

Procedures for using LoTW with WAZ Awards

Introduction

Prior to April 2, 2018 all WAZ Award records could be maintained and stored as paper records. After that date LoTW could be used submit WAZ Award records. The use of LoTW has caused changes in the way WAZ Records need to be maintained. When a LoTW application for any WAZ award is submitted it is automatically forwarded to the WAZ Manager as an Excel spreadsheet. It should be noted that eQSL has always done this so the eQSL procedures remain unchanged. It is the use of spreadsheets that makes record keeping much more flexible and is as you will learn later the only way that WAZ awards that were earned using paper cards can be updated.

The WAZ application that was in the .doc format has been removed from the CQ website and the application that was in the .xls format that was on the CQ website has been modified, and the application that is in the pdf format remains unchanged. The use of the older forms of the application will still be acceptable when using paper cards but cannot be used to update your WAZ account after the application is processed.

The next three sections will cover the merging of your callsigns, the updating or linking of you WAZ records with LoTW, and the use of the digital WAZ application.

Merging of Callsigns

Merging WAZ and DXCC accounts work the same. Even though you have already merged your callsign for your DXCC account you must still merge your callsign for you WAZ Account. If you have two or more calls from the same DXCC Entity use the procedure below to merge your callsigns.

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.

How to update your WAZ account

5 Band WAZ and 40 Zone applications that have been processed before April 2, 2018 must be linked to an individual's LoTW Account to aid in the syncing of records. If you have been awarded a 5 Band, 160M, 6M, EME or Satellite WAZ it is helpful to 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. **There will be no LoTW or WAZ**

application fees to update any existing WAZ or 5BWAZ award and you can request updates for Zones that you already have credit for.

Because the updates to any 5 Band or 40 zone WAZ must be done electronically postal (snail) mail may not be used to send the update request to the WAZ Manager. Only the new Digital WAZ application and the Update Request spreadsheet can be used for updates. While both can be used for either purpose it is preferred that the digital application be used for new applications and the Update Request be used for updates. The use of the application will be discussed after this section.

What type of documentation is required to update an existing award? You must submit either a copy of the certificate request that was mailed to you or a copy of the certificate for the award or awards you want updated and should be emailed with the update requests. The data formatting steps listed below and the use of Excel spreadsheet are required by LoTW and not by me.

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

- 1) Download but do not print the Update Spreadsheet that is found on this website.
- 2) Complete the update spreadsheet making sure that the Date is formatted yyyy-mm-dd, the time is formatted hh:mm:ss if you do not log in seconds add :00 to your log time, and the Band must be entered as a 20M or 20m for example. The use of the Band number alone or a frequency is not allowed. Do not skip lines for missing zones or use any cell formatting.
- 3) Return the spreadsheet in Excel xlsx format only to the WAZ Manager.
- 4) If you have either a 5 Band, 160M, 6M, EME, or Satellite WAZ or any 40 Zone Award since December 1, 2014 I have your application sheet or sheets to assist you if necessary.

The Paper Card application process

If your application is LoTW or eQSL only it is not necessary to mail a printed copy of the application because LoTW and eQSL provide a spreadsheet in the correct format. If you will be using eQSL an email to the WAZ Manager telling him what Award or Zone endorsement you are applying for. Hybrid applications containing any combination of the following QSL sources are welcome: LoTW, eQSL, Paper Cards. Please alert the WAZ Manager just in case each application does not arrive at the same time.

If you will be using at least one paper card in your application then read this section, if not this section does not apply to you. When you file a LoTW application you will be assessed the current LoTW application fees. **These fees are not the CQ fees which must be paid in addition to the LoTW Fees.** If necessary LoTW, eQSL, and/or paper card confirmations may be combined into a Hybrid application. If you have filed any WAZ application before April 2, 2018 you will notice that one extra step has been added to completing a WAZ application. If you do not want your WAZ Account in LoTW updated, then it is necessary to complete only the application before getting your cards checked.

The use of the Digital WAZ Application can be quite confusing but it adds only one step to the old application process. There are several warnings that you must observe or the updating process that is done at the completion of the application will not be successful. The application must be completed using the Digital WAZ Application that is on the CQ Website or on this Website.

- 1) Download a copy of the Digital WAZ Application and complete it while it is still in the xlsx file format.

- 2) LoTW requires that the Date, Time, and Band must be entered as follows: the Date format is yyyy-mm-dd, the Time format is hh:mm:ss. If you do not log in seconds then add :00 to your log time, and the Band format is 20M or 20m for example. The use of the Band number alone or the frequency is not allowed.
- 3) If the zone is a LoTW or eQSL confirmation enter LoTW or eQSL as the callsign and nothing else for that zone, otherwise skip the line.
- 4) When finished email the application to the WAZ Manager while it is still in the Excel xlsx format. If a CQ Checkpoint will be checking your cards you may now print the application for his use and for your records. After the Checkpoint returns your application either email (preferred) or snail mail the signed application the WAZ Manager.

Summary

The use of LoTW to complete all WAZ applications has made it necessary to introduce several changes to the WAZ application and introduce a method that will allow you to link your existing WAZ awards to your LoTW account. Some new steps will be confusing at first but will become easier with use.

The links to the Digital WAZ application and Update Request spreadsheet are found by closing this page and then select the form you wish to download for the waz-lotw-info.php page. Please note these files are quite small and depending on your download speed you may not be aware that the file was downloaded.

If you have any questions, please direct them to the WAZ Manager.