

## Field Day Two Part Exercise

### Exercise Message Submission Window

- Part One: June 22nd 18:00 UTC - June 23rd - 20:59 UTC
- Part Two: June 25th 00:00 UTC - June 28th - 07:59 UTC

**Difficulty Level:** Basic

**Purpose:** We believe participants in the EmComm Training Organization's exercises seek to acquire new skills and capabilities. The ARRL Field Day provides an incentive for Ham radio operators to practice their portable emergency communications skills. Field Day also gives radio operators an opportunity to practice originating and sending forms one might utilize during an event. This year's Field Day will be held on June 22nd and 23rd. The 27-hour operational period starts at 1800 UTC on the 22nd, and ends at 2059 UTC on the 23rd. During this period, amateur radio operators may use select frequencies on HF, VHF, or UHF bands and are free to use any mode that can faithfully transmit the required exchange intact. The ICS 213 is an ARRL approved general message form. An origination of an ICS 213 to the ARRL Section Manager or Section Emergency Coordinator, by your group from the Field Day site is worth 100 bonus points. The message must include club name, number of participants, Field Day location, and number of ARES operators involved with your station. The message must leave the Field Day operation via amateur radio frequencies. An ICS 214 Activity Log submission captures the timeline and activity of an event. During an actual event, this documentation can assist you or your agency's claim for reimbursement. For Field Day, the ICS 214 will be used to capture your Field Day activities. For details on frequency, allowed modes, and other rules, follow the link to the ARRL Field Day Rules in the Resources section below.

**Note:** *Exercise participants can simulate if not actually participating in Field Day.*

**Continue to the next page for the instructions.**

## Resources:

- General Notes on Frequently-Seen Mistakes:  
[https://emcomm-training.org/Winlink\\_Thursdays.html](https://emcomm-training.org/Winlink_Thursdays.html)
- Finding your ETO clearinghouse:  
<https://emcomm-training.org/General-Drill-Info.html>
- ARRL Field Day Home Page: <https://www.arrl.org/field-day>
- **ARRL Field Day Rules:** <https://www.arrl.org/field-day-rules>
- ETO Location Instructions — With or Without a GPS Receiver for your Computer [PDF]
  - <https://emcomm-training.org/Santa-2023/ETO-Location-Notes.pdf>
- 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

**This exercise consists of two parts. Please read all the instructions first.**

## Part One: ICS 213

### Objectives:

- Use Winlink Express to create and send an ICS 213 General Message
- Use the to the Winlink ICS 213 Form
- Provide responses:
  1. Club name
  2. Number of participants
  3. Field Day location
  4. Number of ARES operators involved with your station

### Part One Exercise Instructions:

#### Open and select the form.

1. Open the Winlink Express application.
2. Click on the *Message > New Message* menu items.
3. In the *Enter a new message* window, verify that *Send As* is set to *Winlink Message*.
4. Within this same window, Click on *Select Template* menu item and then expand the list item *Standard Templates*.
5. Scroll down if necessary and expand the sub-list item *MAPPING-GIS FORMS*.
  - Note: This is an alternative to expanding *ICS USA Forms* which also has a copy of the template that uses the ICS 213 HTML form.
6. Select *ICS213 General Message.txt* list item and open it, click on the *Select* menu item.
  - The HTML form labeled *General Message (ICS 213)* will open in your default browser.

### Part One Instructions Continue on the Next Page...

### Fill out the top section's Agency/Group Name

1. Click the Setup button and enter **EmComm Training Organization**
2. Click on OK, and note that **EmComm Training Organization** is now inserted at the top of the form
3. Check the box labeled *THIS IS AN EXERCISE*.

