

Hosting a CPA Fly-In

How a fly-in runs on the new website, from proposing it to handing the money to the Treasurer. Go one step at a time; each ends with a short checklist.

Same plan, one place. The website follows Bill Marvel's Fly-In Planning Guide step for step: the date first, the destination kept quiet until the rollout meeting, the flyer through the Fly-In Chair, checks payable to CPA and collected by the host, and the Roster / Accounting form to the Treasurer at the end. It does not ask you for anything new. Everything it asks for is something the guide already has you gather for your flyer and your Roster / Accounting form. The website keeps it all in one place, so you type it once.

Step 1 of 10

Propose your fly-in

This is the step the Planning Guide puts in November or December: tell the Fly-In Chair your date. Sign in, go to the **Flying** page and press **Create a Fly-In**.

Only two boxes are required: **Event Name** and **Start Date**. Fill in whatever else you already know and leave the rest blank. You can add or change every detail later from your event page, so you never have to wait until you have it all.

Nothing on this form is new work. Each box is something the Planning Guide already asks for, mostly in the flyer checklist. The table below shows where each one comes from.

Two ways to start

The form opens with two tabs:

- **Enter Details** (the usual way): type into the form yourself. Most proposals are made months before there is a flyer.
- **Have a flyer already?** If your flyer is already written, drop it on the box (or press **Browse Files**). It can be a PDF, a Word document, or a photo of the flyer taken with your phone. The website reads it and fills in the form for you.

Create a Fly-In

Propose a CPA fly-in that you will host. As host you plan the trip and do the legwork, with the Fly-In Chair's help; the chair reviews your proposal first. Fill in as much as you know. The destination and dates are enough to start.

You do not need a flyer yet. Proposals are usually made months before the flyer exists; you can add it, and keep editing every detail, from your event page once the proposal is accepted.

 Enter Details

 **Have a flyer already?**

Only if your flyer is already written. Most proposals are made months earlier — if you do not have one yet, use Enter Details and add the flyer later from your event page.



Drop your flyer here

PDF, Word document, or a photo of the flyer — we'll extract the event details automatically

[Browse Files](#)

The "Have a flyer already?" tab. Drop the flyer on the box, or press Browse Files.

After a few seconds a green banner reads **"Flyer parsed successfully!"** and the form below it is filled in. **Read every box before you submit.** The website reads flyers well, but it can misread a date or a price, and nothing is checked for you. If a PDF flyer has photos in it, they are shown with tick boxes: untick any you do not want. The first photo you keep becomes the picture for your fly-in.

✓ **Flyer parsed successfully!** Review the extracted details below and make any corrections before submitting.

Event Details

Event Name *

Taos Fly-In

Destination Airport (ICAO)

KSKX

Location Name

Taos, NM

Start Date *

06/11/2027

End Date

06/13/2027

Itinerary & Description

Friday (June 11, 2027): Arrive at [Taos Regional Airport (KSKX)] (<https://www.airnav.com/airport/KSKX>) [📍 Map] (<https://maps.google.com/?q=Taos+Regional+Airport+KSKX+Taos+NM>). Group dinner at [The Love Apple] (<https://theloveapple.net>) [📍 Map] (<https://maps.google.com/?q=The+Love+Apple+Taos+NM>)

Saturday (June 12, 2027): Taos Pueblo tour at [Taos Pueblo] (<https://taospueblo.com>) [📍 Map] (<https://maps.google.com/?q=Taos+Pueblo+Taos+NM>) and visit to the [Rio Grande Gorge Bridge] (<https://www.newmexico.org/places-to-visit/landmarks/rio-grande-gorge-bridge/>) [📍 Map] (<https://maps.google.com/?q=Rio+Grande+Gorge+Bridge+Taos+NM>)

Registration & Costs

Registration Fee (\$)

175

Max Participants

20

Registration Deadline

mm/dd/yyyy

What's Included in the Fee

\$175 per person includes Friday dinner, ground transportation and the Pueblo tour

What to Bring

After the flyer is read: the details are filled in for you to check.

Every box on the form

Section and box	What to put in it	Where the Planning Guide asks for it
Event Details		
Event Name <i>(required)</i>	What members will call it, for example "Taos Fly-In".	Your flyer's title
Destination Airport (ICAO)	The four-letter code, for example KSKX. The website looks it up and shows the airport's name and town in green, so you can see it is the right one.	Flyer: "arrival time and airport (ICAO code)"
Location Name	The town, for example "Taos, NM". Filled in from the airport if you leave it blank.	Your choice of destination
Start Date <i>(required)</i> and End Date	The first and last day. Leave End Date blank for a one-day trip.	November/December: "choose destination and date"
Itinerary & Description		
Itinerary & Description	The plan day by day: arrival, meals, tours, departure. A rough sketch is fine to start.	Early research: "sketch out a basic daily schedule"; flyer: "daily schedule overview"

