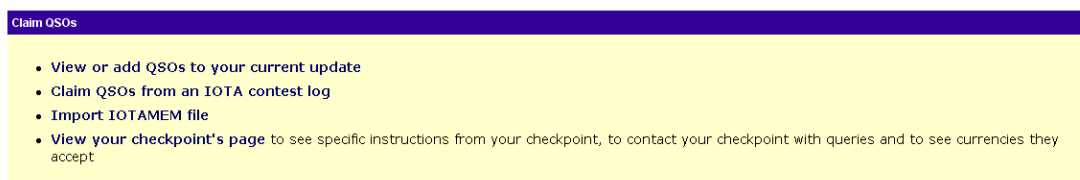


CLAIMING QSOs ON THE NEW RSGBIOTA WEBSITE

We ask that you only make one update/claim each year unless you need to apply for a new certificate or award. In future the Honour Roll and Annual Listing will be compiled several times during the year so there is no single annual deadline that you need to meet.

The IOTA server will maintain details of your update/claim online until such time as you decide to submit it. When you do submit your claim you will need to send the necessary QSL cards and payment to your checkpoint as before. You can return to edit your claim as often as you like until you have clicked on the “Submit” button.

To add QSOs to your claim/update or edit them you must log in to the server and click on the “My Credits” tab. Underneath the summary of your All Band and VHF scores you will see the following section:



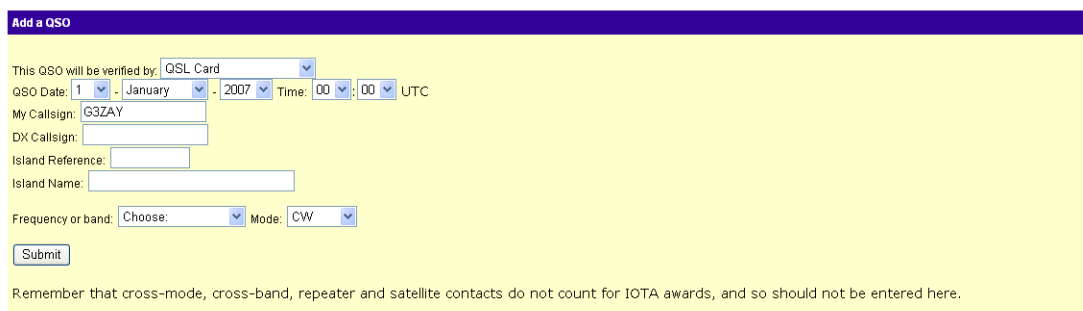
Claim QSOs

- View or add QSOs to your current update
- Claim QSOs from an IOTA contest log
- Import IOTAMEM file
- View your checkpoint's page to see specific instructions from your checkpoint, to contact your checkpoint with queries and to see currencies they accept

There are three options for adding to your score – we encourage you to use the first link in most situations and add your QSOs to your claim/update one at a time as you receive the QSL cards.

A) Adding QSOs One at a Time

If you click on the link “View or add QSOs to your current update” you will see a page with more detailed instructions followed by the section below:



Add a QSO

This QSO will be verified by: QSL Card

QSO Date: 1 - January - 2007 Time: 00:00 UTC

My Callsign: G3ZAY

DX Callsign:

Island Reference:

Island Name:

Frequency or band: Choose: Mode: CW

Submit

Remember that cross-mode, cross-band, repeater and satellite contacts do not count for IOTA awards, and so should not be entered here.

For each QSO you should enter the relevant data – using the drop-down options or keying it in direct where there are no drop-downs. The QSO can be based on a QSL card that you hold or on an IOTA Contest QSO in our database. You must select the correct option in the first box. After you enter the Island Reference number you should click in the island name field and, if you have Javascript enabled, you will see the list of valid islands to choose from. The system will also insert the Group Name and any Group Comment from the Directory on the screen as shown below.

Add a QSO

This QSO will be verified by:

QSO Date: - - Time: : UTC

My Callsign:

DX Callsign:

Island Reference:

Island Name:

Group Name: Provence-Cote d'Azur (Bouches du Rhone) Region group
Group Comment: Not Maire

Frequency or band: Mode:

Remember that cross-mode, cross-band, repeater and satellite contacts do not count for IOTA awards, and so should not be entered here.

