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### Introduction

Welcome to Misty Flying Club! This is the Misty Flying Club “Cigar Box” ACARS Manual. It was written to assist new pilots or first time ACARS users to be thoroughly acquainted with our Cigar Box /ACARS program and how to use it for loading then filing your flight logs or pireps at Misty Flying Club VA.

We ask that all new pilots or those who have never used an ACARS program to take the time to read over this Cigar Box (ACARS) manual and use it for reference as required to be able to effectively use Cigar Box and the many options it contains.

### 1. Required Software to support Cigar Box Software:

- a. **FSUIPC** - <http://www.schiratti.com/dowson.html> (The free version of FSUIPC is the only the required version necessary). FSUIPC (at least the free version installed) **for your sim version** must be installed in order for Cigar Box to be able to connect to your sim (or sim. (Set Cigar Box to run as administrator).
- b. Microsoft .net Framework (v4.0+): (Required for Cigar Box to correctly display).  
<http://www.microsoft.com/downloads/details.aspx?FamilyID=9cfb2d51-5ff4-4491-b0e5-b386f32c0992&displaylang=en>
- c. Winzip or Winrar or 7zip to be able to open and extract .zip files or .rar files (The Cigar Box setup file is in a compressed “.zip” file format)

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### 2. Cigar Box Software: (Download and Installation)

Login to the Misty Flying Club Website: (<http://www.mistymooringflyingclub.com>)-sign-in with your user name and password.

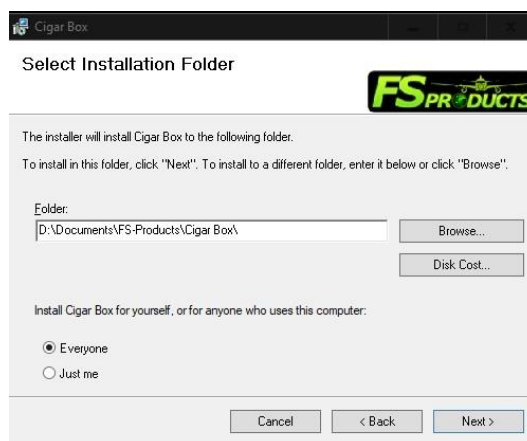
- a. Select the “Downloads” tab and on the KaCars Tab - Select Download to download Cigar Box v1.1.4.0.

Simply <click or select> “Download” on the right side of the Cigar Box and that will start the downloading of the install file to your computer. Download file is named “Cigar\_Box\_Setup\_1.1.4.0.zip”

- b. Once you have downloaded the Cigar Box zip file, use WinZip, WinRAR or 7z to extract the contents of to your desktop or to a designated temporary location on your computer and start the setup.

(Note: Cigar\_Box\_Setup\_1.1.4.0.zip will extract to file: “Cigar\_Box\_Setup\_1.1.4.0.msi”.)

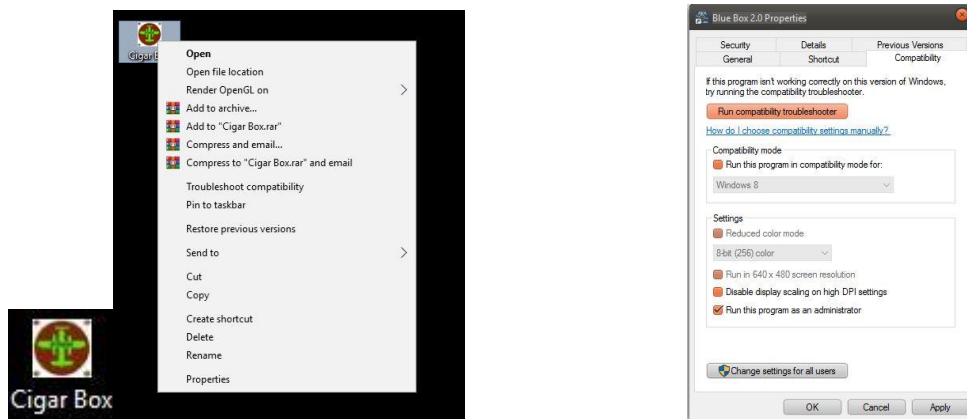
Double click on Cigar\_Box\_Setup\_1.1.4.0.msi or right click on that file and select install to begin that installation. Use the default folder or select your own installation folder if you want Cigar Box to be located in a different folder than shown) then select **Next** to install Cigar Box.



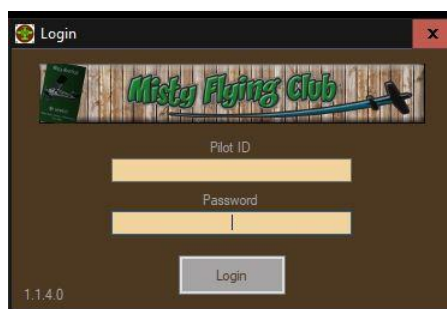
***Following the installation, a “Cigar Box” shortcut\* is created on your desktop.***