Section and box	What to put in it	Where the Planning Guide asks for it
Registration & Costs		
Registration Fee (\$)	The fee per person.	Flyer: "registration cost"; fee guideline: group costs plus \$10 a person
Max Participants	How many people the trip can take. 0 means no limit. Later sign-ups go on a waiting list.	The room block and tie-downs you already asked the hotel and FBO about
Registration Deadline	The last day to sign up.	Flyer: "last day to register"
What's Included in the Fee	What the fee pays for, and what is "pay as you go".	Flyer: "what it includes vs. pay as you go"
What to Bring	Water bottle, hiking boots, a jacket, and so on.	Flyer: "any special requirements"
Hotel Block		
Hotel Name, Rate, Booking Deadline, Hotel Phone, Hotel Website	The hotel holding your room block, the group rate, the last day to book at that rate, and how to book.	Flyer: "hotel price and contact info" and "last day to book hotel room"
Event Photos		
Upload Additional Photos	Up to 10 photos (JPG, PNG or WebP) of the destination.	Flyer: ".jpg photos"
Host Information		
Host Name and Host Email	Filled in from your account. You cannot change them here.	Flyer: "host name and contact info"



Create a Fly-In

Propose a CPA fly-in that you will host. As host you plan the trip and do the legwork, with the Fly-In Chair's help; the chair reviews your proposal first. Fill in as much as you know. The destination and dates are enough to start.

You do not need a flyer yet. Proposals are usually made months before the flyer exists; you can add it, and keep editing every detail, from your event page once the proposal is accepted.

 Enter Details
  Have a flyer already?

Event Details

Event Name *

e.g. Sedona Fly-In

Destination Airport (ICAO)

E.G. KSEZ

Location Name

e.g. Sedona Air Center

Start Date *

mm/dd/yyyy

End Date

mm/dd/yyyy

Itinerary & Description

Day-by-day schedule, activities, restaurants, etc.

Registration & Costs

Registration Fee (\$)

0.00

Max Participants

0 = unlimited

Registration Deadline

mm/dd/yyyy

What's Included in the Fee

e.g. Group dinners, transportation, museum admission...

The top of the form, before anything is typed in.

Send it

Press **Submit for Chair Review** at the bottom (or **Cancel** to leave without saving). You get an email headed "We have your fly-in proposal", and the Fly-In Chair gets a notice with your dates and your name. As the Planning Guide asks, **that notice does not say where you are going**: the destination stays hidden until the rollout meeting.

CHECKLIST

Event name and start date entered	CHECK
Everything else you already know entered	CHECK
Read-through if a flyer filled the form	AS NEEDED
Submitted for chair review	CHECK
"We have your fly-in proposal" email received	CHECK

The Fly-In Chair reviews it

Nothing goes public until the Fly-In Chair has looked at it.

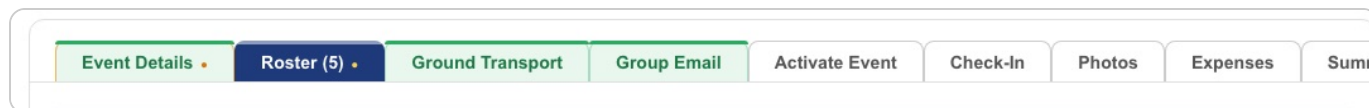
- **Your date:** the chair confirms your date, or tells you about a date conflict so you can pick another. You get an email either way.
- **The season rollout:** confirmed fly-ins are announced together at the rollout meeting, so destinations stay a surprise until then.
- **Your flyer:** send it in from your event page. The chair proofreads every flyer and either approves it for Flight Lines or asks for changes. No flyer appears anywhere before it is approved. End your flyer with your fly-in's registration address, shown on Event Details (for example coloradopilots.org/fly/1234): members reading Flight Lines type it in and land on the registration form. Event Details shows when it is due: a week before the Flight Lines deadline of the 20th, so the chair can look it over. The site emails you a reminder three weeks before.
- **Going public:** as the Planning Guide has it, your fly-in goes on the website and calendar right after the January rollout meeting, collecting interest. Its flyer and sign-up form go live with the Flight Lines issue that carries the flyer, two months before the trip.
- **"I'm interested":** before sign-up opens, members can say they are interested. The list is kept in the order they asked, you can send them the hotel details, and they hear first when sign-up opens.

CHECKLIST

Date confirmed by the chair	CHECK
Flyer approved for Flight Lines	CHECK
Hotel details sent to the interest list	AS NEEDED

Your fly-in's management page

Everything you do as host happens on one page, reached from your fly-in's event page. Its tabs follow the trip in order:



The tabs across the top of the management page.

- **Event Details:** change anything about the trip, and check where members mail their checks: your address on file, unless you choose a different one.
- **Roster:** who signed up, and later, charging the cards.
- **Ground Transport** and **Group Email:** rides and messages to everyone.
- **Activate Event** and **Check-In:** on the day.
- **Expenses, Summary** and **Wrap Up:** the money, after the trip.

The page remembers which tab you were on, so saving something keeps you where you were.

