

Checklist for NAQP CW Contesting with Deep Dixie Contest Club (DDCC)	
Assuming N1MM+ as our Preferred Contesting Software	
1	Before making adjustments to your radio(s), prepare yourself by knowing the following:
2	<input type="checkbox"/> • Know which contest you are entering (and indicate such in your software)
3	<input type="checkbox"/> • Be SURE you have read the rules for this contest -- http://ncjweb.com/NAQP-Rules.pdf
4	<input type="checkbox"/> • Ensure that your clocks are synchronized for contest start/stop times
5	<input type="checkbox"/> • Prepare (or review, if you have one) a strategy for operating this contest (off-times, band selection, etc.)
6	<input type="checkbox"/> • Check your operating position to ensure comfortable layout for long operations
7	<input type="checkbox"/> • Get adequate rest and sleep beforehand — and use restroom before contest start time
8	<input type="checkbox"/> • Consider collecting snacks and hydration supplies to sustain you
9	<input type="checkbox"/> • Ensure that you are set up to indicate DDCC in your real-time scoreboard and other reporting locations (VERY important!)
10	On Friday, prior to the NAQP CW Contest opening:
11	<input type="checkbox"/> • Set Windows Updates to pause for a week (so this doesn't interrupt your contesting)
12	<input type="checkbox"/> • Verify antenna adjustments have been made. (For example, an 80 meter dipole cut for SSB that requires extensions to be added for CW use or a vertical that was tweaked on 80 for NAQP RTTY that needs to be tweaked again for NAQP CW.) [Tnx AB0S]
13	<input type="checkbox"/> • If you've been operating FT8 or FT4, make sure your transceiver is no longer in SPLIT VFO mode [tnx AB0S for this one]
14	<input type="checkbox"/> • Set up N1MM for proper/optimum operation in this contest
15	<input type="checkbox"/> √ Launch N1MM -- make sure you are using the latest version
16	<input type="checkbox"/> √ Open (or CREATE NEW) database for this contest
17	<input type="checkbox"/> √ Create new file in this database — Choose appropriate contest name
18	√ Under the " Contest " tab, choose the following options:
19	<input type="checkbox"/> • Operator --> Single Op [Notice that rules allow SOA (Assisted) category]
20	<input type="checkbox"/> • Band --> ALL
21	<input type="checkbox"/> • Power --> LOW
22	<input type="checkbox"/> • Mode --> CW
23	<input type="checkbox"/> • Exchange --> be sure this exchange is correct (your Name & State/Province, as required)
24	<input type="checkbox"/> • Operator --> (Your Callsign)
25	√ Under the " Associated Files " tab, choose the following options
26	<input type="checkbox"/> • CW Function Key Message Files (select the file for your chosen contest)
27	<input type="checkbox"/> • Master.scf Filename --> master.scf
28	<input type="checkbox"/> • <i>Update Call History File [suggest updating again on Saturday prior to contest in case updates have been made]</i>
29	<input type="checkbox"/> √ CTRL-O to enter your own personal operator call sign (your call sign should be there, by default, but make sure)
30	<input type="checkbox"/> √ Configure Menu --> Score Reporting Tab -- Select "Report Real-Time Score..."
31	<input type="checkbox"/> • Enter the Score Reporting Server as https://Contestonlinescore.com/post/
32	<input type="checkbox"/> • Enter your Score Reporting Username (the same one you entered on the ContestOnlineScore site)
33	<input type="checkbox"/> • Enter your Score Reporting Password (same one you entered on the ContestOnlineScore site)
34	<input type="checkbox"/> √ Tools Menu -->
35	<input type="checkbox"/> • Download and Install Latest Check Partial File (from Tools menu)
36	<input type="checkbox"/> • Download and Install Latest Country File (from Tools menu)
37	<input type="checkbox"/> √ Real-Time Scoreboard --> go to http://contestonlinescore.com and make sure you're set up properly
38	<input type="checkbox"/> • Check your Profile page for accuracy (indicate Deep Dixie CC for club; choose team, from pull down menu)
39	<input type="checkbox"/> • From pull-down menu, select the current contest name
40	<input type="checkbox"/> • <i>Optional:</i> Click on "Clubs" to show scores sorted by clubs
41	<input type="checkbox"/> • Scroll to locate "Deep Dixie CC" and click so you're viewing only our club
42	<input type="checkbox"/> • Resize your window, then drag that window to a clear place on your screen so you can watch progress
43	<input type="checkbox"/> √ Testing 1, 2, 3... (suggested routine that will help you ensure you are set up properly)
44	<input type="checkbox"/> • Turn XMTR power to zero or disable PTT -- allows you to simulate operating without QRMing the band
45	<input type="checkbox"/> • Test each Function Key -- both Run and S&P (adjust if necessary)
46	<input type="checkbox"/> • Simulate making contacts by entering call signs into Entry window (and watch your log to ensure that contact shows up properly) -- enter several call signs, just to be sure
47	<input type="checkbox"/> • Watch the Real-Time Scoreboard to see if your call sign--and score--shows up properly (meaning that it appears under Deep Dixie CC...and indicates your correct team name)
48	<input type="checkbox"/> • Return XMTR power to 100w
49	<input type="checkbox"/> √ Inside the N1MM Entry Window (where you enter a station's call sign), type " WIPELOG " before you begin the contest!!
50	<input type="checkbox"/> • Final check: Double check to make sure everything is hunky-dory
51	<input type="checkbox"/> • ADOPT A POSITIVE MINDSET & STRONG DETERMINATION TO SUCCEED!
IMMEDIATELY AFTER THE CONTEST	
52	<input type="checkbox"/> • Create a Cabrillo file, so your log can be submitted to NCJ -- http://ncjweb.com/naqp
53	<input type="checkbox"/> • Post your score at 3830scores.com -- and be sure to indicate Deep Dixie CC as your club, plus your team name