## 3. Run Program as an Administrator: (Required for Cigar Box ACARS)

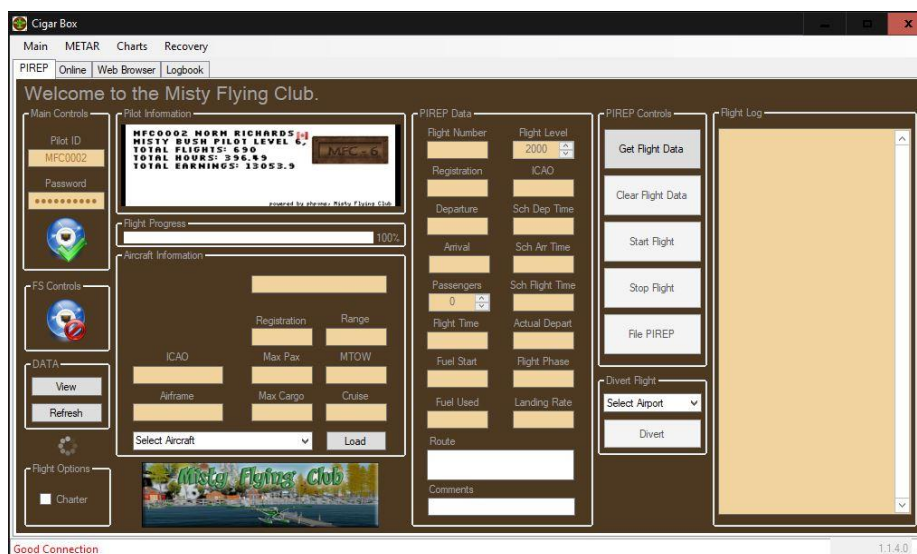
If you are running Windows 7 or higher, you need to complete the next step in order for Cigar Box to work properly in these operating systems. After the Cigar Box setup/install has completed, right click on the **Cigar Box shortcut\*** that has been placed on your desktop and select Properties > Compatibility Tab > Tick 'Run as Administrator' Box > Apply, then ok.



## 4) Starting Cigar Box - First Login



To Sign onto Cigar Box: first start up the Cigar Box software, then on the initial screen displayed: Enter your PILOT ID & Password you at Misty Flying Club: (MFCxxxx, xxxx password). <Click or Select> "Login and you will be logged in and the Cigar Box **"ACARS Home"** page will be displayed:



## 5- Cigar Box Functionality: Tabs – Top Row Ribbon: MAIN

### The “Main” tab.

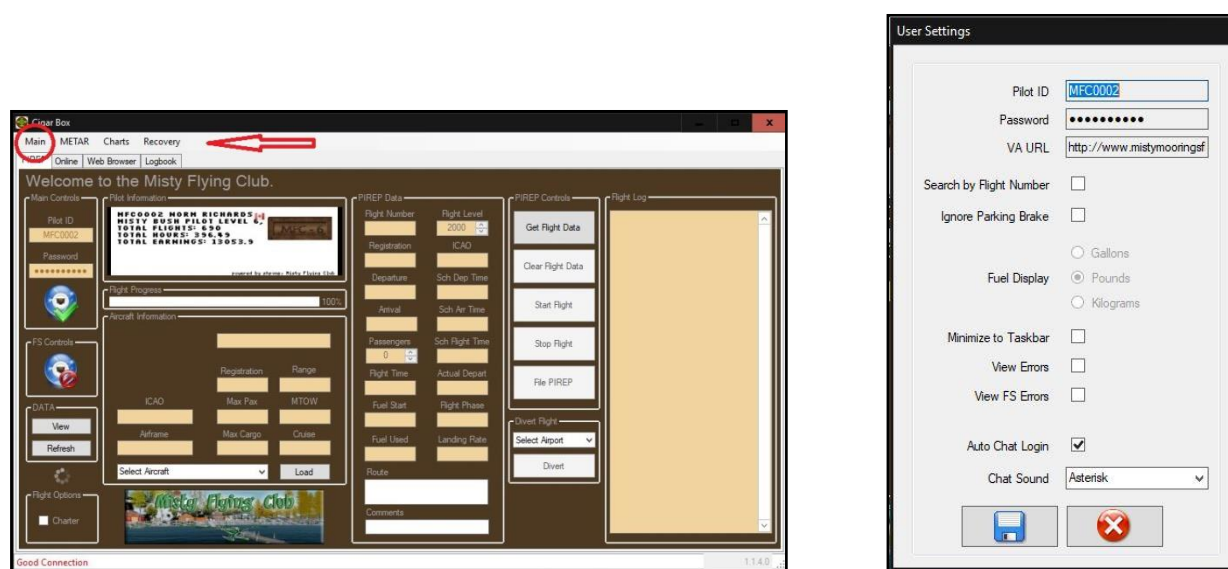
There are three sub-sections: in the “Main” tab: they are Filed Saved Pirep, Settings and About.

#### a. Filed Saved Pirep

If for some reason you don’t file your pirep at the time of completion but have saved it, it can be filed later. In the main tab: select File Saved Pirep. A window will open for you to select the flight you wish to file. Select the flight then Open then select File PIREP and that flight will immediately be sent to the MFC web site.

#### b. Settings (Cigar Box User settings)

Cigar Box has a series of presets or options which are selectable and easily saved. They are located in Cigar Box under the Info tab - on the extreme upper left side (top ribbon): Using this settings function will complete your first time setup for “Cigar Box” as this gives you the ability to customize your presets that will be used by Cigar Box. (These presets can be changed and saved at any time).



From the screen shot above, there are 10 fields that can input on this “settings” screen:

- 1-The Pilot Id should reflect your own MFCxxxx ID. ----- (do not change the contents of this field as this is your MFCxxxx Registered ID)
- 2-The Password is yours (but is hidden as asterisks) ----- (use your registered MFC password)
- 3-The VA URL should read <http://www.mistymooringsoflyingclub.com> this is the Misty Flying Club VA site) and it will appear when you navigate to the web browser tab.
- 4-Search by Flight Number: This has two parts or two different scenarios:
  - a) If Search Flight# is checked you can directly enter a flight number into the Flight Number and Cigar Box will draw all the information for that flight leg for you. (On the main Cigar Box page: you must enter a valid flight number into the Flight Number field then Under Flight Controls select Get Flight info).

