

**How to use Logbook of the World**  
**As prepared by Tony McClenny, N3ME**

Stage 1 Procedure (One Time Only for each Callsign):

1. Go to <http://www.arrl.org/lotw> and download the current version of the TQSL software.
2. Once the software is installed you'll find the programs TQSLCert and TQSL under the Start/Programs/TrustedQSL menu. (Unless you selected a different menu during installation.) The installer also lets you place shortcuts to these programs on your desktop.
3. Run TQSLCert to create a certificate request. You'll get a message reporting that you have no certificates and asking if you want to request one. Say YES.
4. Proceed using the request wizard
  1. At the completion of the following process, you will be asked to save the request as a file. REMEMBER where you save the file.
5. The request wizard will ask you to supply a call sign. Use your present call sign -- without any portable identifiers.
6. The QSO start date is the first date for which you'll enter QSO records into the system using the call sign you supply. Normally this is the issue date for your license. Leave the QSO end date blank for a license that is current.
7. For US call signs, your mailing address should agree with the address in the FCC database. If your address is different, you must register your new address with the FCC.
8. The request wizard includes a page that allows you to digitally sign the certificate request. On your initial request, you must choose "unsigned" since you have no certificate with which to

sign.

9. Submit the certificate request by uploading it via the Web to: (<https://www.arrl.org/lotw/>). If you are a US licensee, you will then receive a post card in the mail with further instructions. (The post card will be sent to the address you have in the FCC database, so make sure that's correct!) If you are a non-US licensee, you must submit proof of license and identity to receive your certificate. See <http://www.arrl.org/lotw/> for details.
10. NOTE! IT IS IMPORTANT that you do NOT delete the certificate request (the red-lined icon) from TQSLCert once it has been sent. Each certificate request is unique and must match the certificate that will be returned to you by the issuer. If you delete the certificate request from TQSLCert, you will NEVER be able to load or use the received certificate!
11. Once your certificate has been issued it will be sent by email to you as a .TQ6 file to the address you entered into the certificate request during step. You should be able to double-click the attachment in the received message to launch TQSLCert to load the .TQ6 file. If that doesn't work, save the attachment to disk, run TQSLCert and use its File menu's "Load Certificate File" command to find and load in the .TQ6 file. Once that's done, TQSLCert should designate your certificate in the certificate list with a gold emblem next to your call.
12. SAVE THE CERTIFICATE. If you do not perform this step and later lose your certificate (due to a hard-drive crash or system reinstall, for example), your certificate will be unrecoverable.
13. Click on the certificate in the certificate list to select it, then choose the Certificate menu's "Save" command. Save the certificate file onto a floppy disk or other off-line medium.

14. Logbook of the World treats a call sign with a portable identifier (e.g. NU1AW/4 or P2/W1AW) as a separate call sign. To submit log data using such a call sign, you need a certificate with that call sign in it. Once you have received your certificate for your present call sign, repeat the process above, but sign the request with the certificate for your present call sign.
  
15. This will speed the process of getting the certificate and will ensure that all of your certificates appear under your Web site user account.

## Stage 2 - Upload Data File Procedure for DX4WIN users

1. Click on DX4WIN and load the software
2. Click on "Filter", "Search"
3. Click on the "Date" field
4. Enter first date to send
5. Press ENTER
6. The "Get date range" window opens and displays the start and end dates for the upload.
7. Enter "End Date" to send
8. Click on "OK"
9. Click on "LOTW"
10. Click on "Set LOTW Upload Flag"
11. The "Confirm" window will open and displays "Setting Upload flag for LOTW"
12. Click on "LOTW Set Upload Date"
13. Click on "Yes"
14. The "Information" window will open and display "No QSOs changed"
15. Click on "OK"
16. Click on "File"
17. Click on "Import/Export"

18. The "Import/Export Filters" window will open
19. Click on "ADIF"
20. Click on "File" in the "Import/Export Filters" window
21. Click on "Export"
22. The "Save As" window will open
23. Be sure the "Save file as" type is set to "ADIF"
24. Save as "My Documents\ARRL\LOTW\Uploaded Logs\filename"
25. The "Information" window will open and display "Filter Active, use it for export?"
26. Click on "Yes"
27. The "Information" window will open and display "Export finished..." and will display how many QSOs were written
28. Click on "OK"
29. Click on "File" in the "Import/Export Filters" window
30. Click on "Exit"
31. The "Import/Export Filters" window will close
32. Click on "File"
33. Click on "Exit"
34. Go to your desktop

35. Click on "TQSL"
36. Click on "File"
37. Click on "Sign existing ADIF"
38. Click on your callsign and proper station location if applicable  
Some individuals may have operated from multiple locations  
Some individuals may have multiple callsigns
39. Click on "OK"
40. The "Select file to Sign" window will open
41. Click on "file to upload"
42. The "Select file to write to" window will display
43. Click on "Save"
44. A window will open stating "TQSL - confirm signing..."
45. Click on "Yes", if correct
46. A window will open stating "QSO Date Range"
47. Set the Start and End dates using this format: yyyy-mm-dd
48. Click on "OK"
49. A window will open stating, "Enter password"
50. Enter your password (note: password is case sensitive)
51. Click on "OK"
52. The "Signing QSO Data" window will open and display,  
"Converting to TQSL format and the number of qso's processed"

53. The "TQSL" window will open and display the file to upload
54. Use your Internet Browser and go to: [www.arrl.org/lotw](http://www.arrl.org/lotw)
55. Look for:  
  
"Log in to your LOTW account here!  
Go Now"  
  
and Click on "Go Now"
56. Enter your username: (suggest using your callsign)
57. Enter your password: (use your password)
58. Click on "Log On"
59. Click on the box that says, "Upload File"  
The cream colored box on the right side of the middle section  
of the page
60. Click on "Browse"
61. Go to C:\My Documents\Ham\ARRL\LOTW\Uploaded Logs
62. Select the log you wish to upload
63. Click on "Upload" to transfer the log

Recent Uploads (date of last contact uploaded):

8P9ME	Entire log uploaded	03-11-2011
W3PP	Entire log uploaded	03-23-2011

N3ME	Log update uploaded	
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09-26-2011

10-18-2011

10-30-2011

11-06-2011

### Stage 3 Download Procedure

1. Go to <http://www.arrl.org/lotw>
2. Click on "Go Now" to log into your LOTW account
3. Enter your username n3me
4. Enter your password 7n3me6
5. You will be able to review your personal logs
6. Click on "Download Report" in left column
7. Enter QSL received since
8. Enter Date
9. Click on "Download report" and the file will download to your computer
10. Import the downloaded ADIF file into DX4Win
  - a. Do not add the QSO's to the log
  - b. Tell DX4Win to use the confirmed flag to update the Upload Confirmed in the matching QSO's.
  - c. If asked how to deal with duplicate QSO's,
    - i. Select "Imported QSO sets Upload Confirmed Flag"
  - d. This will only occur if you have existing QSO's in your DX4Win log
  - e. If a downloaded QSO is NOT in your DX4Win log
    - i. The import routine will write such to a text file for further inspection