In this Winlink Thursday Exercise for March 31, 2022 you will:

- 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
- 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:

Send Your ETO Check-In to your clearinghouse

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"/"WinIink 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. Optionally, enter a comment into the comment section of the form.
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.