

SHIFT SUPERVISOR INSTRUCTIONS

- Prior to the net, check the Net Control Signup list to see what signups are missing and make a note of that so that you can request that people go to the website to sign up.
- Then go to the county web site (<https://www.scc-ares-races.org>) and open the Training & Events Calendar (left side of home page). Use the cursor to copy events from the current date for about 4 weeks, and then paste that selection into Word (or any editor) for your announcements list.. While you are there, open some of the events so you know what they are about so you can provide some additional information.
- Check with Leslie to find out if there are any local events that need mentioning. Add those to the events from the Training Calendar.
- When you come on the air, first thank the Local Net Operator for a job well done. Then announce the events from your list, beginning with any local events. You can be very brief, and refer people to the county website for details, or answer any questions someone has.
- During the net, your function is to use the current list of net participants (**Current roster of net participants (ICS 211A)**), which is near the end of the Links page, to record the hams who check in. This allows you to compare what you have heard with Net Control. Your job is also to help Net Control hear all respondents. At the end of each group (A-F, G-L etc.) check with Net Control to see if your totals match.
- When Net Control goes to the main net to report the MV count, your job is to go through your list of announcements. When you have completed the list, ask if there are any questions. If you can't answer any, see if Leslie can help.
- Before signing off, Contact Leslie to see if she has all the information she needs.
- If you are in the Shack as Shift Supervisor you have the added task of checking for packet messages. Turn on the TNC and packet radio and computer monitor. Click the Send/Receive button on Outpost to get any packet messages. Read them over and if there is nothing to act on you are done. Turn off the monitor, packet radio and TNC when you're finished.

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