### Populate the ICS 213 Message Fields

1. Within field (1. *Incident Name:*), insert **ARRL Field Day 2024**.
2. Within field (2. *To Name:*), insert your ARRL Section Manager or Section Emergency Coordinator's callsign and your ETO Clearinghouse's Tactical Address separated by semicolon. <https://www.arrl.org/sections>  
For Canadian participants, insert your RAC Section Manager.  
[https://www.rac.ca/mivahih/2023/08/BoardExec\\_September2023TCA.pdf](https://www.rac.ca/mivahih/2023/08/BoardExec_September2023TCA.pdf)  
**Note: If you are not actually participating in Field Day only send it to your ETO Clearinghouse.**
3. Within field (3. *From:*), insert your call sign followed by a space, a slash (/), a space, and then the text: **ETO Winlink Thursday Participant**.
4. Within field (4. *Subject:*), insert **ARRL Field Day 2024 Participation**.
5. Within field (5. *Date:*), click and respond OK to insert the provided Date value.
6. Within field (6. *Time:*), click and respond OK to insert the provided Time value.
7. Within field (7. *Message:*) on 4 separate lines provide the following (*refer to example of completed message on page 6*)
  - a. Club name (or your first name if not participating with a club)
  - b. Number of participants
  - c. Field Day location
  - d. Number of ARES operators involved with your station.
8. Within field (8. *Approved by:*), insert your first name and personal callsign.
9. Within field (8b. *Position / Title:*), insert **Winlink Thursday Participant**.

### Location Coordinates

- Although the ICS 213 form instructions state optional, for this exercise it is mandatory. It is part of the evaluation for correctness of the submitted form content.
- If you have a GPS receiver connected to your computer the Latitude, Longitude and MGRS value will automatically be calculated and displayed. Alternatively, obtain a position using a Cell Phone GPS application.
- If you enter a decimal Latitude and Longitude, the MGRS value will automatically be calculated and displayed.
- Using the default values, the MRGS will not be calculated. The gray value you see is only a format hint related to the field. If you use the default values, edit either the Latitude or Longitude by adding a zero to the end of the default value and tab to the next field to force a calculation.
- Your MRGS value should be in black.

### Submitting the form

1. **Optional:** Click on the *Save ICS213 INITIAL Data* button and follow prompts.
2. Click on the *Submit* button.
3. Click OK on the pop-up dialog box to close it.
4. Close the browser.

### Sending the message

1. **Required:** Enter your Clearinghouse address. All ETO Exercises now also require the Tactical Address **ETO-BK** to be either in the *To* field or the *CC* field. Ensure multiple entries in either the *CC* or *To* fields are separated by semicolons.
2. **Optional:** Enter your internet email address in the *CC:* line.
3. Click on *Post to Outbox* on the menu bar.
4. Check the Outbox folder to verify your message is in the Outbox.
5. Select your session type from the drop-down list to the right of the *Open Session* button.
6. Click the *Open Session* button.
7. The Open Session Window will open.
8. If applicable, pick an appropriate *Channel Selection*
9. Click Start to send your message.
10. Close the Session window.
11. Close the Winlink Express window.

**End of Part One Exercise Instructions continue to page 7 for Part Two Exercise Instructions.**

**Winlink Thursday Exercise For June 22, 2024**

See the next page for example of a completed *General Message (ICS-213)* Form that would not receive any negative feedback for the exercise.

**Example of Completed *General Message (ICS-213)* Form**

General Message (ICS 213)			
EmComm Training Organization			
<input checked="" type="checkbox"/> THIS IS AN EXERCISE	<a href="#">Load ICS213 INITIAL Data</a>	<a href="#">Form Instructions</a>	
1. Incident Name: <input type="text" value="ARRL Field Day 2024"/>			
2. To (Name/Position): <input type="text" value="W5XX;ETO-04"/>			
3. From (Name/Position): <input type="text" value="AE5MI / Winlink Thursday Participant"/>			
4. Subject: <input type="text" value="ARRL Field Day 2024 Participation"/>		5. Date: <input type="text" value="2024-06-22"/>	6. Time: <input type="text" value="18:00"/>
7. Message:			
<div style="border: 1px solid #ccc; padding: 10px; min-height: 100px;">                     WX5HAR Harrison County ARES                      8                      Harrison County <del>EOC</del>                      8                 </div>			
8. Approved by: <input type="text" value="Yvette AE5MI"/>		8b. Position / Title: <input type="text" value="Winlink Thursday Participant"/>	
Optional Location Coordinates			
Latitude <input type="text" value="30.505333"/>	Longitude <input type="text" value="-89.162333"/>	MGRS <input type="text" value="16RBU9248876770"/>	Grid <input type="text" value="EM50km"/>
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 are entered manually. For Winlink mapping and CSV export you must enter a latitude and longitude.			
<input type="button" value="Submit"/> <input type="button" value="Save ICS213 INITIAL Data"/> <input type="button" value="Reset Form"/>			Ver 43.1

