**MOUNTAIN VIEW MONDAY NET SHIFT SUPERVISOR DUTIES**

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Updated by Leslie Grimm, KK6EKN, 01/19/20

The following is a list of suggested tasks to be completed during a typical Monday night net:

* Before arriving at the “shack”, do the following:
  + Check the list of who is doing the VHF and UHF nets: Go to **http://www.k6mtv.org/net-list.html** . That list contains the phone numbers and e-mail address of the person who signed up for the net and the location they will work from (home or K6MTV). If there are openings needing to be filled, note that for your announcement.
  + Prepare a list of events coming up in the next few weeks for your announcements. County events: **https://www.scc-ares-races.org/activities/events.php**; Local events: **http://www.k6mtv.org/** Select the “calendar” button. List local events first.
  + Get the current local net roster and script. There are some in the pink folder on the desk. You can also get them at **http://www.k6mtv.org,** select the Links/Resources button on the left. Make copies of the roster for yourself and any NC and scribe who will be at the shack with you.
  + In February and August you need scripts and rosters for UHF and Main nets as well as the local net. If the pink folder doesn’t have what you need, Go to **http://www.specsnet.org** and click on the “Monday Night Net” tab to get to the UHF script and check list, and Main Net script. You also need the UHF excel file to put the UHF responses in. Follow instructions on the Specsnet Monday Night Net page.
  + E-mail the NC on Friday or so to remind them, and tell them to call the shack phone (650-625-9130) when they arrive so you can let them in.
* Arrive at the “shack” by 1915 to set things up: turn on radios, set out net scripts and rosters.
* Turn on the computer monitor if it is powered off. The Outpost program should be displayed. Check that it is set to use the W3XSC BBS (or W1XSC BBS on third Monday). In the cupboard above the radio, to the left on the shelf is a 220 radio and a TNC to the right. Make sure the radio is on and tuned to 223.540 (or 223.620 on third Monday) and make sure the TNC is on. Click on the Send/Receive button in Outpost to get packet practice messages sent to Mountain View. Review them and let the sender know if there were any problems. Save the printouts in the drawer to the left of the packet station. Turn off the radio and TNC at the end of your shift. Turn the monitor off but leave Outpost running. (if computer had logged off, use the name taped on the computer as your password to log back in, but type it in lower case.)
* Your position is generally at the desk at the right of the computer. The left band of the radio should be at the 145.270 repeater position (main net). There is a printed list of frequencies and memory numbers for that radio. Set the right band to 440.800 and monitor the UHF net. When that is done, change that band to the local Tactical frequency, 146.535. The buttons on the speaker/mike controller should be OUT for the mike and local speaker, and pushed IN for the head set. During the net, use the headset. Note, at your option, you may want the NC for the local net to optionally go to 147.495 S instead of 146.535. We need to test that occasionally.
* Note: if MV is doing all nets, the 440/220 net should start at 1930 on 440.800. You should record the responses on the UHF list of normal responders and then after the net, cross check to make sure you both got the same list. Assist the NC’s in reporting the results (city counts go to specs website, UHF excel files go to UHF monitors as described on Monday Night Net page.)
* At the beginning of the Main net there is an opportunity to announce any local events/classes etc that are open to operators from other cities. Announce anything relevant at that time.
* Later in the Main Net script, each city is called (MV is third) to give their city frequency. The person doing the Local Net should answer up on 145.270 and then switch to 146.535. During the local net, listen for responses and record each response on the roster check list. Total the check-ins and cross-check it with the local Net Control operator if your totals differ.
* At the end of the Local Net, the Local Net NC will refer back to you for your announcements. First, you should thank the NC for the great job he/she did. Then announce local and county events for the next few weeks. Also, if there are NC spots to fill in the near future, announce what is needed. When done, ask if there are any questions or comments. Wait for the local NC to return from the main net to the Local net and close the local net. Announce that you will be on the air and listening for about 10 minutes after the net. Monitor the net while you record the night’s check-ins in the log.
* After comparing the local net responses (and UHF and main net responses, if necessary), the local net responses should be recorded in the log at the back of the white supervisor’s binder. (This usually lies on the right side of the desk.) It’s easiest if the local operator reads the suffixes off while you make the check-marks. When recording the local net check-ins in the white binder – include your call sign and the call sign of the NC and the city total at the bottom of the column on the back side of the page. Also write names and call signs of any new callers. (Follow the examples from previous weeks.) File the check-in roster from the local net in the appropriate folder in the drawer to the left of the computer.
* If we are doing the UHF net, either you or the NC that did the UHF net should bring up the Excel file from the SPECSNET web site for the UHF responses and record the responses with a 1 in the appropriate column, and then follow instructions to e-mail the file to the person/s indicated on the SPECSNET web site. If you are doing the Main net, record the city totals on the specsnet website.
* When all of this is done, turn off all radios, close the cupboard doors, and turn off the computer monitor. DO NOT shut down the computer. Turn off the lights. Thanks for your help!