IOTA operation log data upload manual valid for Club Log Matching (ver.5)

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".

Add Callsign | Only add your own callsigns.

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.

Home | Settings | Upload | OQRS

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)".

Callsign and upload mode:

JA9IFF/6 ▾ Merge into existing log (recommended) ▾

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

Upload your log:

参照... JA9IFF_6.adi
Begin Upload

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.

Upload Logs *HTML5*

Please use the following form to upload ADIF or LC
account and you may receive an email if there are

Last upload	2016-09-06 13:11:37Z
Last QSO	2016-08-29 11:07:00Z
Past uploads	View records

Filename	Size	Merge/Clear	Dupes	Accepted
JA9IFF 6.adi	1.56 KB	Merge	6	3

b) Inform your details to IOTA Validation Team by E-mail

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 and/or LoTW tQSL certificate name 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/or LoTW and sending the detailed information of the log data to VE3LYC, Club Log Matching and/or LoTW QSO 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.

c) Inform your details to IOTA Validation Team using IOTA-World website

It is necessary to report the detailed information of the IOTA operation by oneself to the IOTA Validation Team for approval, and this operation detailed information can be done online from the IOTA website. After logging in, move the cursor to "**Support**" from the pull-down list on the displayed screen, then click "**Report an IOTA Activation**". Click the "**+ ADD**" button on the screen that appears to add your own IOTA operation.

On the next screen, select the tab "**Operation Details**".

Fulfill "**Start Date** ", "**End Date** (in the case of a resident station set 31-12-xxxx of notified year)", "**First QSO UTC**", "**Last QSO UTC** (in the case of the resident station set 23:59)", "**IOTA Ref. No.**" select from the pull-down list of IOTA reference number, "**Island Name**" select the island name that you operated, "**Callsign**" which was actually used, "**Logname on Club Log**" callsign which was uploaded to the Club Log, "**Logname on LoTW**" callsign which was uploaded to the LoTW, "**QSL Info**" if you have, "**Comment**" is the case of the resident station "Resident", "**Email**", "**URL**" is corresponding to your web page or related to the operation (resident station QRZ.com web site), "**Home call(s) of operator(s)**" callsigns who participate operation, check "**Allow QSO matching starting**" box and can set grace period until "dd-mm-yyyy". "**Attach Documents**" where you are operating from an island that requires validation, click this button to attach the required documents.

Make sure that all the required items (columns with an asterisk) are filled in, then click the "**SUBMIT**" button to notify them to the IOTA Validation Team.

d) Inform your residentials to IOTA Validation Team periodically

For resident stations, valid QSO end date is set to December 31 of each year. This is because even if the resident station moves and is no longer resident on that island, it cannot be confirmed without notification from you. Upon request from the resident station yourself, the IOTA Validation Team manually confirms the description on QRZ.com or inquires e-mail to confirm whether you are still on that island, and then extends the period. Send a notification to IOTA Validation Team (info@iota-world.org) that you are "continuing to be resident", and/or specify in the "Biography" of QRZ.com that you are a resident station and how long it will be resident.

QRZ.com Biography description sample

Thank you for your cooperation.