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Registration Instructions

Enter the Virginia EmComm site at VaEmComm.org. Go to the second button down on the left and click on the button “Registration and Login”. This will open the “Registration” Site. Go to near the bottom of the page and click on “Register” fill in the “User Name” with your **call letters**. The software will change your call to all capital letters. Below user name is “Password”. You select your own password and the password is case sensitive. Put your password in a secure place in the event that you lose it. If your password is lost, we can give you a new password that you can use to go in and change your password to one of your choosing. After entering your password click on “Register” and you will be prompted to “Login”. This login prompt is a hot key that will take you back to the “Login Page”. When you enter your User Name and password, Then click on “Login” and you will be taken to page 1 where you will go to the left column and click on “Update Registration”. You will then be asked for your “Call” then “License Class” followed by your name. At this time we are not issuing EmComm Ids but we have the equipment and may issue Ids in the future. Just leave the ID field empty for now. You then you will be asked about what EmComm organizations that you belong. You may select several if you belong to more than a single group then scroll down to the “Staff” section. If you hold an appointment fill this in and this will allow you to be upgraded to a “Manager” status. When you are upgraded, this will allow you to view the information on all registered members. The information is not financially sensitive but what is normally available on public sites. We are not attempting to shield information from EmComm leadership. This is a secure account allowing only EmComm members or later allow agency leadership to access the data.

If you are not “Staff” you will only be able to access your own information. You will be able to go into your account and update your information. For example, when you upgrade your license or take an ICS or communications course, you will be able to update your own records. After completing your “Staff section” go to the top of the page and click on “Location” and you then be able to list your location. Then click on “Next” or go to the top of the page and click on “Contact” page.

Complete this section. Be sure to enter your Winlink address as one of your email addresses if you have the ability to run Winlink. When you complete the contact page, click on next or go to the top of the page and click on the tab for “Availability”.

List the times that you will be available for different activities, if you click on 24/7 you

will not need to click on time slots . If you are going away on vacation, you could go in and mark yourself as being unavailable until your return. Just remember when you return home to change your your availability. After completing the “Availability” tab and page then click on “Next” or go to the “Training” tab.

The listing of most common courses both ICS/NIMS and emergency communications type courses are shown here. Those courses that are not included on this page may be filled in on the last page titled “Other”. On the “Training” page you will want to go back later and fill in the dates on your courses. Be sure to **SAVE** your work often. If you exit the registration page before saving your information, the data will be lost. After finishing your “Training” page, click “Next” or go to the top of the page and click on “Capabilities”.

This is a list of bands and modes that you have equipment to operate. As you upgrade equipment and license, go back and upgrade this page. After finishing your “Capabilities” click on “Next” or go to the top of the page and click on “Other” or go to the tab that says “Other”.

When you go to the “Other” you will have the opportunity to list your skills and another text box will allowed you to list your activation and emergency communications drill experience. This is a page that has been neglected by many that have registered but could have valuable information for those looking for skilled and experienced people. When you finish this page, be sure to SAVE your work or if you exit prior to clicking on “SAVE” you listings for that session will be lost.

Remember the accuracy of your information will depend on you so plan to go back from time to time and at least every 6 months to insure that your information is up-to-date. If you have a “manager” privilege check the information on the following pages to insure that you can use this site to track your own group and also be aware of hams from other communications groups that can be of assistance when your local resources are beyond the hams that you have locally.

Manager

After you register and listed your leadership role, you will be given a “Manager's” status. To insure that you are upgraded' send an email to w4ghs@arrl.net and let me know that you have registered as staff. Once you are upgraded to “Manager” go to the left column and click on “Admin Center”. This will bring up a listing of all registered EmComm members. If you are looking for EmComm members from a certain area, or

those with certain interest or skills etc. this will be easy to search out. To search, Click on “Search” in this left column. Once that the search page comes up, you will need to use the “Search” hot key on at the top or bottom on the RIGHT side of the page. Do not use the “Search” in the left column on the left side of the page after you get into the search page. There are over 70 fields on the search page and you may select a number of these to find that people that you want. For example, I clicked on Skywarn Spotters located in District 14. This is the data returned; You then have the option of doing the following.

Send Message

Send an email message to one or more of these members, at this point your selected list will appear with empty check boxes. At this point you can click send to all or you can check individuals that you wish to send the message. You may also export the data that you pulled up on your search.

Export

Download result of the search in csv format

Call sign, Name Last' Update License Class:

KI4JTV Beverly Tipton 2014-12-20 19:36 Amateur Extra

KQ4AZ RICHARD BEAVER 2014-11-21 11:35 Amateur Extra

W4GHS Glen Sage 2014-12-20 22:08 Amateur Extra

Compose Message

Download options

Download result of the search in XML, CVS or format.

You will also need to send in files for the courses that you have completed. The form to allow you to send your files is <http://www.w4ghs.org/AUXCOMM-Document-Transfer.html>

So, you can see that you have many task that the database can be used for to enhance your record keeping and securing mutual aid.

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