CHECKLIST

Details reviewed on Event Details	CHECK
Address for checks confirmed	CHECK

Step 4 of 10

Sign-ups and payments

The **Roster** tab lists everyone who has signed up and updates as they do: passengers, phone, aircraft and N-number, what they owe, emergency contact, how they are paying, ride needs and dietary notes. **Export CSV** gives you the same list as a spreadsheet. Anyone on their first CPA fly-in is marked **First fly-in**, so you can introduce them early, as the Planning Guide asks.

PILOT	PASSENGER(S)	PHONE	EMAIL	AIRCRAFT	N-NUMBER	AMOUNT	EMERGENCY CONTACT	EMERGENCY PHO
Pat Sanders	Robin Sanders	303-555-0110	pat@example.com	Cessna 182	N182PS	\$180.54	Jamie Lee	303-555-0199
Chris Ellis	—	303-555-0111	chris@example.com	Piper Arrow	N28CE	\$175.00	Jamie Lee	303-555-0199
Lee Parker	Sam Parker, Alex Parker	303-555-0112	lee@example.com	Beech Bonanza	N35LP	\$175.00	Jamie Lee	303-555-0199
Jordan Diaz	—	303-555-0113	jordan@example.com	RV-7	N7JD	\$180.54	Jamie Lee	303-555-0199
Taylor Tran	—	303-555-0114	taylor@example.com	Cirrus SR22	N22TT	\$180.54	Jamie Lee	303-555-0199
Morgan Walsh	—	303-555-0115	morgan@example.com	Mooney M20	N20MW	\$180.54	Jamie Lee	303-555-0199

The roster.

When the trip fills up

Once your place limit is reached, later sign-ups go on a waiting list in the order they signed up. If someone cancels, the next person moves up automatically and gets an email.

How members pay

- **By card:** the member types their card on Stripe's own secure page, never on CPA's website. Stripe keeps the card; the website and the host never see the number. **Nothing is charged at sign-up;** you charge the cards after the trip (step 6).
- **Card processing fee:** 2.9% plus 30 cents is added to a card payment, so CPA receives the full fee. Members see it before they choose. Paying by check or by bank transfer has no fee.
- **By check:** always payable to Colorado Pilots Association and, as the Planning Guide sets out, mailed to you. Members who choose check are given your address in their confirmation email: the one on your membership record, or a different one you choose on Event Details. When one arrives, press **Mark check received** on the Summary tab and keep it with the others. You send them all to the Treasurer after the trip (step 8).

CHECKLIST

Roster watched as sign-ups arrive ONGOING
Each check marked received AS THEY ARRIVE

Before the trip

- **Ground Transport** shows who is flying with spare seats and who needs a ride from the airport, with their phone numbers, so you can match them up.
- **Group Email** sends a message to everyone signed up: the hotel details, the plan for the day, a weather call.

2

Volunteer Drivers

5

Seats Available

2

Need a Ride

Volunteer Drivers

NAME	PHONE	SEATS	AIRCRAFT
Pat Sanders	303-555-0110	3	N182PS
Lee Parker	303-555-0112	2	N35LP

Need a Ride

NAME	PHONE	EMAIL
Chris Ellis	303-555-0111	chris@example.com
Jordan Diaz	303-555-0113	jordan@example.com

Tip: Use the Group Email tab to send drivers their passenger assignments and riders their driver's contact info.

Ground Transport: drivers with spare seats, and who needs a ride.

CHECKLIST

Rides matched

Final details emailed to the group

CHECK

CHECK

After the trip: charge the cards

Once the final cost is known, go to the **Roster** tab and find **Process Charges** under the list. It shows everyone whose card is saved.

- Untick anyone you should not charge, and change an amount if someone left early or owes a different figure. Enter \$0 to skip someone.
- Press **Process Charges**. Each member gets a "Payment Received" email.
- The money goes from Stripe straight into CPA's bank account, which the Treasurer manages. It never passes through you.
- If a member cancels after paying, the refund goes back to their card through Stripe automatically.

Process Charges (2 authorized)

These registrants have their payment methods saved but have not been charged. Select the ones to charge and click "Process Charges".

☒ Select All

Adjust the amount if an attendee left early or is due a partial charge. Enter \$0 to skip charging.

☒ Pat Sanders	CC Registered: \$175.00	Charge: \$	175.00	(+ surcharge)
☒ Jordan Diaz	CC Registered: \$175.00	Charge: \$	175.00	(+ surcharge)

Process Charges, with the amount for each person.

Only the host, the Fly-In Chair and the Treasurer can press Process Charges.

CHECKLIST

Amounts adjusted where needed	CHECK
Cards charged	CHECK
All checks marked received	CHECK

Step 7 of 10

Log your expenses and any refunds

On the **Expenses** tab, list every payment you made yourself, not just the totals: the van, the group dinner deposit, tour tickets.

