

Working with a Winlink Check-In Form

1 Introduction/Overview

These instructions provide details on how to select, prepare, and submit (“attach”) a Winlink Check-In Form to a Winlink message to be sent as either a P2P message or a conventional Winlink message.

2 Open New Message Window (If not Already Open)

Click **Message** from the menu options at the top of the main *Winlink Express* window. From the list of options, click **New Message**. The *Enter a new message* window will open.

3 Opening the Winlink Check-In Form

From the menu options at the top of the *Enter a new message* window, click **Select Template**, and the *Template Manager* window will open as shown in Figure 1. From the *Standard Templates* list, expand (click [+]) to open the list of options, and then expand (click [+]) *GENERAL Forms*. Double click on the *Winlink Check In.txt* form (or highlight form and click **Select**) to open the form. Your default browser (e.g., Firefox, Chrome) will open with the form (Reference Figure 1).

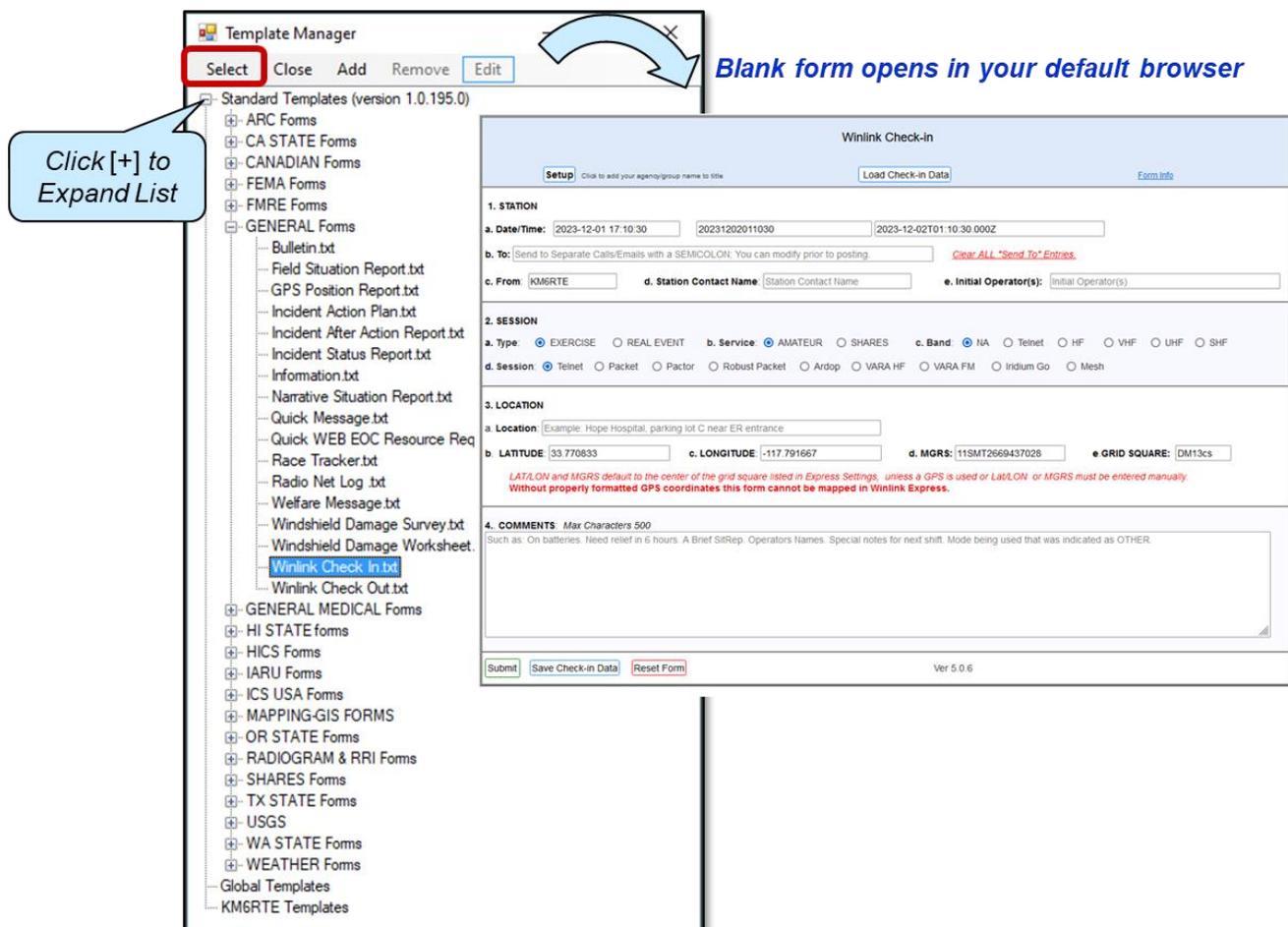


Figure 1. Selecting and Opening the Winlink Check-In Form.

