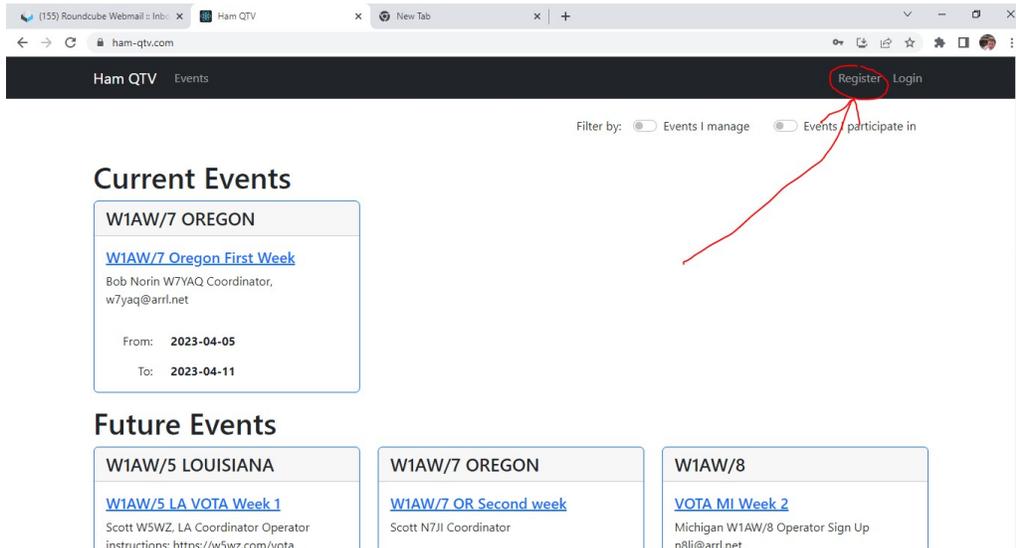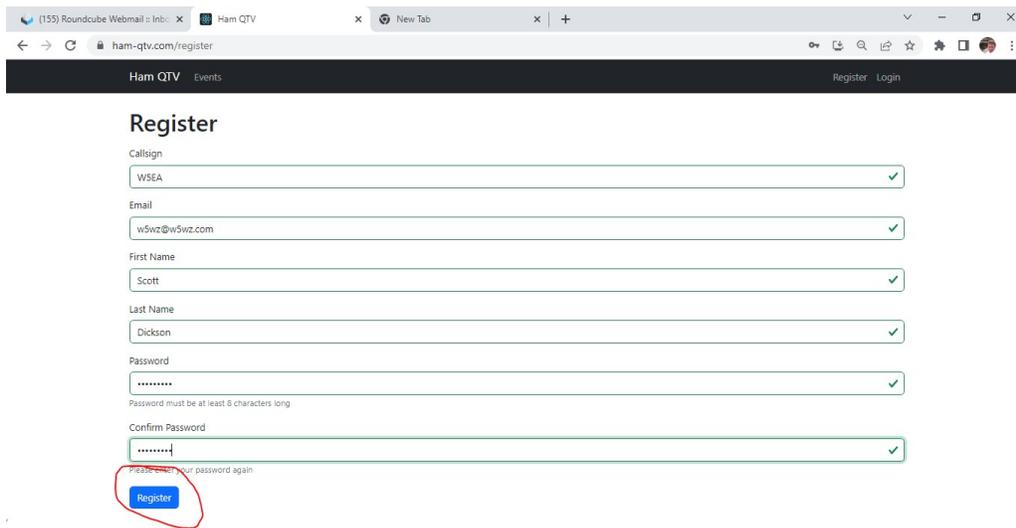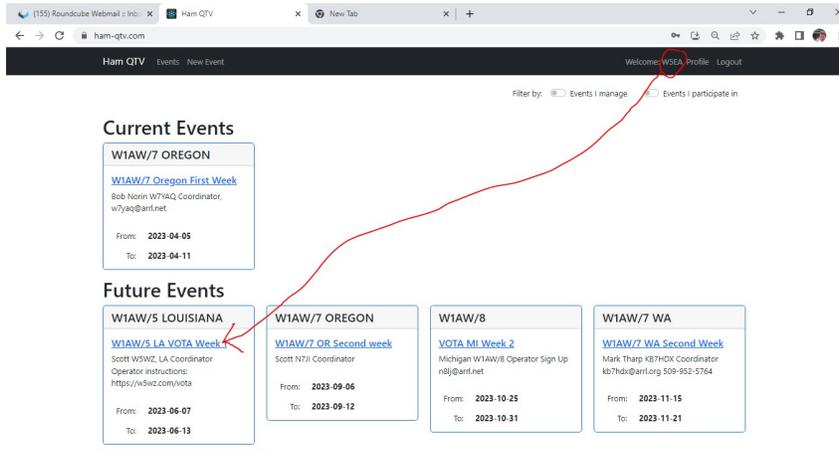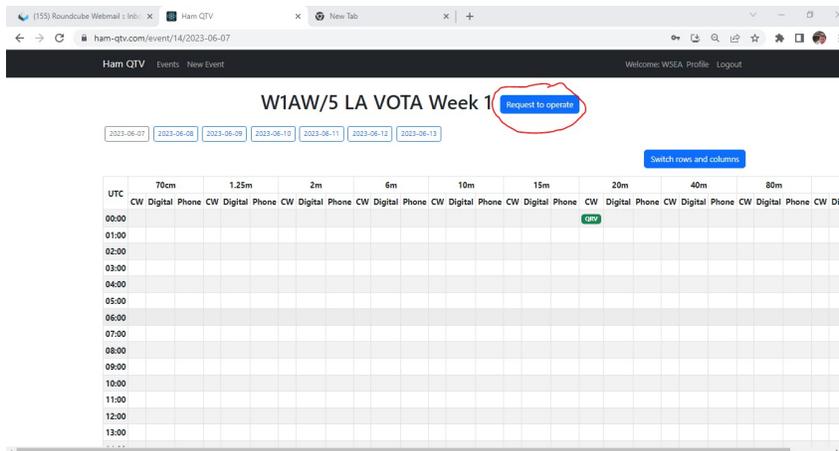Go to HAM-QTV.com and click REGISTER

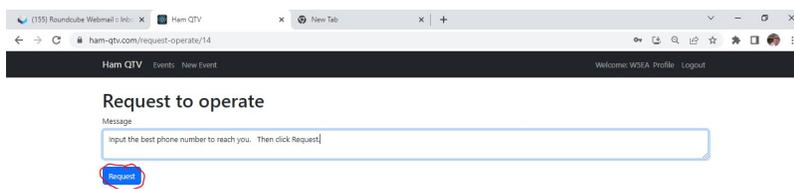Complete the registration form and click REGISTER.

At the top right, you will see that you are logged in. Next, click on the event you wish to request to operate.

The event schedule screen displays. Click the REQUEST TO OPERATE button.

Include the best phone number to reach you, then click REQUEST

The event manager must approve your request before you can schedule slots. Once approved, when you log in to the tool and go to your event, you will see the schedule. Notice in the highlighted area that it no longer shows "Request to Operate." Note that times and dates are UTC. Select the date you wish to operate, it will appear in grey as shown. Then click TAKE for each slot you wish to claim. Notice that your callsign appears when you claim a slot. If you need to release a claimed slot, simply click it again, and the slot will display TAKE.

Once you have made your selections, simply leave the page; there is not a save or apply button.

You may return as often as you like to adjust your schedule.