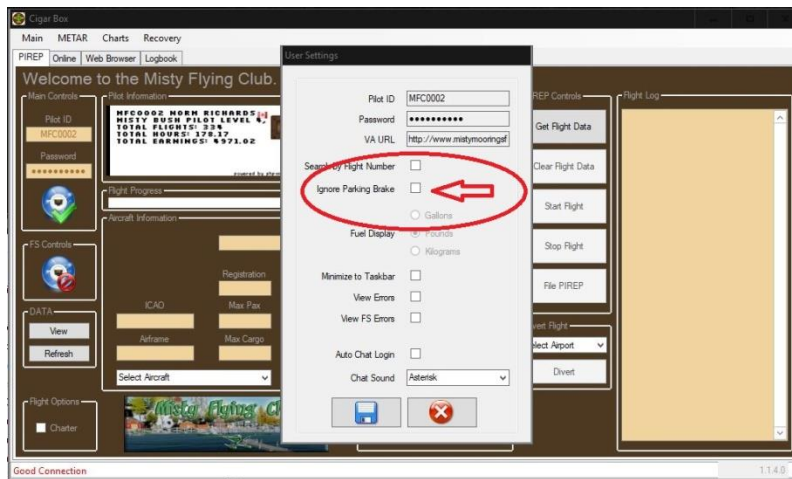


- b) If Search flight# is unchecked you cannot directly enter a flight number into the Flight Number but you can use the Search Flights option to find and select flights that are from a Departing airport. (ICAO). (The Search Flights screen is accessed via the main page of Cigar Box by selecting the Search Flight tab. (Search Flights will be further explained later in this document).

**NOTE: Item a) above is NOT applicable when flying tour legs as all of the tour legs must be BID upon via the specific Tour's details page: (For tour legs: Cigar Box must be set as specified by item b). (Search flight# must be unchecked which enabled Cigar Box to be able to draw the BID when Get Flight Data is selected)**

5-Ignore Parking Brake. This has two parts or two different scenarios:

- a) If Ignore Parking Brake is unchecked in settings: Cigar Box requires the parking brake to be applied on an airplane before it will start to record a flight and in like manner when concluding a flight, Cigar Box will not allow the flight to be concluded until the airplane parking brake is applied.
- b) If Ignore Parking Brake is checked in settings: Cigar Box permits the start of a recording for a flight and also concluding of a flight **without** the use of a parking brake being applied on an airplane. This option is ideal for float or amphibious aircraft in water moorings or for airplanes that are not equipped with an active parking brake.



6-Fuel display: You can choose your own preference for the fuel measurement units being displayed in Cigar Box: Fuel units can be displayed as Gallons (US), as Pounds (lbs) or displayed as kilograms (kg). Select your preferred measurement units. **(This is now a fixed value).**

7-10 Misc settings:

**Minimize to Taskbar** – When ticked Cigar Box and minimized, Cigar Box will remain Minimized until double clicked from minimized icons.

**View errors** – when checked Cigar box will report any error to/from the MFC site. (Recommend Unchecked)

**View FS errors** – when checked Cigar box will report any little connection blips or error to/from your simulation (Recommend Unchecked)

**Auto Chat Login** - If selected you will be logged into Cigar Box Online Chat. (Online tab). (A list of those online is displayed) inside the Online tab).

**Chat Sound** –This contains optional sound effects when messages are sent/received in the chat room. (See Online Tab)

**c. About Tab:** About tab conveys the KaCars about information, IE: version, creator, Copyright etc.

## **6. METAR and Charts Tabs**

We have not hooked METAR, Charts, or Diagrams to any active system(s). For METAR it is best to use your own forecasts and observation as found in your real weather type application. For Charts and Diagrams use other online resources such as SkyVector, GC Mapper, Air-Nav etc.

## **7. Recovery Tab**

**This is the Save/Load feature for your flight.**

**SAVE:** While a flight is in progress, you can save your flight but only in the air. You must be above 1000 ft AGL. (Above Ground Level.

**LOAD:** You can Load an “in progress” flight by selecting “load” then the flight number.

**Settings: (Recovery Settings).**

**Auto-Save:** There is an auto-save function (saves based on Auto Save interval, and at least 1000 FT AGL or above.

**Save FS:** If checked also saves Sim location.

**Resume FS:** If checked also permits a flight to be resumed. (Sim off – resumed at a later time/date).

**Pause FS:** If checked also permits a flight to be paused. (Sim on-then resumed later)

Additionally you can manually save a flight in progress. SAVE.

**(NOTE: DO NOT USE AUTO SAVE WITH MSFS 2020)**

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## 8. Cigar Box – Second Ribbon Tabs: PIREP, ONLINE, Web Browser, Logbook

**a. PIREP** tab is the main Flight and flight data screen. To load flights/bid, to save flights, to file flights etc.

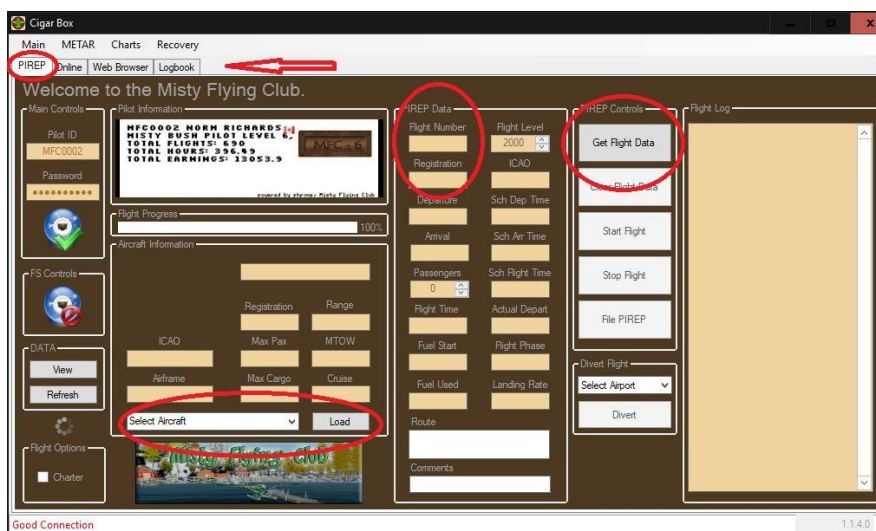
### Flight Setup and Cigar Box Recording:

Firstly, there are two methods that you can use to select a flight and load it into Cigar Box: either by:

- Direct Entry of a valid Flight Number into Cigar Box (If Search Flight# **is** checked in Cigar Box User Settings) or
- Using the Bid System: (If Search Flight# **is not** checked in Cigar Box User Settings) – **The BID method is required for ALL TOUR Legs flown within the Tour Centre Environment: This is for the tour leg completion and progression within the tour(s).**

- **Flight number Direct Entry into Cigar Box: (Applies if Search Flight# is checked in Cigar Box User-Settings):**

If Search Flight# is checked (in settings), you can directly enter a **valid** flight number into the Cigar Box Flight Number field and Cigar Box will draw all the information for that flight leg for you. (On the Cigar Box Pirep page: you must enter a **valid** flight number into the Cigar Box Flight Number field: then select “Get Flight Data”. This will load that flight into Cigar Box as well as all of its flight details populated into Cigar Box.



