



Checklist for the Swiss HTC QRP Sprint

Administrative Tips

Before the contest

- Read the contest rules.
These can be found in a PDF document on the HTC web site (www.htc.ch > Swiss HTC QRP contest) or they can be requested in printed form, upon submission of a self-addressed stamped envelope (C5 size), from the Contest Manager: Guido Giannini, HB9BQB, Leehaldenweg 6, CH-8153 Rümlang, Switzerland.
- To help you prepare for the contest, a "Log and Summary Sheet" in the form of an Excel worksheet (*.xls) can be downloaded from the HTC web site (www.htc.ch > Swiss HTC QRP contest). It consists of 4 log sheets and 1 summary sheet. This is the document recommended by the HTC for filling out your log. It automatically calculates your score.
- As an alternative to the Excel worksheet, you can also use a Word document (.doc) version of the "Log and Summary Sheet". Here the processing is electronic but without automatic score calculation.
- A "Log and Summary Sheet" in PDF format (.pdf) as a paper log is available on the HTC web site. It consists of 1 summary sheet and 4 log sheets for manual processing of the log and for submission with regular mail. It can be requested, upon submission of a self-addressed stamped envelope (C5 size), from the Contest Manager: Guido Giannini, HB9BQB, Leehaldenweg 6, CH-8153 Rümlang, Switzerland.
- It is recommended to get a new copy of the rules and log files each year (to account for any possible changes) from the HTC web site.

During the contest

- Send your Morse Code only as quickly as you can comfortably read it. Those who send at 120 characters/min. (24 words/min.) and receive a response at 80 characters/min. (16 words/min.) should slow down to accommodate the slower QSO partner and reduce their speed to 80 characters/min. (16 words/min.).

After the contest

- If using a paper log:
Complete the log forms by hand. Then calculate the score and enter it on the summary sheet. Send paper logs by mail as quickly as possible to the Contest Manager.
- If using the log in Word format:
Fill out the log forms. Then calculate the score and enter it "by hand" on the summary sheet. Send the log as quickly as possible via e-mail to the Contest Manager.
- If using the log on the Excel worksheets:
Be sure to fill out the first four fields with the yellow background (call, first name, entry class and QTH) on "Logsheet 1". This data is carried over automatically to the other three log sheets and the summary sheet. It is easiest to navigate from field to field using the tab key; tab (forward) or shift-tab (backward).
- Enter QSO data (without dupes) in the available log sheets. In doing so, please be careful of the following points:
 - Enter the time in UTC. It is mandatory to place a colon after the numeral representing the hour (e.g. 5:40 or 13:20).
 - Data in the fields for "RST Sent", "RST Rcvd" and "Class" can be overwritten.
 - In the "Band" field you have the choice of entering the band designation in meters or in the rounded-off frequency in MHz (without units!), e.g. 80 or 3.5.
 - In order to reduce the amount of typing, upon the entry of the next call sign the previous band information is carried over automatically. This can be overwritten, e.g. in the case of switching over to a new band.
 - The score is calculated automatically, displayed and carried over to the summary sheet.
 - Do not make any entries in any unneeded fields or log sheets.
 - Caution: Most errors arise when you are typing!
 - On the summary sheet, enter information concerning the station, antennas, any desired comments about the contest as well as your own address in the corresponding fields with the yellow background. It is recommended to enter only as much text as fits in a field and carry over the remaining text into the next field.
 - Send the log as quickly as possible via e-mail to the Contest Manager: "hb9bqb@uska.ch".