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: -

![Figure 1. Starting View of Claim form](image1)

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)

![Figure 2. G9XYZ is applying for the 70Mhz 20 Squares and 4 Countries Award](image2)
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.

![Figure 3. Countries Page with the requirements pre-filled](image)

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.