

# Claiming RSGB Countries and Squares Awards



The Claim form is Read-Only when downloaded, any information added will not be saved unless it is saved with a different name. A good suggestion is Callsign & Award level i.e. "G9XYZ 4m 20&4"

Opening the spreadsheet should default to "Squares and Start Page" and the top of the page should look like this: -

RSGB COUNTRIES & SQUARES AWARD			BAND =	0	MHz
AWARD =	Select Award		QSL Confirmations =	0	
CALLSIGN =			LoTW Confirmations =	0	
SQUARES Required =	0		Total Squares Confirmed =	0	
QSO's Valid from =	31/12/1979		Squares Claim Valid?		
Locator	Callsign	Date (DD/MM/YYYY)	LoTW Unique ID N <sup>o</sup>	QSL Card (Y)	

Figure 1. Starting View of Claim form

Enter your callsign in the box next to "Callsign"

Click on "Select Award" and pick the award from the drop-down list. The "Squares Required", "Band" and "Squares Claim Valid" will then populate: - (in this example G9XYZ is applying for the 70MHz 20 Squares & 4 Countries award)

RSGB COUNTRIES & SQUARES AWARD			BAND =	70	MHz
AWARD =	70MHz 20/4		QSL Confirmations =	0	
CALLSIGN =	G9XYZ		LoTW Confirmations =	0	
SQUARES Required =	20		Total Squares Confirmed =	0	
QSO's Valid from =	31/12/1979		Squares Claim Valid?	N	
Locator	Callsign	Date (DD/MM/YYYY)	LoTW Unique ID N <sup>o</sup>	QSL Card (Y)	

Figure 2. G9XYZ is applying for the 70MHz 20 Squares and 4 Countries Award

Start entering all the QSO's for the Squares part of the award claim.

The Locator should be entered in Alphanumeric order, only the first 4 characters of the Locator are required i.e. IO81, JO02 etc.

The date format will default to dd/mm/yyyy. If the date entered is not valid a message "Invalid QSO Date" appears in the relevant cell in column 6

For Logbook of The World confirmations copy and paste the unique QSO reference into the cell (see <http://rsgb.org/main/files/2017/06/Adding-LoTW-confirmations.pdf> for how to do this).

For QSL confirmations type in Y in the cells (upper or lower case).

As each QSO is entered the "QSL", "LoTW" and "Total Squares" will update. Once the "Total Squares confirmed" equals the figure in the "Squares Required" box the "Valid Claim" box will change to "Y".

To add the Countries to the claim form, click on the tab marked "Countries" at the bottom of the screen. Some of the boxes on this page will already be populated depending on what award was selected on the Squares and Start Page.

RSGB COUNTRIES & SQUARES AWARD				BAND =	70	MHz
AWARD =	70MHz 20/4		QSL Confirmations =	0		
CALLSIGN =	G9XYZ		LoTW Confirmations =	0		
COUNTRIES Required =	4		Total Countries Confirmed =	0		
QSO's Valid from =	31/12/1979		Countries Claim Valid?	N		
Country	Callsign	Date (DD/MM/YYYY)	LoTW Unique ID N°	QSL Card (Y)		

Figure 3. Countries Page with the requirements pre-filled

Enter the QSO's as previously done on the Squares page. Some QSO's can be claimed twice e.g. a QSO with Guernsey (GU) is also valid for IN89 square.

Once the Valid Claim boxes on both sheets show "Y" then the claim can be submitted to the RSGB Awards Manager.

The claim form may be printed out for reference. Before printing click on "View" on the menu bar and select "Page Break Preview" to make sure the print will fit.