

# Winlink Check-in Form

## Exercise Message Submission Period

- October 3<sup>rd</sup>, 00:00 UTC - October 6<sup>th</sup>, 15:00 UTC

## Difficulty Level: **Basic**

**Purpose:** In July the Winlink development team made a major modification to the Winlink Check-in Form in their Version 5 release of this form. This exercise is for you to demonstrate the basic understanding of the fields 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.
- For Winlink Thursday Exercises, ETO is the served agency. ETO's requirements can and probably will be different from your other served agencies. If there is a conflict between your previous training and the ETO instructions for this exercise, follow the ETO 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>
- 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**

- Open or restart the Winlink Express application. Accept any updates.
- Click on the *Message* ⇒ *Template Manager...* menu item.
  - a. The *Standard Templates* should report that they are at version: 1.0.235.0 or newer.
- Expand *Standard Templates* then expand *GENERAL Forms*.
- Note the position of the form *Winlink Check-in.txt*.
- Under *Standard Templates*, scroll down and expand *MAPPING-GIS FORMS*.
- Note the position of the form *Winlink Check-in.txt*.
- Click on the *Close* menu Item of the *Template Manager*.

**Open and select the form.**

- Click on the *Message* ⇒ *New Message* menu item.
- Verify that *Send As* is set to **Winlink Message**.
- **Optional:** Check the check box for *Request message receipt*.
- Click on *Select Template* and then expand *Standard Templates*.
- Expand either the *GENERAL Forms* or the *MAPPING-GIS FORMS* item to open it, then double click on **Winlink Check-in.txt** and note which item you expanded.
  - The *Winlink Check-in* form should open in your default browser.
  - Scroll to the bottom of the Form and Validate you are using Ver 5.0.4 or newer.
    - Current release as of writing this document is Ver 5.0.5

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

- Click the Setup button and enter **EmComm Training Organization**
  - Just the three words, no punctuation or other adornments.

**Fill out the 1. Station Section**

- a. Edit the date and time as necessary to be within the submission period for the *Date/Time* field.
  - a. The pop-up text can be edited if needed but must remain in the same format and is considered a local time.
- b. Enter your ETO clearinghouse address into the *To:* field.
- c. The *From:* field is pre-populated with the call sign assigned in the Winlink Express Settings and is not editable.
  - a. If using an auxiliary call sign, it must be registered with Winlink.org and configured within Winlink Express.
- d. Enter your name into the *Station Contact Name:* field.
  - a. For ETO Exercises unless mentioned otherwise, your first name is sufficient.
- e. Enter just your call sign into the *Initial Operator(s):* field.
  - a. In real world scenarios, you may have a list of operators working your shift. Often in this case the *From:* field will be an auxiliary call sign.

**Fill out the 2. Session Section**

- a. Select the appropriate *Session Type:* option.
  - The *Type:* field for ETO exercises will always be **EXERCISE**.
- b. Select the appropriate radio *Service:* option.
  - The *Service:* field for ETO exercises will always be **AMATEUR**.
- c. Select the *Band:* option representing the radio band classification via which you will be sending the Check-in message.
- d. Select the appropriate *Session:* mode option via which you will be sending the Check-in message.

### Fill out the 3. Location Section

- a. 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 generated Subject line.
  - b. Use your current latitude as a signed decimal value within the *LATITUDE:* field.
  - c. Use your current longitude as a signed decimal value within the *LONGITUDE:* field.
  - d. If you know your MGRS location and not your latitude and longitude enter your MGRS location into the *MGRS:* field otherwise skip this.
    - The *GRID SQUARE:* field contains a calculated value from either the combined Latitude and Longitude entries or the MGRS entry.
- Notes:
- The latitude and longitude fields require signed decimal values
    - A negative latitude value represents a location in the Southern Hemisphere
    - A negative longitude value represents a location in the Western Hemisphere
  - If you have a GPS device on your PC and is configured in Winlink Express, the latitude and longitude will be from the GPS device
  - If the value is neither manually entered or retrieved from a configured GPS, the latitude and longitude value is calculated from the Grid Square that was provided in your Winlink Express Settings.
  - A common mode for getting a latitude and longitude for manually specifying a location is to use Google Maps and right click on the location. A pop up will show the latitude and longitude. Clicking on those values will store them in your computer's clipboard.

