

November 1, 2013



TO: All *ARRL Repeater Directory* Contributors

FROM: Steve Ford, WB8IMY, ARRL Publications Manager

RE: Changes to the *Repeater Directory* Data Management System

Effective today, we are making several important changes that affect how we gather and manage data for use in the *ARRL Repeater Directory* and other products such as *TravelPlus*.

Beginning January 1, 2014, we will allow repeater owners and trustees to submit repeater information directly to ARRL Headquarters. We are making this change for two reasons:

1. We continue to receive complaints about inaccuracies in our *Repeater Directory* and *TravelPlus* products. Allowing repeater owners to directly provide data may help alleviate many of these complaints.
2. We are working on enhancements to our software products that will permit users to receive updates on a regular basis (much like many other software applications do today). To make that possible, we need a repeater database that is updated continuously rather than just once per year.

How Will the Direct Input System Work?

Repeater owners will be directed to a publicly available page on the ARRL website where they will submit their information. This page will display three prominent declarations:

- **That we will only accept information from repeater owners, trustees or those officially authorized to act in their behalf (such as club officers).**
- **That we will only accept information concerning coordinated repeaters.**
- **That acceptance of information does not constitute “coordination” of any kind – the repeater owner must still communicate with his/her coordinator.**

The repeater owner will be asked to submit contact information, including a telephone number. Before the new information is entered into the *Repeater Directory* database, an individual at ARRL Headquarters will attempt to verify the identity of the person submitting the data.

Once their identity has been confirmed to the best of our ability, the information will be entered into the database. At the same time, an e-mail will be sent to the coordinator for the area in question so that he/she is aware that a change has been made. The coordinator can then opt to check the online database and make further revisions if desired.

How Will this New System Change the way in which the ARRL Works with Coordinators?

The most important changes will be the way in which information from coordinators is obtained and processed.

- A number of coordinating groups have historically submitted information in the form of large files that completely overwrite existing records in the *Repeater Directory* database. **Effective January 1, 2014, these files will no longer be accepted.** All participating coordinators will be required to manage their information online at www.arrl.org/repeater-coordinators. (Many of you are doing this already.)

- **For those who have submitted database files in the past, we ask that you make one final submission between now and December 15, 2013.** Again, however, after January 1, 2014, we will no longer accept file submissions or uploads.

- Once the new system is operational, there will no longer be “deadlines” for data submissions since we will assume that you will manage your information online throughout the year. However, we will still be taking “snapshots” of the database on January 30 of each year for use in the printed *Directory*, so you are encouraged to make sure your records are as accurate as possible before that date.

After January 1, 2014, all coordinators who demonstrate that they are making an effort to manage their data through the online *Repeater Directory* database will be eligible for the customary annual honorarium payment of \$1 per repeater record. All we ask is that you occasionally check into the database and view or edit your records. Our tracking software will automatically log your visits.

Coordinators or coordination groups that do not access the online *Repeater Directory* database at least once during a given calendar year will not receive honorarium payments or be eligible for complimentary copies of the *Repeater Directory* that year.

We will soon be sending new *two-year* license agreements along with complimentary Repeater Directory forms. **Payments will not be made, nor will complimentary *Directories* be sent, unless these forms are returned.**

If you have any questions, please feel free to contact me at sford@arrl.org.

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Steve Ford, WB8IMY