To fly a flight leg, start up your simulator and set it up to fly valid flight #. Verify the Cigar Box details ICAO's Aircraft to be used.\* If your are using a different aircraft than the one shown, go to Select Aircraft, scroll to the aircraft that you are using for this flight and select Load and the new aircraft/Registration# will populate into the Registration field.

When ready to start flying the leg in your sim, Start Cigar Box to recording your chosen flight and aircraft, in Cigar Box select: **“Start Flight”**.

When you have finished the flight, in Cigar Box select **“Stop Flight”** followed by File PIREP and it will be forwarded to the MFC site for approval.

If you do **not** want to send your flight report or pirep log to the site: select “Stop Flight” then close Cigar Box and that flight report or pirep log will not be sent to the website.

**Note 1\*** If the flight leg entered in to the Flight Number field is an invalid flight number, Cigar Box will not load a flight. (There are references to establish valid flight numbers and will be discussed later in this document.)

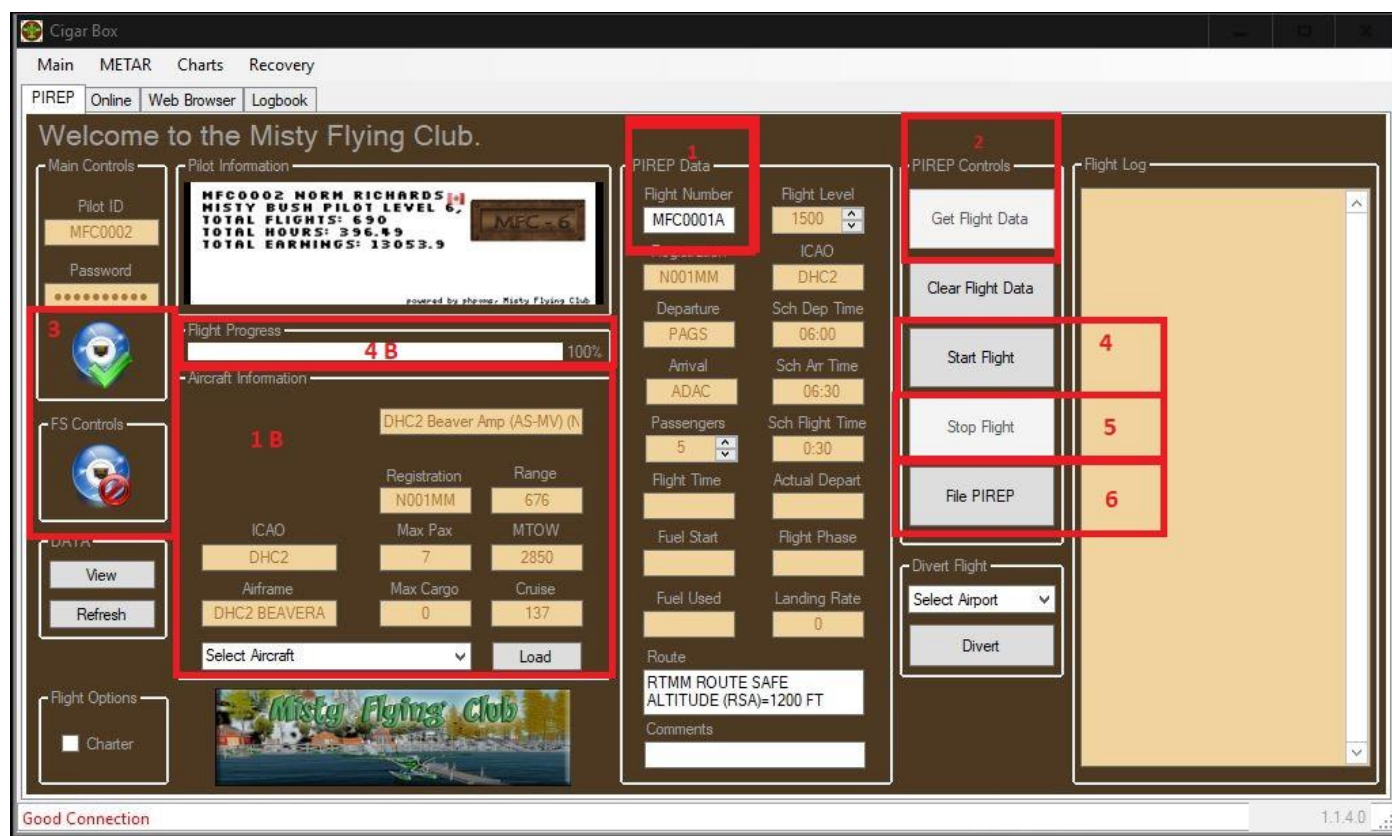
**Note 2\*** If you **do not** have the “Ignore parking brake” option selected, (in the Cigar Box Info-settings), you **must** apply your parking brake before Cigar Box will start the flight and likewise to end that flight in this method, you must apply the parking brake before Cigar Box will enable you to stop the flight.



**Note 3\*** If you **do** have the “Ignore Parking brake” selected (in the Cigar Box Info-settings), your flight will commence as soon as you select Start Flight and in likewise manner will stop your flight without your parking brake needing to be applied on the airplane as long as the airplane is not moving.

