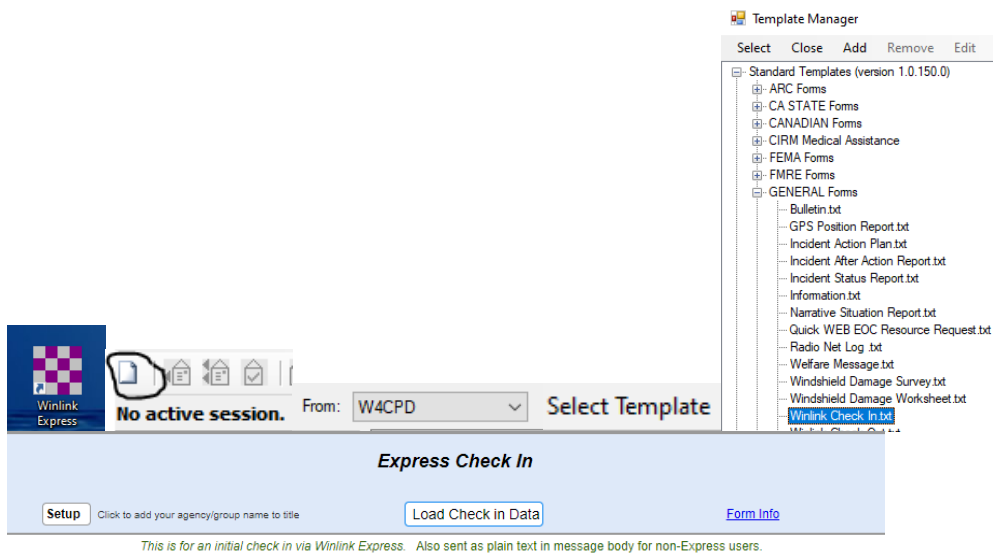# Using Winlink Express for "Check-in" Week 1 for January 20th, 2022.

Winlink Express can be utilized to "check-in" to a Winlink net and/or to notify the on-duty emergency coordinator that you have arrived at your assigned location for a deployment or exercise.

This document assumes that you already have Winlink Express installed and configured on your computer.

1. Launch Winlink Express on your computer by double clicking the desktop icon
2. Compose a new message by clicking the white paper button located in the toolbar
3. Ensure your call sign is listed in the "From" box.
4. Click the "Select Template" menu
5. The "Template Manager" window will open. Expand "Standard Templates" > "General Forms" and double click on "Winlink Check In.txt"
6. A new web browser window will appear with the "Express Check In" form

7. Once the form is displayed, click in the "Date/Time" field to populate the current date and time from your computer. A window will pop up with your current date and time, click "OK"
8. Fill in the form:
    1. In the "Select Status" box, choose whether you are checking in to an "Exercise", "Net", or "REAL EVENT". **FOR WINLINK THURSDAY WE WILL USE "Net".**
        i. If checking in for a deployment or shelter activation, choose "REAL EVENT"

      ii.   If checking in to a net, choose "Net"

     iii.   If checking in for an exercise, choose "Exercise"

2. In the "Band" box, select the radio band you are using for Winlink. If using Telnet, select "-N/A-". **(We encourage using RF VHF or HF GATEWAYS IF AVAILABLE AT YOUR LOCATION VERSUS TELNET)**

3. In the "Mode" box select the mode you are using to connect to Winlink. If using the internet, it would be "Telnet". If using one of the local VHF/UHF gateways it would be "Packet". If using HF, it would be either "Ardop", "Vara HF", or "Pactor" depending on what mode you plan to use to send the check-in form.

4. In the "Send To" box **type the ETO of your location (ETO-09 for example)**

5. In the "Call Signs of Initial On-Site Operator(s)", enter your call sign and the call sign of any additional operators with you.

6. In the "Sender" box, type in your call sign

Using Winlink Express for "Check-in"

7. In the "Location" field

i. If checking into a net from home, Enter "Home" and your city/state, for

example "Home – Pace, FL".

ii. If checking in for an activation or deployment, enter the actual location's

name and city/state as well as what room you are in. For example,

"Milton Community Center in Gym – Milton, FL"

8. In the "Decimal GPS Coordinates"

i. If checking in from home, please only use 2 decimal places for relative position (unless you wish your full GPS coordinates to be sent.)

ii. For an activation or deployment, please use your full GPS coordinates in the event of an emergency.

