

## **RI W1AW/1 Schedule Guidelines for RI Team Members**

Thanks to the Rochester DX Association and KIPY for the original document.  
Adapted for RI by W1PN and W1XX

Website: <http://w1aw.dxusa.net>

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Please use these guidelines in making your operating schedule choices. The intent is to fairly distribute the available operating opportunities. You must be an ARRL member to be part of Team RI. Before sending you a password, we will verify your ARRL status. In planning your operating, please refer to the W1AW/1 RI Operating Guidelines.

### **Time slot considerations**

Time slots -- all time slots are two hours. Please do not reserve sequential time slots for the same band/mode. This allows more operators access to optimum band times. You may freely reserve alternating time slots in the same band/mode, such as 0800-1000 then 1200-1400. **Caution:** Be sure you are making schedule entries on the date line for Nov. 12 – 18. **Host stations:** A host station is one who invites others to operate at their station, usually a better equipped station. The owner or host is totally in charge of whom, when, and how. Operating arrangements are made directly with the host. Those operating at a host station should reserve their own time slots under their own callsign.

### **Band/mode**

Do not operate any other mode than the one you reserved, as others will be allowed to reserve a different mode on the same band for the same time slot. VHF operators may select CW and SSB for same band at same time.

### **Inability to operate**

If you cannot operate in a reserved time slot, please CANCEL your reservation as soon as possible, even if only a short time before or after it begins, to allow others to reserve it. If you are contacted by the station immediately before or after you in the same band/mode, and they inform you that they cannot operate and offer it to you, you may reserve this time slot as an exception to the sequential time slot consideration. See Operating Guidelines and coordinate with preceding/following stations.

### **Routinely check the schedule**

As mentioned above, time slots may suddenly open. Routinely check the schedule for newly open slots, especially during the operating period.

### **EME**

No separate band/mode slot is assigned for this operation. And there will probably be little PSK operation on the VHF bands, so use the PSK time slots to reserve for your EME activity. Please include detailed notes when submitting your log.

### **PSK and audio driven digital modes other than RTTY**

Keep details of your contacts identifying particular mode in your notes when submitting your log.

### **NOTES on using the schedule**

Once reserved, no other user can overwrite your selection. Your band/mode slot changes are saved on logout. You may Cancel your own time slots and reserve others at any time.

For extenuating circumstances, site administrators may make changes at any time. You will be notified at your registered e-mail address.

If you are operating from home or from a host station, use your own callsign to reserve the time slot; coordinate your visit to the host station directly with the host.

### **Passwords**

You may change your password under **Profile**. If you forget your password, request a new one by E-mailing to “w1aw-ri@dxusa.net” from your registered e-mail account. Your new password will be sent via E-mail to your registered e-mail address. **Limit your log in time and log out when done to free schedule server resources.**