

ETO Field Day Rehearsal Exercise

Exercise Message Submission Window

- June 13th 00:00 UTC - June 19th - 08:00 UTC

Difficulty Level: Basic

Purpose: We believe participants in the EmComm Training Organization's exercises seek to acquire new skills and capabilities. The ARRL Field Day provides an incentive for Ham radio operators to practice their portable emergency communications skills. Field Day also gives radio operators an opportunity to practice originating and sending forms one might utilize during an event. This year's Field Day will be held on June 27th and 28th. The 27-hour operational period starts at 1800 UTC on the 27th, and ends at 2059 UTC on the 28th. During this period, amateur radio operators may use select frequencies on HF, VHF, or UHF bands and are free to use any mode that can faithfully transmit the required exchange intact. For those stations in IARU Region 2, an origination of an ICS 213 to the ARRL Section Manager or Section Emergency Coordinator, by your group from the Field Day site, is worth 100 bonus points. The message must include the club name, number of participants, Field Day location, and number of ARES operators involved with your station. In order to receive the 100 bonus points, the message must leave the Field Day operation via amateur radio frequencies during the operation period. For details on frequency, allowed modes, and other rules, [ARRL Field Day Rules](#).

For this exercise the participant will rehearse the sending of a Field Day ICS-213. Participating DX stations will use ARES equivalent or put 'N/A'.

Objectives:

- Use Winlink Express to create and send an ICS 213 General Message
- Provide responses:
 1. Club name
 2. Number of participants
 3. Field Day location
 4. Number of ARES operators involved with your station

Resources:

- General Notes on Frequently-Seen Mistakes:
https://emcomm-training.org/Winlink_Thursdays.html
- [ARRL Field Day Home Page](#)
- [ARRL Field Day Rules](#)
- [ETO Location Instructions](#) — With or Without a GPS Receiver for your Computer [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

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 “Add **Settings** ⇒ **Form Settings...**”

Form Server

IP address of form server:

IP port of form server:

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

Continue To the Next Page for Instructions

ICS-213 Exercise Instructions – Concise:

Part 1: Prep

- ❖ Open Winlink Express and update if prompted to do so.
- ❖ Remove Automatic Message Forwarding and/or Message Notification
- ❖ Turn off CMS forwarding

Part 2: Create a Winlink message using the ICS-213 form located in Standard Forms -> ICS USA Forms -> ICS213 General Message.txt.

Part 3: Fill out the top section's Agency/Group Name

- ❖ Click the Setup button and enter **EmComm Training Organization**
- ❖ Check the box labeled *THIS IS AN EXERCISE*.

Part 4: Populate the ICS 213 Message Fields

- ❖ 1. *Incident Name:* **ARRL Field Day 2026**
- ❖ 2. *To Name:* your ETO clearinghouse address
- ❖ 3. *From:* your call sign / **ETO Winlink Thursday Participant**
- ❖ 4. *Subject:* **ARRL Field Day 2026 Participation**
- ❖ 5. *Date:* auto-populate
- ❖ 6. *Time:* auto-populate
- ❖ 7. *Message:* on 4 separate lines provide the following:
 - **Club:** name (or your first name if not participating with a club)
 - **Participants:** number of participants
 - **Field Day Location:**
 - **ARES Participants:** (DX stations: ARES equivalent or put 'N/A')
- ❖ 8. *Approved by:* your name, your call sign
- ❖ 8b. *Position / Title:* **ETO participant**

Part 5: Location Coordinates - Ensure Latitude, Longitude, MGRS, and Grid is populated.

Part 6: Submit the form

Part 7: Sending the message: Send to your ETO clearinghouse and ETO-BK

ICS-213 Exercise Instructions - Detailed:

Part 1: Prep

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. Having these options enabled may cause issues with ETO exercises, so please disable them while performing the exercises. If you need them enabled, you may reactivate them afterward.

Part 2: Select ICS-213 form

1. Click on the *Message > New Message* menu items.
2. In the *Enter a new message* window, verify that *Send As* is set to *Winlink Message*.
3. Within this same window, Click on *Select Template* menu item and then expand the list item *Standard Templates*.
4. Scroll down if necessary and expand the sub-list item *MAPPING-GIS FORMS*.
 - Note: This is an alternative to expanding *ICS USA Forms* which also has a copy of the template that uses the ICS 213 HTML form.
5. Select *ICS213 General Message.txt* list item and open it, click on the *Select* menu item.
6. The HTML form labeled *General Message (ICS 213)* will open in your default browser.

Part 3: Fill out the top section's Agency/Group Name

1. Click the Setup button and enter **EmComm Training Organization**
2. Click on OK, and note that **EmComm Training Organization** is now inserted at the top of the form
3. Check the box labeled *THIS IS AN EXERCISE*.