When the data is complete and matches the QSL card then click “submit”. You will get another screen which will tell you the server response to that QSO (i.e. whether it has been able to add it to your claim and whether there are any warning messages). In the example below the server has refused to add the QSO because you already have a credit for the Group. (The only situation where you can add a QSO for an already-credited reference number is where you are adding a VHF QSO and the existing one is HF or on an unknown band (imported from the old IOTAMEM database)). You cannot add an HF QSO if you already have a VHF QSO as the VHF one is already OK for the All-Band Award. Note that any errors preventing credit being given will be shown in red on the screen. Warnings of various sorts will appear in black.

Add QSO: Server response

Sorry. The QSO was not added because one or more errors have occurred while attempting to add this QSO. Please check the responses below, and perform the suggested action.

207 - You already have credit for this group
What this means: You already have a QSO with this IOTA group reference number credited to you.
What you should do: No action required.

101 - Fewer than four credits awarded for this activation
What this means: The server checked how many other participants have credit for this callsign on this reference number but fewer than four other people have it.
What you should do: If the reference number has a large population (like OC-001 Australia or EU-005 Great Britain) this is probably not a problem. Also, if the activation is very recent it might be OK. But in other cases, it would probably be best to send a different card if possible.

The section below shows a successfully added QSO – but with a warning that the callsign is not a common one for that reference number.

Add QSO: Server response

QSO between G3ZAY and EA/G3ZAY on EU-080 at 2007-03-26 19:00:00 on 7 PHONE has been added successfully.

The server noticed the following potential problems whilst adding your QSO, which you are strongly advised to check before submitting your update:

101 - Fewer than four credits awarded for this activation
What this means: The server checked how many other participants have credit for this callsign on this reference number but fewer than four other people have it.
What you should do: If the reference number has a large population (like OC-001 Australia or EU-005 Great Britain) this is probably not a problem. Also, if the activation is very recent it might be OK. But in other cases, it would probably be best to send a different card if possible.

After you have added one or more QSOs you will notice the following summary table appears on your update page (the one you see when you click the “View or add QSOs to your current update”).

QSOs in IOTA Update for G3ZAY

The update currently contains the following QSOs:

You currently have 1027 credited groups. If all of the QSOs in this and any pending updates are accepted, you will have a total of 1029 groups.

Ref. No.	Island	My Callsign	DX Callsign	MHz	Mode	UTC	Source:	Actions
AF-028	Socotra	G3ZAY	7O3ZAY	28.0000	PHONE	01-Apr-2007 10:00:00	QSL	Edit / Delete
EU-189	Rockall	G3ZAY	GM3ZAY/P	3.5000	CW	01-Apr-2007 07:00:00	QSL	Edit / Delete

You can edit or delete a claimed QSO using the links in the right hand column and you will see the screen below:

Edit a QSO

IOTA Reference: EU-080 (See below to change this)

Island Name: Galineiro

QSO Date: 1 - January - 2007 Time: 08 :00 UTC

My callsign: G3ZAY

DX callsign: EA/G3ZAY

Frequency: 10.1000 MHz

Mode: CW

Change IOTA Reference number

If you need to change the IOTA Reference number (currently set to EU-080) you may do this below. Please note that changing this will also remove any Island name you have set and any unsaved edits you have made above.

AF -

Delete this QSO with EA/G3ZAY on EU-080

Delete this QSO with the button below. This operation cannot be undone.

When you are happy with your claim you can proceed to submit it using the section shown below which appears at the bottom of your update screen. Firstly check the boxes against any certificates you want to claim, then indicate whether you want them printed and sent to you or whether you are happy to download them (there is a price difference), then indicate whether you want a record sheet sent to you, and finally click "Send Application". The next screen will confirm the payment required which you should send with the required QSLs to your checkpoint.

Award Claim

This table shows awards you have not yet been issued. You may apply now for any marked 'Eligible' by ticking the box(es) and then clicking 'Send Application'. If you just wish to update your score without applying for an award, just click 'Send Application'.

All-Band Award	Status
<input type="checkbox"/> IOTA-CC-800	Eligible (You have 1028 QSOs)
<input type="checkbox"/> IOTA-Sh-875	Eligible (You have 1028 QSOs)
<input type="checkbox"/> IOTA-CC-900	Eligible (You have 1028 QSOs)
<input type="checkbox"/> IOTA-Sh-900	Eligible (You have 1028 QSOs)
<input type="checkbox"/> IOTA-Sh-925	Eligible (You have 1028 QSOs)
<input type="checkbox"/> IOTA-Sh-950	Eligible (You have 1028 QSOs)
<input type="checkbox"/> IOTA-Sh-975	Eligible (You have 1028 QSOs)
<input type="checkbox"/> IOTA-Sh-1050	22 more QSOs required.
<input type="checkbox"/> IOTA-Sh-1075	47 more QSOs required.
<input type="checkbox"/> IOTA-CC-1100	72 more QSOs required.
<input type="checkbox"/> IOTA-Sh-1100	72 more QSOs required.
<input type="checkbox"/> IOTA-Sh-1125	97 more QSOs required.

