



Winlink Wednesday ICS-213 Check-In

22 January 2023

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 General Message.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.
Important: 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 KN4LQN) 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.*

When the Winlink Development Team updates the standard templates, you will be prompted to download them when you start Winlink Express while connected to the Internet, and should keep the templates up-to-date.

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

73,
David Elkins, KN4LQN

