

## ETO Winlink Thursday

### In this Basic Level Winlink Thursday Exercise for 21 July 2022 you will:

- Research the answer to a question in Part 1 of the instructions below.
- In Part 2 send a Winlink Check-In form with your answer 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! **Your results are scored and mapped so that you can track your weekly progress as the exercise difficulty increases over time, leading to the semi-annual Drill. Prior week results are published with the next week exercise Instruction.**
- 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"), "CAN" for Canadian participants, or "DX" for all others.
  - 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 location to be plotted.
- **IMPORTANT!** Always restart Winlink Express and accept form updates (if offered) before starting an exercise. Always accept updates to the Winlink Express executable (if offered) before starting an exercise.
- ETO exercises are designed to be completed using the Winlink Express client, in a Windows environment. If you choose to use any other Winlink Client Program, your mileage may vary, and your response may not be mapped or graded as Correct.

## INSTRUCTIONS:

### Part 1: Answer the Question Below.

The Incident Management Team (IMT) is in the process of assembling. You are supporting a Reception Center, and you are asked to send an ICS-213-RR Form to a location where the ARES/ACS operator has not yet arrived. The reception center manager has a personal email address for a contact at the destination location. The intended recipient does not have Winlink Express to view/print the IC-213-RR Form in a browser, and neither the manager nor you as the RADO are confident the recipient would correctly interpret the plain text version in the covering email.

**What further option do you have?** (Hint: review the WinLink Express Help File, under Setup.)

- A. Convert the IC-213-RR into a .csv file?
- B. Send the Form as a pdf file to the Internet address?
- C. Fax the Form to the supplier's webpage fax number?
- D. Ask a CERV/CERT volunteer to hand deliver it (Sneakernet)?

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

Note: (See next page for a sample screenshot)

- a. Restart Winlink Express.
- b. If prompted, update the Winlink forms and/or Winlink Express Software.
- c. Under "Message" open the menu to "New Message".
- d. In the new message window, open the "Winlink Check In" using one of the following menu choices:
  - 1. "Select Template"/"Standard Templates"/"General Forms"/"WinLink Check In.txt", or
  - 2. "Select Template"/"Mapping-GIS Forms"/"WinLink Check In.txt".

Note: The template will open in your web browser.

- e. Click on the "Setup" button.
- f. Enter "ETO Winlink Thursday" in the popup window.
- g. Complete the information in the top portion of the form.
  - 1. Confirm the time is correct
  - 2. Status should be set to Exercise
  - 3. Band and Mode as appropriate
  - 4. Enter your ETO Clearinghouse tactical address in the "Send To:" field
  - 5. Use your call sign for the "Calls Signs of Initial On-Site Operator(s)" field
  - 6. Use your name for the "Station Contact Name" field
  - 7. The "Station Call sign" entry will be filled in automatically by WinLink Express

8. Fill out all of the fields in the location section of the form.

Hint: If you don't have an attached GPS unit there are cellphone GPS apps that will provide your current position coordinates.

**h.** In the first line of the comments section enter just the single letter (A,B,C, or D) of your answer to the question in Part 1.

Important: Enter Only a single letter for your answer! Your submission will be automatically "graded" either as correct or incorrect, based on this single letter. Any other response will cause your response to be scored as "not valid".

**i.** Click on the Submit button.

**j.** Close the browser.

**k.** Verify that the correct Clearinghouse is in the "To:" box. Optionally, enter your internet email address in the CC: line.

**l.** Click on "Post to Outbox" on the menu bar.

**m.** Check the Outbox folder to verify your message is in the Outbox.

**n.** Select your session type from the drop-down list to the right of the Open Session button.

**o.** Click the Open Session Button.

**p.** The Open Session Window will open. Click Start to send your message.

Screenshot of a Sample Winlink Check in Form is on the next page.

# Winlink Check In ETO Winlink Thursday

**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  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  **WinLink Express registered callsign automatically filled in.**

Location

Latitude and longitude: LAT  LON   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*

A

**Single capital letter, no punctuation or comments.**

Save Check in Data Submit Reset Form

Ver 4.0.8.5