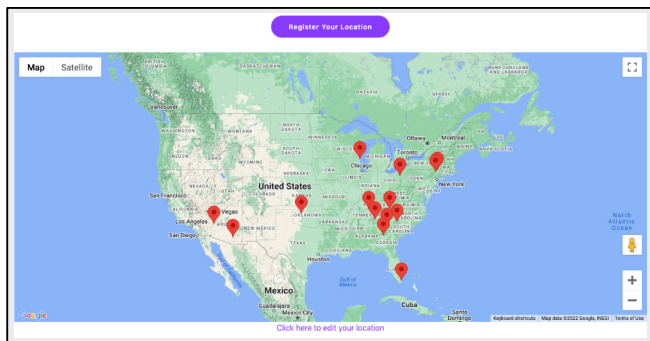


# Winter Field Day



## Best practices for adding your WFD location to our map system.

When you know where you will be operating from and what category you will fall under, consider adding your location to our map. If you are operating from a public site and the general public is invited to stop, this is an excellent way to publicize your location.

Follow these general guidelines to get the most out of the WFD location map.

### Get your GPS coordinates:

Know the exact location where you are going to set up! The mapping system will ask you for your GPS coordinates. To get your coordinates, go to [www.google.com/maps](http://www.google.com/maps) and zoom in on the location you will be operating from. Right-click on the map, and it will give you the Latitude and Longitude. Copy these down because you will need them when you register your location. Our form will ask you for the following information.

### Required Questions:

Our location system will ask you for the following information: Email Address, Name of Individual or Group, Callsign, Category, Latitude, Longitude & is your event open for the public or visit\*?

\*If your event is open to the public, we will email you a link to provide additional information. More about this later.

**Email Address:** Provide an email you can access. We will send you a confirmation email with a link in it. This link allows you to edit your site in the future if needed.

**Name of Individual or Group:** Consider providing your first and last name. If you are registering for a club, spell out as much as you can. Clay County Amateur Radio Club is better than CCARC.

**Call Sign:** Enter the call sign you will use on field day. If you are adding a club location, use the club call, not your personal one.

**Category:** Select your Category from the list. If you are unsure what category you are in, pick the one you think you might fall under.

**Latitude & Longitude:** Add the GPS coordinates for your location. The GPS coordinates tell the mapping system where to place the pin on the map. Try to be as accurate as possible.

**Is your site open for the public to visit?** Check the appropriate box.

Finally, click [Add Location!](#) You should see this success message:

**Location Added! [Click here to view on map](#)**

You will also receive a confirmation email. **Keep this email, as it will provide you with a way to edit your listing if any changes occur.**

If you click yes to a public location, you will receive a second email asking for information. Click the link in the email to edit your additional information.

### **Additional Information for Public Sites**

To best promote your public site, consider the following.

**Set up and operating times:** Let people know when you will arrive and leave. When is the best time for people to visit? Are you spending the night? Will you have more people available to be ambassadors during the day? Are they welcome to stay for dinner? Would you like advanced notice if someone wants to stop by?

**Directions:** Is your location hard to find? Consider adding directions or a description of the place. Do they need to know that they have to turn down the 2nd dirt road? Are you at the pavilion at the top of the hill? Do you have a campsite number or other identifying feature that will let people know they are in the right place? Be sure to add all of these details to your page.

**Contact information:** A talk in frequency is great, but what if an unlicensed person wants to visit and see what WFD is all about? Do you have an email or phone number of a person they can contact? How good is the cell phone service where you will be operating from? Do you have a website or Facebook page with additional information on how they can get a hold of you?

Two to three paragraphs of what is happening at your WFD location, not only helps the public find you, it helps them make an informed decision on when to stop by and what to do if they can't find the location. It also helps us here at the Winter Field Day Association. We look at the participation levels and use them to set future objectives. Knowing how you operate your WFD station helps us promote the event and make improvements each year. Thanks for your participation!

