CCARC's New Frequency Database
Instructions and theory of operation

All coordinations are owned by a user or a club. If the club is the owner, a club record must be created. The club record holds all of the coordinations. If you wish to grant a user access to club records, you must first have a user record to grant access.

Step by step process for resetting your password:

https://coordination.ccarc.net

Colorado Council of Amateur Radio Clubs Frequency Coordination Database

Please Login

| Username | [   ] |
| Password | [   ] |
| Login |

Username and password are case sensitive
User name may be your callsign in lower case

Reset Password via email

If you are a new user

Create new login

Type in your username, which is either club or callsign. A list of valid users for your account has been provided. A password reset will be sent to the address on record.

You may then log in using this username and password combination.

Step by Step process for creation of new user or club:

https://coordination.ccarc.net

Fill in all appropriate information in the box. Username is the official login. If it's a club, make sure you select the box next to "This is a Club" in order to allow you to add trustees and correspondence users. These users will have the ability to manage the club's coordinations. A user MUST exist first in order to allow them access to the club record.

Coordination User   **Logout**

New User

[Create new user]

Name and Address

User Name	[_____]
Password	[_____]
This is a Club	☐
Callsign	[_____]
Name	[_____]
Address Line 1	[_____]
Address Line 2	[_____]
City	[_____]
State	[Colorado ▾]
ZIP	[_____]

Contact Information

Home Phone	[_____]
Work Phone	[_____]
Other Phone	[_____]
Email	[_____]
Website	[_____]

[Create new user]

Once you add your user, you'll be able to add them to the approved user list. If they already exist in the database, you will be able to choose them. If they don't exist, you must add them first.

The pulldown below the list that says "Add user to approved list" will bring up a list of known users. These are all available to add to your list of approved users. Users may be removed by selecting the button to the right shown below as "REMOVE."

Approved Users

UID	Callsign	Name	Remove
155	K2AD	Doug Sharp	Remove
176	W0VG	John Maxwell	Remove
203	W0KU	Scott Burkhardt	Remove
235		Freq Coordinator	Remove
359	K7PFJ	Mike Mullarkey	Remove
	Add user to approved list ⌄		

Dropdown list showing:
Add user to approved list
AA0DN John Vanderau
AA0FK Forrest Kelley
AA0QC Dan Cook
AA0SP Michael Bernstein
AB0AA Steven Dunn
AB0SF George Salzmann
AC0AU Garvin O'hare
AC0EX Don Baune
AC0KC Robert Gallahan Iii
AC0KQ Willem Schreuder
AC0UA Jason Smallwood
AD5MQ Ed Johnson
AG0F James Oliver
AI0L Mark Andrews
AI8Z Mike Mussler
AK0MR Dave Bratcher
AL7GQ Gene Mcgahey
K0AMA Al Scholz
K0ARK Allen Bishop

Repe...

CID				Owner	Trustee	Correspondence
250				X	-	X
326				X	-	-
379				X	-	-
418			e	X	X	-
435				X	-	-
549				X	-	-
555				X	-	X
556				X	-	X
599				X	-	X
600				X	-	X
626				X	-	X
627				X	-	X
646				X	-	-
670				X	X	X
680			rings	X	-	-
683				X	-	-
693	N0SZ	449.0025	Colorado Springs	X	X	X

Only YOUR approved users will be able to manage your coordinations. The data below is example data and is not representative of what your list will show.

Approved Users

UID	Callsign	Name	Remove
155	K2AD	Doug Sharp	Remove
176	W0VG	John Maxwell	Remove
203	W0KU	Scott Burkhardt	Remove
235		Freq Coordinator	Remove
359	K7PFJ	Mike Mullarkey	Remove
	Add user to approved list ⌄		

To see a list of your coordinations, select Coordination from the menu and choose Coordinations.

Your list of coordinations will appear. If your annual updates are current, you will see the "Last Update" column will be green. If you are out of date, you will see red and a flag above will show

that the annual update is due. The button to the right will take you directly to the update needed.

