

**Indiana Repeater Council  
Flexweb Online Coordination System  
User Guide**

IRC Flexweb address: <https://flexweb.ircinc.org/>

## I. Preface

It is the responsibility of the trustee of any coordination to ensure that their coordination records are complete and correct in our database. Our online system gives you the ability to interact directly with our database and make corrections. Understand, however, that any changes you make to your records will be reviewed by a coordinator before accepting them. Also, you won't be alone in this process. We are here to help and provide guidance as necessary.

There are three steps to filing an online application. These steps are:

- 1) Gathering the necessary information
- 2) Creating an online account
- 3) Entering or updating the information.

This document will only directly address areas 2 and 3. It is expected that if you are expecting to become a repeater trustee, that you already understand the intricacies of building a repeater and selecting a site. Help with that information is beyond the scope of this document. If you are missing some of the data required, please enter what you have and make your best guess at the rest. Our coordinators will work with you to make your coordination record as accurate as possible.

Keep in mind that the IRC coordinates *transmitters*. Each transmitter in your system should have its own record in our system. In the case of links, both the receiver and transmitter locations and antenna parameters will be recorded.

As you move through the user account and coordination forms, you'll see blue  icons near the right margin like the one to the right of this paragraph. Hover your mouse over those icons for pop-ups with helpful information.

If you run into any difficulties, don't hesitate to email us using the Contact form on our web site ([http://www.ircinc.org/?page\\_id=109](http://www.ircinc.org/?page_id=109)).

Note that any changes that you make in your coordination will have to be approved by a coordinator. You will get an email from the system when your changes are accepted. If you don't receive that email, please contact your coordinator. Also note that once your changes are accepted, they won't appear in our public repeater directory until the next day.

## II. User Accounts

### A. Create new account

1. Use your web browser to go to IRC Flexweb.
2. Enter your callsign in the Callsign field.
3. Under "To create an account", click on "click here".
4. The system will check the provided callsign against the FCC ULS database. If the callsign is found, your name and address will be filled-in from the FCC records. If the callsign is not found, the name and address fields in your record will be blank, but you can fill them in later.

If the provided callsign is already in our database, you will get a pop-up window stating that. Click OK, which will take you back to the login screen where you can recover your password.

5. Enter your primary email, backup email (optional), phone numbers (at least one required), and select a password (6 characters minimum, no other password rules). Note that security of your password is your business.
6. Click the “Submit” button at the bottom of the form. You will get an email to the address you entered advising you that a new user account has been created. The system admins will also get a similar email. An admin will review your user account and may make changes to clarify the account. The admin will then validate your user account. You will get an email when your account is validated.
7. You can proceed with filing a new repeater application, but we suggest that you wait until your account is validated.

#### **B. Recover password for existing account**

1. Use your web browser to go to IRC Flexweb.
2. Enter your callsign in the Callsign field.
3. Leave the Password field blank.
4. Under “If you forgot your password”, click on “click here”.
5. You will receive a password recovery email at the address we have on file for your account. That email will contain a link. Click on the link to be taken to the Change Password screen.

#### **C. Notes about callsigns**

1. Our previous repeater database system had separate fields for a Holder of Coordination, a Sponsor, and an alternate contact. Generally, the “trustee” was considered to be the Holder of Coordination, though it could have been the club that owned the repeater in some instances.
2. For individual repeater owners/trustees, the callsign in the Flexweb database will be Holder of Coordination callsign from the old system.
3. For clubs or groups owning multiple repeaters, the callsign in the Flexweb database may be the trustee’s callsign, the club’s callsign, or the callsign of the person who last updated your records. For repeater owning groups with a club callsign, we would like to move towards linking your records to the club callsign. The system has provisions for a club name and club callsign. Contact your IRC coordinator for assistance in linking repeater records to a club callsign.

### **III. Repeater Records**

#### **A. Relationship between callsigns and repeater records**

Your repeater records are linked to a callsign (see above). All changes, updates, revisions to a repeater record must be made while logged in using the callsign that the repeater is linked to.

#### **B. Updating an existing coordination**

1. Log into into Flexweb. At the top of the page under “Coordination Applications”, you should see a list of your repeaters. Click on the repeater that you want to update.
2. Confirm the Output and Input frequencies for your repeater. If you have a coordinated frequency that doesn’t conform to our band plan, you’ll get a pop-up warning you about

this, but you can proceed with the application by selecting “Other” in the System Type and then entering a comment for your IRC Coordinator at the bottom of the page.