- **Take a photo** opens your phone's camera; **Choose a photo** uses one you already have. The site reads the receipt and fills in the description, amount and category for you to check. Nothing is saved until you press **Add**.
- **Reimbursements and Refunds Due to Others:** section 3 of the Roster/Accounting form. If CPA owes money to someone other than you, for example a driver who put the rental car on their own card, or a check payer owed part of it back, add their name, mailing address and amount. The Treasurer mails these. Card refunds happen automatically and do not go here.

Expenses Paid By Host

List every payment made, not just the totals.

Description	Amount (\$)	Category	
e.g. Rental van for group	0.00	Transportation	Add

Photograph a receipt

The site reads the receipt and fills the fields above for you to check. Nothing is saved until you press Add.

No expenses logged yet.

Refunds Due to Others

Money CPA owes back to someone other than you, for example an attendee who paid by check and is owed part of it when the trip cost less. The Treasurer mails these. Card refunds happen automatically and do not go here.

Pay to	Amount (\$)
Name	0.00

Mailing address

Why (optional)

Accounting Summary

Total Income (registrations)	\$175.00
Less host reimbursement	-\$0.00
Net CPA	\$175.00

The Expenses tab, with the receipt buttons and Reimbursements and Refunds Due to Others.

The **Summary** tab shows the payout report: each payment, the card fee Stripe kept, and the net to CPA.

Checks waiting

No mailing address is set, so the host sends it to each person.

Chris Ellis · \$175.00

Mark check received

Payout report

Payer	Method	Paid	Stripe fee	Net to CPA
Lee Parker	Check	\$175.00	\$0.00	\$175.00
Total		\$175.00	\$0.00	\$175.00

Download as a spreadsheet

5

Confirmed

1

Waitlisted

\$175.00

Revenue Collected

\$0.00

Expenses

\$175.00

Net

1

Pending Checks

Transportation Summary

2 need a ride · 5 seats available · 2 will drive

Dietary Restrictions

- Chris Ellis: Vegetarian
- Jordan Diaz: No shellfish

The Summary tab: checks still to arrive, and the payout report.

CHECKLIST

Every expense added CHECK
Reimbursements due to others added AS NEEDED

Wrap up and hand it to the Treasurer

The **Wrap Up** tab shows the Roster / Accounting Report, laid out like the form the Treasurer has always used:

Total income	what members paid, cards and checks
Less card processing fees	what Stripe kept
Less host reimbursement	your expenses
Less reimbursements and refunds due others	from step 7
Net CPA	what CPA keeps

- Add your mailing address so the Treasurer can send your reimbursement check.
- Mail the checks you collected to the Treasurer, with your receipts. Wrap Up shows how many checks and the total, and the Treasurer's email says they are on the way. If a check was made out to you by mistake, endorse it to CPA first.
- Press **Email Report to Treasurer**. Your fly-in also lands on the Treasurer's dashboard under "Fly-ins to close out".
- Press **Finalize and Close Event**.
- Three days later the site emails you asking for a wrap-up article or photo summary for Flight Lines. Reply with it: it goes to the Fly-In Chair, who proofreads it and passes it to the Flight Lines editor, as the Planning Guide describes.
- The Treasurer mails your reimbursement and any refunds, marks each one mailed, and records the fly-in in the books. You see "Reimbursement sent" on Wrap Up when yours is on its way.

Roster / Accounting Report — Taos Fly-In

Roster

PILOT	PASSENGER(S)	PHONE	EMAIL	AIRCRAFT	N-NUMBER	AMOUNT PAID	EMERGENCY CONTACT	EMERGENCY
Pat Sanders	Robin Sanders	303-555-0110	pat@example.com	Cessna 182	N182PS	\$0.00	Jamie Lee	303-555-0110
Chris Ellis		303-555-0111	chris@example.com	Piper Arrow	N28CE	\$0.00	Jamie Lee	303-555-0110
Lee Parker	Sam Parker, Alex Parker	303-555-0112	lee@example.com	Beech Bonanza	N35LP	\$175.00	Jamie Lee	303-555-0110
Jordan Diaz		303-555-0113	jordan@example.com	RV-7	N7JD	\$0.00	Jamie Lee	303-555-0110
Taylor Tran		303-555-0114	taylor@example.com	Cirrus SR22	N22TT	\$0.00	Jamie Lee	303-555-0110
Total Received						\$175.00		

Expenses Paid By Host

No expenses logged.

Final Accounting

Total Income	\$175.00
Less host reimbursement	-\$0.00
Net CPA	\$175.00

[Download Treasurer Report \(CSV\)](#)
[Email Report to Treasurer](#)
[Finalize & Close Event](#)

The Wrap Up tab and the report the Treasurer receives.

CHECKLIST

Mailing address added CHECK

Checks mailed to the Treasurer CHECK

Report emailed to the Treasurer CHECK

Event finalized CHECK

Questions at any point: use the Contact page on the website and ask for the Fly-In Chair.

Who gets which email

These are the real emails, produced by the website itself from a made-up "Taos Fly-In" hosted by "Pat Sanders". The website sends each one on its own as the fly-in moves along. They are grouped by who receives them, in the order they arrive.