**Quick Start Tutorial:** (Direct Entry of Flight Number):

**(Cigar Box settings: in Info-Settings: Search Flight# checked AND the setting for Ignore Parking Brake checked)**



1. Flight Number: This is the location of a valid flight number manual entry. Simply enter a valid flight number.
2. Select 2-“Get Flight Info”. This will draw and display your entered flight number details for that flight.  
1b – If you are using other than the default aircraft designated for that flight, us the Aircraft Information Box (1B) to select the aircraft that will be used and select Load, The aircraft will be loaded new reg # reflected in the Aircraft Registration Box..
3. Start up your sim and set up your flight leg in your sim, when ready select 4-“Start Flight in Cigar Box to connect Cigar Box to your sim and Cigar Box will start recording your flight. Fly away!
4. When you have completed the flight in your sim, go to Cigar Box and select 5-“Stop Flight”. You can either reject your own pirep by NOT filing it or if you wish to send it to the site for approval select 6-“File PIREP” and the flight pirep will be sent to the MFC site.
5. The progress bar (4B) will indicate your percentage of the flight completed.

**After filing the pirep, you will receive confirmation (pop-up window) that your pirep for that flight leg has been sent to the site and received. Be patient for the confirmation window to appear: it will come. But if tardy, just check the site and you will usually see that your pirep has been received on the MFC site. If pirep seen on the site: there is no need to Try again. It is there and has been filed.**

### **b. Cigar Box - In Route Stops - "Continuing Flight"**

This upgraded version of Cigar Box contains a new flight procedure or option to land at a location or many locations between the departure location and the final destination of the flight leg but still be able to continue your flight until you reach the final destination as outlined by a flight leg. So here at Misty Flying Club you seamlessly have the ability to stop and land at intermediate or stopover locations during your flight leg with no required intervention.

Mid-flight stops can be voluntary stops for re-fueling or otherwise and allows for new variations of single flight legs or for more complex tour flight legs in which mandatory intermediate stops or "stopovers" can be directed in order for that that flight leg to be passed.

This Cigar Box recording of enroute stops – one or multiple stops, are each recorded in your flight and Cigar Box will continue on to your destination within a single flight. This is now a Cigar Box built-in automated feature.

**\*Note: \* DO NOT CLOSE OUT OF CIGAR BOX or your SIM until you have reached the final destination. Let your SIM and Cigar Box continue to run until you reach your final destination. You may pause your sim which in turn will be indicated in Cigar Box but DO NOT CLOSE (or exit) the SIM.**

Only need to act on Cigar Box when stopping and Filing the PIREP at Destination. (All parts of the flight, including all of landings made, there landing rates as well as all the takes offs from locations – All will appear in your log from Departure ICAO through to your Destination.

### **c. Using the Bid System to select flights: (If Search Flight# is unchecked in the Cigar Box User Settings)**

As an alternative to direct entry of a flight number into Cigar Box as in 6a, (in the case of Cigar Box user settings Search flight#: checked),

If Search flight#: is unchecked you cannot directly enter a flight number into the Flight Number field but your flight selection method is changed to the "bid system" and by searching flights from the either the "Search Flights" screen within Cigar Box itself or from AKA website via the "Crew Center" – SCHEDULES page, displaying the flight legs, selecting your flight leg(s) and using the "Add to Bid" feature.

The Cigar Box version of the "bid system" of flight leg selection allows selection of one or more selected flights to be added to your bids. In "Search Flights" you have option to find and select flights that are from a Departing airport (ICAO):

### **ALL TOURS USE THE BID SYSTEM to generate the flight legs in Cigar Box >> You must BID INSIDE THE TOUR ITSELF –**

Bid on the 1st leg. (When this first leg has been flown and pirep filed, then 2nd leg will be able to be bid upon). Once the 2nd leg is completed/files, then the 3rd leg will be populated and so on until the all the tour legs are complete. Once the tour is complete (Each leg of that tour flown/filed, it will be complete and the completion award issued to you. (Following a tour completed, the next or subsequent tour will become available to you).

### **d. How to Bid/Fly/file a Tour Flight- Step by Step:**

Pilots are reminded of the proper procedure for loading a Tour Flight: / Flying / Completing tour/and activating the tour legs:

1. From the list of tours that appear on the Active tour page: (via the Tour Center tab), choose the tour you want to fly. (Best go in order as each tour (so far), is a continuation of the previous tour).
2. On that tour, the 1st leg will open for you. Select your flight - "bid" on it.

- e. Bidding/flying single flights.**

After login at Misty Flying Club, select Pilot Centre.

## Flight Operations

- There are search criteria if you want to search for specific flights:

- [By Departure Airport](#)
- [By Arrival Airport](#)
- [By Airline](#)
- [By Aircraft Type](#)
- [By Distance](#)

Alternatively, you can simply select the Find Flights and that will draw ALL of the single flights which you can bid on. They are listed alpha/numerically.

The first set of flights range from MFC0001A through MFC0083A. These are RTMM flights and match the RTMM-MFC Flight Plans (.pln files) that are contained in the MFC website “Downloads” folder. The .pln files can be loaded into most mapping applications. You can Bid on and fly these flights as you wish using the “Bid” system or by entering the flight number in cigar box.

The second set of flights range are single flight that mimic each tours flight legs and each so indicated in the note to which tour leg they represent.

IE: MFCT00001-6A0 shows: **Notes:** MFC0001 Misty Triangle - Introductory Tour - Leg 01. So this flight is representative of leg one of the MFC0001 Misty Triangle-Introductory Tour – that can be flown as a single flight.

IE: MFCT00890-6A0: **Notes:** MFC0067 Coastal Alaska-Gulf of Alaska-North Pacific-Kulik Lake to Cordova Leg 16.

Note: These single flights/legs are not associated with the actual tours/excursions in any way except in their routing and these single flights cannot be flown in lieu of the actual tour legs/bids in Tour Center.

#### **f. Multiple Bids:**

To set up your bids, (the various flight legs that you may want to fly), select a flight leg then select “Bid on Flight” and that flight leg will be added to your “bids”. You can go to various or different departing airports and in the same manner add any flight leg(s) one by one to your bids by selecting the flight then “Bid on Flight” and each flight leg selected will be added to your “bids”. When the flight leg has been added to your “bids”, the text will appear “Bid Added”.

