

Winter Field Day Prep Exercise

Position Report, Catalog Request, and Mapping

Exercise Message Submission Window

- January 10 00:00 UTC - January 16 08:00 UTC

Difficulty Level: **Intermediate**

Purpose: Winter Field Day (WFD) will take place in two weeks. This year, one point will be given for each Winlink P2P email sent and received. ETO exercise participants will observe other stations who are WFD participants on Winlink's Position report page. This will give the participants time to prepare their email list for WFD.

Objectives:

- Use Winlink Express to post a Position Report which includes your station's Winter Field Day (WFD) 2026 information.
- Generate and send a WL2K_NEARBY Winlink Catalog Request.
- Create a text file and a map of the nearest 30 position reports you obtained from WL2K_NEARBY Winlink Catalog Request and attach to your winlink message.

Resources:

- General Notes on Frequently Seen Mistakes:
https://emcomm-training.org/Winlink_Thursdays.html
- Finding your ETO Clearinghouse: <https://emcomm-training.org/General-Drill-Info.html>
- ETO Location Instructions — With or Without a GPS Receiver for your Computer [PDF]
 - <https://emcomm-training.org/Santa-2023/ETO-Location-Notes.pdf>
- How a GIS map-capable form's default position is determined:
 - From within Winlink Express click on Help ⇒ Help Contents..., expand Operation, click on GIS Mapping Forms & Catalog Items
- Winter Field Day 2026: <https://winterfieldday.org/>
- Edit and Resize Video: <https://www.youtube.com/watch?v=886P6ygHm00>

Special Configurations:

- Recent configurations of Winlink Express have provided options on whether transmission of the Form Data XML file(s) for the current form are transmitted with each document. If not transmitted, the HTML form will not display. The ETO Feedback process uses this form data XML to parse the data in the exercise, so it should be provided. Ensure that the Form Data settings are as configured for ETO Exercises submissions.
- This dialog can be found under **Settings** ⇒ **Form Settings...**

Form Server

IP address of form server: localhost

IP port of form server: 8001

Sending Messages with Form Data

Attach XML files with form data to messages generated by forms

Attach XML form files to messages going to Internet e-mail addresses

Automatic Form Opening

Automatically open forms when messages are selected

Automatically open reply forms when replying to messages with forms

Force Winlink Express to be shown over web browser after form submission

Show on map only most recent report within 100 meters from same sender

Send Forms as pdf Files

If you enable this option, messages with form attachments sent to Internet addresses (e.g., john@xyz.com) have the form information converted to a pdf file. Messages sent to Winlink users (callsigns) continue to have the form data sent in a condensed xml file where it's merged with the display form on the receiving end. Warning: Forms sent as pdf files are much larger than the condensed xml file. Often, messages with pdf forms are 50 kb or larger. They are not suitable for slow radio connections.

Send forms as pdf files to Internet addresses

Save Cancel

Continue To the Next Page for Instructions

Exercise Instructions - Concise:

Part 1: Generate a Position Report

- A. With the following information in Comments:
ETO Winlink Thursday Exercise 1/15/2026
WFD2026 Participation: (Yes or No for plans for participation)
- B. Before sending your Position Report Cc: <your ETO Clearinghouse address>;ETO-BK

Part 2: WL2K_NEARBY Winlink Catalog Request

- A. Request WL2K_NEARBY
- B. Before sending catalog request Cc: <your ETO Clearinghouse address>;ETO-BK

Part 3: Create a Text File of the WL2K_NEARBY Report

Part 4: Generate a Map of the WL2K_NEARBY Report (Bing map)

Part 5: Create a Winlink message using the Quick Message form:


- Attach your saved Text file
- Attach your saved Map (resized to 5kb)
- Populate the Quick Message form

Part 6: Send to your ETO Clearinghouse and ETO-BK


Continue To the Next Page for Detailed Instructions

Exercise Instructions - Detailed:

