

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 your LoTW account. The following sections will cover:

- 1) The merging of your callsigns
- 2) Updating your LoTW account using your existing WAZ records
- 3) The new paper card WAZ application procedure.

Modify Account or the Merging of Callsigns

Merging WAZ and DXCC accounts work the same way. If you have two or more calls from the same DXCC Entity you should merge them into one callsign by using the following procedure.

To merge call signs, begin by clicking Modify Account button on the WAZ Account Status Page. This will open a drop box that will list all your callsigns that match the same DXCC Country as the call you have already selected as your primary callsign. From this list select any call sign that you would like to merge into your primary callsign. Remember, only do so if selecting this call sign meets DXCC rules. For US stations you may only callsigns that were issued to you. You may **NOT** select club callsigns, 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. If you have 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 LoTW

endorsement application the Account Status page and application will show only the new LoTW credits. **There will be no fees to update any existing WAZ or 5 Band WAZ 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.

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) Download the **update spreadsheet** that is found on this Website.
- 2) Complete the update spreadsheet making sure to use the correct format for Date, yyyy-mm-dd, Time hh:mm:ss if you do not log seconds then enter :00 for the seconds, and that the band is entered as either 20M or 20m for example, the use of a band number or a frequency is not allowed. Remember you are dealing with an unforgiving computer.
- 3) Return the spreadsheet in Excel (xlsx) format with supporting documentation to the WAZ Manager. Use one form per award and updating a 5 Band WAZ all 200 zones may be entered on one spreadsheet and do not leave blank lines for unconfirmed zones.
- 4) 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.
- 5) If you have questions then contact the WAZ Manager by email john@kc5lk.com

The revised Paper Card application procedure

When you file a LoTW application you will be assessed the LoTW fees of \$8.00 USD for the application and \$0.12 for all QSOs over 40. **These fees are not the CQ award processing fees which must be paid in addition to the LoTW Fees.**

If necessary LoTW, (AG) eQSL, and paper card confirmations may be combined into a Hybrid application. If you have previously 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 preferred application is the one that is on this website and not 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 or eQSL credits for your award complete those applications first. Hybrid applications containing any combination of LoTW, eQSL, or paper cards are welcome.) 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 eQSL does not notify me when a new application is filed. If you will be using LoTW make sure that you tell me that you are filing a Hybrid application in the "Comments" box on the LoTW application.

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 and

you want your LoTW account updated you must follow the steps outlined below to complete that portion of the application. If you fail to follow the instructions 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) Until the CQ website is updated it is better to Download and save a copy of the CQ WAZ application that is available on this website. If you choose to download from the CQ Website, do not download either the doc or pdf applications. Please use only the application that is in Excel format and **DO NOT** make any changes to the application form.
- 2) Make sure that the Date field is in yyyy-mm-dd format, the time is entered as hh:mm:ss if you do not log seconds enter :00 for the seconds, and enter the band as 20M or 20m for example do not enter just a Band number or the frequency.
- 3) If LoTW 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.
- 4) When the application is finished email me a copy in Excel format this will be used to update your LoTW account. This step is the only change to the application process and will be used to update your LoTW account.
- 5) Print a copy for the Checkpoints use.
- 6) After the Checkpoint signs the application then you may either email or snail mail to send the Checkpoint signed application me. This copy will be used for my records.