Net Control Instructions for the Los Altos Monday Night Net

Thank you for volunteering to be the Net Control operator for the Monday Night LAARES net.

Operating as Net Control for the Los Altos Monday night net is easy to do. If this is your first time, the big thing to remember is not to panic. It is easy to get nervous when you cannot copy a call sign or there's a large number of doubles, but that's OK – don't let it get to you. Just take a breath and ask for people to repeat their check in if you missed it or aren't sure. And don't hurry. Leave enough time to allow others to fully check in. Don't be too quick on the PTT key.

As the Net Control operator for Los Altos, you actually have four things to do:
1. Determine tonight's frequency to use (see table below)
2. Check to see if the repeater (KH6N) is linked if the 146.595 frequency is being used.
3. Check in on the main SPECS Net (see pages 2 and 3)
4. Switch frequencies and run the Los Altos net (listed on page 4, including a Los Altos packet count)
5. Ask for a volunteer to switch back to the SPECS net and report the total for Los Altos

Determine Tonight's Frequency

Los Altos rotates through multiple frequencies to make sure that everyone can operate on all frequencies. The frequency to use is based on which Monday of the month the net is being held on. See the following table:

1st Monday	146.595 MHz simplex and the KH6N repeater at 440.875 MHz, positive offset, 100Hz PL tone
2nd Monday	The 2 meter K6LOS repeater at 146.940 MHz, negative offset, 123Hz PL tone
3rd Monday	146.595 MHz simplex, no repeater will be used)
4th Monday	The 440 K6LOS repeater at 441.525 MHz, positive offset, 123Hz PL tone
5th Monday	146.595 MHz simplex and the KH6N repeater at 440.875 MHz, positive offset, 100Hz PL tone

Check to see if the repeater is linked

These steps only need to be done if tonight's frequency is 146.595 simplex and the KH6N Repeater should be linked (first and fifth Monday of the month). There are three ways to check to see if the repeater is linked
1. If you have a 440-capable radio, tune to the repeater frequency, push the PTT button, say your call sign then press *6 on the keypad of your radio. Quickly release the PTT button. If the repeater is linked, it will announce the frequency it is linked to – you should hear "146.595.000" (the last set of zeros are extra). If you hear nothing, try again. If you still hear nothing, the repeater is not linked. The repeater will not say anything if it is unlinked.
2. If you have two radios, tune one to the Los Altos simplex frequency and the second to the repeater frequency. On one radio, press the PTT button and announce yourself ("This is KK6AAA"). If you hear yourself on the other radio, the repeater is linked.
3. Try to raise someone on the Los Altos frequency and ask if the repeater is linked. You can also try calling a Los Altos ham on the SPECS frequency before 8 PM

General Announcements on the main SPECS Net

As the Los Altos Net Control (NC) operator, you actually start on the SPEC Net frequency and follow their script for the first few minutes. The main SPECS Net frequency is 145.270 – 100 PL. The first part of the SPECS main net is a general call for announcements. Usually you won't have an announcement, but if you do, respond with your call sign to get on the announcement list. When you are called, give your announcement. When done, be sure to say "this is <your call sign>, back to net control."

Respond if Los Altos does the SPECS Net Next Month

Los Altos is responsible for doing the main SPECS net and the SPECS UHF/220 net in the months of June and December. In May and November, the Net Control operator for that month may announce "We would like to remind Los Altos that it is their turn to handle net control duties for next month.....is there someone from Los Altos who can acknowledge?" When the operator says this, you can reply with:
"Los Altos acknowledges, <your call sign>"

Announce the Los Altos Net Frequency on the SPECS Net

After announcements, the SPECS NC person will ask "and who will take roll for the city of Los Altos?". You should respond with the message that is at the top of the next page. Please note that Los Altos is the first city to be called, so please be ready.

Switch frequencies and run the Los Altos Net

After you make the announcement, switch to the Los Altos frequency, wait a minute for others to switch, then start the Los Altos net. The script is on the next page.

Switch Back to the SPECS Net and report the total for Los Altos

There are two methods to report the Los Altos total to the SPECS net: you can report the total yourself or you can ask another person on the Los Altos net to report the total for you. In either case, don't wait too long – we don't want to delay the SPECS Net Control operator too long.

Again, thank you for helping with the net. We hope you will do it again.

Frequency Announcement for the LAARES net during the Main Net

<Part way through the script, the SPECS Net Control will say…>
Who will call roll for Los Altos?
<you say…>
<*your call sign*> will take check-ins for Los Altos on the <*frequency listed below*> - Los Altos stations please tune to that frequency. This is <your call sign>

The frequency can be one of the following

1st Monday	146.595 MHz simplex and the KH6N repeater at 440.875 MHz, positive offset, 100Hz PL tone
2nd Monday	The 2 meter K6LOS repeater at 146.940 MHz, negative offset, 123Hz PL tone
3rd Monday	146.595 MHz simplex, no repeater will be used)
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5th Monday	146.595 MHz simplex and the KH6N repeater at 440.875 MHz, positive offset, 100Hz PL tone

<At this point, switch to the proper frequency and proceed with the script for the LAARES net that starts on the next page.>

Script for the Monday Night LAARES Net

Is this frequency clear?
<wait a few seconds>

Hearing nothing, I will proceed.   (*if there are users, ask politely if LAARES could use the frequency for the next 30 minutes. If you receive push back, go to LAARES alternate frequency)*

Good Evening. This is _____ *<call sign>.* My name is <_____> , the time is <____> on Monday <_____>.   I will be Net Control for the Los Altos Amateur Radio Emergency Service (LAARES) Monday Night net. This is a directed net. Please direct all traffic (messages) through Net Control.

Stations with emergency traffic may break in at any time. Note that I do not have the ability to dispatch emergency resources. If you have an emergency, call 911. *<wait a few seconds>*

I will now begin the regular check in process. Please check in slowly, saying your call phonetically. I will acknowledge each call that I hear. If you hear a call sign that I do not acknowledge, please announce with term "Relay". When I acknowledge the Relay, then pass missed call to me.

<Call stations by groups>
Will all stations with call sign suffixes starting with _____ through _____ please check in now?
<Acknowledge all stations in each group>
      Suggested Groupings (matches the Frequent Caller Sheet)
      Alpha through **Echo**
      Foxtrot through **Lima**
      Mike through **Sierra**
      Tango through **Zulu**

Are there any missed or late check-ins

Do we have a packet count for this week? *<Acknowledge the count>*

Does anyone have an announcement, question, or comment for the net? If so please give your call sign only now.
<Acknowledge all replies and call on each in sequence>

I have a count of ____ check ins for this evening. Can anyone confirm my count?

Can someone volunteer to take the count of _____ back to the main SPECS net?

Thank you for making yourselves and your equipment available tonight. Your continued check-ins are appreciated. We would also like to thank Tim Shroyer KH6N, the owner and operator of the KH6N repeater for allowing us to use the repeater during our nets.

The Los Altos Amateur Radio Emergency Service Net is now closed and this channel is returned to normal usage. This is _____*<call sign>* clear.

<Don't forget to go back to the main SPECS net to report the total number of check-ins for Los Altos, if not done above by a volunteer.>