# How to use the "DeKalb ARES Check-in" Template

First the "DeKalb ARES Check-in.txt" file must be saved to the "C:\Winlink Express\Global Folders\Templates" directory. **Important note, this may be "C:\RMS Express\Global Folders\Templates" depending on which version of Winlink that you first installed.**

To make it easy to select the DeKalb ARES Check-in template follow the next steps:

1. Be sure you have already downloaded or other obtained a copy of the template file.
2. Be sure you have placed the template file in one of the above noted directories.
3. Start Winlink Express if not already running (these pics are from v1.5.5.0).
4. From the top menu bar select **Message**.
5. From the **Message** dropdown select **Set favorite templates…**.
6. You will see this window:
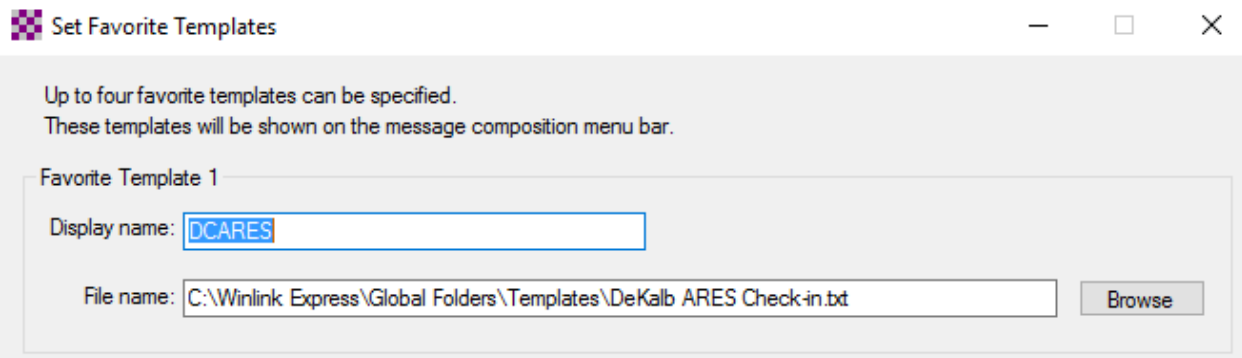
7. Fill in the **Display Name:** with something that signifies what the template is all about. Make it short. **DCARES** is suggested, but not required.
8. Fill in the **File name:** as shown with "C:\Winlink Express\Global Folders\Templates\DeKalb ARES Check-in.txt." You can use the Browse button to find the file, type the entire string, or copy and paste the string from this sentence to get the file name as shown. Remember that you may have to substitute **RMS** instead of **Winlink** in your string.
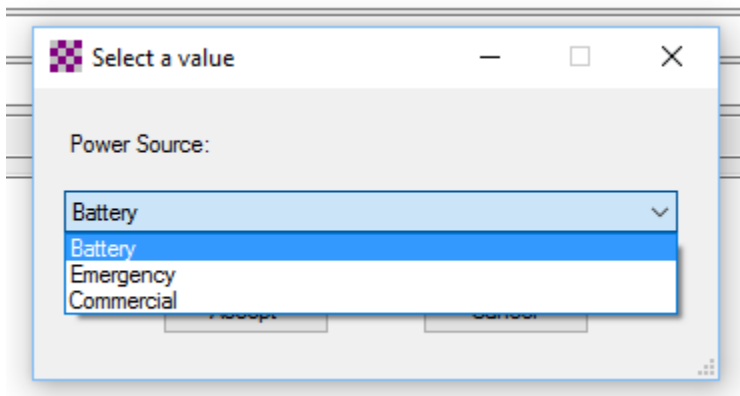9. Click on the **Save** button at the bottom of this window.

