

2020 Field Day Score Reporting to ARRL

1. Electronic Submittal

This is a step-by-step guide to reporting your score to ARRL using the Field Day entry website.

1. Collect your data. Here's some of the data you'll need.
 - Call used
 - Your Section
 - Number of participants at your station
 - If you had a qualified youth operator, you'll need the number of youth participants who completed at least one QSO and the total number of youth participants.
2. Prepare your documentation. Some Bonus Point claims require documentation. If it is handwritten, scan it and create a PDF. The documentation can be a text file. A separate documentation file is required for each Bonus Point claim which requires documentation. Read the rules for the documentation applicable to the Bonus Points you are claiming. Check the 3rd page on the "2020 Field Day Summary Sheet" form for some of the documentation required.
3. The entry instructions will ask for a count of QSO totals broken out by band and mode. But don't worry, the N3FJP logging software will create a dupe sheet file containing this information. Note: If you don't use the N3FJP logging software but your logging software does output a Cabrillo log, you can use its Cabrillo file. However, the Cabrillo file is not the preferred method of documentation.
4. From within the N3FJP Field Day logging software,
 - a. Click File
 - b. Click "Write Cabrillo (Contest Submittal) File..."
 - c. Ignore the instructions at the top of the page. You're following my instructions instead.
 - d. Multiple popup boxes will appear as you create the various files you need. When they appear, read the popups and click OK.
 - e. Click "Write / View Summary File ". This creates the file <callsign>.sum
 - f. Click "Write Dupe File". This creates the file <callsign>.dup
 - g. You don't need the Cabrillo Log File because you'll use the .dup file.
 - h. Click Done
5. If you want to add some comments to your entry, type them into Notepad or Word or something, so you can easily cut and paste them later.
6. You're now ready to enter data into the ARRL Field Day website.
7. Go to <https://field-day.arrl.org/fdentry.php>

8. Read the instructions on the first page displayed
9. Click on the light blue "Go To Data Entry" box at the bottom of the page
10. Read the instructions at the top of the Data Entry page
11. In the "Call Used" field, enter the Callsign you used
12. Leave the "GOTA Station Call" field blank.
13. In the "Location" field, use the drop down to select your Section. If you used section NTX in your Field Day exchange, select "North Texas".
14. In the "Club or Group Name" field, use the drop down to select "Metrocrest ARS". (If you are not part of the Metrocrest ARS, select the name of your club.)
15. In the "Number of Participants" field, enter the number of participants at your station. If you were the only participant, the number is 1. Your count needs to include operators, loggers and set-up crew.
16. In the "Number of Transmitters in simultaneous operation" field, enter the number. For example, this is the 1 of "1D" or the 3 of "3A". This does not include the GOTA station or the free VHF station.
17. Below "Entry class", check the option applicable to your Field Day operation. If you were operating as Class B, enter the list of operators at your station.
18. Below "Power Source", check the options applicable to your entry. Your response will be obvious.
19. Below "Power Multiplier", check one of the options applicable to your entry. Your response will be obvious.
20. In the Bonus Points section, check the box for each category for which you are claiming Bonus Points. If there is an "Upload Documentation" field to the right of that Bonus Point entry, you must click the box and upload the documentation file you previously prepared.
 - Many of the Bonus Points have Class restrictions. Be sure you qualify for the Bonus Points you are claiming. Read the rules.
 - To claim the "Formal Messages Handled" Bonus Points, you must enter the number of messages handled and upload the supporting documentation.
 - To claim the "Youth Participation" Bonus Points, you must provide the number of youth participants who completed at least one QSO and the total number of youth participants.

7.3.5. Message Origination to Section Manager: 100 bonus points for origination of a formal message to the ARRL Section Manager or Section Emergency Coordinator by your group from its site. You should include the club name, number of participants, Field Day location, and number of ARES operators involved with your station. The message must be transmitted during the Field Day period and **a copy of it must be included in your submission in standard ARRL radiogram or no credit will be given**. The message must leave or enter the Field Day operation via amateur radio RF.

The Section Manager message is separate from the messages handled in Rule 7.3.6. and may not be claimed for bonus points under that rule. Available to all Classes.

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). **Copies of each message must be included with the Field Day report**. The message to the ARRL SM or SEC under Rule 7.3.5. does not count towards the total of 10 for this bonus. Available to all Classes. All messages claimed for bonus points must leave or enter the Field Day operation via amateur radio RF.

21. Below the “Band / Mode QSO Breakdown” header, you must enter the number of QSOs and the Power for each mode and for each band. This information is in the N3FJP.sum file and the .dup file but you can also get to the data from the N3FJP software under View / Statistics.
22. In addition to filling out the “Band / Mode QSO Breakdown” table, you must upload a Dupe Sheet (the N3FJP dup file) or a Cabrillo file.
23. If you didn’t have a GOTA station, skip the GOTA Bonus section. This section does not apply to most operators.
24. Enter your name, call, and email address at the bottom of the form.
25. Very important – click on “Submit Entry” at the bottom of the form.
26. A confirmation page will appear with all of your data entry information. If you do not get a confirmation page, start over—your data entry was not received by ARRL. There is a timeout timer on the data entry page—you may have taken too long to enter your data. It is also possible the ARRL data entry website is down.
27. Read the instructions on the confirmation page.
28. Check that you see the sentence “You’ve successfully submitted your Field Day entry, as well as uploaded all required documentation.” Be alert to any message indicating you have an incomplete entry. Incomplete entries happen and sometimes people don’t realize they are in this situation.

