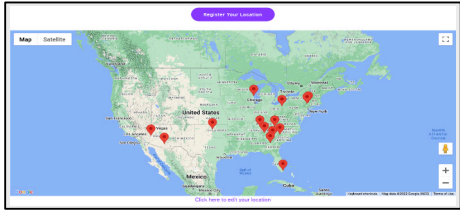


Winter Field Day



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: The mapping system will ask you for your GPS coordinates. To get your coordinates, go to 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.

Required Questions:

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.

Your Name: This is your first and last name. Do not enter your club name in this area.

Your Call Sign: This is your personal call sign. It does not mean, you are going to be using this call sign for Winter Field Day.

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 this site for a Club & Open for visitors? If either of these apply, toggle on additional information by sliding them to the right. When filling out additional information, keep in mind some of the points on the next page.

After you have filled out as much information as you can provide, click the blue submit button and you will see a Green confirmation message.

Location Submission Received

You will also receive an email from webmaster. Keep this email as it will let you update your information if you need to do so.

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Additional Information for Public Sites

To best promote your public site, consider the following.

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.

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?

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 before or during the event?

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!

