

SCHEDULE MASTER CREATING A USERNAME & PASSWORD

If you received an email regarding the initial rollout of the Schedule Master platform, please follow these steps to create a username and password:

1. Visit <https://my.schedulemaster.com> and click on the forgot password link.

Schedule Master
for partnerships, clubs
and schools

fast & easy scheduling from wherever you are

Username or number	Password
<input type="text"/>	<input type="password"/>

Remember my ID & Password
(Not recommended for shared computers.)

[Login](#) [Forgot your password?](#)

[Questions? Check our Knowledge Base.](#)
[New Features](#)

2. Enter your email address (where you received the email) and enter the first 3 letters of the organization as "Oce".

Enter the following information associated with your account. We will use it to find your account and send you a link to reset your password. Note: If your email address or cell phone is not in the Schedule Master database, you must contact your manager to reset your password.

Email address or cell phone:

Enter one or more of the following. (1 is usually best for making a match.)

Username:

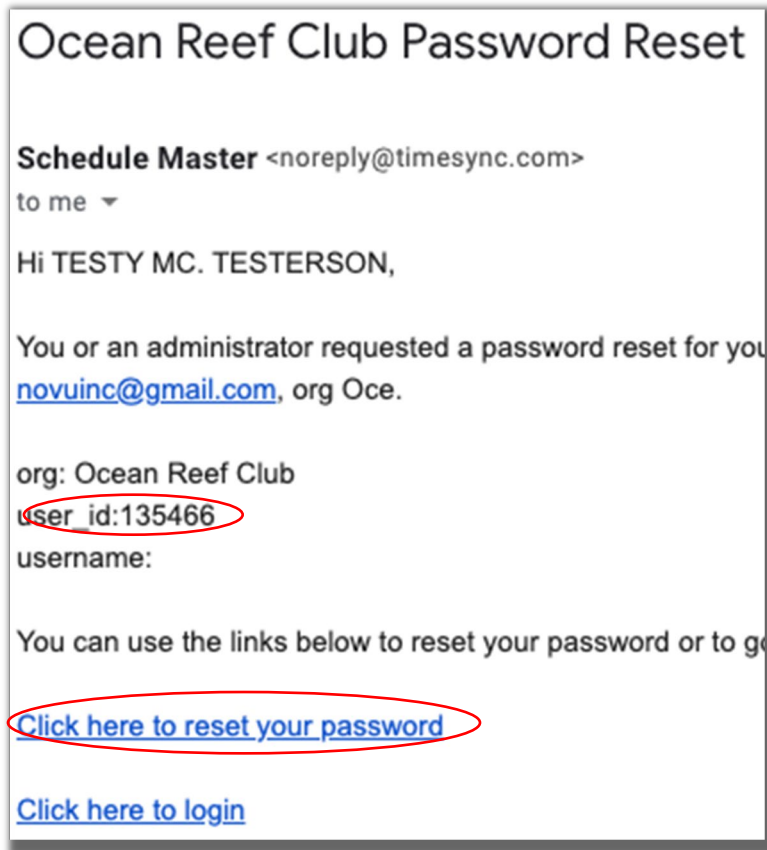
User ID:

First 3 letters of organization name:

[Send password reset link](#)

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3. You will then receive an email that includes a password reset link, please make note of your user ID before you click the link.



4. After you reset your password, you will now be able to visit the main site <https://my.schedulmaster.com> and login using your user ID and newly created password. Once you are logged in you can:
- Create a username that is easier to remember
 - Update/correct any contact information as needed
 - Book Jet, Light Jet and PROP (GA, turboprop, helicopter) reservations
 - Change your communication preferences (email/text)
 - Add a secondary email for Crew, Company, Staff, Broker, etc.
 - If you use a company such as Netjets or WheelsUp, you can contact the Airport Team to allow them to create reservations on your behalf without the need to share your login credentials.
 - If you would like an individual, ie. Pilot or Assistant, to book on your behalf, then you will need to share your Schedule Master login credentials. Please create a unique password (different from your ORC Member Portal) to share, or allow them to create their own. *As a member, you will still have access to make/change your reservations through the ORC Member Portal without the need to login to the Schedule Master website.

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YOU CAN ALSO ACCESS THE PLATFORM THROUGH THE ORC MEMBER PORTAL

If you are a new Airport User, please contact the Airport Team to establish an account. If you have any difficulties while attempting to register, the Airport Team is ready to help, please contact us as needed using the following means:

Office Email:	airport@oceanreef.com
Phone or Text:	(305) 367-3690
Feedback or Tech Questions:	rdoty@oceanreef.com