Emails for the Fly-In Chair, the Treasurer and the Flight Lines editor go to whoever holds that seat on the website. If a seat is empty, the webmaster gets the email to pass on. Replying to the host emails reaches the Fly-In Chair.

To you, the host

You do not get an email for each sign-up. The Roster tab shows them as they arrive.

You submit the proposal

We have your fly-in proposal: Taos Fly-In



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Hi Pat,

Thanks for offering to host **Taos Fly-In**. The Fly-In Chair will check your date against the rest of the season and confirm it. You do not need to do anything else for now.

What you proposed
Destination: KSKX
Dates: June 11, 2027

What happens next

1. **Date reserved:** the chair confirms your date and it is held for your fly-in. If another fly-in already has that weekend, the chair will ask you to pick another date.
2. **Rollout meeting:** fly-ins stay quiet, including where they are going and who is hosting, until the season's rollout meeting.
3. **On the calendar:** after the rollout meeting your fly-in goes on the calendar and members can sign up.

You can keep editing the details at any time from [your event page](#), including adding the flyer once it is written. The chair looks over each flyer before it goes to Flight Lines.

Questions at any point? Just reply to this email.

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The Fly-In Chair confirms your date

Date reserved: Taos Fly-In



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Hi Pat,

The Fly-In Chair has confirmed **June 11, 2027** for **Taos Fly-In**. That date is now reserved for your fly-in.

Notes from the Fly-In Chair:
Looks great. Taos has not been on the schedule since 2019.

It is **not on the public calendar yet**. Fly-ins stay quiet until the season's rollout meeting, so please keep the destination to yourself until then.

In the meantime you can keep filling in the details and add your flyer when it is ready, from [your event page](#).

We will email you when it goes on the calendar.

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Another fly-in already has that date
Please pick another date: Taos Fly-In



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Hi Pat,

June 11, 2027 is already reserved for another fly-in, so the Fly-In Chair could not reserve it for **Taos Fly-In**.

Notes from the Fly-In Chair:
The Moab trip already has June 11. June 18 or 25 are open.

Your proposal is still open and nothing needs re-entering. Choose another date on [your event page](#) and the chair will check it again.

Not sure which dates are free? Reply to this email and it will reach the chair.

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The chair asks for changes to your flyer
A few changes to your flyer: Taos Fly-In



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Hi Pat,

The Fly-In Chair has looked at the flyer for **Taos Fly-In** and would like a few changes before it goes to Flight Lines.

Notes from the Fly-In Chair:
Please add the last day to book the hotel and the arrival time at KSKX.

Upload the new version on [your event page](#) and the chair will look at it again.

If anything is unclear, reply to this email and it will reach the chair.

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The chair approves your flyer
Your flyer is set for Flight Lines: Taos Fly-In



COLORADO PILOTS ASSOCIATION

Hi Pat,

The Fly-In Chair has reviewed the flyer for **Taos Fly-In**. It goes to the Flight Lines editor in time for the issue it is planned for.

If you change the flyer after this, the chair will look at it again before it goes.

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Your fly-in goes public
Live on the calendar: Taos Fly-In



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Hi Pat,

Taos Fly-In is now on the CPA calendar and the fly-in season page, and members can sign up.

Your public page: [Taos Fly-In](#)

New fly-ins usually start by **collecting interest** rather than taking registrations, because the flyer, and with it the fee and the deadline, is often a couple of months behind the reveal. When you are ready to take sign-ups properly, switch that off from [your event page](#).

You can keep editing the details and replace the flyer at any time.

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Three weeks before your Flyer is due, and on the day if it is not in

Your flyer is due Saturday, March 13: Taos Fly-In



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Hi Pat,

As the Fly-In Planning Guide sets out, the flyer for **Taos Fly-In** goes in the **April 2027** Flight Lines, two months before the trip. The Flight Lines deadline is March 20, so please have your flyer in by **Saturday, March 13**. That gives the Fly-In Chair a week to look it over.

Upload it on [your fly-in's management page](#). A flyer has your name and contact details, the arrival time and airport, the cost and what it includes, the last day to register, the hotel and its booking deadline, and the daily schedule. End it with your fly-in's registration address, shown on Event Details.

Questions? Just reply to this email.

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A member says "I'm interested" (one email each)

Fly-in interest: Taos Fly-In — Sam Rivera



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Sam Rivera is interested in Taos Fly-In

Name	Sam Rivera
Email	sam@example.com
Aircraft	Cessna 182 N123PS
Passengers	1
Wants hotel	Yes

Count us in. My wife Alex would come too.

[View the event](#)

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The chair takes it off the calendar for now
Taken off the calendar for now: Taos Fly-In



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Hi Pat,

Taos Fly-In has been taken off the public calendar for the moment, and sign-ups are paused.

Notes from the Fly-In Chair:
The lodge is confirming the room block. Back up next week.

