

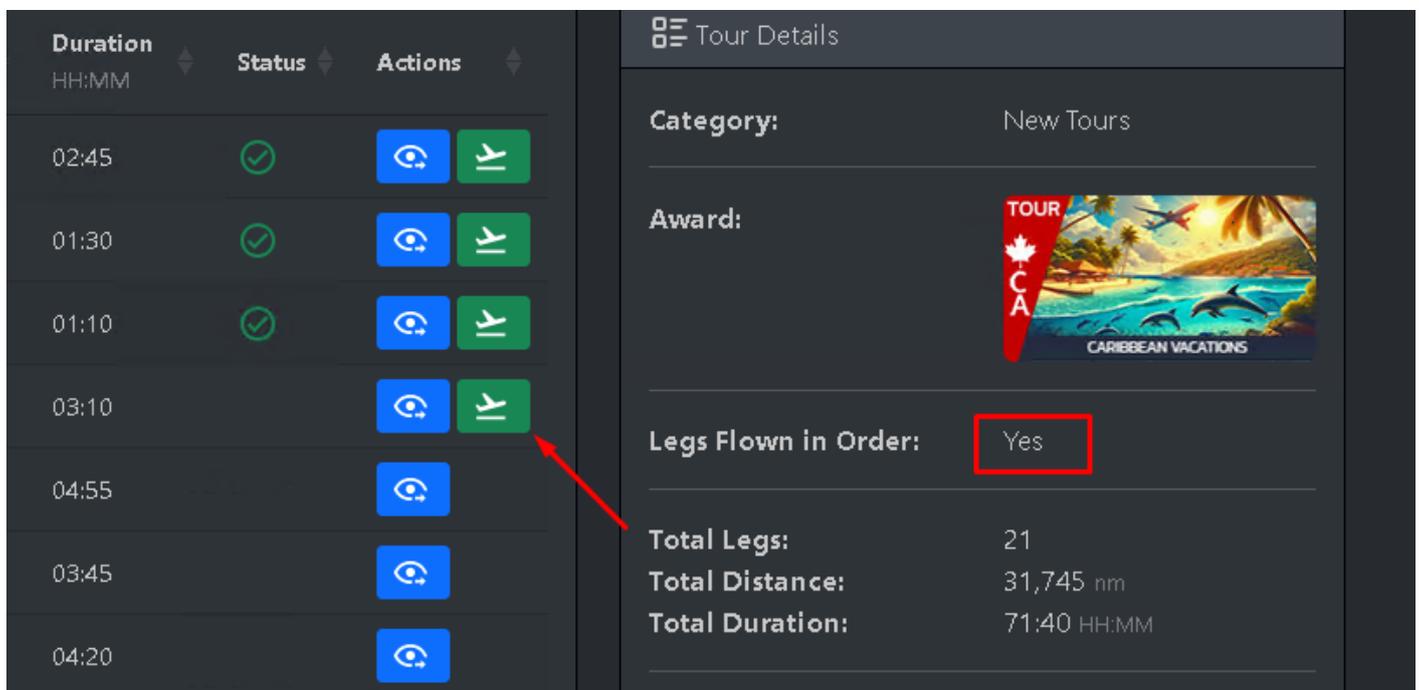
Dispatching Tours

- 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 a 'Tour Details' page for 'New Tours'. It features a table of tour legs and a summary section. The table has three columns: 'Duration' (HH:MM), 'Status', and 'Actions'. The 'Status' column shows green checkmarks for the first three legs. The 'Actions' column contains blue 'Dispatch' icons and green 'Dispatch' buttons. A red arrow points to the green 'Dispatch' button for the fourth leg (03:10). The summary section on the right includes 'Award:' with a 'CARIBBEAN VACATIONS' image, 'Legs Flown in Order:' with a red-bordered 'Yes' button, and 'Total Legs: 21', 'Total Distance: 31,745 nm', and 'Total Duration: 71:40 HH:MM'.

Duration HH:MM	Status	Actions
02:45	✓	
01:30	✓	
01:10	✓	
03:10		
04:55		
03:45		
04:20		

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.