Part 4: Populate the ICS 213 Message Fields

- ❖ 1. *Incident Name*: insert **ARRL Field Day 2026**.
- ❖ 2. *To Name*: insert your ETO clearinghouse address
- ❖ 3. *From*: insert your call sign followed by a space, a slash (/), a space, and then the text: **ETO Winlink Thursday Participant**.
- ❖ 4. *Subject*: insert **ARRL Field Day 2026 Participation**.
- ❖ 5. *Date*: click and respond OK to insert the provided Date value.
- ❖ 6. *Time*: click and respond OK to insert the provided Time value.
- ❖ 7. *Message*: on 4 separate lines provide the following (*refer to example of completed message on page 8*)
 - **Club**: name (or your first name if not participating with a club)
 - **Participants**: number of participants
 - **Field Day Location**:
 - **ARES Participants**: number of ARES operators participating with your group (DX stations: ARES equivalent or put 'N/A')
- ❖ 8. *Approved by*: insert your first name, comma, space and personal callsign (Name, Callsign)
- ❖ 8b. *Position / Title*: insert **ETO participant**.

Part 5: Location Coordinates

- Location coordinates are mandatory for this exercise. It is part of the evaluation for correctness of the submitted form content.
- If you have a GPS receiver connected to your computer, the Latitude, Longitude and MGRS value will automatically be calculated and displayed. Alternatively, obtain a position using a Cell Phone GPS application.
- If you enter a decimal Latitude and Longitude, the MGRS value will automatically be calculated and displayed.
- If you use the default values, the MRGS will not be calculated. The gray value you see is only a format hint related to the field. If you use the default values, edit either the Latitude or Longitude by adding a zero to the end of the default value and tab to the next field to force a calculation.
- Your MRGS value should be in black.

Part 6: Submitting the form

6. **Optional:** Click on the *Save ICS213 INITIAL Data* button and follow prompts.
7. Click on the *Submit* button.
8. Click OK on the pop-up dialog box to close it.
9. Close the browser.

Part 7: Sending the message

1. *To* field: Enter your ETO clearinghouse and ETO-BK separated by semicolons
CC field: Optional - enter your internet email address (*refer to example of completed message on page 9*)
2. Click on *Post to Outbox* on the menu bar.
3. Check the Outbox folder to verify your message is in the Outbox.
4. Select your session type from the drop-down list to the right of the *Open Session* button.
5. Click the *Open Session* button.
6. The Open Session Window will open.
7. If applicable, pick an appropriate *Channel Selection*
8. Click Start to send your message.
9. Close the Session window.
10. Close the Winlink Express window.

End of Exercise Instructions.

Example of completed *General Message (ICS-213)* form on next page

Example of completed *General Message (ICS-213)* form

General Message (ICS 213) EmComm Training Organization			
<input checked="" type="checkbox"/> THIS IS AN EXERCISE		Load ICS213 INITIAL Data	
Form Instructions			
1. Incident Name: <input style="width: 80%;" type="text" value="ARRL Field Day 2026"/>			
2. To (Name/Position): <input style="width: 80%;" type="text" value="ETO-04"/>			
3. From (Name/Position): <input style="width: 80%;" type="text" value="AE5MI / ETO Winlink Thursday Participant"/>			
4. Subject: <input style="width: 80%;" type="text" value="ARRL Field Day 2026 Participation"/>		5. Date: <input style="width: 50%;" type="text" value="2026-06-18"/>	6. Time: <input style="width: 50%;" type="text" value="10:55"/>
7. Message:			
<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"> Club: WX5HAR Harrison County MS ARES Org Participants: 7 Field Day Location: Harrison County EOC ARES Participants: 5 </div>			
8. Approved by: <input style="width: 80%;" type="text" value="Yvette, AE5MI"/>		8b. Position / Title: <input style="width: 80%;" type="text" value="ETO participant"/>	
Optional Location Coordinates			
Latitude <input style="width: 50%;" type="text" value="30.520833"/>	Longitude <input style="width: 50%;" type="text" value="-89.125000"/>	MGRS <input style="width: 50%;" type="text" value="16RBU9610478420"/>	Grid <input style="width: 50%;" type="text" value="EM50km"/>
LAT/LON and MGRS default to the center of the grid square listed in Express Settings, unless a GPS is used or Lat/LON or MGRS are entered manually. For Winlink mapping and CSV export you must enter a latitude and longitude.			
<input type="button" value="Submit"/>		<input type="button" value="Save ICS213 INITIAL Data"/>	
<input type="button" value="Reset Form"/>		Ver 43.48	

