

Winlink Check In Form

Exercise Message Submission Period

- June 15 00:00 UTC - June 16 15:00 UTC

Difficulty Level: **Basic**

Purpose: To demonstrate the basic understanding and the ability to send, 1) a correctly formatted and 2) Winlink mappable check in to a Net Control Station or an Exercise Leader.

Objectives:

- Use Winlink Express to create and send the mappable Winlink Check In Form.
- Properly enter the Latitude and Longitude in a Winlink Mappable Form.
- Understand Winlink's concept of a Default Position.
- Acknowledge some forms are accessible via multiple paths within the Winlink Template Manager.

Resources:

- General Notes on Frequently-Seen Mistakes:
https://emcomm-training.org/Winlink_Thursdays.html
- Finding your ETO clearinghouse: <https://emcomm-training.org/General-Drill-Info.html>
- How a GIS map capable form's default position is determined: From within Winlink Express *Click on Help ⇒ Help Contents...*, expand *Operation*, click on *GIS Mapping Forms & Catalog Items*

Continue to the next page for the instructions.

Exercise Instructions:

Familiarize - Browse the Template Manager

1. Open or restart the Winlink Express application. Accept any updates.
2. Click on the *Message ⇒ Template Manager...* menu item.
3. Expand *Standard Templates* then expand *GENERAL Forms*.
4. Note the position of the form *Winlink Check In.txt*.
5. Under Standard Templates, scroll down and expand *MAPPING-GIS FORMS*.
6. Note the position of the form *Winlink Check In.txt*.
7. Click on the *Close* menu Item of the *Template Manager*.

Open and select the form.

1. Click on the *Message ⇒ New Message* menu item.
2. Verify that *Send As* is set to **Winlink Message**.
3. **Optional:** Check the check box for *Request message receipt*.
4. Click on *Select Template* and then expand *Standard Templates*.
5. Double click on either the *GENERAL Forms* or the *MAPPING-GIS FORMS* item to open it, then double click on *Winlink Check In.txt*.
 - The *Winlink Check In* form will open in your default browser.

Fill out the top section's Agency/Group Name

1. Click the Setup button and enter **EmComm Training Organization**.

Fill out the Information Section

1. Enter the *Date/Time*.
2. Select the *Status* Item *Exercise*.
3. Select the *Band* via which you will be sending the Check In message or **-N/A-** when not using an RMS Gateway.
4. Select the *Mode* via which you will be sending the Check In message.
5. Enter your ETO clearing house address in the *Send To* field.
6. Enter your call sign and the call signs of other licensed amateur operators' that are present with you, separated by a space, in the *Call Signs of Initial On-Site Operator(s)* field.
7. Enter your first name in the *Station Contact Name* field.
8. Enter your call sign in the *Station Call sign* field.

Fill out the Location section

1. Enter a short description of your location in the *Location* field; this field is appended to the Subject line; more than approximately 32 characters will be truncated on the Subject line.
2. Use your provided Winlink Default Position as the Latitude and Longitude field signed decimal value.
3. Notes: 1) The form requires decimal values with a minus sign representing the Southern Hemisphere on the Latitude and a minus sign for the Western Hemisphere on the Longitude. 2) A later exercise may be provided that will be on how you can change your default location as known by Winlink.org.

Fill out the Comments section

1. In the Comments field, enter **GENERAL** if you selected the form from the *GENERAL Forms* Templates list item, or **MAPPING-GIS** if you selected the Check In.txt from the *Mapping-GIS FORMS* template list.

Submitting the form

1. **Optional:** Click on the **Save Check in Data** button and follow the provided prompts.
2. Click on the **Submit** button.
3. Click **OK** for Message Subject pop-up dialog to accept and close it.
4. Click **OK** on the pop-up dialog box to close it.
5. Close the browser.

Sending the message

1. **Optional:** Enter your personal email address in the *CC:* line.
2. Click on *Post to Outbox* on the menu bar.
3. Check the Outbox folder to verify your message is in the Outbox.
4. Select your session type from the drop-down list to the right of the *Open Session* text.
5. Click on the *Open Session* text.
6. The Open Session Window will be displayed.
 - a. When using an HF session mode, if prompted to update propagation information, do so.
7. If applicable, pick an appropriate *Channel Selection*.
8. Click Start to send your message.
9. Close the Session window.
10. Close the Winlink Express window.

End of Exercise: See the next page for example of a completed *Winlink Check In Form* that would receive the maximum score for the exercise.

Example of Completed *Winlink Check In*

Winlink Check In

EmComm Training Organization

[Setup](#) Click to add your agency/group name to title[Load Check in Data](#)[Form Info](#)

This is for an initial check in via Winlink Express. Also sent as plain text in message body for non-Express users.

Date/Time	<input type="text" value="2023-05-05 15:31:06"/>	Select Status	<div style="border: 1px solid gray; padding: 2px;">Exercise Net REAL EVENT</div>	Band	<div style="border: 1px solid gray; padding: 2px;">UHF-SHF (Mesh) HF Amateur HF Shares</div>	Mode	<div style="border: 1px solid gray; padding: 2px;">Vara FM Pactor Vara HF Arden</div>
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Send To [Clear ALL "Send To" Entries.](#)
Entries will remain until you change or clear them

Calls Signs of Initial On-Site Operator(s)

Station Contact Name: Station Call sign

Location

Latitude and longitude: LAT LON MGRS Grid

LAT/LON and MGRS default to the center of the grid square listed in Express Settings, unless a GPS is used or Lat/LON or MGRS must be entered manually. Without properly formatted GPS coordinates this form cannot be mapped in Winlink Express.

Comments Max Characters 220

GENERAL

[Save Check in Data](#)[Submit](#)[Reset Form](#)Ver 4.0.8.5