Your date is still reserved. The chair uses this step when dates move or something needs settling before the fly-in is public again. It is not a cancellation, and nothing you have entered has been lost.

Everything is still there on [your event page](#), and we will email you when it goes back up.

If you are not sure why this happened, reply to this email and we will find out.

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You ask to withdraw
Withdrawn: Taos Fly-In



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Hi Pat,

As you asked, **Taos Fly-In** has been withdrawn and its date is free again.

Thank you for offering to host. If you would like to run it another time, propose it again from the website, or reply to this email and it will reach the chair.

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3 days after you finalize the event

CPA Fly-In Wrap-Up: Taos Fly-In, share your story and photos



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Hi Pat,

Thank you for hosting the Taos Fly-In fly-in! We hope everyone had a great time.

Event Stats:
Registered: 5
Checked In: 5
Destination: KSKX

As the Fly-In Planning Guide suggests, please write a short wrap-up article for Flight Lines, so the rest of the membership can see all the fun they missed:

1. The highlights: what you did and what was memorable
2. Your best photos, with captions if you like
3. Any tips for future fly-in hosts

If you would rather not write an article, a photo summary with or without captions is fine, or ask a fellow attendee to write it.

Reply to this email with your article and photos. It goes to Jamie Lee, the Fly-In Chair, who proofreads it and passes it to the Flight Lines editor.

You can also add trip photos to your fly-in's Photos tab:
https://coloradopilots.org/event-management/?event_id=6269&tab=photos

Thanks again for volunteering as host!

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To the Fly-In Chair

The chair confirms dates, reviews flyers and releases fly-ins on the Fly-In Chair dashboard; the host is emailed after each of those. Replying to the proposal notice goes straight to the host.

A host submits a proposal (before the rollout meeting)

New fly-in proposal: Fly-in on Jun 11 to 13, 2027, hosted by Pat Sanders



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A new fly-in proposal has come in

Fly-in Fly-in on Jun 11 to 13, 2027, hosted by Pat Sanders

Destination Hidden until the rollout meeting

Dates June 11, 2027

Host Pat Sanders (pat@example.com)

[Review it on the Fly-In Chair dashboard](#)

Check the date against the season and confirm it, or ask the host to pick another date. The host is told either way. Replying to this email goes straight to the host.

Replying to this email goes straight to the person who sent it.

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Fly-ins scheduled to go public go live

2 fly-ins released to the calendar



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2 fly-ins released to the calendar

Released Taos Fly-In

Moab Fly-In

[Fly-In Chair dashboard](#)

Registration is open on each, each host was sent the release notice, and each has been added to an upcoming Flight Lines.

Replying to this email goes straight to the person who sent it.

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To the Flight Lines editor

3 weeks before the month of the issue

For April 2027: flyer for Taos Fly-In



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The flyer for Taos Fly-In is attached, for the April 2027 issue.

When June 11–13, 2027
Where Taos, NM (KSKX)
Host Pat Sanders
Register at coloradopilots.org/fly/6269

[Event page](#)

Please end the flyer with: "Register online at coloradopilots.org/fly/6269". It takes members straight to the fly-in's registration form.

Sent automatically 3 weeks before the issue month. If the flyer changes, the fly-in chair can resend from the Fly-In Chair dashboard.

Replying to this email goes straight to the person who sent it.

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To members

Sign-up opens (to everyone who said "I'm interested")

Registration is open: Taos Fly-In



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Hi Sam,

You told the host you were interested in **Taos Fly-In**. Registration is now open.

[Register for Taos Fly-In](#)

Your interest held your place in line, not a seat: if the fly-in fills up, the order people signed up for the interest list decides who gets in. Registering soon is the way to be sure.

Questions? Just reply to this email.

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They sign up and save a card

Registration Confirmed: Taos Fly-In

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You're Registered!

Your registration for **Taos Fly-In** has been confirmed and your payment method has been saved. **You will not be charged until after the event.**

Date: Friday, June 11, 2027 – Sunday, June 13, 2027
Location: Taos, NM
Passengers: Robin Ellis

Registration Fee: \$175.00
Your credit card will be charged after the event concludes. If the event is cancelled, no charge will be made.

Need to cancel? [Cancel your registration](#)

Colorado Pilots Association • <https://coloradopilots.org>

They sign up to pay by check

Registration Confirmed: Taos Fly-In

COLORADO PILOTS ASSOCIATION

You're Registered!

Your registration for **Taos Fly-In** has been confirmed. Please see payment details below.

Date: Friday, June 11, 2027 – Sunday, June 13, 2027
Location: Taos, NM

Amount Due: \$175.00
Please mail a check payable to **Colorado Pilots Association**.
Mail it to:
Colorado Pilots Association, attn. Pat Sanders
412 Juniper Lane
Golden, CO 80401

[Google Calendar](#) [Outlook](#) [Download .ics](#)

Need to cancel? [Cancel your registration](#)

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The trip is full when they sign up

Waitlisted: Taos Fly-In

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You're on the Waitlist

This event is currently at capacity. You've been added to the waitlist for **Taos Fly-In**. We'll notify you by email if a spot opens up.