Then from the Winlink Express **New Message Icon** or from the **Message** menu dropdown, start a new message.
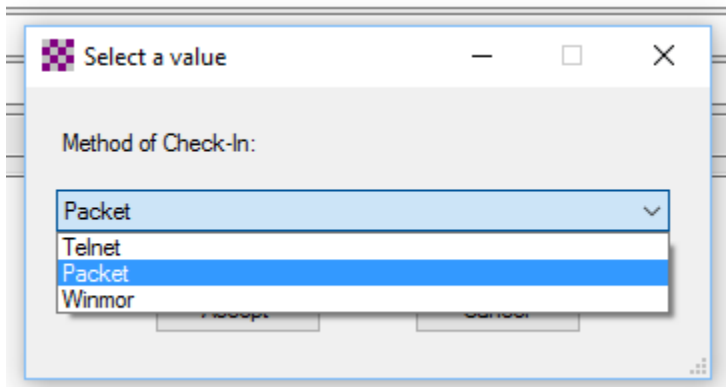
You will now see the window below:
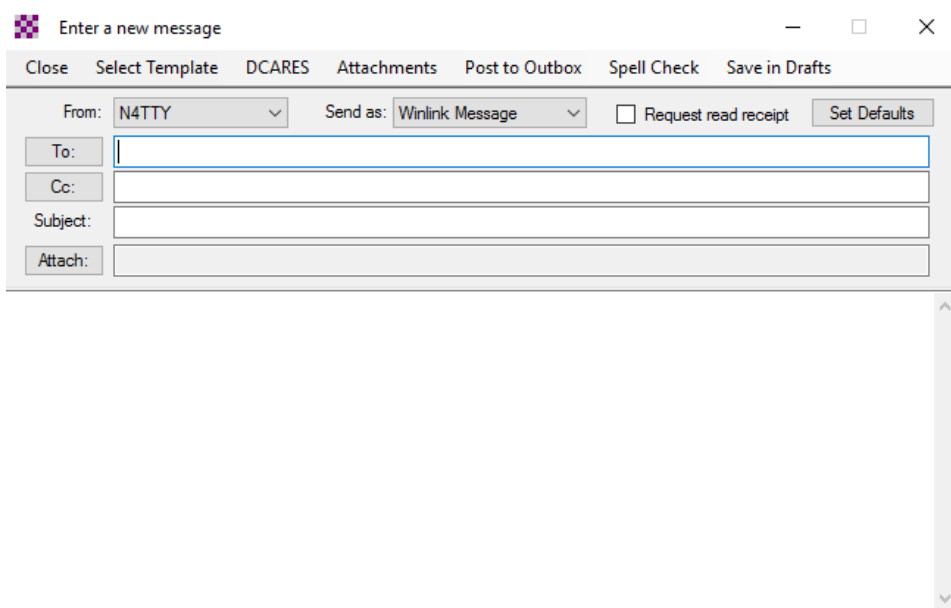
You will now be presented with a series of pop-ups that will populate your check-in message.

Click on the DCARES on the menu bar to get this window:

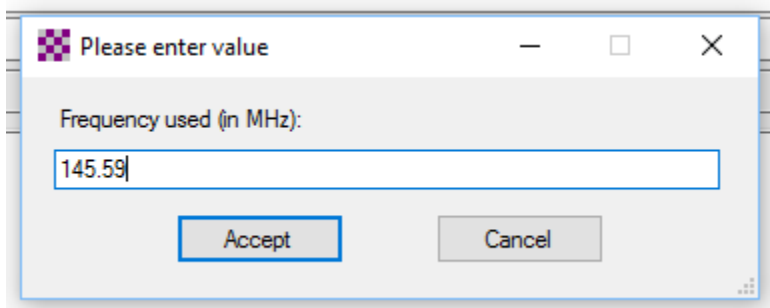From the pull down menu select your **Power Source** and then click the **Accept** button to continue.

The following pop-up allows you to select your method of check-in (Telnet, Packet, or Winmor):

Here **Packet** has been selected.
Select the method you will be using and then click on **Accept**.

The next pop-up will prompt you for the frequency that will be used if this is an RF check-in:

Here the frequency of the DeKalb ARES RMS Packet Station has been entered.
If this is Telnet check-in just leave the field blank and then click on **Accept**.