4 Completing the Winlink Check-In Form

Fill in the Winlink Check-In form entries as appropriate for the exercise, drill, or emergency event you're supporting. Refer to Figure 2 for an example of a completed Winlink Check In form.

4.1 Fields to be Completed in the Winlink Check-In Form

1. STATION

Date/Time: Autocompleted with the current date and time. Can be manually entered if needed.

To: Enter operator callsign(s) appropriate for the exercise, drill, or emergency event supporting. Use semicolons between addresses when sending to multiple addressees. For a P2P message, use only one callsign.

From: Fill in your callsign, or other as appropriate if sending on behalf of someone else.

Station Contact Name: Your full name, the Auxiliary Communications Manager (ACM), or COML.

Initial Operator(s): If you are sending a message on behalf of someone else, enter your callsign.

2. SESSION

Type: Select what is appropriate from the options: EXERCISE or REAL EVENT.

Service: Select what is appropriate from the options: AMATEUR or SHARES

Band: Select the band appropriate for the RF band you will be using to connect to a Winlink RMS Gateway, Peer-to-Peer station, or direct internet connection (i.e., Telnet). Options include: N/A, Telnet, HF, VHF, UHF, or SHF.

Session: Select the communications mode you will be using to connect to the Winlink CMS (Common Message Server) or P2P Station. Options include: Telnet [for direct connection to internet], Packet, Pactor, Robust Packet, Ardop, Vara HF, Vara FM, Iridium GO, or Mesh.

3. LOCATION

Location: Enter a simple description of your location. No need to provide detailed location. For example: "Irvine EOC", "Private residence in Mission Viejo", "Remote at Rossmoor Shopping Center", "Remote at Pacific Ridge Trailhead, Newport Beach", "Remote at patio of Panera Bread restaurant in San Clemente."

LATITUDE and LONGITUDE: For default values, the form will autofill with the Lat & Long for the center of the Grid Square provided in your user Settings. For more accurate reporting, it is highly recommended to provide the GPS coordinates (in decimal form) for your location. These can be commonly found using an app on your smartphone (e.g., Compass, My GPS Location, or one of many other GPS apps available).

MGRS: This field will autofill once the GPS coordinates are filled in.

Grid: This field will autofill once the GPS coordinates are filled in.

4. COMMENTS *(Entries depend on the specific exercise, drill, or emergency event you're supporting)*

1. Provide your Email address that can be used for countywide EmComm correspondence.
2. Provide information on your role in the exercise and what organization(s) you're affiliated with.
 - a) For messages coming from representatives of an Orange County City or MOU organization (e.g., Chief Radio Officer), include comment that you are representing your organization. For example: "Representing MESAC."
 - b) If you are a member of an Orange County City or MOU organization (but not officially representing the organization), include comment that you are a member of a participating organization(s). For example: "Member of MV RACES, ARC and OCHEART."

- c) For participants that are not a member of an Orange County City or MOU organization, include comment that you are participating as an independent operator. For example: “Participating as an independent operator.”
 - d) If appropriate, send separate Winlink messages with the description that you are both a representative and member of given organization(s).
3. Any other pertinent information for the activity/event you’re supporting.

Winlink Check-in

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

1. STATION

a. **Date/Time:**

b. **To:** Clear ALL "Send To" Entries.

c. **From:** d. **Station Contact Name:** e. **Initial Operator(s):**

2. SESSION

a. **Type:** EXERCISE REAL EVENT b. **Service:** AMATEUR SHARES c. **Band:** NA Telnet HF VHF UHF SHF

d. **Session:** Telnet Packet Pactor Robust Packet Ardop VARA HF VARA FM Iridium Go Mesh

3. LOCATION

a. **Location:**

b. **LATITUDE:** c. **LONGITUDE:** d. **MGRS:** e. **GRID SQUARE:**

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.