1. While most of these locations are known, it is good practice to determine your GPS location as a skill.

9. Your "MGRS" and "Grid" square information will fill in automatically once the GPS coordinates are entered.
10. In the "Comments" box, enter any relevant comments.
   i.   For an activation or deployment, comments might contain "Arrived at

   Milton Community Center, setup antenna/radio, and checked in with

   Shelter manager."

   ii.   For a net, no comments are required.

9. Upon completion of the form, review your entries for correct spelling and appropriate information then click "Submit" at the bottom of the form.

10. A message will display advising you to click "OK" and then close your web browser window.
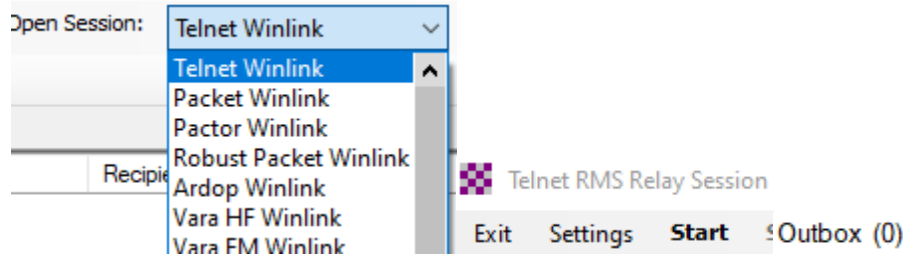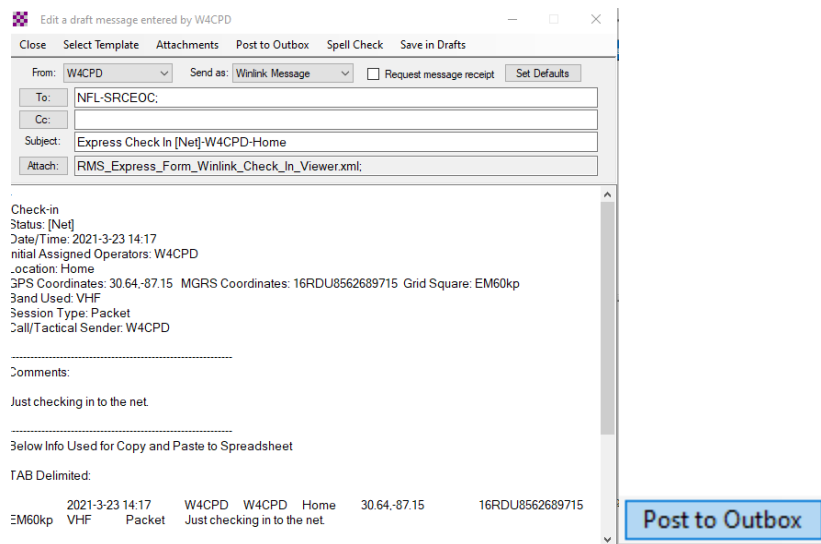
11. Once you close your web browser, you should see a fully completed Winlink message. **Do not change** anything.
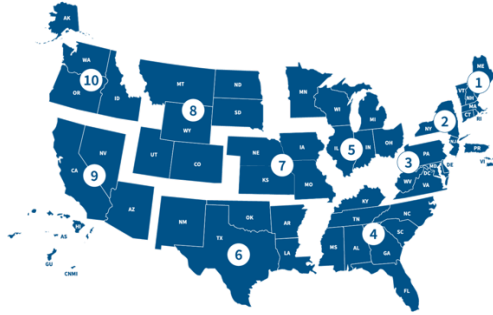
12. In the menu bar, click "Post to Outbox"
13. The message will be sent the next time you initiate a Winlink session. You can do this by selecting the type of session you want in the "Open Session" selection box. If sending via the internet, simply choose "Telnet Winlink" and click "Open Session**". (WE ENCOURAGE USE OF RF GATEWAYS VHF OR HF)**
14. Once you've opened the appropriate type of sessions, click "Start" in the session window.
15. Once completed, click "Exit" on the session window. Your "Outbox" should now read "0".

ETO Regional Map (if you live in CA you belong to ETO-09

Extra Credit Exercise:

Watch this Instructional Video and on the comment section provide a statement about what you thought was interesting on this video or whether you learned something new:

https://youtu.be/MAg-iP0A1D0

THE DONGLE DISPLAYED BELOW IS AN EXAMPLE OF A GPS RECEIVER AND NOT AN ENDORSEMENT NOR A REQUIREMENT!

DIYmall VK-172 VK 172 Gmouse G-Mouse USB GPS Dongle Glonass Support Windows 10/8/7/vista/XP/Raspberry PI Vehicle Aviation Tracker (Pack of 1pc) $12.99 from Amazon.