

**YYC SLOT RESERVATION:**  
**ONLINE COORDINATION SYSTEM (OCS)**  
**Quick Reference Guide**



## Why is YYC using a slot reservation system?

To ensure the most efficient use of our runway capacity, the Calgary Airport Authority is implementing an online airport slot reservation tool, the Online Coordination System (OCS).

Our key objective is to ensure minimal impact to operations during both capital projects and regular airside maintenance, where aircraft movements per hour are limited.

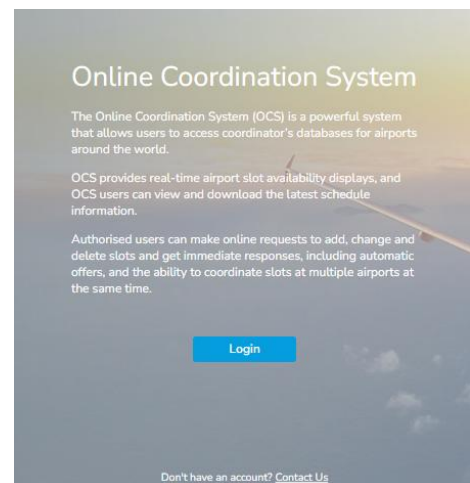
Implementing this software as a service tool allows YYC to manage the movements required for General and Business Aviation operations to effectively manage movements during peak times. This ensures we are minimizing impacts to regular service and decreasing the risk of flight delays during times when we are at capacity.

## How to access the tool

The OCS tools can be obtained by logging to <https://www.online-coordination.com/>

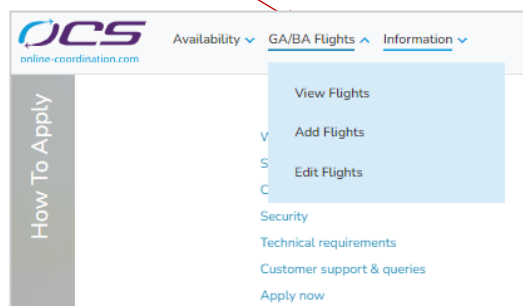
The application can also be accessed from a mobile device, iPad, or tablet.

If you encounter any issues accessing the system or have forgotten your password, please email the OCS team at: [help@online-coordination.com](mailto:help@online-coordination.com)

Two screenshots of the OCS login process. The left screenshot shows the login page with the OCS logo and "online-coordination.com" at the top. It has fields for "Username" and "Password", with "Cancel" and "Next" buttons below. At the bottom, it says "By entering this website you confirm your acceptance of the [Disclaimer](#) and [Cookie policy](#)". A red arrow points from the "Next" button to the right screenshot. The right screenshot shows a page where the user is prompted to "Please type the first and second character in your pass phrase". It features two input boxes, each containing a dot, separated by a minus sign. Below are "Cancel" and "Login" buttons. At the bottom, it also says "By entering this website you confirm your acceptance of the [Disclaimer](#) and [Cookie policy](#)".

# Making a reservation

1. For new reservations go to GABA Flights menu
2. Click on **Add Flights**



3. Select your season
4. Choose time (UTC or Local)
5. Select your flight segment

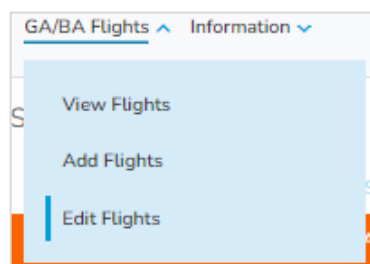
6. Enter mandatory fields
7. Click **Send All**

8. You will receive a confirmation of acceptance for requested slot reservation (or closest alternative slot option to choose from)
9. Click **Commit**

10. Next screen will show your slot reservation and ID number

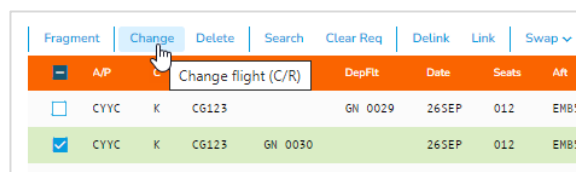
**NOTE:** To review your reservations, click on GABA Flights menu on the home screen and select **View Flights**