VHF QSOs

VHF Award	Status
<input type="checkbox"/> IOTA-VHF-CC-100	100 more QSOs required.
<input type="checkbox"/> IOTA-VHF-AF	51 more QSOs required.
<input type="checkbox"/> IOTA-VHF-AN	9 more QSOs required.
<input type="checkbox"/> IOTA-VHF-AS	50 more QSOs required.
<input type="checkbox"/> IOTA-VHF-BI	14 more QSOs required.
<input type="checkbox"/> IOTA-VHF-EU	50 more QSOs required.
<input type="checkbox"/> IOTA-VHF-NA	50 more QSOs required.
<input type="checkbox"/> IOTA-VHF-OC	50 more QSOs required.
<input type="checkbox"/> IOTA-VHF-SA	47 more QSOs required.
<input type="checkbox"/> IOTA-VHF-WI	28 more QSOs required.

If your application contains requests for IOTA certificates, would you like to download them as PDF files to print yourself, or would you like them mailed in the post?

If you would like to order record sheets, please enter the quantity here.

B) Claiming QSOs from an IOTA Contest Log

First click on the link “Claim QSOs from an IOTA Contest Log”. You will need to upload the same Cabrillo log that you sent to the IOTA contest organisers. The instructions will appear on screen as below:

IOTA Contest Cabrillo File Upload

This page allows you to claim credit from previous IOTA contests for the IOTA award; it does not allow you to submit a log for the IOTA contest

To use this page, you should do as follows:

- At the end of the contest, upload your log to the IOTA Contest Committee, as described in the contest rules.
- Wait for the IOTA Committee to announce on this website that they are ready to accept that year's contest logs for credit (this will normally be a few weeks after the IOTA Contest Committee have published the contest results)
- Come to this page and upload the same cabrillo log that you sent to the IOTA contest organisers before.
- Any IOTAs in the log that you do not already have credited to you, and which have been confirmed by the IOTA Contest Committee, will be added to your current update.
- On the 'My Credits' tab, you should check the QSOs that have been added. You can then add any further QSOs to the update that you want - these will need QSL cards to check them in the normal way.
- When you are ready, submit the update in the normal way.
- After payment, the uploaded IOTA Contest QSOs will be automatically credited to you. You do not need to send QSL cards for these to your checkpoint.

We can currently accept IOTA contest logs for the following years: 2003, 2004, 2005, 2006

Choose file:

Having uploaded the log, after a short time, the server will return a page summarising any credits or rejections and the reason for them.

File uploaded

The cabrillo analysis found a total of 11 QSOs in the file, of which 10 contained IOTA references. Of these, 7 QSOs have been added to your current update and the remaining 3 QSOs were rejected by the server.

The following table shows the QSOs that have been added. Please check each QSO carefully; if the server thought that there might be a problem with it, a number will be in the status column which you should check against the list at the bottom of this page.

My call	DX Call	IOTA Ref.	MHz	Mode	Date	Status
DEMO	W0BLF	NA-001	14.26	PHONE	2005-07-27 12:39:00	102;101
DEMO	W1BLF	NA-002	14	PHONE	2005-07-27 12:45:00	102;101
DEMO	W2BLF	NA-003	14	PHONE	2005-07-27 12:51:00	102;101
DEMO	W3BLF	NA-004	14	PHONE	2005-07-27 13:00:00	102;101
DEMO	W4BLF	NA-005	21	PHONE	2005-07-27 13:05:00	102;101
DEMO	W5BLF	NA-006	21	PHONE	2005-07-27 13:06:00	102;101
DEMO	W7BLF	NA-008	21.003	CW	2005-07-27 13:18:00	102;101

The following table shows the QSOs that were not added. Check the number in the status column against the list below to find the reason.

My call	DX Call	IOTA Ref.	MHz	Mode	Date	Status
DEMO	M0BLF	EU-001	14	PHONE	2005-07-27 12:31:00	211, 207, 102, 101
DEMO	MW0BLF/P	SA-001	14	PHONE	2005-07-27 12:48:00	211, 102, 101
DEMO	W6BLF	NA-007	21.004	CW	2005-07-27 13:10:00	211, 102, 101

The numbers that you see in the status column correspond to the error messages below:

- 211: The details of the QSO do not match submitted logs for the IOTA Contest
- 207: You already have a QSO with this IOTA group reference number credited to you.
- 102: The DXCC entity of the DX station's callsign seems to be different from the details recorded for this group in the database.
- 101: The server checked how many other participants have credit for this callsign on this reference number but fewer than four other people have it.

