

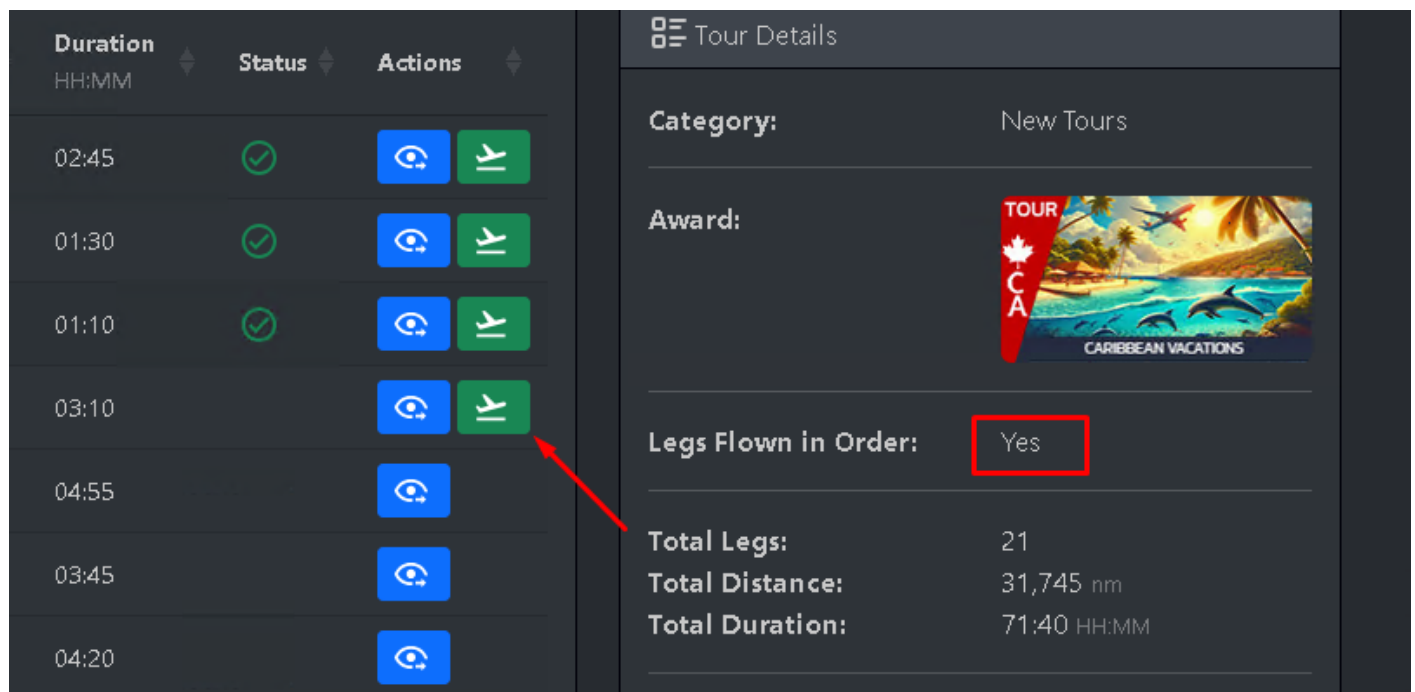
Dispatching Tours

- Which tour legs can be dispatched?
- Finding your dispatched tour leg in smartCARS 3
- Verify your tour leg is being tracked properly












Which tour legs can be dispatched?

For some tours, the legs must be flown in order. In that case, you will only be able to dispatch a tour leg if you've flown all previous legs in the tour.

You can see that this is the case on any Tour Details page. Note how the green Dispatch button is only available for leg 4, and not 5 or 6. This is because I have only flown the first 3 legs of this tour thus far.




The screenshot displays the 'Tour Details' page for a tour named 'CARIBBEAN VACATIONS'. On the left, a table lists the tour legs with their durations, statuses, and actions. The first three legs (02:45, 01:30, 01:10) are marked as 'Completed' with green checkmarks. The fourth leg (03:10) is marked as 'In Progress' with a green checkmark and a green 'Dispatch' button. The fifth leg (04:55) is marked as 'Not Flown' with a blue eye icon. The sixth leg (03:45) is marked as 'Not Flown' with a blue eye icon. The seventh leg (04:20) is marked as 'Not Flown' with a blue eye icon. A red arrow points to the green 'Dispatch' button for the fourth leg. On the right, the 'Legs Flown in Order' section shows a red box containing the word 'Yes', indicating that the legs must be flown in order.