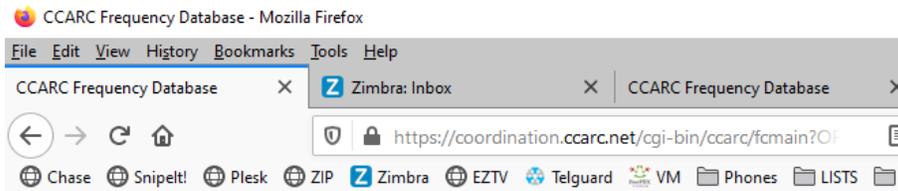**On-air Certification is Due for CID** `730`

Annual Update is Due for `many`

Coordination User

CID	Call	Frequency	City	Status	Last Update
13	KB0VJJ	145.1300	Colorado Springs	Coordinated - On Air	2017-12-08
17	KB0VJJ	145.1600	Walden	Coordinated - On Air	2017-12-08
32	KB0VJJ	145.3100	Denver	Coordinated - On Air	2017-12-08
38	KB0VJJ	145.3550	Grand Junction	Coordinated - On Air	2017-12-08
42	KB0VJJ	145.4000	Akron	Coordinated - On Air	2017-12-08
46	KB0VJJ	145.4450	Leadville	Coordinated - On Air	2017-12-08
94	KB0VJJ	146.8500	Glenwood Springs	Coordinated - On Air	2017-12-08
123	KB0VJJ	147.0750	Kremmling	Coordinated - On Air	2017-12-08
150	KB0VJJ	147.2850	Salida	Coordinated - On Air	2017-12-08
155	KB0VJJ	147.3450	Vail	Coordinated - On Air	2017-12-08
156	KB0VJJ	147.3450	Durango	Coordinated - Off Air	2017-12-08
265	W0IG	448.0750	Denver	Coordinated - On Air	2017-12-04
461	KC0RBT	447.4500	Fort Collins	Coordinated - On Air	2017-12-04
490	KB0VJJ	446.3250	Thorodin	Coordinated - On Air	2017-12-08
496	KB0VJJ	440.7000	Thorodin	Coordinated - On Air	2017-12-08
503	KB0VJJ	441.3250	Thorodin	Coordinated - On Air	2017-12-08
504	KB0VJJ	445.7000	Thorodin	Coordinated - On Air	2017-12-08
513	WA4CCC	447.4500	Winter Park	Coordinated - On Air	2017-12-04
679	KB0VJJ	147.3900	Breckenridge	Coordinated - On Air	2017-12-08
730	KB0VJJ	146.7300	Fort Collins	Coordination Issued	2017-12-08
733	KB0VJJ	147.2850	Winter Park	Coordinated - On Air	2017-12-08

Entering a new coordination:

Log into the frequency database as the club or a user that has rights to manage records.

Click "Coordination" and "New Coordination"

Once in the new coordination menu, you will be presented with a menu to fill out information about your proposed coordination. You must enter a callsign for the repeater and fill out the proper owner information. IF YOU DO NOT FIND THE RIGHT PERSON IN THE PULL DOWN, YOU MUST ADD A USER FOR THIS ENTITY!

Note that default for Correspondence and Trustee defaults to the frequency coordinator. This must be changed.

Once the owner information is selected, you should see your list of approved options. To add a person not listed, you must add a new user (see instructions for adding a new user) and add these users as approved users in your club account. (see instructions for adding an approved user to your club account.)

Owner

Holder of Record	N0SZ Rocky Mountain Ham Radio ⌄
Correspondence of This Frequency	W0VG John Maxwell ⌄
Trustee of This Frequency	Freq Coordinator ⌄

Freq Coordinator

K2AD Doug Sharp

K7PFJ Mike Mullarkey

N0SZ Rocky Mountain Ham Radio

W0KU Scott Burkhardt

W0VG John Maxwell

Frequency

Sub-band	10m (29 MHz) Rep
Output Frequency	Unknown ⌄ MH
Input Frequency	N

Operation

Fill in the information for sub-band (the band your repeater will be coordinated in.)

You may suggest an Output Frequency in the pull down menu but this will be measured against the CCARC Frequency Coordination Policies available here: https://www.ccarc.net/images/CCARC_FCP_10-20-12.pdf

Frequency

Sub-band	70cm (440 MHz) Narrow Band Repeater ∨
Output Frequency	TBD ∨ MHz
Input Frequency	[ ] MHz

Operation

Emission	Mode
POCSAG	☐
FM Narrowband Analog Voice	☐
NXDN Ultra Narrow Voice and Data	☐
D-STAR Voice	☐
DMR Voice and Data	☑
P25 Phase I Voice	☐
NXDN Narrow Band Voice and Data	☐

Mode Info [ ]

Operation Remarks [ ]

Access

	Transmitter	Receiver
CTCSS	Off ∨	Off ∨
DCS	Off ∨	Off ∨
DMR Color Code	7 ∨	
NXDN RAN	1 ∨	

☐ Carrier Access
☐ DTMF Access DTMF Code [ ]
☐ Digital Digital Type [ ]
☐ Other Other Type [ ]