Part 1: Generate a Position Report

1. Open or restart the Winlink Express application.
2. Allow any updates to occur if prompted to do so.
3. Remove any Automatic Message Forwarding and/or Message Notification set within the Message Notification and Forwarding Window via Settings -> Message Notification and Forwarding.
4. Turn off CMS forwarding via Settings -> CMS Forwarding and User Options.
5. Click on the *Settings* → *GPS / Position Reports* or click on the red crosshair icon  on the Winlink Express menu toolbar.
6. If you have a GPS Dongle:
 - Click on *Use GPS Position* button
 - Click on *Use Current Time* button
7. If you are manually entering:
 - Click on *Use Current Time* button
 - Fill in the Latitude and Longitude text boxes (For ±DD.DDDD you will need the minus sign on the longitude if you are in the Western Hemisphere or on the latitude if in the Southern Hemisphere).
 - Set *Speed* and *Course* to 0.
8. Enter in the Comment:
 - ETO Winlink Thursday Exercise 1/15/2026
 - WFD2026 Participation: (Yes or No for plans for participation)
9. Click on *Post Report*. This places your Position Report in the Winlink Express Outbox.
10. Click on your Outbox folder, double click on your Position Report message, and Cc: <your ETO Clearinghouse address>;ETO-BK. Post to Outbox.
11. Send Position Report.
 - This helps populate position reports for others running this process as well as gives a default location for you for the Winlink.org site.
 - Open your preference of Winlink session mode and click *Start*.
12. Wait a few minutes to confirm your location shows up on Winlink's Position Reports page at <https://winlink.org/userPositions>.


Part 2: WL2K_NEARBY Winlink Catalog Request

1. Click on the *Settings* → *Winlink Catalog Requests* or click on the paper list icon  on the Winlink Express menu toolbar.
2. If your catalog hasn't been updated recently, you will be prompted to update it. Click Yes, then OK.
3. In the "Categories" list select WL2K_USERS
4. Double click on the WL2K_NEARBY. WK2J_NEARBY should appear under 'Selections' on the right.
 - This will create a report request for the closest 30 Position Reports that have been generated in the last 10 days.
 - Click on the *Post Request* button.
 - Click on your Outbox folder, double click on your Position Report message and Cc: <your ETO Clearinghouse address>;ETO-BK. Post to Outbox.
5. Open your preference of Winlink session mode and click *Start*.
6. Wait a few minutes for the Winlink system to process your request.
7. Since this request can be quite large in size, use the Winlink Session **Telnet** mode to receive the Catalog Request Response.
8. Double click on the received message to open the text message in its own window.


Part 3: Create a Text File of the WL2K_NEARBY Report

1. Within the open INQUIRY:WL2K_NEARBY report window, starting at the 16th line which starts with the word "CALL", hold down your left mouse button and drag your mouse to the end of the message to select text.
2. Right click mouse and select *Copy* (or CTRL C).
3. Open Windows Notepad and create a new document.
4. Right click your mouse and select *Paste* (or CTRL V) into Notepad.
5. Save text as "<YOURCALL>_Nearby_01-xx-2026.txt" (put date of report in place of xx). See Fig. 1
6. Click on the *Save* button making note of what directory you are saving the text file.

Part 4: Generate a Map of the WL2K_NEARBY Report

1. Click on *Message* → *Generate maps and CVS files for forms* or click on the globe icon  Winlink Express menu toolbar.
2. In the “Select form” dropdown box, select *Nearest Position Reports*.
3. In the “Map provider” dropdown box, select *Bing*.
4. Click on the *Display Map* button.
5. Click on the window’s Maximize button in the upper right corner.
6. Click and hold your right mouse button to move the map, use the 'Zoom-In' and 'Zoom-Out' menu items, or scroll wheel of your mouse to zoom the map until all 30 nearby stations are visible.
7. Click on the *Save as jpeg* on the toolbar menu picking the same directory you saved your <YOURCALL>_Nearby_ 01-xx-2026.txt file.
8. Provide the file name as <YOURCALL>_Map_01-xx-2026.jpg (put date of report in place of xx).
9. Click on the *Save* button.
10. Close the Map of Nearest Position Reports window.
11. Close the Maps and CVS/KML Files for Forms window.