NB: If you see any error 150 or 201 error codes, please refer to the separate section below.

[Return to view QSOs in my current application.](#)

If you click on the link “Return to view QSOs in my current application” you will get the following summary page. Note that you cannot edit these QSOs as the details are from the contest database – but you can delete one or more QSOs from the claim if you wish.

QSOs in IOTA Update for DEMO

The update currently contains the following QSOs:

You currently have 211 credited groups. If all of the QSOs in this and any pending updates are accepted, you will have a total of 218 groups.

Ref. No.	Island	My Callsign	DX Callsign	MHz	Mode	UTC	Source:	Actions
NA-001	[UNKNOWN]	DEMO	W0BLF	14.2600	PHONE	27-Jul-2005 12:39:00	IOTA Contest	Delete
NA-002	[UNKNOWN]	DEMO	W1BLF	14.0000	PHONE	27-Jul-2005 12:45:00	IOTA Contest	Delete
NA-003	[UNKNOWN]	DEMO	W2BLF	14.0000	PHONE	27-Jul-2005 12:51:00	IOTA Contest	Delete
NA-004	[UNKNOWN]	DEMO	W3BLF	14.0000	PHONE	27-Jul-2005 13:00:00	IOTA Contest	Delete
NA-005	[UNKNOWN]	DEMO	W4BLF	21.0000	PHONE	27-Jul-2005 13:05:00	IOTA Contest	Delete
NA-006	[UNKNOWN]	DEMO	W5BLF	21.0000	PHONE	27-Jul-2005 13:06:00	IOTA Contest	Delete
NA-008	[UNKNOWN]	DEMO	W7BLF	21.0030	CW	27-Jul-2005 13:18:00	IOTA Contest	Delete

C) Using an IOTAMEM File

The process for uploading an IOTAMEM file is more complex than for the contest and is not recommended in the longer term. The feature may be withdrawn at some point. You begin by clicking on the relevant link in the My Credits section and you will see the following section displayed – asking you to select the .upd file to be uploaded.

Upload existing IOTAMEM file

The IOTAMEM and IOTAMEM4WIN software is no longer compatible with the new IOTA system, and so cannot be used for future updates. If, however, you already have an update saved on your computer in IOTAMEM format, you may use this form to upload it into your current open update. You will then be required to enter the additional data required by the new system for each QSO, so please have your logs or QSL cards ready.

Choose file:

After you have selected the file and submitted it the server will look for any new credits in the IOTAMEM file and import the reference number and Callsign. **YOU MUST THEN ADD THE MISSING DATE / TIME / BAND / MODE / ISLAND NAME USING THE INPUT FORMS BELOW.** Your checkpoint may refuse to process an update that is not complete.

Upload existing IOTAMEM file

The IOTAMEM file was received successfully. A total of 11 QSOs were found, of which 3 have been ignored because they are already in the database.

QSOs in this update

Please read these instructions carefully.

- If you want to confirm these QSOs by **QSL Card**: For each QSO below, please enter all of the missing details. You may edit/delete the information entered here from the 'My Credits' tab later.
- If you want to confirm these QSOs from the **IOTA Contest database**: Please complete all of the missing information except the island name, which is not required and tick the contest box next to the QSO information. The next page will check the QSO automatically. Once it is added, you may delete the QSO later from the 'My Credits' tab.
- Where island names are followed by [Nx], please refer to note x in the notes below.

QSOs with additional information required

QSO with **MOBLF** on **AN-001**

Date: 1 / Jan / 2007

UTC: 00 : 00

Band: 136kHz

Mode: CW

Island name: Please choose...

Island Notes:

1. AN-001 - Adelaide : Rothera Base

Tick if a contest QSO

QSO with **MOBLF** on **AN-002**

Date: 1 / Jan / 2007

UTC: 00 : 00

Band: 136kHz

Mode: CW

Island name: Please choose...

Tick if a contest QSO

When you have added all the missing data you should click the Submit button at the bottom of the screen as shown below.

Important: Once you click the submit button, the server will start validating your QSOs. Depending on the number involved, this may take some time (up to 2 minutes). Please do not attempt to stop or refresh the page during this time

Submit

Note that the server will also list the QSOs in the IOTAMEM file that are already held in the online database. You do not need to take any action on these.

