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
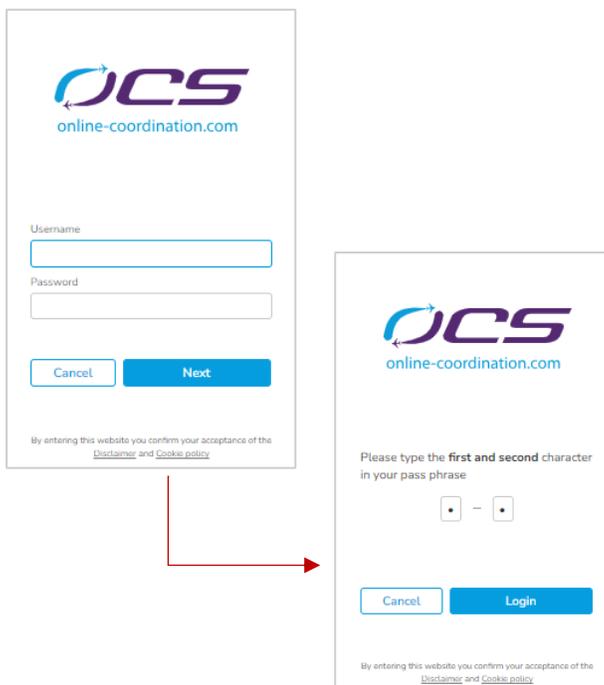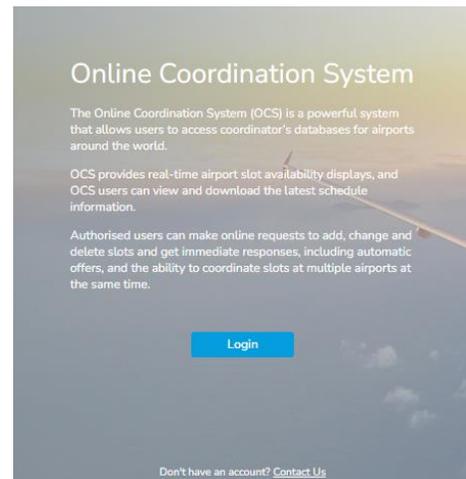
Making a reservation

1. For new reservations go to GABA Flights menu
2. Click on **Add Flights**
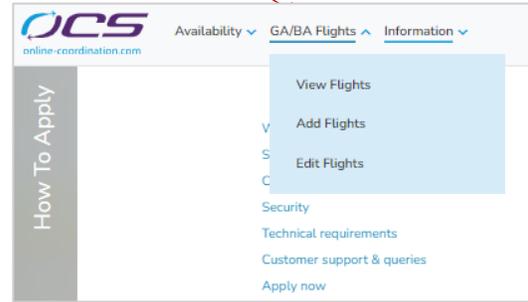
3. Select your season
4. Choose time (UTC or Local)
5. Select your flight segment

6. Enter mandatory fields
7. Click **Send All**
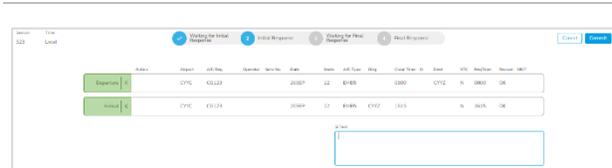
8. You will receive a confirmation of acceptance for requested slot reservation (or closest alternative slot option to choose from)
9. Click **Commit**

10. Next screen will show your slot reservation and ID number
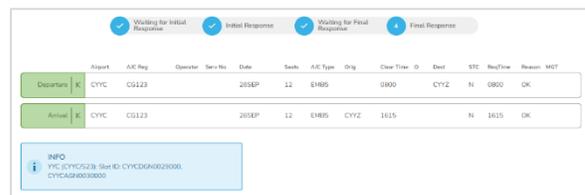
NOTE: To review your reservations, click on GABA Flights menu on the home screen and select **View Flights**

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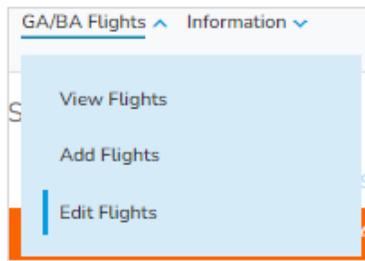
1. To modify a reservation, choose **Edit Flights** from the GA/BA Flights menu on the home screen.

2. Select **Change**
3. Select segment to edit
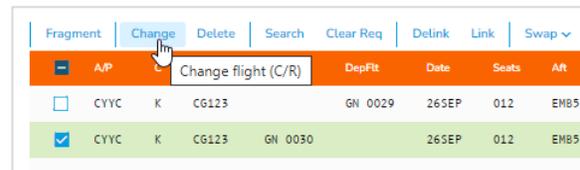
4. Make necessary modifications – date, time, aircraft, destination, etc.
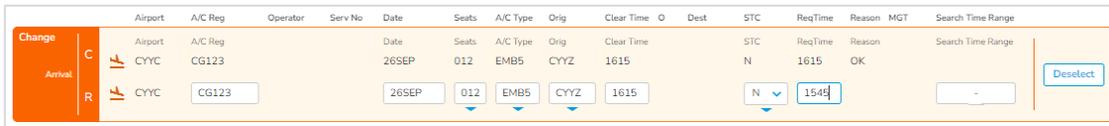
5. Next screen will show your revised slot reservation and ID number

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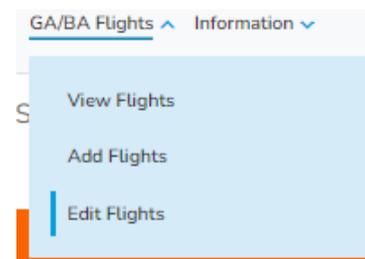
1. To modify a reservation, choose **Edit Flights** from the GA/BA Flights menu on the home screen.

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**
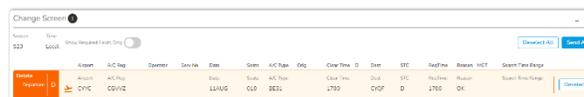
4. Click on **Commit** to confirm the cancelation/deletion

5. Receive confirmation that segment has been cancelled and click Close.

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.