Part 5: Create a Winlink message using the Quick Message form with attached files

1. Click on *Message* → *New Message* or click on the New message icon  on the Winlink Express menu toolbar.
2. Add attachments before opening the Winlink Quick Message form
 - Click on *Attachments* in the New Message menu toolbar.
 - Click on *Add* in the Attachments window.
3. Add your **Text File of the WL2K_NEARBY Report**
 - Search in the Explorer Window and select your <YOURCALL>_Nearby_ 01-xx-2026.txt file you saved in Part 3 Step 5.
 - Click on the *Open* button.
4. Click on *Add* in the Attachments window.

Part 5: Create a Winlink message using the Quick Message form with attached files continued

5. Add and resize your **Map of the WL2K_NEARBY Report**

(The Resource list on page 1 has a link to a video on How to Edit/Resize.)

- Search in the Explorer Window and select your <YOURCALL>_Map_01-xx-2026.jpg file you saved in Part 4 Step 8.
- Click on the *Open* button.
- In the *Attachments* window highlight the jpg file.
- Click on *Edit/Resize-Image*.
 - i. To Crop the Image:
 1. While holding the left mouse button start in one corner and drag on the image to make a bounding box no bigger than needed to enclose all the displayed position pins.
 2. Click on the *Crop* menu item.
 - ii. To resize the image:
 1. Click on the *Resize* menu item to begin resizing the image.
 2. In the *Desired size (kb)* field enter the number 5.
 3. Click on the *Change Size* button.
 4. Click on the *Save* button.

6. Click on *Save changes* in the menu of the Edit map window.

7. Click on the *Finished* button.

8. Your New Message window, at this point, should now have two attachments listed in the *Attach:* section on your message. See Fig. 2

9. Select Winlink Quick Message template.

- Click on *Select Template* from the menu toolbar of your New Message window.
- Click once on plus by *Standard Forms* or double click on *Standard Forms* to expand.
- Click once on the plus by *General Forms* or double click on *General Forms* to expand.
- Click once on *Quick Message.txt* and click on *Select* button on the Template Manager toolbar or double click on *Quick Message.txt* to select.

10. Populate the Quick Message template. Refer to Fig. 3

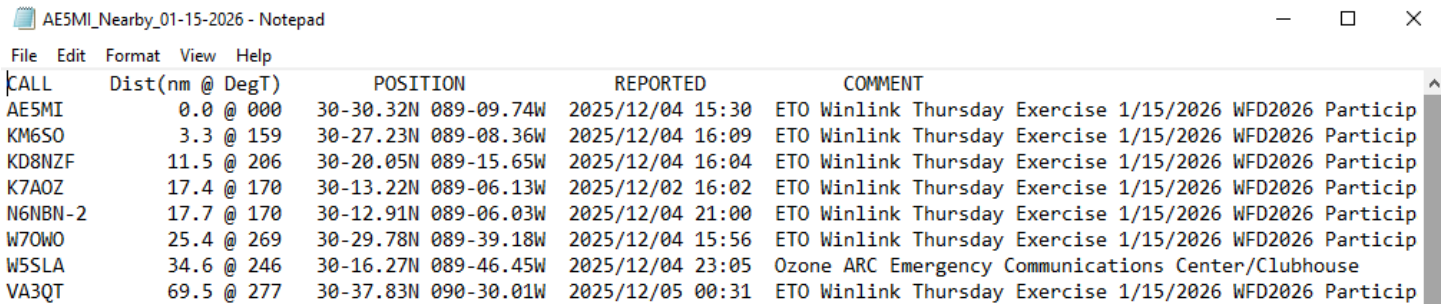
- Send to address: enter <your ETO Clearinghouse address>;ETO-BK
- Skip over *Add a SMS number and Carrier*
- From: <YOUR NAME>, <YOUR CALL SIGN>
- Date/Time: auto populate making sure you are within the exercise time frame
- Subject: ETO Winlink Thursday 1/15/2026
- Message: enter the digital number of the stations from your WL2K_NEARBY Report that have “ETO Winlink Thursday Exercise 1/15/2026” in their Comment
- Click on the *Save Quick Message Data* button
- Click on the *Submit* Button