QSOs already known

An IOTAMEM file contains all of your QSOs as well as those in the current update. The following QSOs were found in the file but are already in the online database and so were ignored.

Callsign	Ref. No.	Status
MOBLF	AF-001	Accepted
MOBLF	AF-002	Accepted
MOBLF	EU-005	Accepted

At the end of the process the server will summarise the warnings for each QSO as shown below:

Validation complete

The QSO with MOBLF on AN-001 was added to your pending update, but the server noticed the following potential problems:

- DX Callsign doesn't seem to match DXCC of this group
The DXCC entity of the DX station's callsign seems to be different from the details recorded for this group in the database.
- Fewer than four credits awarded for this activation
The server checked how many other participants have credit for this callsign on this reference number but fewer than four other people have it.

The QSO with MOBLF on AN-002 was added to your pending update, but the server noticed the following potential problems:

- DX Callsign doesn't seem to match DXCC of this group
The DXCC entity of the DX station's callsign seems to be different from the details recorded for this group in the database.
- Fewer than four credits awarded for this activation
The server checked how many other participants have credit for this callsign on this reference number but fewer than four other people have it.

The QSO with MOBLF on AN-003 was added to your pending update, but the server noticed the following potential problems:

- DX Callsign doesn't seem to match DXCC of this group
The DXCC entity of the DX station's callsign seems to be different from the details recorded for this group in the database.
- Fewer than four credits awarded for this activation
The server checked how many other participants have credit for this callsign on this reference number but fewer than four other people have it.

The QSO with MOBLF on AN-004 was added to your pending update, but the server noticed the following potential problems:

- DX Callsign doesn't seem to match DXCC of this group

Finally you can return to the summary table (My Credits => View or add QSOs to current application) to view your QSOs that are awaiting validation. You can Edit or Delete any of the QSOs added from the IOTAMEM file.

Version 1 – Aug 8th 2007

QSOs in IOTA Update for DEMO

The update currently contains the following QSOs:

You currently have 211 credited groups. If all of the QSOs in this and any pending updates are accepted, you will have a total of 226 groups.

Ref. No.	Island	My Callsign	DX Callsign	MHz	Mode	UTC	Source:	Actions
AN-001	Adelaide [1]	DEMO	M0BLF	14.0000	CW	01-Apr-2007 00:00:00	QSL	Edit / Delete
AN-002	Bouvet	DEMO	M0BLF	14.0000	CW	01-Apr-2007 00:00:00	QSL	Edit / Delete
AN-003	Heard	DEMO	M0BLF	10.0000	CW	01-Apr-2007 00:00:00	QSL	Edit / Delete
AN-004	Peter 1	DEMO	M0BLF	18.0000	CW	01-Apr-2007 00:00:00	QSL	Edit / Delete
AN-005	Macquarie	DEMO	M0BLF	3.5000	CW	01-Apr-2007 00:00:00	QSL	Edit / Delete
AN-006	Argentine Islands [2]	DEMO	M0BLF	10.0000	CW	01-Apr-2007 00:00:00	QSL	Edit / Delete
AN-007	South Georgia	DEMO	M0BLF	7.0000	CW	01-Apr-2007 00:00:00	QSL	Edit / Delete
AN-008	Coronation	DEMO	M0BLF	3.5000	CW	01-Apr-2007 00:00:00	QSL	Edit / Delete
NA-001	[UNKNOWN]	DEMO	W0BLF	14.2600	PHONE	27-Jul-2005 12:39:00	IOTA Contest	Delete
NA-002	[UNKNOWN]	DEMO	W1BLF	14.0000	PHONE	27-Jul-2005 12:45:00	IOTA Contest	Delete
NA-003	[UNKNOWN]	DEMO	W2BLF	14.0000	PHONE	27-Jul-2005 12:51:00	IOTA Contest	Delete
NA-004	[UNKNOWN]	DEMO	W3BLF	14.0000	PHONE	27-Jul-2005 13:00:00	IOTA Contest	Delete
NA-005	[UNKNOWN]	DEMO	W4BLF	21.0000	PHONE	27-Jul-2005 13:05:00	IOTA Contest	Delete
NA-006	[UNKNOWN]	DEMO	W5BLF	21.0000	PHONE	27-Jul-2005 13:06:00	IOTA Contest	Delete
NA-008	[UNKNOWN]	DEMO	W7BLF	21.0030	CW	27-Jul-2005 13:18:00	IOTA Contest	Delete

Notes:

Adelaide [1]: Rothera Base

Argentine Islands [2]: Vernadsky Base previously Faraday Base

THE END