Example of completed *General Message (ICS-213)* message

The screenshot shows a 'Winlink' window titled 'Enter a new message'. The window has a menu bar with 'Post to Outbox', 'Select Template', 'Attachments', 'Spell Check', 'Save in Drafts', and 'Close'. Below the menu bar are fields for 'From: AE5MI', 'Send as: Winlink Message', and a checkbox for 'Request message receipt'. The 'To:' field contains 'ETO-04;ETO-BK'. The 'Subject:' field contains 'ICS-213: ARRL Field Day 2026 Participation - 2026-06-18 10:55'. The 'Attach:' field contains 'RMS_Express_Form_ICs213_Initial_Viewer.xml;FormData.txt'. The main message body contains the following text:

GENERAL MESSAGE (ICS 213)
 EmComm Training Organization
 ** THIS IS AN EXERCISE **
 1. Incident Name: ARRL Field Day 2026
 2. To (Name and Position): ETO-04
 3. From (Name and Position): AE5MI / ETO Winlink Thursday Participant
 4. Subject: ARRL Field Day 2026 Participation
 5. Date: 2026-06-18
 6. Time: 10:55
 7. Message:
 Club: WX5HAR Harrison County MS ARES Org
 Participants: 7
 Field Day Location: Harrison County EOC
 ARES Participants: 5
 8. Approved by: Yvette, AE5MI
 8a. Position/Title: ETO participant
 [Sender: AE5MI Lat: 30.520833, Lon:-89.125000, MGRS: 16RBU9610478420; Location source: Form entry]

 Express Sending Station: AE5MI
 Senders Express Version: 1.7.31.0
 Senders Template Version: ICS 213 v.43.8

Beyond the Exercise

The following is not part of the exercise but are suggestions for you and your EmComm group for bonus points:

During or immediately after the ETO Field Day Rehearsal Exercise:

- ❖ Create a Position Report with the following information in the Comment:
 - FD2026 Participation: (Yes or No)
 - Club call sign: (or if participating solo enter your call sign)
- ❖ Hint: Refer to ETO January 2026 Winter Field Day Prep Exercise Part 1 replacing info in number 8 with the above.

<https://emcomm-training.org/2026-01-15-%20ETO%20Winter%20Field%20Day%20Prep.pdf>

Day before ARRL Field Day:

- ❖ Pick 10 participating ARRL Field Day 2026 stations from the Winlink's Position Reports site <https://winlink.org/userPositions>
- ❖ **7.3.6. Message Handling:** 10 points for each formal message originated, relayed or received and delivered during the Field Day period, up to a maximum of 100 points (ten messages). <https://www.arrl.org/files/file/Field-Day/2026/2026-Field-Day-Rules.pdf>
- ❖ Set Winlink Time to UTC - Hint: Refer to ETO January 2026 Winter Field Day Prep Exercise *Beyond the Exercise*.

Day of ARRL Field Day 2026: Create Winlink ICS-213 messages

- ❖ Section Manager message:
 - Worth 100 bonus points for IARU Region 2 stations
 - Find your Section Manager
 - ARRL [Sections](#) (link to list of Section Managers)
 - Create a new Winlink message using the ICS-213 template.
 - Once the form opens in the browser click on the 'Load ICS213 INITIAL Data button.
 - Pick the file you saved for this exercise **ETO Field Day Rehearsal Exercise**
 - Change the following:
 - Setup: ARRL Field Day 2026
 - To: (your Section Manager call sign);ETO-FIELDDAY (DX stations omit Section Manager and just send to **ETO-FIELDDAY**)
(DO NOT send to ETO clearinghouses, nor ETO-BK, nor ETO-PRACTICE)
 - From: your call sign / ARRL Field Day Participant
 - Update date and time

ETO Winlink Thursday Exercise for June 18, 2026

- 8b Position / Title: Field Day Participant or if you have another title such as ARES EC
- Save and Submit
- Post to Outbox

Day of ARRL Field Day 2026: Create Winlink ICS-213 messages continued:

- ❖ Messages for 10 stations:
 - Worth 10 points each for a total of 100 bonus points for IARU Region 2 stations
 - Create a message for each of the 10 stations.
 - Load the message you saved for your Section Manager
 - Address to one of the ten stations. (I suggest doing one for each station as opposed to all ten in one message.)
 - In the Message section add: Good Luck on ARRL Field Day 2026
 - Save and Submit
 - Post to Outbox
 - Repeat for remaining stations

Conclusion of ARRL Field Day 2026: Create an ICS-309 Communications Log of your Field Day messages.

- ❖ Refer to:
 - ETO January 2026 Winter Field Day Prep Exercise *Beyond the Exercise*.
 - *une*
- ❖ I suggest creating a personal folder such as 'FD2026' to move your Field Day ICS-213 messages you sent and received.
 - Then you can just select Personal 1 and choose 'FD2026'
 - <https://www.youtube.com/watch?v=ALc0atxWeT0>