

Important FA System Bid Information

The Flight Attendant System Bid folder in FLICA is always active except for when a Vacancy is in the process of being awarded. Bids submitted in the System Bid folder are “Standing Bids”, so once a bid has been submitted, it will remain in the System Bid folder until you are either awarded a new position or you delete/update your bid.

Between Vacancy bids, the folder will be titled “FA Master Bids” and is available for you to submit or delete/update bids. During this time it is still an active System Bid folder and ANY bids submitted will stay in the system for the next Vacancy. Once a Vacancy has been posted the title of the folder will be updated to reflect the bid month for which that Vacancy is effective. ALL bids that had been submitted prior to the posting of a Vacancy will stay in the system and could result in an award based on the posted positions.

What-If

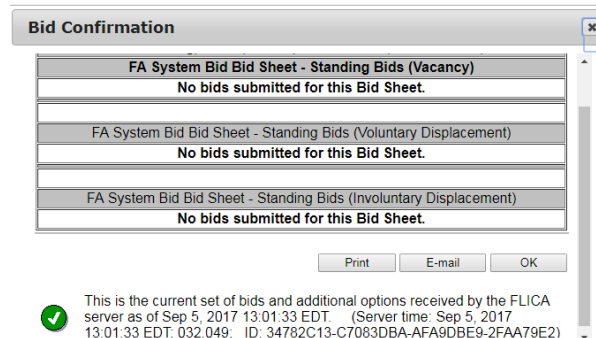
The “What-If” functionality in the System Bid folder should be used with *caution*. In order to see a “What-If” award, there needs to be a bid submitted in the System Bid folder. ANY bid submitted is a VALID bid and you could be awarded that position unless it is deleted/cleared out.

If you want to remain in your current base, it is recommended that you do NOT submit bids in the System Bid folder just to see a “What-If” award. If you do, please make sure you delete/clear out your bids. Any bid that was not properly deleted/cleared out that results in an award is a still a VALID bid and will be honored.

Deleting/Clearing Bids

To delete/clear bids in the System Bid folder, you MUST follow the below steps:

- 1) Delete bids from bid sheet or hit Clear Bids.
- 2) Submit Bids – You **MUST** hit Submit Bids even after deleting or clearing bid sheets (including if they are empty)!!!
- 3) Print or E-mail the Bid Confirmation. If you don't get the Bid Confirmation, you may need to allow pop-ups. It is advised that you print or E-mail all your bid confirmations. (Capture screenshots)
- 4) Lastly double-check your bid sheet to confirm bids were successfully deleted/cleared.



Please email Crew Planning/Crew Staffing at FACrewPlanning@flyfrontier.com or CrewStaffing@flyfrontier.com with any questions.