Questions and Answers: Volume 2

Please continue to file PDRs on the ALPA website (click here) for more specific questions or those not covered in this series.

4. How do I setup my contact information in CCS?

   **Answer:** In the CCS System, go to the Other tab and select Contact Info from the pull down menu. Entering your email or text information here will allow you to be notified of:

   1. Open Pairing Alerts (OPA)
   2. Pairing Modification Notifications (PMN)
   3. Trip Trade Awards (TTA)

To enter a text number in the Primary or Secondary Email Address block, use the guide at the bottom of the screen (instructions vary depending upon your cell phone provider). You can also enter one or two email addresses in the blocks. Now select which information you want to have forwarded to you by checking the blocks to the right (OPA, PMN, TTA).

Finally, if you want to designate Quiet Times where you won’t be bothered by messages from the system, put a Quiet Time start and end time in the appropriate blocks.

*NOTE 1:* Pairing Modification Alerts (PMNs) will not respect Quiet Times.

*NOTE 2:* After entering your Primary Email Address here, it will be automatically populated in the appropriate block on the Trading > Open Pairing Alerts screen.

5. How do I setup CCS to notify me of Open Pairings?

   **Answer:** You need to select the Trading tab and Open Pairing Alerts. If you have already filled in your Contact Info, your Primary Email Address will already be entered in the Email Address block.

The Open Pairing Alerts are easy to setup with a quick review of the options on the various
pull down menus and toggles. The area which is not easy to understand is the limits on the
dates you can scan/search. If you open the General Rules near the bottom of the screen by
clicking on the + sign before the title, you will note that the range of dates you can enter is
directly affected by two items:

1. Whether you have entered a Pairing Number (and how many characters of that number).

2. Whether or not you have entered a number of Pairing Days

Based upon your entries for these two blocks, you can select a date range of 1-31
days. There are also a maximum of 10 alerts which can be set in the system at any time.

*NOTE: The General Rules expose a system with severe limitations, particularly for those
who want to look at Open Pairings for the entire month. You will need to continually revisit
this area in most cases, to maintain a constant watch for the pairings you want.