

# CCAR Field Situation Report Instructions

This document assumes you have VARA FM installed and working.

1. Open Winlink Express
2. Select "Message" then "New Message"
3. Select "Select Template"
4. Click the + sign in front of "Standard Templates"
5. Click the + sign in front of "General Forms"
6. Double Click on "Field Situation Report.txt" (Your Browser should open w/form)
7. Fill out the form as TRUE SCORE for your location. If you do not know the answer to a question, then that is the answer!
8. Before Submitting your form, YOU MUST ENTER in the POC (Point of Contact) box your call. If you do not the form will not be added to the map.
9. Click the "Submit" button, this should now load into your New Message window.
10. Now click "Post To Outbox"
11. Click on "Open Session" then select "VARA FM" if you are set up correctly this should open your VARA FM Modem.
12. Select either Direct or Digipeater in the drop-down box if you select Direct enter the station you would like to connect to (W3EOC-10). If you select Digipeater then the station you want to connect to (W3EOC-10) then in the Digipeater Box enter (W3EOC-6) (or others) then click "Start"

For a full video of the process described above click the link below:

[CCAR Field Situation Report Video](#)