



Winlink Wednesday ICS-213 Check-In

(11 April 2019 revisions in Red text)

20 February 2019

Submitting a Winlink Wednesday ICS-213 Check-In (on the third Wednesday of each month) is easy. Follow these steps for a trouble-free submission.

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. Complete the form as shown in the example on the following page, substituting your personal information, as appropriate. *Remember that the “7. Message” field is the proper location for your usual, single line of check-in data.*
6. 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.
7. Enter the net control station call sign (usually KW6GB) in the “To” field.
8. In the line of options just above the “To” field, click on the options drop-down menu for “Send as:” and select the method by which you intend to send the message. *Be sure to do this step **after** you have completed and attached the ICS-213 form, or Winlink Express will automatically revert this setting to its default, usually “Winlink Message.”*
9. Post the message to the Outbox.
10. Open the session type to match the “Send as:” method you chose above and send the message normally. *Remember that your message type (Winlink or P2P) must match your session type or the message will not be sent during your connection.*

Operational hint: Remember to always use the templates that are located in the “Standard Templates” folder. When the Winlink Development Team alters or adds templates, this folder is automatically updated when you start Winlink Express while connected to the Internet.

That’s all there is to it! Contact me directly if you have any questions.

73,
Greg Butler, KW6GB

Winlink Wednesday ICS-213 Check-In

| General Message (ICS 213) | | |
|---|---|---|
| <input type="button" value="Load ICS213 INITIAL Data"/> Form Instructions | | |
| 1. Incident Name: <input type="text" value="Winlink Wednesday"/> | | |
| 2. To (Name/Position): <input type="text" value="KW6GB / Net Control"/> | | |
| 3. From (Name/Position): <input type="text" value="N4ACK / Net Participant"/> | | |
| 4. Subject: <input type="text" value="Winlink Wednesday Check-in"/> | 5. Date: <input type="text" value="2019-2-20"/> | 6. Time: <input type="text" value="15:07"/> |
| 7. Message: <div style="border: 1px solid gray; padding: 5px; min-height: 80px;"><p>N4ACK, Lyle, Windsor, Isle of Wight, VA (HF)</p></div> | | |
| 8. Approved by: <input type="text" value="L. Piner"/> | | Position / Title: <input type="text" value="Net Participant"/> |
| <input type="button" value="Save ICS213 INITIAL Data"/> | <input type="button" value="Submit"/> <input type="button" value="Reset Form"/> | Senders Base Call: <input type="text" value="N4ACK"/> Ver 36.2 |

Figure 1 - Example of a properly completed ICS-213 form for Winlink Wednesday check-in on the third Wednesday of each month.

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