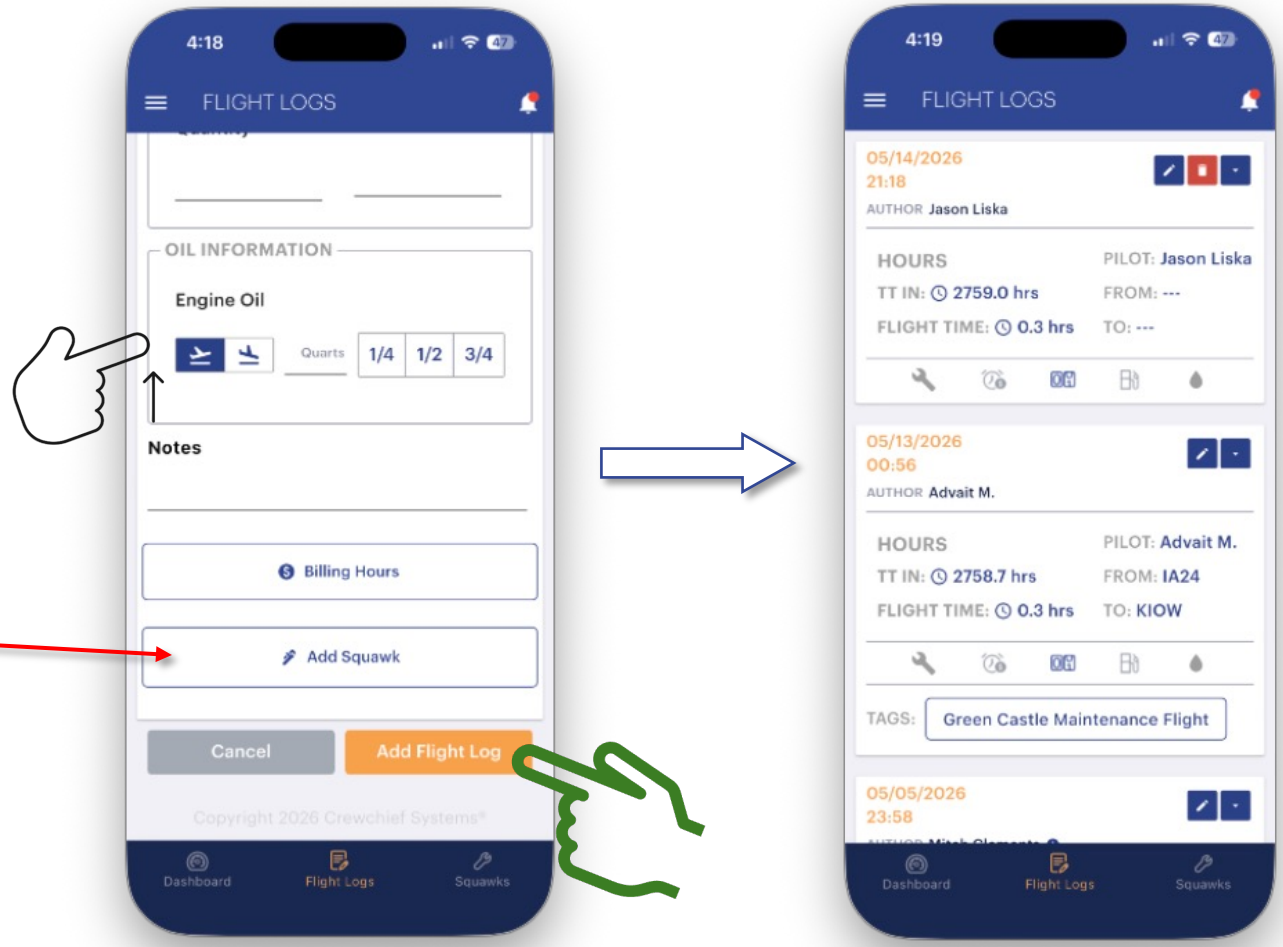
Step 5 — Submit the Flight Log

Scroll down to the bottom of the new Flight Log.

Tap on **"Add Flight Log"** to complete the Flight Log.

Squawks

If you have a squawk to report, you can do it here before submitting the Flight Log, or manually from the main menu at a later time.