4. COMMENTS: Max Characters 500

1. My EmComm Email address is: KM6RTE@gmail.com

2. Member of OCRACES, COAR, and OC Parks Fire Watch

3. ICS-213 form for needed resources will be sent separately.

[Submit](#)
[Save Check-in Data](#)
[Reset Form](#)
Ver 5.0.6

Figure 2. Example of Completed Winlink Express Check-In Form.

5 Submitting the Winlink Check-In Form

When completed, click **Submit** at the bottom of the form. Note that it is not easy to make changes to a form after submitting (generally easier to just re-do), so thoroughly review the form entries before clicking **Submit**.

As shown in Figure 3, a confirmation window will open, and click **OK** to close it. Your browser window may stay open (without any content). It is okay to close or minimize it.

This will now make the *Enter a new message* window the active window. You will notice that the *Enter a new message* window is now populated with the information you filled-in on the *Winlink Check-In* form. This includes the **To:** addressees, and the body of the message contains the key text information from the form. Generally, there shouldn't be any need to change or edit any of this information.

Confirmation window appears, Click OK

To complete your form submission, click OK and close the open browser window. You will return to the new message window so you can post your message to the outbox.

You may need to close your browser window, if left open

>>IMPORTANT<< Select Appropriate Message Type

This is the text information you filled in on the form

Enter a new message

Close Select Template Attachments **Post to Outbox** Spell Check Save in Drafts

From: KM6RTE Send as: Winlink Message Request message receipt Set Defaults

To: KM6RTE: Winlink Message
Radio-Only Message
Peer-to-Peer Message

Cc:

Subject: Winlink Check In [Exercise]-KM6RTE-Private Residence in the city of Orage

Attach: RMS_Express_Form_Winlink_Check_In_Viewer.xml;FormData.txt

Check-in
Status: [Exercise]
Date/Time: 2022-05-23 16:55:03
Initial Assigned Operators: KM6RTE
Station Contact Name: Scott MacGillivray
Call/Tactical Sender: KM6RTE
Location: Private Residence in the city of Orage
GPS Coordinates: LAT 33.7916315 LON -117.7733128 MGRS Coordinates: 11SMT2841139321 Grid Square: DM13cs
Band Used: VHF
Session Type: Packet
Call/Tactical Sender: KM6RTE

Comments:
1. My EmComm Email address is: KM6RTE@Gmail.com
2. Total "hidden" icons: 17
3. Member of OCRACES, COAR, OCHEART, and OC Parks Fire Watch.

Below Info Used for Copy and Paste to Spreadsheet

TAB Delimited:
2022-05-23 16:55:03 KM6RTE KM6RTE Scott MacGillivray Private Residence in the city of Orage
33.7916315;-117.7733128 11SMT2841139321 DM13cs VHF Packet 1. My EmComm Email address is:
KM6RTE@Gmail.com 2. Total "hidden" icons: 17 3. Member of OCRACES, COAR, OCHEART, and OC Parks Fire Watch.

Semicolon Delimited Values:
.2022-05-23 16:55:03;KM6RTE;KM6RTE;Scott MacGillivray;Private Residence in the city of Orage;33.7916315;-
117.7733128;11SMT2841139321;DM13cs;VHF;Packet;1. My EmComm Email address is: KM6RTE@Gmail.com 2. Total "hidden"
icons: 17 3. Member of OCRACES, COAR, OCHEART, and OC Parks Fire Watch.

Winlink Check in 4.0.8.4

Figure 3. Confirming Form Closure and Posting Message to Outbox.

5.1 Select Message Type

Select the appropriate message type for your communications mode (Reference Figure 3). For example, Peer-to-Peer Message for P2P communications Mode, or Winlink Message for conventional communications mode (i.e., through a Winlink RMS Gateway to the CMS [Common Message Server]).

5.2 Post to Outbox

From the menu options at the top of the *Enter a new message* window, click **Post to Outbox** to finish composing your message and close the message window (Reference Figure 3). This will take you back to main *Winlink Express* window. From that window, select a communications mode and open a session to complete the process of sending your message.