When on the Cigar Box “PIREP” tab to load your first bid flight, simply select “Get Flight info” and your first bid flight will load in Cigar Box as well as all of the details for that flight.

To fly this bid flight leg, start up your simulator and set it up to fly this leg. When ready to start flying the leg and Cigar Box recording the flight, run your sim, FSUIPC then in Cigar Box select: “Get Flight Data to load the bid ” then once loaded select “Start Flight”. When you have finished that bid flight, in Cigar Box select: “Stop Flight” and then the File PIREP to send your flight report(pirep) log for that flight to the website for approval.

Once a bid flight has been completed, when you navigate back to the Cigar Box “ACARS Home” tab and select “Get Flight info” the next bid flight that had selected will be displayed and available for you to fly.

**NOTE: Although you can add multiple bids, it is best to bid then fly one, file the pirep then once filed close Cigar Box. Then bid on another flight. Closing Cigar Box after each flight will ensure that the cue for the bid just flown is cleared.**

#### **g. Viewing your bids, Removing Bids or flight legs from your bid list:**

In order to view your bids or to remove flights from your bids, go to the website main page then navigate to Crew Center – My BIDS. On that Page, you can view your bids and remove any bid by selecting Remove Bid\* and double clicking.

#### **h. Cigar Box Diverting your flight:**

When flying any flight leg and you need/want to divert to another airport, while in flight simply open the Cigar Box Divert scroll window and select the airport that you want to divert to\* then “Divert”. Your new destination becomes the diverted location that was selected. (\*If the airport is not contained in the divert list of available airports, it is not in our airport database but you still may directly proceed to that airport and land there:

- a. If ending your flight at that diverted location: the Cigar Box log will indicate the closest airport of your diverted airport if it is not in our database or the exact airport if it is contained in our airport database.
- b. If proceeding from that diverted airport location to another intermediate location or on to the final destination. After landing use flight continue and divert again to select a new destination or final destination (as required). The Cigar Box log will again indicate the closest airports of all your landings made in that flight leg.

#### **i. Cigar Box Time: Scheduled flight Time: Day/Night Flights in Real Time and Schedule Performance:**

Cigar Box now has a time feature that is captured from our flight legs. It is possible to record the schedule of your flight vs the Cigar Box log.

After loading a flight, note the Cigar Box displays for Sch Dep Time, Sch Arr Time and Sch Flight Time. If you wish, you can fly the flight in real time as per the flight leg and measure your performance. (Optional)

- a. Sch Dep Time: Start time of the flight: Set your sim to the start time shown in Cigar Box Sch Dep Time box: so Day/night flights can now be in real time: IE:  
Flight MFC0619A has a sch Dep Time of 06:00. This is a Dawn/Day flight: Set your sim to depart at 06:00 and fly in Dawn/Day  
Flight MFCT001190-6A1 has a Sch Dep Time of 20:00. This is a Dusk/Night flight: Set your sim to depart 20:00 and fly in Dusk/Night  
Cigar Box will match recording of your sim in real time with no variation. After loading your sim flight, start box ASAP and fly in real time.
- b. Sch Arr Time: Additionally as you fly, IE: Flight Leg AKAI0005-4N: The Sch Dep Time is 17:00, and the Sch Arr Time shows 17:45 as per Cigar Box (which is directed from the system Flight Leg. So there is 45 mins allotted to make it from the departure to the destination which is reflected in Cigar Box Sch Flight Time of 0:45. You can now monitor your progress vs the flight leg schedule:
- c. Schedule Performance: With this feature you can monitor performance to the schedules built into the flight leg: If you start on time and if you arrive on time or ahead of time or late and the deviation to the schedule outlined in the flight leg.

#### **9. Filing or sending your pirep to the website for approval:**

In the methods of either Direct Flight number entry into Cigar Box or when using the Bid System: Once you have completed the flight: landed, taxied to the gate, shutdown engines:(not mandatory), and have set the parking brake set\*: (\* dependent upon your Cigar Box User settings for the Parking Brake), you can switch to your Cigar Box ACARS and select **“Stop Flight”**. In a brief moment you will note that the **“Send Flight Report”** turns green. This green **“Send Flight Report”** indicated that your pirep log is ready for transmission to the website for approval.

**You also have an option to “not file” a report. You can delete your own pirep log and will not be sent to the site for approval.**

For sent pireps: your completed pirep will be sent to the MFC website when you complete your flight in Cigar Box – Stop Flight, then File Pirep.

Once your pirep has been sent to the website it will be awaiting approval from an administrator: your PIREP will be either accepted, or rejected within 24hrs.

If your pirep is approved, it will show up as approved in your flight log, you will get paid “Virtual Money” and your hours and rank will be updated accordingly. If your pirep is rejected it will still be counted as approved but no “Virtual Money” credit will be given. The only failed condition is exceeding the land rate target metric:

**10. The Landing Rate Target:**

*The only restriction at MFC for flight submission, whether that be for tour flights, single flights or charters, at MFC, is achieving an **-600 fpm (fpm=Feet Per Min) or under landing rate on each landing.** (Forces exceeding -600 fpm can cause damage to the aircraft or worse).*

**The only other restriction is No Jets:** We fly prop aircraft in these parts so there is no jet propulsion aircraft.

**11. Cigar Box – Second Row Ribbon: Online Tab: Explained**

In the Online tab is a chat window.

The bottom right is the chat box. (This is text only). Type your text then send.

Pilot must be connected to chat. If not connected select connect. To disconnect select the Disconnect button.

The left window shows a list of pilots online.

The top right windows shows pilot status: IE: Connected or Disconnect.

The bottom right is the chat box. (Text only). Type text then “Send”.

**12. Cigar Box – Second Row Ribbon: Web Browser Tab Explained.**

Cigar box has somewhat of its own mini- MFC web browser that you can use.