Date: Friday, June 11, 2027 – Sunday, June 13, 2027
Location: Taos, NM

Need to cancel? [Cancel your registration](#)

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Someone cancels and they move up

A Spot Opened Up! Taos Fly-In

Colorado Pilots Association

Great News — You're In!

A spot has opened up and your registration for **Taos Fly-In** has been confirmed!

Date: Friday, June 11, 2027 – Sunday, June 13, 2027
Location: Taos, NM

[Google Calendar](#) [Outlook](#) [Download .ics](#)

Need to cancel? [Cancel your registration](#)

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They move up but still need to choose how to pay

A Spot Opened Up, Action Needed: Taos Fly-In

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A Spot Opened — Complete Your Registration

A spot has opened up for **Taos Fly-In**! Please visit the event page to complete your payment.

Date: Friday, June 11, 2027 – Sunday, June 13, 2027
Location: Taos, NM

[Complete Registration](#)

Need to cancel? [Cancel your registration](#)

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You send a Group Email

(the subject you write)

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Message from your Event Host

Re: Taos Fly-In — From: Pat Sanders

Hi everyone,

The El Pueblo Lodge is holding 12 rooms for us at \$129 a night until May 11. Mention Colorado Pilots Association when you call.

Friday dinner is at 6:30 at The Love Apple. The van will meet arrivals at the Taos FBO from 2:00.

Pat

You received this because you are registered for Taos Fly-In.

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You press Process Charges after the trip

Payment Received: Taos Fly-In

Colorado Pilots Association

Payment Received

Your registration and payment for **Taos Fly-In** have been confirmed.

Date: Friday, June 11, 2027 – Sunday, June 13, 2027
Location: Taos, NM

Amount: \$175.00
CC Processing Fee: \$5.54
Total Charged: \$180.54
Payment method: Credit Card

[Google Calendar](#) [Outlook](#) [Download .ics](#)

Need to cancel? [Cancel your registration](#)

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They cancel after a card was charged

Registration Cancelled: Taos Fly-In

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Registration Cancelled

Your registration for **Taos Fly-In** has been cancelled.

A refund of **\$180.54** has been initiated to your original payment method. It may take 5-10 business days to appear.

Changed your mind? You can register again on the event page:

[View Event](#)

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They cancel while paying by check

Registration Cancelled: Taos Fly-In

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Registration Cancelled

Your registration for **Taos Fly-In** has been cancelled.

If you have already mailed your check, please contact the event host.

Changed your mind? You can register again on the event page:

[View Event](#)

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Reminders to members (only when switched on)

These three go out only if a site administrator switches them on for your fly-in. If you want them, ask the Fly-In Chair; otherwise send your own with Group Email.

About 30 days before the trip

Hotel Reminder: Taos Fly-In — Book by May 11, 2027



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This is a friendly reminder to book your hotel for the upcoming CPA fly-in:

Taos Fly-In
June 11, 2027

Hotel Block Details:
Hotel: El Pueblo Lodge
Rate: \$129/night
Booking Deadline: May 11, 2027
Phone: (575) 555-0142
Book Online: <https://example.com/el-pueblo-lodge>

Mention 'Colorado Pilots Association' when booking to get the group rate.

See you there!
— CPA

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One week before

One Week Out: Taos Fly-In — 5 pilots registered!



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The Taos Fly-In fly-in is just one week away!

DETAILS:
Dates: Friday, June 11 – Sunday, June 13
Airport: KSKX (Taos, NM)
Registered: 5 pilots
Air-to-Air: 122.75

WHO'S COMING:
Chris Ellis, Lee Parker, Jordan Diaz, Morgan Walsh, Casey Cole

REMINDERS:
- Check weather and NOTAMs before departure
- Monitor 122.75 en route for group coordination
- File a flight plan if crossing mountainous terrain
- Check density altitude for your destination

Event page: <https://coloradopilots.org/events/taos-fly-in/>

See you in the air!
— CPA

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The day before

Tomorrow: Taos Fly-In — See you there!



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Just a quick reminder — the Taos Fly-In fly-in is TOMORROW!

Date: Friday, June 11, 2027

Airport: KSKX

Air-to-Air: 122.75

Pre-flight checklist:

- ☐ Weather briefing / TFRs
- ☐ NOTAMs for destination and en route
- ☐ Density altitude check
- ☐ Flight plan filed (if applicable)
- ☐ Aircraft preflighted and fueled

Safe flying!

— CPA

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To the Treasurer

The link takes her to "Fly-ins to close out" on the Treasurer dashboard, where she marks your reimbursement and any refunds mailed.