Transmitter

Transmit Output Power	50	watt
Effective Radiated Power (ERP)	50	watt
Repeater Brand and Model	SLR5700	

Fill in all information in the Operation, Access, Transmitter, Antenna and Location sections. The information is NOT FILLED IN IN DECIMAL DEGREES. It's Degrees, Minutes, Seconds. If you need a converter, the FCC website has a good one. https://www.fcc.gov/media/radio/dms-decimal

Location

	Transmitter	Receiver
City	Evergreen	Evergreen
County	Jefferson	Jefferson
State	Colorado	Colorado
Latitude	39 ° 37 ' 31 " N	39 ° 37 ' 31 " N
Longitude	105 ° 15 ' 50 " W	105 ° 15 ' 50 " W
	Show on Map	Show On Map

Service Area Denver
Exact Location Indian Hills

Site Information

Site Ground Elevation 7777   feet above Mean Sea Level
Antenna Height AGL 20   feet above Site Ground Level
Antenna Height HAAT [ ]   feet above Average Terrain

Check AHAAT

HAAT Height above Average Terrain can be calculated and entered into this field. The information from the FCC's website is in meters and the HAAT field here is in feet. The conversion is meters x 3.28 equals feet. Enter this data in the Antenna Height HAAT. 164M x 3.28 = 537.92 feet

Fill in any repeater directory information or other pertinent information that you wish to publish about this repeater.

Repeater Directory

Publish Repeater Information ☐
Geographic Area   [Denver Metro   ⌄]
Published Location   [   ]

IRLP Node Number   [   ]
Echolink Node Number   [   ]
AllStarLink Node Number [   ]

☐ Wide Area   ☐ Open   ☐ Closed
☐ Experimental   ☐ Bilingual   ☐ LITZ
☐ Portable   ☐ Remote Base
☐ ARES   ☐ RACES   ☐ Skywarn
☐ Emergency Power ☐ Solar Power ☐ Wind Power

☐ Linked   Linked System Name [   ]
☐ Open Auto Patch
☐ Closed Auto Patch Sequence [   ]
☐ Law   Law Dial Code   [   ]
☐ Weather   Weather Dial Code [   ]

Other Codes [   ]

User Comments

[   ]

Once done with all of the information, please SUBMIT COORDINATION REQUEST and you will be receive updates on your coordination request from fcadmin@ccarc.net as the process moves along.

Annual updates and On-Air Certifications

When logging into your account, any coordinations that you have access to will show a yellow banner and button at the top indicating that you have outstanding things that need to be handled. You will be required to complete these outstanding tasks before any new coordinations can be entered.

Clicking either of the indicated buttons will take you to the task associated with them.On-

On Air Certifications

Choose the appropriate certification option button.

Click the box next to I hereby certify that the above information is accurate and correct.

Click the Yellow Submit Repeater Owner Certification

If you make changes in the General Information below, you must save this information for it to be retained by clicking **Save**.

Annual Updates

All annual updates are required to be completed before any coordinations may be filed.

Select Coordination, Annual Update to receive a list of repeaters coordinations that you manage.

Annual report of repeater status

CID	Call	Frequency	City	Status
13	KB0VJJ	145.1300	Colorado Springs	Select Current Status
17	KB0VJJ	145.1600	Walden	Select Current Status
32	KB0VJJ	145.3100	Denver	Select Current Status
38	KB0VJJ	145.3550	Grand Junction	Select Current Status
42	KB0VJJ	145.4000	Akron	Select Current Status
46	KB0VJJ	145.4450	Leadville	Select Current Status
94	KB0VJJ	146.8500	Glenwood Springs	Select Current Status
123	KB0VJJ	147.0750	Kremmling	Select Current Status
150	KB0VJJ	147.2850	Salida	Select Current Status
155	KB0VJJ	147.3450	Vail	Select Current Status
156	KB0VJJ	147.3450	Durango	Select Current Status
265	W0IG	448.0750	Denver	Select Current Status
461	KC0RBT	447.4500	Fort Collins	Select Current Status
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679	KB0VJJ	147.3900	Breckenridge	Select Current Status
730	KB0VJJ	146.7300	Fort Collins	Select Current Status
733	KB0VJJ	147.2850	Winter Park	Select Current Status

☐ **I hereby certify that the above information is accurate and correct.**

Submit Annual Updates

Select each coordination pull down under Status. Choose the appropriate status, check the check box below next to "I hereby certify that the above information is accurate and correct" then select the yellow Submit Annual Updates button.

Once complete, your list of coordinations will show the current date for update.