**13. Cigar Box – Second Row Ribbon: Logbook Tab.**

Cigar box has somewhat of its own mini- logbook but most often the logbook or pirep listing feed from the website does not flow to Cigar Box. In lieu refer to your Pilot Centre. Refer to the MFC site > Pilot Center > Flight Operations >> View my Pireps and View a map of all my flights.



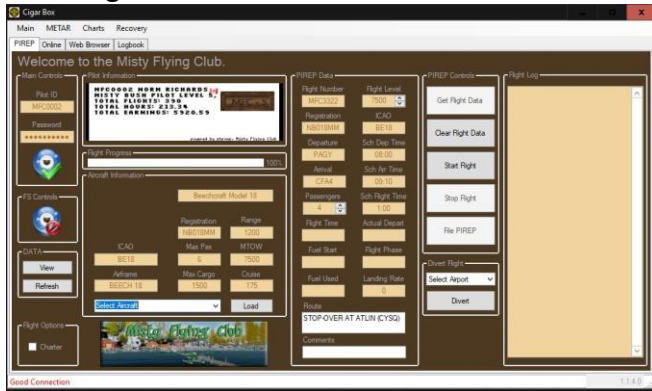
## 14. Cigar Box Functionality: Setting/Changing aircraft for a flight

A fitting or appropriate aircraft is usually recommended for each tour. This would be an appropriate aircraft for the landings in the tour legs of a tour but there is great variety of planes that you can alternatively fly. Although a main aircraft must be chosen when you sign up on an excursion, you can optionally select a different aircraft on any leg if you wish from within Cigar Box. ("Aircraft Information" area on the PIREP Tab) in the "Select Aircraft" .

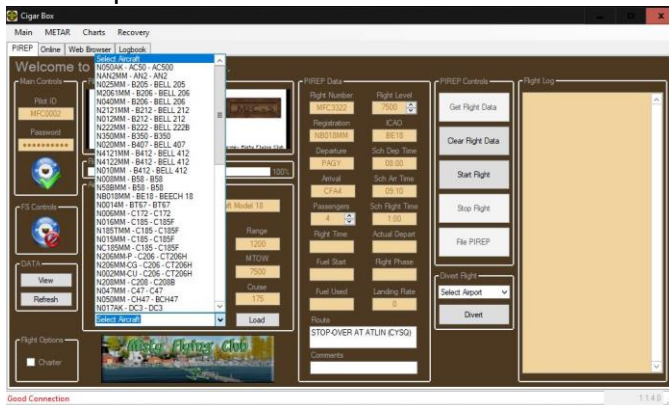
(After loading the bid, select an optional aircraft from the Select Aircraft Box Cigar Box then select "Load" and that aircraft will be the applied aircraft for that flight leg. The registration number of the new aircraft will be reflected in the "Pirep Data" in the "Registration" field.)

Follow the steps:

### 1. Load Flight:

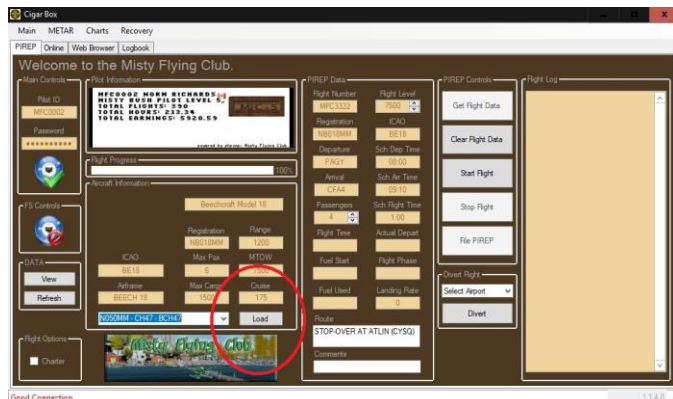


### 2. Select Optional Aircraft

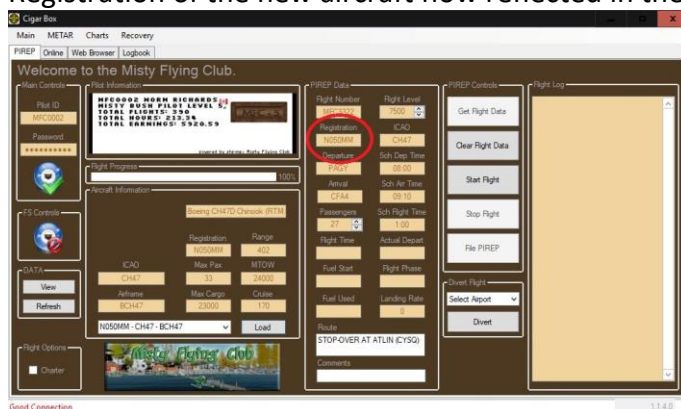


(Continued next page)

### 3. Load the selected Aircraft



### 4. Registration of the new aircraft now reflected in the “Registration” field



Start flight. The new aircraft will be reflected in your pirep and updated in the MFC aircraft database.

## **15. Cigar Box Functionality: Charter Flights**

Charters can be flown/defined in Cigar Box.

- Check the Charter Box (lower Left)
- Select aircraft
- Create a Flight Number: (Best to use MFC-ICAO-ICAO – whereas the first ICAO is the departure airport and the second ICAO is the destination airport.
- Departure Field- Enter the ICAO of the departure airport
- Arrival Field- Enter the ICAO of the destination airport
- Route- Freeform – Brief Route – IE: Direct or via another location.
- Set your sim to the conditions of the charter flight.
- Start the sim flight, then Start Flight in Cigar Box
- End/file the pirep in Cigar Box as per usual.

## **16. Other Miscellaneous Cigar Box Items (Top Ribbon): METAR, Charts, Logbook**

- a. **METAR/ Charts Tabs:** We have not hooked METAR, Charts, or Diagrams to any active system(s). For METAR it is best to use your own forecasts and observation as found in your real weather type application. For Charts and Diagrams use other online resources such as SkyVector, GC Mapper, Air-Nav etc.
- b. **Logbook Tab:** Other Miscellaneous Cigar Box Items (Top Ribbon): Logbook is active but the feed from the MFC site to Cigar Box is slow. And the more pilots that are on the database the slower the feed to/from Cigar Box. For a complete list of your flights/pireps refer to the MFC site > Pilot Center > Flight Operations > View my Pireps and View a map of all my flights.