The next window will prompt you for the callsign of the **Called RF Station** used if this is an RF check-in:
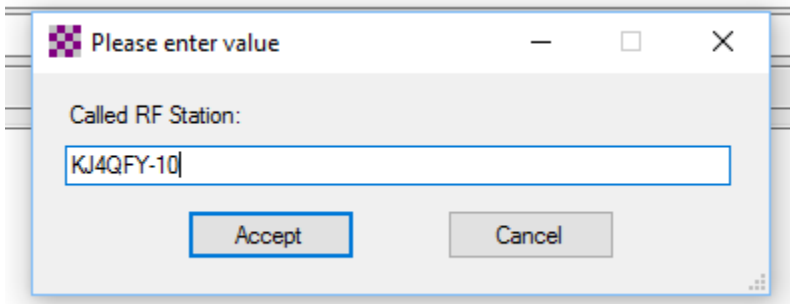
Here the callsign of the DeKalb ARES RMS Packet Station has been entered.
 If this is Telnet check-in just leave the field blank and then click on **Accept**.

Your message is complete and will look similar to this example of a completed message:
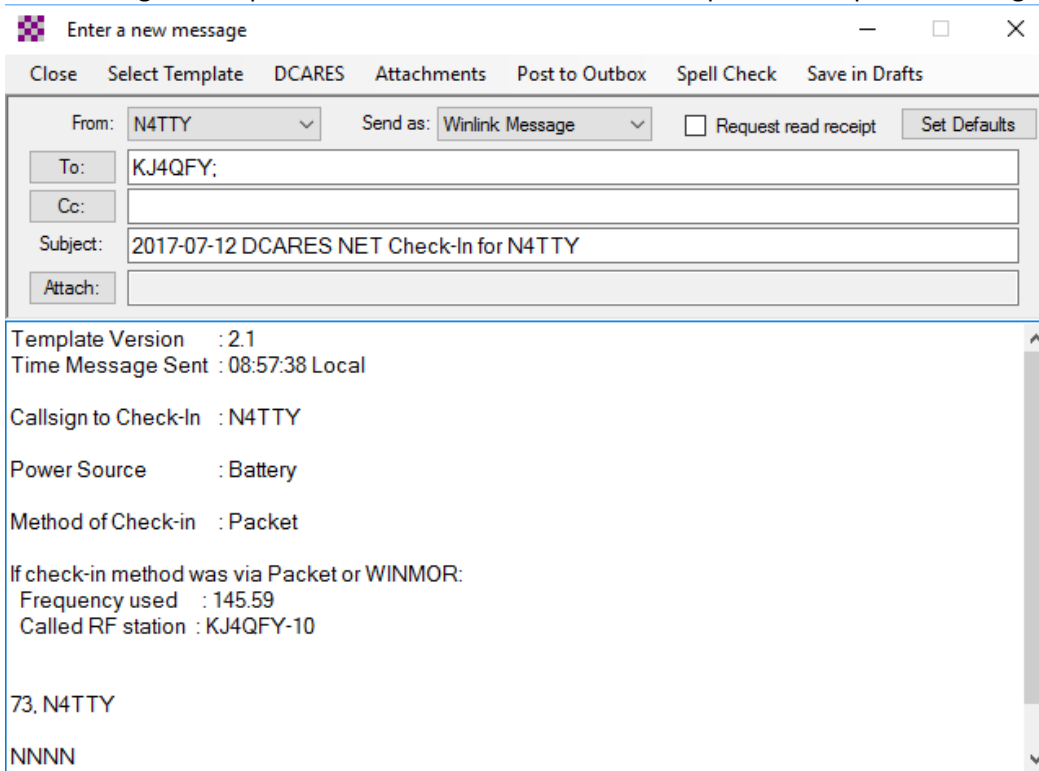
Now all that is needed is to **Post to Outbox** and then send in the method you selected.