Part 6: Send to your ETO and ETO-BK

1. Verify your ETO Clearinghouse address and ETO-BK are in the *To:* field.
2. Optionally, enter your internet email address in the *CC:* line.
3. Click on the *Post to Outbox* button on the New Message toolbar menu.
4. Select your session type from the drop-down list to the right of the Open Session button on the Winlink toolbar menu.
5. Click on the Open Session button.
6. Click Start to send your message.

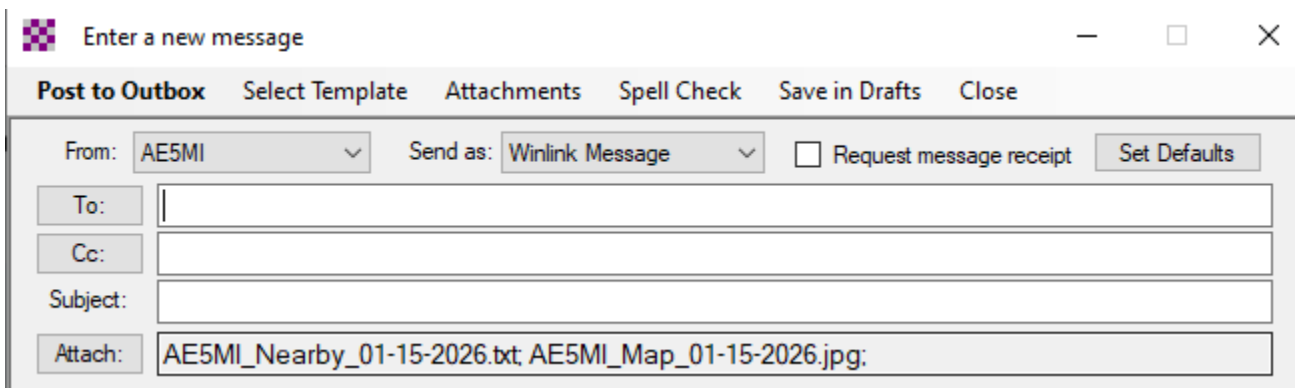
Winlink Thursday Exercise for January 15, 2026

Fig.1 Example of copied Position Report in Notepad:



CALL	Dist(nm @ DegT)	POSITION	REPORTED	COMMENT
AE5MI	0.0 @ 000	30-30.32N 089-09.74W	2025/12/04 15:30	ETO Winlink Thursday Exercise 1/15/2026 WFD2026 Particip
KM6SO	3.3 @ 159	30-27.23N 089-08.36W	2025/12/04 16:09	ETO Winlink Thursday Exercise 1/15/2026 WFD2026 Particip
KD8NZF	11.5 @ 206	30-20.05N 089-15.65W	2025/12/04 16:04	ETO Winlink Thursday Exercise 1/15/2026 WFD2026 Particip
K7AOZ	17.4 @ 170	30-13.22N 089-06.13W	2025/12/02 16:02	ETO Winlink Thursday Exercise 1/15/2026 WFD2026 Particip
N6NBN-2	17.7 @ 170	30-12.91N 089-06.03W	2025/12/04 21:00	ETO Winlink Thursday Exercise 1/15/2026 WFD2026 Particip
W7OWO	25.4 @ 269	30-29.78N 089-39.18W	2025/12/04 15:56	ETO Winlink Thursday Exercise 1/15/2026 WFD2026 Particip
W5SLA	34.6 @ 246	30-16.27N 089-46.45W	2025/12/04 23:05	Ozone ARC Emergency Communications Center/Clubhouse
VA3QT	69.5 @ 277	30-37.83N 090-30.01W	2025/12/05 00:31	ETO Winlink Thursday Exercise 1/15/2026 WFD2026 Particip