## Modifying your reservation



1. To modify a reservation, choose **Edit Flights** from the GA/BA Flights menu on the home screen.

2. Select **Change**
3. Select segment to edit

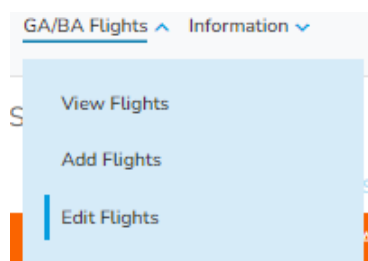


4. Make necessary modifications – date, time, aircraft, destination, etc.

A screenshot of a 'Change' form. It has a sidebar with 'Change', 'Arrival', and 'R' options. The main form contains fields for: Airport (CYYC), A/C Reg (CG123), Date (26SEP), Seats (012), A/C Type (EMB5), Orig (CYYZ), Clear Time (1615), STC (N), ReqTime (1545), Reason (OK), and Search Time Range. A 'Deselect' button is on the right.

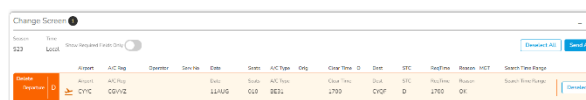
5. Next screen will show your revised slot reservation and ID number

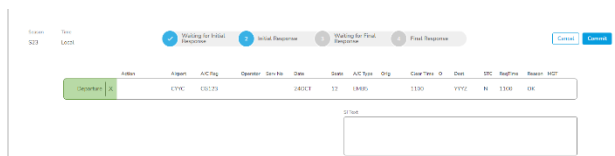
## Cancelling a Slot Reservation



1. To modify a reservation, choose **Edit Flights** from the GA/BA Flights menu on the home screen.

2. Select segment to edit, choose **Delete** from the menu. A Change Screen will appear at the bottom of the window
3. Verify you have chosen the correct flight segment. If incorrect, choose **Deselect**, if correct, click **Send All**



	<p>4. Click on <b>Commit</b> to confirm the cancellation/deletion</p>
	<p>5. Receive confirmation that segment has been cancelled and click Close.</p>

## Frequently Asked Questions

### Q: Who is responsible for the cost to access OCS?

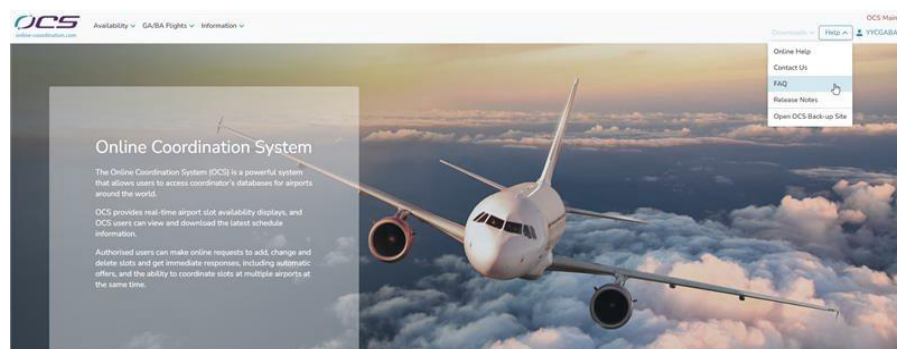
A: Each individual airline or FBO is responsible for acquiring an account with OCS. If you have an account with CYVR or CYUL already, there is no cost to adding CYVC to your existing account. However, if your organization is new to OCS, an account fee of \$450 EURO will be required after the first year. If you have an account with CYYZ, an additional account for CYVC is required.

### Q: How far in advance can airlines schedule their slots?

A: YYC based operators can book up to 30 days in advance. Transient airlines can book 72 hours prior to requested arrival or departure.

### Q: What is YYC's OTP grace period?

A: Performance will be measured by +/- 30 minutes (subject to change).



## More Information:

For help within the OCS system, click on **HELP** on the top right corner of the home screen.

For any questions regarding YYC's slot reservation process, contact the Airport Reservation Office at:

[aro@yyc.com](mailto:aro@yyc.com).