IOTA operation log data upload manual valid for Club Log Matching

Effective to the Club Log Matching, Island stations could refer the below instructions how to upload your QSO data to Club Log and the detailed information should be informed to IOTA validation team.

A) Club Log new user registration

Register new user from Club Log site (https://clublog.org/signup.php).

If you have already registered, please skip to section B).

QSO data upload method to Club Log

1. After logging in to Club Log, click "Settings" at the top of the screen.

2. Click Callsigns at the top of the next screen.

3. In addition, enter the call sign of the IOTA operation in the "Add Callsign:" field on the screen that is displayed next, and click the "Add Callsign" button at the bottom of the input field to add the call sign. Call sign to be added here is, in the case of the resident station as "JA9IFF", portable operation from IOTA as "JA9IFF/6" or "JA9IFF/1", which were used. Like " JA9IFF/6_AS017" or "JA9IFF/1_Hachijo", it does not match properly, because contacted station will be uploaded as "JA9IFF/6" or "JA9IFF/1".

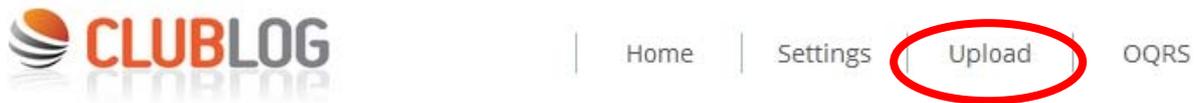If you use the same callsign and operated from different islands or IOTA numbers , do not add a new callsign but upload to the log data of the same callsign.

Example:

JA9IFF/1 "AS-007 Honshu Is."
JA9IFF/1 "AS-043 Hachijo Is."   Upload to same callsign as "JA9IFF/1" even different IOTA.
JA9IFF/6 "AS-017 Okinawa Honto Is."
JA9IFF/6 "AS-079 Miyako Is."   Upload as "JA9IFF/6"

4. Confirm that the added callsign is displayed in the list. After that, click the "Upload" tab at the top of the screen to display the upload screen.

5. In the "Callsign and Upload mode" display on the upload screen, select the callsign to upload from the pull-down menu. You can leave the upload mode "Merge into exiting log (recommended)".

6. Click the "Browse" button for the log to be uploaded and select the log in ADIF format (xxxx.adi).

After selecting the file, click the "Begin Upload" button to upload.

7. Uploaded data can be confirmed by clicking "View records" on the "Upload" screen.

b) Inform your details to IOTA Validation Team

1. Create detailed information of operation log data from different islands and IOTA numbers.

Callsign in Club Log	IOTA Ref. #	QSO started	QSO ended	Island Name
JA9IFF	AS-007	1973-03-26 00:00	Resident	Honshu
JA9IFF/1	AS-007	1984-04-01 00:00	Resident	Honshu
JA9IFF/1	AS-043	2015-07-23 11:23	2015-07-25 02:35	Hachijo
JA9IFF/6	AS-017	2012-07-28 05:45	2012-07-30 07:11	Okinawa Honto
JA9IFF/6	AS-079	2014-07-30 08:50	2014-08-01 03:29	Miyako

For more information, Club Log registered in the callsign, IOTA number, operation start date and time, operation end date and time, operating the island name is required . The uploaded ADIF file name is not required. For the island name, use the exact island name listed on the IOTA website. If you want to add QSO data in the future like a resident station, please also write "Resident" in the "QSO ended" column. In addition, especially keep in mind that detailed information should covered between the began QSO date/time and ended QSO date/time.

If you upgraded your license and changed callsign, please add remarks as below.

Callsign in Club Log	IOTA Ref. #	QSO started	QSO ended	Island Name	Remarks
JA9IFF	AS-007	1973-03-26 00:00	1984-03-31 23:59	Honshu	2nd Class
JE1VDN	AS-007	1984-04-01 00:00	Resident	Honshu	1st Class (upgrade)

2. Please send detailed information to VE3LYC Mr. Cezar Trifu by e-mail (ve3lyc [at] hotmail [dot] com).

If IOTA ref. # is less than 30% of Credit, additional documents are necessary.

(1) A copy of license (if you went to foreign countries)

(2) A copy of landing permission (if necessary)

(3) A copy of boarding ticket or accommodation receipt

(4) Picture with island name (if possible)

If you are resident on the island, you have not provided such (1) – (4) documents and please describe your QTH and Latitude & Longitude data on QRZ.com, that is good enough.

Please do not attach the uploaded ADIF files.

Upload the QSO data to Club Log and sending the detailed information of the log data to VE3LYC, Club Log Matching enables immediately IOTA credit added to the contacted station's credits when you are resident, otherwise 30 days delay from the started QSO date/time for validation process.

Thank you for your cooperation.