

Procedures for using LoTW with WAZ Awards

Introduction

To make the CQ WAZ application compatible with the existing eQSL and the LoTW applications the WAZ applications that are in doc and pdf formats will be removed from the CQ website. The application form that will remain is a new WAZ application form that will be available only as an Excel spreadsheet and one extra step will be added to the application process. The use of the spreadsheet application is the only way that the WAZ Manager will be able to update an individual's LoTW account with new data from the WAZ application. Doing this will give your WAZ account the same look and feel as any of your other LoTW award accounts. The use of the older forms of the application will still be acceptable but remember that if you are a LoTW user and I receive an older application I will not be able to update your LoTW Account. If you are the holder of any existing WAZ award there is a process that I can use to update your LoTW Account and will be discussed later.

The next three sections will cover the what you will need to do to keep your WAZ account in sync with you LoTW account. The sections will cover the merging of callsigns, the updating of existing WAZ Award records to a LoTW account, and the new WAZ application procedure when using paper cards.

Modify Account or the Merging of Callsigns

Merging WAZ and DXCC accounts work the same. If you have two or more calls from the same DXCC country you should be able to use the procedure below.

To merge call signs, you will click on the [Modify Account](#) button on the Account Status Page. You will see a list of call signs that match the same DXCC Country as the call you have already selected. Here you may select any call sign that you would like to combine with the first call selected. Remember, only do so if selecting this call sign meets DXCC rules. For U.S.A. stations you may only select old call signs that were issued to you. You may **NOT** select club call signs, or callsigns belonging to other people for whom you may be acting as a QSL manager. If there are more than one or more calls to select [CTRL-Left](#) click each callsign you wish to select.

Once you have made your selection(s) click [Submit Modifications](#). You will be prompted again about merging these call signs, and if you agree that this is what you want to do, click [Merge Accounts](#). If you have any doubts, click [Cancel](#).

The Update Procedure

Most 5BWAZ and 40 Zone applications that have been processed up to this point cannot be easily linked to an individual's LoTW Account. Only a very few eQSL applications and paper card applications can be updated or linked at this point. If you have been awarded a 5 Band, 160M, 6M, EME or Satellite WAZ it is important that you update your LoTW Account with your current WAZ Award credits before filing an endorsement application. If you do not update your LoTW Account, then you will need to select each individual QSO for a LoTW endorsement application and run the risk of paying for zone credits that you have already have credit for. If you do submit an update application, then when you are ready to submit an endorsement application using LoTW then the Account Status page and application will show only

the new LoTW credits. **There will be no LoTW or WAZ application fees to update any existing WAZ or 5BWAZ award.**

Because the updates to any 5 Band or 40 zone WAZ must be done electronically postal (snail) mail may not be used to update any award. I have a few applications that were submitted using an Excel spreadsheet and if I have a spreadsheet or spreadsheets for you other than presenting documentation no further action is required on your part.

What type of documentation is required? I must have either a copy of the letter or certificate request that was mailed to you or a copy of the certificate for the award or awards.

The steps to update and existing 5 Band or 40 zone WAZ award are:

- 1) Email the WAZ Manager to determine what steps you must take to update your LoTW account and if necessary complete steps 2 – 5 below.
- 2) Download the **update spreadsheet** waz_update_request.xlsx that is found on this website.
- 3) Complete the **update spreadsheet** making sure to use the correct format for Date, yyyy-mm-dd, Time either hh:mm:ss or hh:mm, and that the band, either 20M or 20m for example, and not the frequency is used.
- 4) Return the spreadsheet in Excel (xlsx) format with supporting documentation to the WAZ Manager.
- 5) If you currently have either a 5 Band, 160M, 6M, EME, or Satellite WAZ or if you have made any other type of WAZ application since December 1, 2014 I have your application sheet or sheets to assist you if necessary.

The Application Process

There will be no change to the eQSL application process. When you file a LoTW application you will be assessed the LoTW fees of \$8.00 USD for the application and \$0.15 for all QSOs over 40. **These fees are not the CQ fees which must be paid in addition to the LoTW Fees.** If necessary LoTW and eQSL confirmations may be combined into a Hybrid application. If you have filed any 5 Band or 40 Zone WAZ application you will notice that I have had to add an extra step, and for the present time use the application that is on this website or the xls spreadsheet that is on the CQ Website.

Because of the way that QSO credits from paper cards must be uploaded to LoTW the pdf and Word formats of the WAZ application will be removed from the CQ Website. If you will be using any LoTW and/or eQSL credits for your award complete those applications first. Hybrid applications containing any combination of LoTW, eQSL, or paper cards are welcome. **The LoTW fees assessed during the LoTW application are for LoTW only. The CQ WAZ application fees must be paid separately.**

If you are a LoTW user and you have an existing 5 Band, 160M, 6M, Satellite, or EME WAZ and you want to submit an endorsement application please contact me prior to submitting the application. My email address is john@kc5lk.com.

If your WAZ or 5BWAZ application does not contain QSOs from paper cards, then there is no need to follow the steps outlined below. If you submit at least one paper QSL card then you must follow the steps outlined below to complete that portion of the application. If you fail to follow the instruction

outlined below your application will be completed and the certificate awarded but your LoTW Account will not be updated.

The steps to complete the paper card portion of the application are:

- 1) If this is to be a hybrid application complete the LoTW or eQSL applications first. I automatically receive copies of both, but if you file an eQSL application an email will be helpful as I save hybrid applications in a separate folder.
- 2) Until the CQ website is updated it is better to Download and save a copy of the CQ WAZ application that is available from this website. If you choose to download from the CQ Website, do not download either the doc or pdf application. Please use only the application is in Excel format and **DO NOT** make any changes to the application form.
- 3) Make sure that the Date field is in yyyy-mm-dd format, the time can be either hh:mm:ss or hh:mm format, and please use the band, 20M or 20m for example, and not the frequency.
- 4) If LoTW and/or eQSL applications have been completed, then in the callsign field use either lotw or eqsl for the callsign and no other data for that zone.
- 5) This step is the only change to the application process. When the application is finished email me a copy in Excel format.
- 6) Print a copy for the Checkpoints use.
- 7) After the Checkpoint signs the application then you may either use email or snail mail to send the Checkpoint signed application to the WAZ Manager.