

Winlink Thursday ETO Event – Thursday, January 27th, 2022.

Winter Field Day is coming up on January 28-30. The ETO would like to take the occasion to have you send us information via your ETO-nn regarding your past, present, future participation in Winter Field Day.

Optional: Watch this video: [“How to send an ICS Form 213” \(Click Here\)](#)

Follow these steps to send your ICS-Form 213.

1. Begin to create a new message.
2. In the “Enter a new message” window, **do not enter any information at this time.** Instead, click “*Select Template*” to open the “Template Manager” window.
3. Navigate to “*Standard Templates*” > “*ICS USA Forms*” and select “*ICS213.txt*.”
4. Click “Select” at the top of the window (or double-click on the ICS-213 template) to close the Template Manager window. The blank ICS-213 form will open in a browser tab.
5. In Field 7 (message body) add your Latitude, comma, Longitude on the first line.
Example: 47.5814993 , -122.4057009
6. Add extra comments or information in Field 7, starting on the new line after the Latitude/Longitude information on the first line:

Please tell use in brief your rig station, whether at your home, field, or another location. Which radio did you use? Did you operate on portable power? Were you in the field and camped overnight in the Winter weather? If you haven’t participated in Winter Field Day, let us know that too.

Please send the ICS 213 to your respective ETO-nn (For example, if you lived in California, you would send to ETO-09 this message. Please provide your Longitude and Latitude location for the Winter Field Day Event or your home QTH.

7. Once completed, click the “*Submit*” button at the bottom of the form. In the pop-up dialog box, click “*OK*,” then close the blank browser tab to return to the “Enter a new message” window. You should see that (a) the “Subject” line is pre-populated, (b) there is a *.xml attachment, (c) a raw text version of the ICS-213 form information is in the message body, and (d) your cursor is in the blank “To” field.
8. Enter the Clearinghouse Tactical Address (usually ETO-nn, where “nn” is the 2-digit Clearinghouse Number for your region, based on FEMA region numbers) in the “To” field. ([Finding Your USA Region Clearinghouse Tactical Address](#))
9. In the line of options just above the “To” field, click on the options drop-down menu for “Send as:” and select “*Winlink Message*.”
10. Post the message to the Outbox and send the message