**Part Two Exercise begins on page 7.**

## Part Two: ICS 214

### Objectives:

- Use Winlink Express to create and send an ICS 214 Activity Log
- Provide a list of your Field Day or your club's Field Day activities

### Part Two Exercise Instructions:

#### Open and select the form.

1. Open the Winlink Express application.
2. Click on the *Message > New Message* menu items.
3. In the *Enter a new message* window, verify that *Send As* is set to *Winlink Message*.
4. Within this same window, Click on *Select Template* menu item and then expand the list item *Standard Templates*.
5. Scroll down if necessary and expand the sub-list item *ICS USA Forms*.
6. Select *ICS214 Activity Log.txt* list item and open it, click on the *Select* menu item.
  - The HTML form labeled *Activity Log (ICS 214)* 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**
2. Click on OK, and note that **EmComm Training Organization** is now inserted at the top of the form

Part Two Instructions Continue on the Next Page...

**Populate the ICS 214 Message Fields**

1. Within field (1. *Incident Name:*), insert **ARRL Field Day 2024**.  
(*Page #:*), insert **1**
2. Within field (2. *Operational Period (Date/Time) From:* insert the Field Day start date and local time; *To:* insert end date and local time
3. Within field (3. *Name:*), insert your first name / call sign.
4. Within field (4. *ICS Position:*), insert the text: **ETO Winlink Thursday Participant**.
5. Within field (5. *Home Agency and Unit:*), insert your call sign and first name or your club's call sign and name
6. Within field (6. *Resources Assigned:* ) (*Name*), insert call sign; (*ICS Position*), insert title or leave blank; (*Home Agency and Unit*), insert assigned FD responsibility.
7. Within field (7. *Activity Log:*) **Note: Simulate if not actually participating in Field Day.**
  - a. (*Date & Time (local 24 hr)*), insert date and local time of activity
  - b. (*Notable Activities*), insert activities such as notable occurrences/events such as task assignments, task completions, injuries, or difficulties encountered.
8. Within field (8. *Prepared by:*), Insert your first name and personal callsign.

**Submitting the form**

1. Optional: Click on the *Save ICS214 Data* button and follow prompts.
2. Click on the *Submit* button.
3. Click OK on the pop-up dialog box to close it.
4. Close the browser.

**Part Two Instructions Continue on the Next Page...**



**Sending the message**

1. **Required:** Insert your ETO Clearinghouse address in the “To:” box. Also, all ETO Exercises now require the Tactical Address **ETO-BK** to be either in the *To* field or the *CC* field. Ensure multiple entries in either the *CC* or *To* fields are separated by semicolons.
2. **Optional:** Enter your internet email address in the *CC:* line.
3. Click on *Post to Outbox* on the menu bar.
4. Check the Outbox folder to verify your message is in the Outbox.
5. Select your session type from the drop-down list to the right of the *Open Session* button.
6. Click the *Open Session* button.
7. The Open Session Window will open.
8. If applicable, pick an appropriate *Channel Selection*
9. Click Start to send your message.
10. Close the Session window.
11. Close the Winlink Express window.

**End of Part Two Exercise Instructions**

See the next page for example of a completed *Activity Log (ICS-214)* Form.