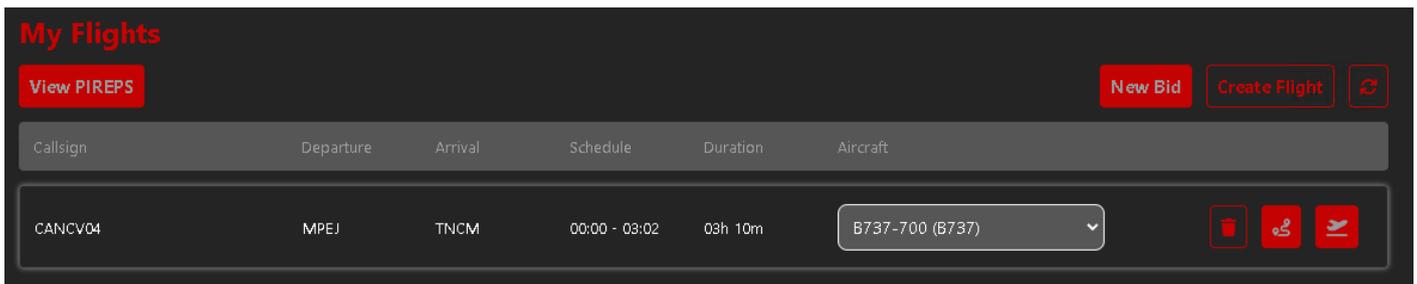
You can also [dispatch a tour leg directly in smartCARS 3](#).

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.



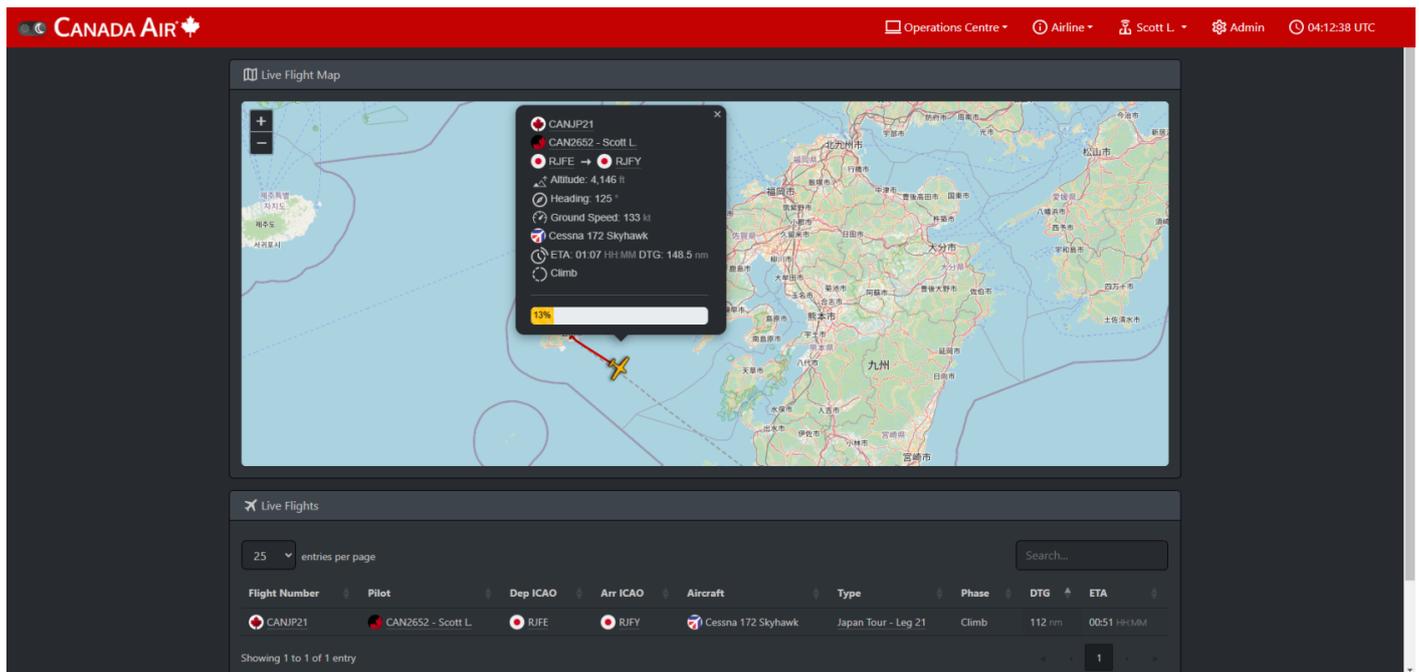
If the flight doesn't appear, try refreshing the Flight Centre.



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 displays the Canada Air Live Flight Map interface. At the top, the Canada Air logo is visible on the left, and navigation links for 'Operations Centre', 'Airline', 'Scott L.', 'Admin', and the time '04:12:38 UTC' are on the right. The main area features a map of Japan with a flight path and a detailed information popup for flight CANIP21. The popup includes the following data:

- Flight Number: 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 min
- Phase: Climb
- Progress: 13%

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

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 min	00:51 HHMM

The table also shows 'Showing 1 to 1 of 1 entry' and a search bar.

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.