Fig. 2 Example of Attachments:



Enter a new message

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

From: AE5MI Send as: Winlink Message Request message receipt Set Defaults

To:

Cc:

Subject:

Attach: AE5MI_Nearby_01-15-2026.txt, AE5MI_Map_01-15-2026.jpg

Fig. 3 Example of Winlink Quick Message:

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QUICK MESSAGE
[Load Quick Message Data](#)

This form generates a short text message that can be sent to an email and/or SMS address.
The sender is responsible for knowing the carrier of the recipient when using SMS messaging. The carrier list contains the most common primary carriers in the US and Canada and is for information only. No resellers listed. Use at your own discretion and risk. No delivery guarantee is made or implied.

Send to address:

Add a SMS number: Carrier: [Click to add SMS phone](#)

From: Date/Time:

Subject:

Message Character count:

7

[Submit](#) [Save Quick Message Data](#) [Reset Form](#)

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Beyond the Exercise

The following is not part of the exercise but are suggestions for you to learn on your own and will be very helpful for WFD2026.

- ❖ Verify message has reached the CMS (For US Radio Sessions Only). Read page 8 Section 11 of December 2022 ETO exercise and July 28, 2022 ETO exercise.
https://emcomm-training.org/Winlink_Thursdays_2023.html
- ❖ After the ETO Winlink Thursday 1/15/2026 exercise is over:
 - Review the Winlink's Position Reports site <https://winlink.org/userPositions>
 - Hover over pinpoints to find WFD2026 participants
 - Write down the call signs to add to your WFD2026 Group Addresses.
- ❖ Group Addresses
 - Click on *Settings* on the menu toolbar of the Winlink main window.
 - Click on the *Group Address...*
 - Click on the *Add Group* button.
 - Name of the group: WFD2026
 - In the *Addresses in Group* box add the call signs from your list you made from the Winlink Position Reports site separated with space or semi-colon.
 - Click the *Save* button.
- ❖ During WFD2026:
 - Set to UTC time:
 - Click on *Settings*, scroll down and click on *Preferences...*
 - Time Display choose UTC.
 - Create a Winlink P2P message with your WFD2026 exchange in the message box.
 - Choose *Peer-to-Peer Message* in drop-down box next to *Send as*:

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Winlink Thursday Exercise for January 15, 2026

- Click on the *To:* button
- The *Select Destinations* box will open.
- Select Contact WFD2026 either by double clicking on it or click on it once and click *Add to Message*.
- Type your WFD2026 exchange in the message box.
- Click on *Post to Outbox* on the top menu.
- Create a Position Report for field day with:
 - WFD2026 P2P
 - Dial Frequency: (insert your frequency if you plan on parking on a frequency)

Note: Keep your list handy in case you receive a report by a call sign not on your list. You will then need to make a P2P message to send to that call sign on the same band preferably in quick succession.

- ❖ After WFD, create an ICS-309 Communications Log of your WFD emails.
 - On the menu toolbar of the main Winlink window click on *Message* and scroll down to *Generate Form 309 Communications Log*
 - *Select Message Mailboxes:* Check Inbox, Outbox, Read
 - *Message date Range:* Pick your date and time range of operation; check UTC
 - *Page Layout Options:* Separate entry for each recipient.
 - Check UTC time
 - Fill out the rest as you like
 - Output pdf file: browse and find a location
 - Generate 309 PDF