## **17. Summary / Contact information**

This document is a comprehensive document which covers all of the Cigar Box software and requirements and many of the related aspects of the Misty Flying Club website. No matter what level a pilot you may be, we hope you thoroughly enjoy flying here at Misty Flying Club VA.

If you require any assistance please contact us via the RTMM/MFC Forums at: <https://forum.mistymoorings.com/index.php#c1>

Or via email:

Norm Richards (MFC Site Flight Content) [norm\\_richards@hotmail.com](mailto:norm_richards@hotmail.com)  
Pilot MFC0002

Henry Kirk (MFC WebSite Build) [henry@wwbpa.net](mailto:henry@wwbpa.net)  
Pilot MFC0001



## **18. Appendices – Flight Information, Online/Offline Flying Regulations, Important Flying Calculations**

### **Online/Offline Flying**

Flying online (VATME, VATSIM, etc) is a fun experience, but you should try it when you are an experienced Flight Sim pilot and you are familiar with things like navigation, SID/STAR, charts, METAR reports, etc. If you are not yet, we recommend checking the Learning Center and Flying Lessons within Flight Simulator.

### **A Few Online Regulations**

- 1 – Always log in with your real name to the network (Vatsim)
- 2 – Connect only when you intend to finish your flight (and not for just a takeoff, etc)
- 4 – Always put your plane at the gates/ramp before you connect to the network.
- 5 – Using the slew mode while online is not accepted
- 6 – Do not pause while online as it may disrupt the normal flow of traffic.
- 7 – You should not leave your computer while flying online.
- 8 – Simulating a hijack is not permitted and may lead to exclusion from the network
- 9 – Don't use vulgar or offensive language, don't swear or flame or you will be excluded from the network
- 10 – Don't increase your flight simulation rate when flying online.
- 11 – Don't exceed 20kts on the ground
- 12 – Don't exceed 250kts below 10,000 feet
- 13 – Fly a plane that you know well. Don't experiment with new aircraft or panels while flying on a network
- 14 - If you are using voice, don't interrupt the transmission of other pilots/controllers. If a controller issues an instruction for another pilot, wait for the pilot to read back before transmitting your message.
- 15 – Remember that you are representing yourself, RTMM as well as Misty Flying Club. Please show respect to others.

### **Rules of Thumb Descent**

#### **Three Degree Glide slope**

1 – Divide groundspeed by 2, than add a 0.

**Example: 120kts / 2 =60, add “0”: 600 fpm**

2 – To maintain a 3 degree glide scope (eg. ILS) multiply your GS by 5. The resulting number is the rate of the descent to fly.

**Example: Groundspeed =110 kts x5 = 550 fpm rate of descent to maintain a 3 degree glide scope.**

3 – With glide scope out on an ILS approach with DME, multiply the distance by 300. That should give you the height in feet; you should be above the threshold.

**Example: 4 nm to the threshold. Multiply by 300= 1,200 feet.**

4 – Add a zero to your indicated speed, divide by two. This should keep you stabilized on the approach.

**Example: 150 kts on the GS. 150(0) / 2 = 750 fpm descent. 120(0) / 2 = 600 fpm descent, etc.**

5 – Take your AGL height and divide it by three hundred. This is the distance from the threshold you need to start your 3 degree glide path.

**Example: 600ft AGL / 300=2nm**

#### **Descending Distance & Rate of Descent (RoD)**

1 – Take your altitude and multiply it by 3. That equals your distance in miles to begin your descent.

2 – Now take half your ground speed. This is your rate of descent in hundreds of feet.

**Example: If you are flying at 12,000 ft at a ground speed of a 150 kts and you need to descend to 2,000 ft, the difference is 10,000 ft. multiply 10x3=30 miles out, you must begin your descent. Half your ground speed is 75, add a zero, and 750 ft per minute is your rate of descent.**

#### **Rules of Thumb Glide Ratio Calculation**

1 – 100 ft/min is approximately 1 knot. SO to figure your glide ratio: ground speed divided by VSI/100 (take 2 zeros off VSI)

**Example: Ground speed = 1—kts**

**VSI shows -500 ft/min – Drop two zeros: 5 kts**

**100/5 = 20:1 glide ratio**

#### **Top of Descent Distance Calculation**

1 - Multiply the number of thousands of feet to lose by 3.

Groundspeed 2x10 will give you your required rate of descent for a 3 degree glide scope.

**Example: FL350 to FL100=>25,000 ft down**

**25x3=75, so start at 75 nm**

**GS=350 kts?=>350/2x10=1600=>1600 fpm is your desired rate of descent.**

2 – Start descent when time to airport equals altitude to lose for 1000 ft/min descent.

**Example: 10,000 feet to lose, start descent 10 miles out at 1,000 ft.min**

3 – Divide the difference between cruise altitude and descent altitude by the rate of descent. That value is your time to descend. Multiply this by your GS in cruise and divide the result by 60. The result is the DME prior to which you need to begin your descent.

**Example: FL360 to 600' = 30,000'/1500 per minute = 20 minutes.**

**Now, (20x420 knots GS/60=140 nm from the desired point.**

**VFR Rules:**

VFR cruising altitude rules in the US and Canada:

On a magnetic course of 0-179 degrees shall fly at an odd thousand ft MSL altitude +500 feet (e.g., 3,500, 5,500, or 7,500 ft); or:

On a magnetic course of 180-359 degrees shall fly at an even thousand ft MSL altitude +500 feet (e.g., 4,500, 6,500, or 8,500 ft).

NOTE: Airplanes flown VFR at 3,000 or less AGL (Above Ground Level) are not required to fly at any particular cruising altitude. When operating above 18,000 feet MSL, maintain the altitude or flight level assigned by ATC.

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Updated January 2022