Duration HH:MM	Status	Actions
02:45	Completed	 
01:30	Completed	 
01:10	Completed	 
03:10	In Progress	 
04:55	Not Flown	
03:45	Not Flown	
04:20	Not Flown	

Tour Details

Category: New Tours

Award: 

Legs Flown in Order: Yes

Total Legs: 21
Total Distance: 31,745 nm
Total Duration: 71:40 HH:MM

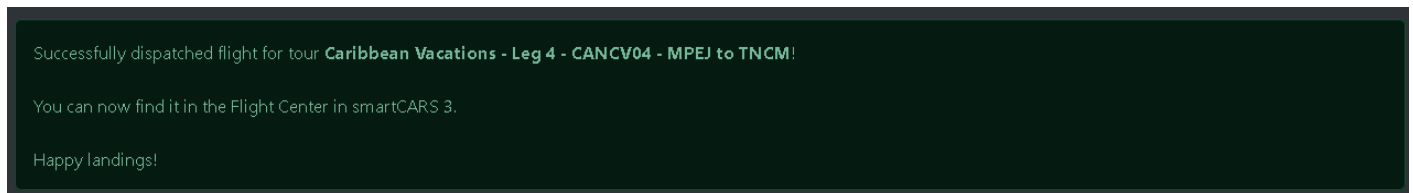
Tours where the legs are not required to be flown in order will allow you to dispatch any leg at any time.

You may also dispatch any previously completed tour leg at any time, though this will not impact your tour progress in any way.

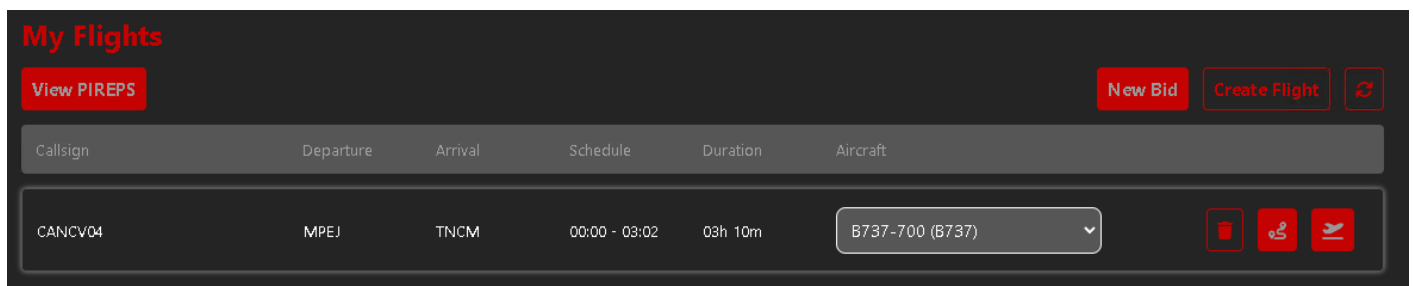
You can also [dispatch a tour leg directly in smartCARS 3](#).

Finding your dispatched tour leg in smartCARS 3

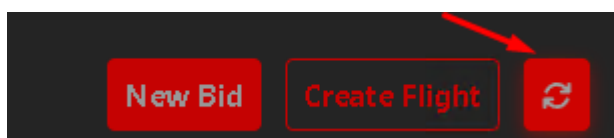
First, ensure you dispatched the tour leg on the website. You should see a message like this after clicking the green Dispatch button.



Then, open smartCARS 3 and visit the Flight Centre. You should see the tour leg as a bid near the bottom of the list. Look for the flight number and ensure it matches the tour leg's flight number.



If the flight doesn't appear, try refreshing the Flight Centre.



For more details on the Flight Centre, consult our [smartCARS 3 guide](#).

Verify your tour leg is being tracked properly

While flying a tour leg, you can double-check that your flight is being tracked properly by checking the [Live Flights](#) page on the website.

The screenshot shows the Canada Air website interface. At the top is a red header with the Canada Air logo and navigation links: Operations Centre, Airline, Scott L., Admin, and a clock showing 04:12:38 UTC. Below the header is the 'Live Flight Map' section, which displays a map of Japan with a flight path. A pop-up window for flight CANIP21 provides the following details:

- Flight: CANIP21
- Pilot: CAN2652 - Scott L.
- Route: RJFE → RJFY
- Altitude: 4,146 ft
- Heading: 125°
- Ground Speed: 133 kt
- Aircraft: Cessna 172 Skyhawk
- ETA: 01:07 HHMM DTG: 148.5 nm
- Phase: Climb
- Progress: 13%

Below the map is the 'Live Flights' table. It includes a search bar and a table with the following columns: Flight Number, Pilot, Dep ICAO, Arr ICAO, Aircraft, Type, Phase, DTG, and ETA. The table contains one entry for flight CANIP21.

Flight Number	Pilot	Dep ICAO	Arr ICAO	Aircraft	Type	Phase	DTG	ETA
CANIP21	CAN2652 - Scott L.	RJFE	RJFY	Cessna 172 Skyhawk	Japan Tour - Leg 21	Climb	112 nm	00:51 HHMM

At the bottom of the table, it says 'Showing 1 to 1 of 1 entry'.

Pay close attention to the **Type** column in the table. It should refer to the tour and leg you are flying.

If it does not, then something went wrong during the dispatch or the flight tracking inside smartCARS 3 that caused it to lose the connection to the tour leg.