

Checklist for Completing a Contest

The following is a checklist of things that should be done following the end of every contest. The sooner you complete the entire checklist the better.

1. **Create a Cabrillo file.** The Cabrillo file is what must be sent to the contest sponsors for adjudication. Most loggers have this as an item in the “File” menu.
 - a. In N3FJP loggers, it is “*Write Cabrillo (Contest Submittal) File.*”
 - b. In N1MM+ it is “*Generate Cabrillo File.*”
 - c. Other loggers will have a similar choice.

The Logger will create a file with your callsign as the title. Do not change the file name. That is what the sponsors want – just your callsign.

Make note of what folder the file is placed in. You will need it for the next step.

2. **Submit Your Log to the Contest.** You can always find directions on the contest web page, usually near the bottom of the rules.
 - a. Some may have links to a submittal form. Follow any instructions. Fill in the blanks on the form. You will specify your file name at the bottom of the form.
 - b. Others may require you to send the Cabrillo file as an attachment to an email. If so, the subject of the email should be only your callsign. There should be nothing in the body of the email.
3. **Enter your results on 3830Scores.** This is not mandatory, but it provides a lifetime record of your results, lets others know how well you did, and often qualifies you automatically for programs such as the State QSO Party Challenge.
 - a. Use your log’s summary of results to fill in the blanks.
 - i. In N3FJP, go to *View* and *Statistics*.
 - ii. In N1MM+, choose *Window* and *Score Summary*.
 - b. Although not required by 3830, some programs use Op Hours as a part of their calculations.
 - i. That is available on the N3FJP Statistics page.
 - ii. If you are not sure, make a reasonable estimate. This is not a critical value.
 - c. Choose your club from the drop down menu. If it’s not on the list, you may write it in. Everyone from a club should use the same format.
 - d. In the Comments box, type in anything you would like to share about the contest.
4. **Copy the results accepted by 3830 and paste them in an email** to anyone you would like to inform or on any reflector you are a member of and would like to share your results.
 - a. Add additional comments that might be interesting to whoever you are sending it to.
5. **Export an ADIF file.** This is a standard file format for log exchanges.
 - a. The Export function is usually quite prominent on the File menu of most loggers.
6. **Import the ADIF file into your master log.**
 - a. For ACLog, it is “*Import ADIF*”.
7. **Upload your new QSOs to LoTW.**
 - a. In ACLog, it is *ELogs*, *LoTW* and “*All Contacts Not Uploaded*”

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