

## In this Winlink Thursday Exercise for March 24th, you will:

- Answer a question from the [2019-2023 US NCVEC General Class Pool](#).
- Send a Winlink Check-in form to your ETO Clearinghouse.

## Some reminders, especially for New Arrivals to ETO:

- Read and Follow the Instructions Precisely. Details are sometimes missed in the reading, and some of our assignments can be tricky!
- Make Sure you Address the Correct Clearinghouse for Your Geographic Location (especially if you're temporarily in a different region)
  - Our Tactical Addresses are all formatted as "ETO-nn", where nn is *always* either a 2-digit number ("01", "03", ..., "10") or "DX".
  - Make sure you type a ZERO, not the letter "O", in the 2-digit number.
  - If you don't know your Clearinghouse's Tactical Address, Use this web page to look it up: [https://emcomm-training.org/More\\_Info.html#Maps](https://emcomm-training.org/More_Info.html#Maps)
- For our exercises, we recommend that you always check the "Request message receipt" box in your message before you Post it to your OutBox.
- Another suggestion from our Gurus: put your own "normal" Email Address in the CC box, so that you receive a copy in your non-Winlink Email, as another confirmation that your Winlink message was sent out correctly.
- **IMPORTANT! Just because you receive a CC of your own Winlink submission, and/or receive an ACK from your Clearinghouse, doesn't guarantee that your position will be shown on the Results Map. Your message needs to follow the exercise instructions 100% correctly, for your QTH to be plotted.**

## Instructions:

### Part 1: Answer a Question from the 2019-2023 General Class Pool.

1. Determine and record the correct answer (A,B,C or D) from the question below:

**What does MUF stand for?**

- A. The Minimum Usable Frequency for communications between two points**
- B. The Maximum Usable Frequency for communications between two points**
- C. The Minimum Usable Frequency during a 24-hour period**
- D. The Maximum Usable Frequency during a 24-hour period**

## Part 2: Send Your ETO Check-In With Your Answer.

**Note: (See next page for screenshot)**

1. Open the Winlink Express application.
2. If prompted, update the Winlink forms and/or Winlink Express Software.
3. Under "Message" open the menu to "New Message".
4. In the new message window, open the "Winlink Check In" using the following menu choices:  
"Select Template" "Standard Templates" / "General Forms" / "Winlink Check In.txt"
  - a. Note: The template will open in your web browser.
5. Click on the "Setup" button.
6. Enter "ETO Winlink Thursday" in the popup window.
7. Complete the information in the top portion of the form.
  - a. Status should be set to Exercise
  - b. Enter your ETO clearinghouse address in the "Send To:" field
  - c. Use your call sign for the "Calls Signs of Initial On-Site Operator(s)" field.
  - d. Use your name for the "Station Contact Name" field.
8. Fill out all of the fields in the location section of the form.
9. **On the first line of the comments section enter the single letter (A,B,C, or D) of your answer to the question in part 1.**
10. Click on the Submit button.
11. Close the browser.
12. Optionally, enter your internet email address in the CC: line.
13. Click on "Post to Outbox" on the menu bar.
14. Check the Outbox folder to verify your message is in the Outbox.
15. Select your session type from the drop-down list to the right of the Open Session button.
16. Click the Open Session Button.
17. The Open Session Window will open. Click Start to send your message.

## Screenshot of the Completed Winlink Check in Form

Note: This image was made with Version 4.0.5 of the Winlink Check In form.

**Winlink Check In**  
**ETO Winlink Thursday**

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

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

Date/Time

Select Status

Band

Mode

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

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Location

Latitude and longitude: LAT  LON  MGRS  Grid

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Comments *Max Characters 180*

**C**

Ver 4.0.5