You press Email Report to Treasurer

CPA Fly-In Financial Report: Taos Fly-In - June 11, 2027 - June 13, 2027



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Roster/Accounting report for Taos Fly-In

Dates	June 11, 2027 - June 13, 2027
Attendees	5
Total income	\$897.16
Card fees	\$22.16
Host expenses	\$664.00
Refunds due others	\$0.00
Net CPA	\$211.00

It is waiting on your Treasurer dashboard under "Fly-ins to close out", where you can mark the host's reimbursement and any refunds mailed:
<https://coloradopilots.org/treasurer-dashboard/#cdash-flyin-closeouts>

The host collected 1 check totalling \$175.00 and is mailing it to you with the receipts.

The full report is also attached as a spreadsheet.

Replying to this email goes straight to the person who sent it.

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Questions and answers

The plan

Is the website replacing Bill's fly-in process?

No. It follows the Fly-In Planning Guide step for step: date first, destination kept quiet until the rollout meeting, the flyer through the Fly-In Chair and into Flight Lines, checks payable to CPA, and the Roster / Accounting form to the Treasurer. Flight Lines still carries every flyer; the website is where members sign up.

Do I have to gather anything new?

No. Every box on the form is something the Planning Guide already asks you to gather for your flyer or your Roster / Accounting form. You type it once, in one place, instead of into a flyer, a roster and a spreadsheet.

I don't have a flyer yet. Can I still propose?

Yes. Only the event name and start date are required. Add the flyer, and anything else, later from your event page.

How do I get back to my fly-in's management page?

Go to My Account, then My Events: your fly-ins are listed under "Fly-ins you're hosting", each with an Open management page button. The emails the site sends you link to it too, and once your fly-in is on the calendar its page has an Event Management button.

Can I change details after I submit?

Yes, at any time, from your event page. If you change the flyer after the chair approved it, the chair looks at it again before it goes to Flight Lines.

Who can see my fly-in before the rollout meeting?

Only the Fly-In Chair, and until the rollout meeting the chair's notice shows just your dates and your name, not where you are going. It is not on the calendar until the chair releases it.

Money and cards

Does CPA or the website keep members' card numbers?

No. Members type their card on Stripe's own secure page, never on CPA's website. Stripe, the payment company, keeps the card. The website and the host never see the number.

Does the host ever hold the money?

Never card money: card payments go from Stripe straight into CPA's bank account, which the Treasurer manages. Checks come to you, always payable to Colorado Pilots Association, and you send them all to the Treasurer after the trip, as the Planning Guide describes.

When are cards charged?

Only after the trip, when you press Process Charges. Before that, nothing is charged. You can change an amount, or skip someone, before you press it.

What if the fly-in is cancelled?

Saved cards are never charged. The sign-up email tells members this in so many words.

What does paying by card cost the member?

A card processing fee of 2.9% plus 30 cents is added, so CPA receives the full fee. Members see it before they choose. Paying by check or bank transfer has no fee.

Can members still pay by check?

Yes. Checks are payable to Colorado Pilots Association and mailed to you, at the address on your membership record or a different one you choose on Event Details. Mark each one received when it arrives.

What do I do with the checks?

Mark each one received on the Summary tab and keep them together. After the trip, mail them all to the Treasurer with your receipts, as the Planning Guide describes. If one was made out to you by mistake, endorse it to CPA before mailing it.

A member cancelled after their card was charged. What happens?

The refund goes back to their card through Stripe, and they get an email with the amount. It can take 5 to 10 business days to show.

How do I get reimbursed for what I paid for?

Add each expense on the Expenses tab, add your mailing address on Wrap Up, and press Email Report to Treasurer. The Treasurer mails your check; Wrap Up shows "Reimbursement sent" when it is on its way.

Do I still keep my paper receipts?

Yes. Photograph them for the Expenses tab, and keep the paper until the Treasurer has closed out the fly-in.

Sign-ups and people

What happens when the trip fills up?

Later sign-ups go on a waiting list in the order they signed up. When someone cancels, the next person moves up automatically and gets an email.

Do I get an email every time someone signs up?

No. The Roster tab shows sign-ups as they arrive, and Export CSV gives you the list as a spreadsheet.

Who can see the roster, phone numbers and emergency contacts?

You, the Fly-In Chair, the Treasurer, and CPA's officers and committee chairs see everything. People who have signed up see a "Who's coming" list on the fly-in's page with names, passengers, aircraft, N-numbers and home airports only: no phone numbers, emails or emergency contacts.

How do I send everyone the hotel details or a weather call?

Use the Group Email tab. You can send to everyone signed up, or only to the members who said they are interested.

Will members get reminder emails before the trip?

Only if a site administrator switches them on for your fly-in. Ask the Fly-In Chair, or send your own with Group Email.

Can I do all this from my phone?

Yes. The pages work on a phone, and on the Expenses tab "Take a photo" opens your phone's camera to read a receipt.

Help

Who do I ask when I'm stuck?

The Fly-In Chair, through the Contact page. If something on the website looks wrong, press the FEEDBACK tab on the side of any page and describe it; you can attach a screenshot.

The names in the screens are made up. Prepared for CPA fly-in hosts, October 2026.