### Fill out the Comments section

- In the *Comments:* field, enter just the text **GENERAL** if you selected the form from the *GENERAL Forms* Templates list item, or just the text **MAPPING-GIS** if you selected the Winlink Check-in.txt from the *Mapping-GIS FORMS* template list. Either way is proper.

### Submitting the form

- Validate each field has been appropriately set.
- **Optional:** Click on the **Save Check in Data** button and follow the provided prompts.
- Click on the **Submit** button.
- Validate the Subject line was generated to include the word **EXERCISE**, then click **OK** for Message Subject pop-up dialog to accept and close it.
- Click **OK** on the Completing Your Form Submission pop-up dialog box to close it.
- Close the browser.

**Sending the message**

- **Required:** 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.
- **Optional:** Enter your personal email address in the CC: field.
- Click on *Post to Outbox* on the menu bar.
- Check the Outbox folder to verify your message is in the Outbox.
- Select your session type from the drop-down list to the right of the *Open Session* text.
- Click on the *Open Session* text.
- The Open Session Window will be displayed.
  - When using an HF session mode, if prompted to update propagation information, make it so.
- If applicable, pick an appropriate *Channel Selection*.
- Click Start to send your message.
- Close the Session window.
- Close the Winlink Express window.

**End of Exercise:** See the next page for example of a completed *Winlink Check-in Form* that would receive no errors for this Exercise's grading.

## Winlink Thursday Exercise for October 5, 2023

Example of a Correctly Completed *Winlink Check-in Form*

Winlink Check-in EmComm Training Organization				
<b>Setup</b> <small>Click to add your agency/group name to title</small>	<a href="#">Load Check-in Data</a>	<a href="#">Form Info</a>		
<b>1. STATION</b>				
a. <b>Date/Time:</b> <input type="text" value="2023-10-05 11:46:49"/>				
b. <b>To:</b> <input type="text" value="ETO-10"/> <span style="color: red; font-size: small;">Clear ALL "Send To" Entries.</span>				
c. <b>From:</b> <input type="text" value="W7OWO"/> d. <b>Station Contact Name:</b> <input type="text" value="Brian"/> e. <b>Initial Operator(s):</b> <input type="text" value="W7OWO"/>				
<b>2. SESSION</b>				
a. <b>Type:</b> <input checked="" type="radio"/> EXERCISE <input type="radio"/> REAL EVENT      b. <b>Service:</b> <input checked="" type="radio"/> AMATEUR <input type="radio"/> SHARES      c. <b>Band:</b> <input type="radio"/> NA <input type="radio"/> Telnet <input checked="" type="radio"/> HF <input type="radio"/> VHF <input type="radio"/> UHF <input type="radio"/> SHF				
d. <b>Session:</b> <input type="radio"/> Telnet <input type="radio"/> Packet <input type="radio"/> Pactor <input type="radio"/> Robust Packet <input type="radio"/> Ardop <input checked="" type="radio"/> VARA HF <input type="radio"/> VARA FM <input type="radio"/> Iridium Go <input type="radio"/> Mesh				
<b>3. LOCATION</b>				
a. <b>Location:</b> <input type="text" value="City of Newberg Public Safety Building Radio Room"/>				
b. <b>LATITUDE:</b> <input type="text" value="45.29879"/> c. <b>LONGITUDE:</b> <input type="text" value="-122.97545"/> d. <b>MGRS:</b> <input type="text" value="10TER0192416143"/> e. <b>GRID SQUARE:</b> <input type="text" value="CN85mh"/>				
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.				
<b>4. COMMENTS:</b> <small>Max Characters 500</small>				
MAPPING-GIS				
<a href="#">Save Check-in Data</a>		<a href="#">Submit</a>		<a href="#">Reset Form</a>
Ver 5.0.5				