29. There will be two links on the confirmation page.

- The first link is for making changes to your entry.
- The second link is for entering soapbox comments.

Entries must be postmarked or submitted via the ARRL web form by Tuesday, July 28, 2020.

2. Snapshots of ARRL 2020 Field Day Entry Webpage

Call Used ⓘ GOTA Station Call ⓘ Location

Club or Group Name ⓘ (Type name to find and then select in dropdown)

Number of Participants ⓘ Number of Transmitters in simultaneous operation ⓘ

Entry Class (check only one):

- ☒ A. Club or non-club group portable ⓘ
- ☐ B. 1 or 2 person non-club group portable ⓘ
- ☐ C. Mobile ⓘ
- ☐ D. Home station commercial power ⓘ
- ☐ E. Home station emergency power ⓘ
- ☐ F. EOC station ⓘ

List of calls of operators:

Power Source (check all that apply):

☐ Generator ☐ Commercial mains ☐ Battery ☐ Solar ☐ Other (list)

Power Multiplier (check only one):

- ☐ 5 watts or less and battery powered = 5x
- ☐ 150 watts or less = 2x
- ☐ Over 150 watts = 1x

Metrocrest ARS

Bonus Points claimed: Check each box as appropriate and include required documentation

<input checked="" type="checkbox"/> 100% emergency power ⓘ	
<input type="checkbox"/> Media publicity ⓘ	Upload documentation
<input type="checkbox"/> Public location ⓘ	Upload documentation
<input type="checkbox"/> Public information table ⓘ	Upload documentation
<input checked="" type="checkbox"/> Formal message to ARRL SM/SEC ⓘ	Upload documentation
<input checked="" type="checkbox"/> W1AW Field Day message ⓘ	Upload documentation
<input checked="" type="checkbox"/> Formal messages handled ⓘ — No. <input type="text"/>	Upload documentation
<input type="checkbox"/> Satellite QSO (automatically determined)	
<input type="checkbox"/> Natural power QSOs completed ⓘ	Upload documentation
<input type="checkbox"/> Site visit by invited elected official ⓘ	
<input type="checkbox"/> Site visit by invited served agency official ⓘ	
<input type="checkbox"/> Educational activity ⓘ	
<input type="checkbox"/> Youth participation ⓘ	
Number of youth participants completing at least 1 QSO: <input type="text"/>	
Total number of youth participants: <input type="text"/>	
<input type="checkbox"/> GOTA bonus (automatically determined)	
<input type="checkbox"/> Submitted entry online (automatically determined)	
<input type="checkbox"/> Safety officer ⓘ	Upload documentation
<input type="checkbox"/> Social media ⓘ	

Check the applicable boxes and upload your documentation

Checked boxes might apply to your Field Day operation.

Band/Mode QSO Breakdown: Do not list GOTA QSOs in this section.

	CW		Digital		Phone		Upload
Band	QSOs	Pwr(W)	QSOs	Pwr(W)	QSOs	Pwr(W)	
160m							
80m							
40m							
20m							
15m							
10m							
6m							
2m							
222							
432							
Other							
Satellite							

Upload .dup file

Fill in the table from N3FJP "View / Statistics"

I/We have observed all competition regulations for amateur radio in my/our country and agree to the rules of the competition. Submission of this form is an agreement with these statements. [i](#)

Name Call E-mail Address

You'll have an opportunity to enter comments using a link on the confirmation page.

[Submit Entry](#) [Clear Form](#)

Click to Submit

3. Sample ARRL Confirmation Page

Congratulations! You've successfully submitted your Field Day entry, as well as uploaded all required documentation. Your confirmation number is XXXXXXXX.

A summary of your submission is provided below for your review. If you have any questions about your log, please contact the Contest section at contests@arrl.org.

If you need to update your entry, enter soapbox comments or upload photos of your Field Day activities, please use the appropriate link below.

Links:

Update entry/upload documents

<http://field-day.arrl.org/fdentry.php?call=XXXXXXXX&id=XXXXXXXX>

Soapbox comments/photos

<http://contests.arrl.org/contestsoapbox.php?call=XXXXXXXX&id=XXXXXXXX>

Summary:

Entry received at: 2020-06-29 18:54:20

Call Used: XXXXXXXX GOTA Station Call: (NONE) ARRL/RAC Section:

NTX

Class: 1D

Participants: 1 Club/Group Name: Metrocrest ARS

Power Source(s): Commercial

Power Multiplier: 2X

Preliminary Total Score: 142

Bonus Points:

Entry submitted via web 50

Total bonus points 50

Score Summary: (Cabrillo log/dupe sheet file: XXXXXXX.dup)

	CW	Digital	Phone	Total
Total QSOs	0	20	6	
Total Points	0	40	6	46

Claimed Score = (QSO points x power mult) = 92

Submitted by: XXX, XXXXXXXX XXXXXXXX@email.com

Band/Mode QSO Breakdown:

	CW		Digital		Phone	
	QSOs	Pwr(W)	QSOs	Pwr(W)	QSOs	Pwr(W)
160m						
80m						
40m			3	100	1	100
20m			11	100	1	100
15m			3	100	1	100
10m			3	100	3	100
6m						
2m						
222						
432						
Other						
Satellite						
GOTA						
TOTAL	0		20		6	