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NOT QUITE DONE YET

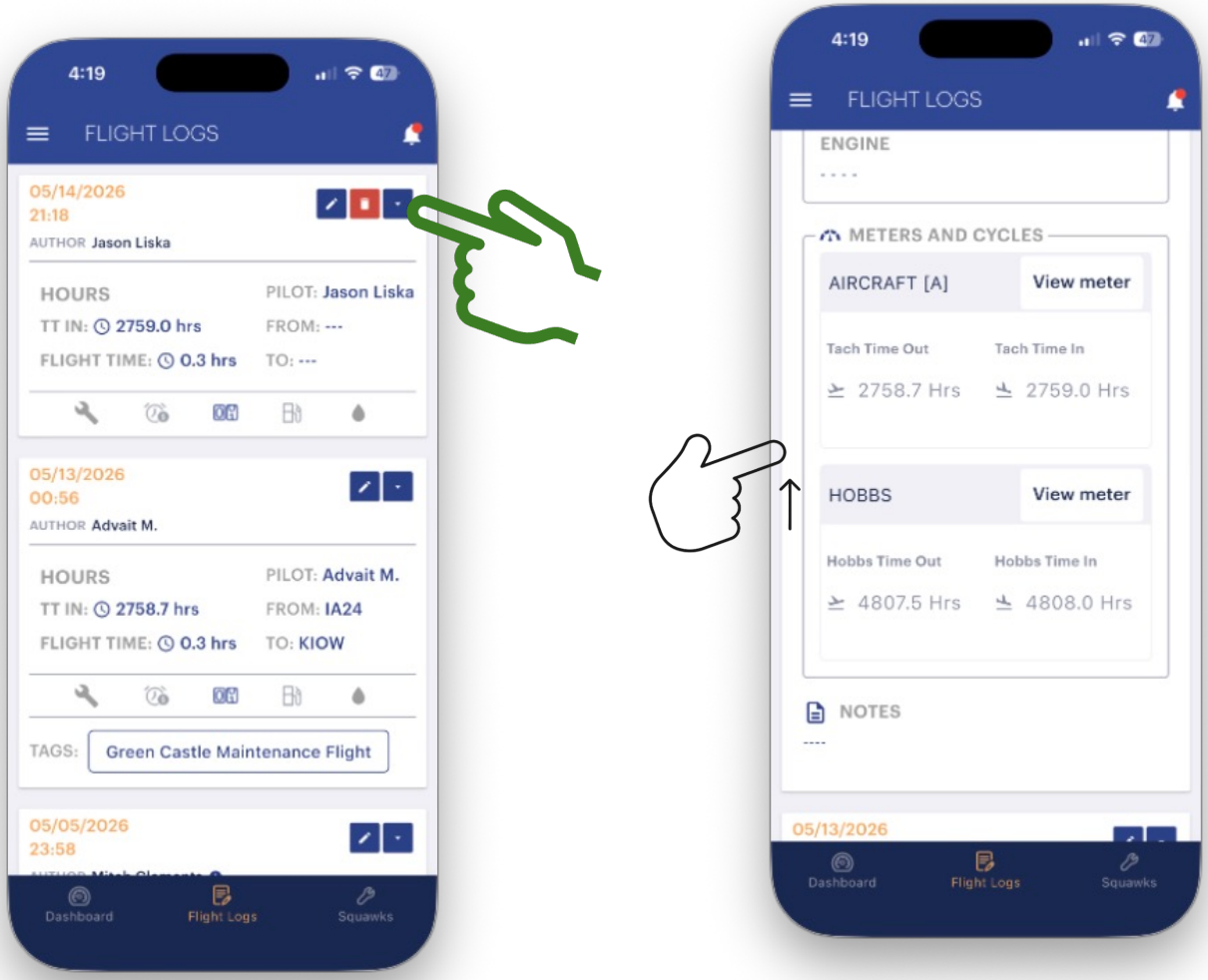
Before you leave, please **verify** the **Tach** and **Hobbs** times in your submitted **Flight Log**.

Step 6 — Open the Flight Log You Submitted

The **most recent** Flight Log that you just submitted, should appear at the top of the list.

Tap the **drop-down arrow (▼)** on the right side of the screen to expand the Flight Log.

Scroll down to find the **“Meters and Cycles”** section.

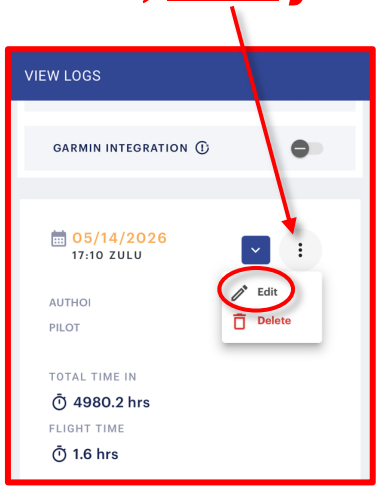


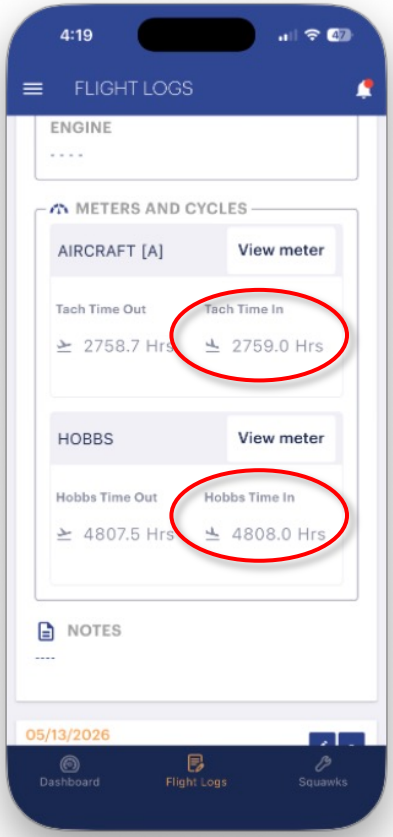
Step 7 — Verify the Tach & Hobbs In Times

Verify that the **Tach In** and **Hobbs In** times match what you intended to enter in the Flight Log.

IMPORTANT: *The Tach and Hobbs times in CrewChief should **match** what is shown on the aircraft gauges.*

If they do not match, EDIT your Flight Log.





YOU FINISHED!

You've completed the necessary steps to **manually submit a New Flight Log** with Tach In and Hobbs In times that match current aircraft gauges.

For additional support, please contact Jason Liska (253) 254-1960