



Starting to use the new IOTA website

- 1) On your first visit, you will need to click the 'Register new user' link at the top of the right-hand column on the page.

- 2) You will then be asked to enter your callsign

The next step depends on how much information IOTA already knows about you ...

a) If you are already an IOTA participant, and you already have at least one IOTA certificate or award :-

You will be asked two random questions about your QSOs and one about your awards. If you answer all three questions correctly, you will be given a password. The password will also be emailed to you if we have an email address for you, and you have given us permission to email you. We suggest that you 'copy' the password for the next step.

Return to the homepage, then log-in with the password you were given. You should then go to the 'Edit my profile' link, in the login box in the right-hand column, to change the password to something more memorable.

If you get any of the questions wrong, you will have to wait until your checkpoint contacts you with a password (or ask them for one if you haven't supplied an email address). We have to do this to check who you are, so that nobody else can access your records.

b) If you are already known to IOTA (eg. you have an IOTA Directory number) but you do not have any awards and/or QSOs :-

You will receive the following notice. Follow the instructions.

'Because this site will become the centre of your interactions with IOTA, we have to be sure who you are before supplying you with a password. Please click submit to request a password from your checkpoint, who will be in contact shortly. If we have an email address for you (and you have previously given us permission to contact you via email) we will try to contact you on that address, otherwise you will need to ask your checkpoint for the password. '

c) If you have never taken part in IOTA before and are unknown to the system :-

You will be given a form for registering. Some parts of the form may be completed for you automatically from QRZ.com, but please check them.

Contact information

Title: Given name: Initial(s):

Family name: Suffix: (Snr., Jr., II, etc.)

Display name: (This is your name as it will appear on certificates, etc.)

Address:

Town:

Postcode / ZIP:

Check the box if your country places the postcode/ZIP before the town name

State / County:

Country:

After registering, your local checkpoint must approve you and email you a password before you can log-in.

Now see the next page...

Other things that current participants need to do:

(If you have never taken part in IOTA before, and did part 2c. above, please ignore this page)

1. We strongly suggest that you review your privacy options immediately. Due to recent changes in British Law, we now need to you explicitly agree to be displayed in the honour-roll / annual listings, to receive email from the server, etc.
Log-in, and then click 'edit my profile'



Scroll down to the privacy options. Tick (check) the boxes next to your preferred settings. If you do not tick 'Email notifications', the server will not be able to tell you about changes to your account or the progress of submitted updates / applications.

Visible to others:
Listed in honour roll:
Email notifications:
No general emails:
No general SMS:

Save the changes, log-out and then log back in again.

2. If you already use the IOTAMEM (or IOTAMEM4Win) software, we will no longer accept this for updates. If you have QSOs which have not yet been credited to you, please generate an update file in the IOTAMEM / IOTAMEM4Win program. Next, go to 'My credits' at the top of the screen, and then click the 'Import IOTAMEM file' link. Upload the update file that you just saved. You will be asked for more information about the contacts, so please have your QSL cards ready. When you have entered all of the information, the QSOs will be added to your records, so you can send them with your next update from the website.

Credit for IOTA Contest QSOs since 2004

If you entered the IOTA Contest in 2004, 2005 or 2006 as a single-op station (or multi-op if you are registered as a club) from the same DXCC entity as you gave when you registered on the IOTA site, you can get credit for these QSOs without needing QSL cards, free-of-charge¹.

Log-in, go to 'My Credits' and click 'Claim QSOs from an IOTA Contest Log'. You will then need to upload the same cabrillo-format file as you originally submitted to the IOTA Contest website after the contest. The QSOs will be checked, and reference numbers that you need will be added to your records, ready to be sent with your next update.

That's it, you are now ready to start adding QSOs to your next update.

Notes for All Users

- We aim to make the registration process as easy as possible, but to protect your personal data and scores, we also have to be sure of who you are. If you are registering within a few days of launch, the large number of people trying to register may cause difficulties. We hope that you will be understanding if there are any problems or delays.
- To make the process as smooth as possible for everyone, it would be very helpful if you could check with your checkpoint that your email address is correct before registering. If you have a 'whitelist', please add server@rsgbiota.org to it, to reduce the risk of our emails being treated as Spam.
- If you have a new callsign that was previously used by an IOTA participant it is possible that you will have some difficulty registering. Please email iota.hq@rsgb.org.uk for help.
- Once it is issued, your password is stored in the database using a one-way encryption system. This means that we can never discover what it is, so please do not ask us to remind you! Follow the instructions on the site for resetting your password instead.
- If you have any problems, your checkpoint should be your first contact for help. If you are a new user and do not know who your checkpoint is, contact iota.hq@rsgb.org.uk

We hope that you enjoy the new IOTA system

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¹ Charge to be reviewed in December 2008