



# WWFF TUTORIAL

## WWFF Directory management

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Version 1.0

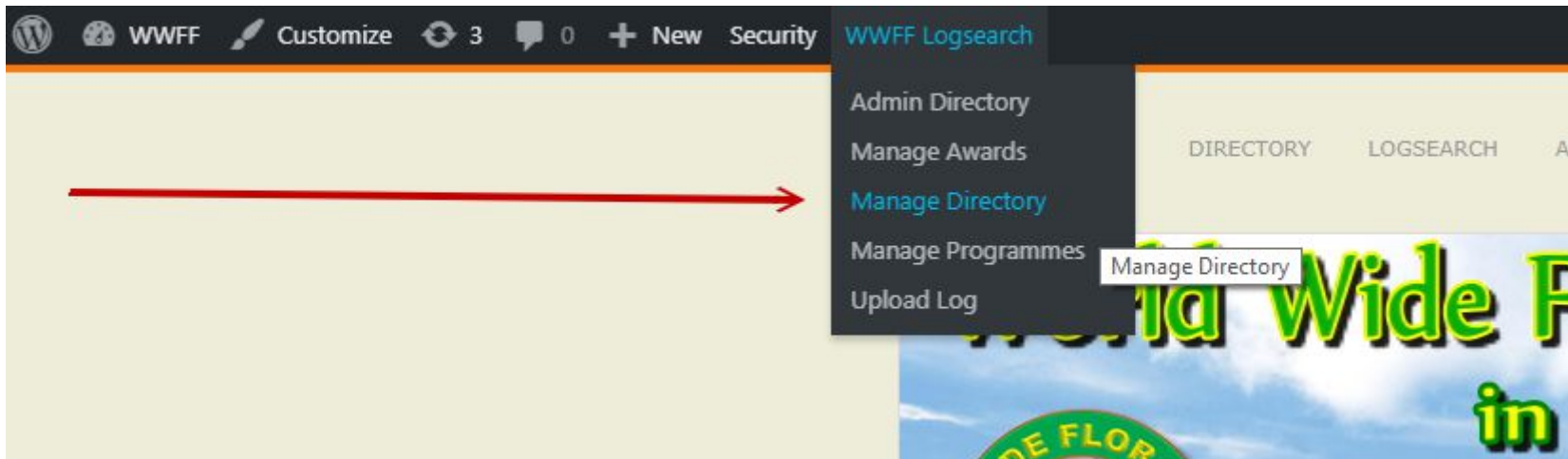
ON4VT 10/2017

# WWFF Directory management

The explained handlings are only possible if you are a registered user at [www.wwff.co](http://www.wwff.co) and you have the correct privileges to upload logs and/or manage awards.

## 1. Adding new references

1. Log in with your **USERNAME** and **PASSWORD**
2. On top of the screen is a BLACK BAR with MENU. Click **WWFF Logsearch** and in the drop down menu choose the option **MANAGE DIRECTORY**



3. The window **Manage Directory** shows up
4. Choose your WWFF country in the drop down menu
5. Click on the ADD NEW button

Manage Directory

WWFF Directory

Programme / SubProg	Reference	Action
Over-ride <input type="checkbox"/> LXFF ▼ LXFF ▼	Select ▼	Edit Add New

Error - no reference selected!

## Manage Directory

### WWFF Directory

Programme / SubProg Reference Action

Over-ride  LXFF LXFF Select Create Back

Reference Name (LXFF-????)

Official Website

Status: Valid from/to: IUCN Cat:

Proposed for WWFF Today - the Future Unknown

Continent and DXCC:

EU - Europe LX - Luxembourg n/a

IOTA:

None

Notes:

Latitude / Longitude: IARU Locator & Region (eg WAB, DOK, SPPA/PGA, etc)

0.00000 0.00000 - -

Note: time, latitude, longitude and locator are indicative only!

Activity Summary

First Activation	n/a
Latest Activation	n/a
Total QSOs	0

Last Change: Change Log:

Not yet created	-
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6. The next window **Manage Directory** shows up
7. Fill in the required fields. Only correct filled in submissions will be handled
8. The required fields :
  - Reference name (number + NAME reference)
  - Official website (Protected Planet or other)
  - IUCN Cat
  - IOTA if relevant
  - Notes (type of Flora Fauna e.g. National Park, Forest Reserve, Nature Reserve, RAMSAR, Natura 2000 or all other typology of FF)
  - Longitude/Latitude
9. Click the CREATE button

## 2. Handling new references

1. Once you submitted a proposal for a new reference, the **WWFF Directoy manager** gets an email and will control the possible new reference. He will approve it or reject it.
4. Once a new reference is approved it shows up immediatly in the **WWFF Directory** at <http://wwff.co/directory/>
5. The new reference is valid for activation from the moment it is approved and showing up in the WWFF Directory