3. Confirm the requested Channel Size. This is a function of the desired Bandwidth and Mode. To the right of the Channel Size selection are links to the IRC Bandplan (in the IRC Coordination Policy document) and a list of mode bandwidths.
  4. Confirm the Support[ed] Modes and Access Types. Fields for CTCSS, DCS, P25 NAC, NXDN RAN, Fusion DSQ, and DMR Color Code will appear depending on which supported mode is selected. Click on the Tone Map link for our suggested CTCSS tones based on the region where your repeater is located.
  5. Indicate whether or on the equipment is on the air as described in the form.
  6. Confirm the system type.
  7. The applicant data will appear next. If this isn't you or a club that you are responsible for, log out and log back in using the correct callsign.
  8. Confirm the Sponsoring Individual or Organization, the sponsor's website (if available), and the callsign that the transmitter will ID as.
  9. Confirm the Trustee and the Alternate Contact. If the Trustee is the same as the Applicant, check that box. If the Alternate Contact is the same as the Applicant, check that box, or check the “No alternate” box. We recommend that every coordination have at least one point of contact in addition to the Applicant in case the Applicant is not available.
  10. Confirm the Street address, Building (if applicable), City or Town, State, and ZIP Code of the transmitter site. Also enter the County and the Region within the state (click on the Region Map link to confirm the Region). Confirm the transmitter coordinates in either degrees, minutes, and seconds or in degrees, decimal degrees.
  11. Confirm the elevation above sea level at the transmitter site in either feet or meters. You can check this website to find your site elevation: <https://www.freemaptools.com/elevation-finder.htm> . Confirm the antenna height above ground in feet or meters. Confirm the calculated the Height Above Average Terrain for your antenna in feet or meters. If you don't know your HAAT, click on the Calculate HAAT link. That will take you to the FCC HAAT calculator with your entered data included. You'll then have to copy the HAAT in meters over to Flexweb.
  12. Confirm your transmitter power, feedline type, feedline length and estimated loss. You can click on the Calculate Loss link to go to a website that will help you with the loss calculation. Note that the Transmitter ERP and Transmitter EIRP fields will automatically calculate as you enter relevant data.
  13. Confirm your antenna type and gain in either dBd or dBi. If your antenna manufacturer does not specify units used for the antenna gain, assume dBd. If you are using a directional antenna, check that box and fields will open up for direction and beam width. Select whether your antenna is top or side mounted. If side mounted, enter the offset distance from the tower. Flexweb will take that in account when calculating the ERP.
- If you have a separate receive antenna at the same location as the transmitter antenna, confirm the height and gain information for the receive antenna.

If your repeater will be split site (transmit and receive antennas at different locations), make sure that check box is clicked and confirm the data for the receive site.

If you have multiple receivers, make sure that check box is clicked and confirm the data for those sites.

14. If your repeater is linked to another repeater or is part of a repeater network, confirm that information.
15. Confirm whether the repeater is open or closed.
16. Confirm the check boxes for additional repeater directory notes about your repeater.
17. If you have any comments about your repeater that you want to pass on to your IRC frequency coordinator, enter them in the Comments field.
18. Once you have entered all of the information about your repeater, click the Submit Application button. You will receive an email acknowledging your request. If you don't receive an email, check the spam folder for your email account. Your IRC frequency coordinator will also receive an email. They will review your application and communicate with you if there are any issues that need to be resolved. As changes are made to your application, you will get emails from Flexweb.

### **C. Applying for a new coordination**

1. While logged into Flexweb, at the top of the page under "Coordination Applications" click on "File a new application".
2. Enter the Output and Input frequencies for your repeater. If you have a repeater pair (or other frequency) in mind, enter it. Your IRC coordinator will verify if that frequency (or frequencies) is available. If you don't have frequencies in mind, enter the lowest frequency for the requested band. If you enter a frequency that doesn't conform to our band plan, you'll get a pop-up warning you about this, but you can proceed with the application by selecting "Other" in the System Type and then entering a comment for your IRC Coordinator at the bottom of the page.
3. For the rest of the fields, follow the steps outlined under **Updating an existing coordination**.