1. Turn on the power by pushing the button on the top left hand side of the SPOT. It can be hard to see, but it's the only button on the side of the device. When you push it, you should have green lights circling around and then the power light will blink green.
2. Before your flight, say after your run up is done, hold down the foot button until the light blinks green. This is the tracking button and will allow your flight to be followed. It will send a track signal every 10 minutes. Once the device finds GPS signal the GPS light should blink green. If it is blinking red then it cannot get a signal. Make sure you are pointing it up toward clear skies. I think I read that it gets signal best if the spot logo is pointing to the sky, so you may have to lie it flat on the dash.
3. After you have landed safely at your destination, hold the OK button until it blinks green. All lights will go solid momentarily and then back to blinking. Leave the device on for 15-20 minutes to ensure the OK message goes through. You can just leave it on while you fuel etc.
4. Lastly, don't forget to turn it off. Press and hold the power button until the green light blinks rapidly.

As a note the "send help" (hands) and SOS buttons are underneath a little protector flap that has to be lifted prior to pushing them. This protects the button from inadvertently getting pushed. An SOS message can be cancelled by holding the button until it changes to red.