POTA on bellbrookarc.org

User Guide

The Parks on the Air and POTA Live pages, for members and the POTA coordinators

Bellbrook Amateur Radio Club · W8DGN

November 2026 · matches POTA snippet v1.4

Contents

1. The two POTA pages
2. Using the Parks on the Air page
3. For the POTA coordinators
4. Using the POTA Live page
5. Quick reference

1. The two POTA pages

The club has two POTA pages. They link to each other from the bold **Quick Link** box at the top of each sidebar, and both are in the menu under **Events & Programs › On the Air**.

Page	Address	What it is for
Parks on the Air	`/wp/pota/`	The club's POTA home page: what POTA is, activator vs. hunter, parks near BARC, the park map, gear, the next club activation, upcoming and past club activations, resources.
POTA Live	`/wp/pota-live/`	Live data from pota.app: who is on the air now, activations scheduled on pota.app, the BARC POTA User Listing, and parks near Bellbrook.

Everything on both pages comes from two free sources, so nobody has to type it into the website:

- **pota.app** (the official POTA site) for spots, the schedule, park lists and member totals.
- **The club Google Calendar** for club activations (the Next club activation box and Upcoming Activations on the Parks on the Air page).

> **Good to know**
> The website keeps a copy of everything it gets from POTA and the calendar, so the pages load fast and we never overload the free POTA service. That is why a change can take a few minutes to show (section 4 shows how often each part updates).

2. Using the Parks on the Air page

2.1 Next club activation

The dark blue box above Upcoming Activations shows the **first POTA event on the club calendar**: title, date and time, the place (click it for Google Maps), the park number (click it for pota.app) and the start of the event description. The label at the top counts down: "in 4 days", "tomorrow", "Happening today". If nothing is on the calendar it says **No activation scheduled yet**.

2.2 Upcoming Activations

A table of every upcoming POTA event on the club calendar (up to 12), with date, time, the activation, and where. It updates by itself from the calendar. To add one, see section 3.1.

2.3 Find a park: the interactive map

The map opens centred on Dayton and shows:

- every POTA park in **Ohio**,
- **Indiana** parks within 100 miles of Richmond, and
- **Kentucky** parks within 100 miles of Covington (northern Kentucky).

Click a pin for the park name, number, state, grid and how many times it has been activated. The table under the map lists the same parks. Click a park number to open it on pota.app. Parks nobody has ever activated have an amber **Never activated** tag: great targets for a club outing.

To narrow the list:

1. Type a **grid square** (for example `EM79`) to see only parks in that square, and/or fill in a **latitude and longitude range** (for example 39.0 to 40.0 and -85.0 to -83.5).
2. Click **Apply filter**. The map zooms to the matches and the count line shows how many were found.
3. Click **Clear filter** to go back to every park and the Dayton view.

2.4 Past Activations and the rest of the page

Past Activations, the parks near BARC cards, the gear guide and the resources are ordinary page text. The webmaster updates them when asked (send the date, park, number of QSOs and the activators to the webmaster).

3. For the POTA coordinators

Club activations go on the **club Google Calendar** (bellbrookarc@gmail.com). The website reads the calendar every 30 minutes, so you never need to touch the website.

3.1 Add a club activation

1. Open the club Google Calendar and create an event on the activation date.
2. Put **POTA** in the title, with the park name and number, for example: `POTA — Caesar Creek State Park US-1940`.
3. Set the start and end times (or tick All day).
4. In **Location**, put the park name and town, for example `Caesar Creek State Park, Waynesville, OH`. Visitors get a Google Maps link.
5. In **Description**, put a short line for members, for example `HF SSB and FT8. Bring a chair. All members welcome.` The first part shows in the Next club activation box.
6. Save. Within 30 minutes it is on the Parks on the Air page.

> **Tips**
>
> Include the park number (US-1940). The page turns it into a pota.app link.
>
> Enter each activation as its **own event**. A repeating event only shows its first date.
>
> To cancel, delete the event (or mark it cancelled). It disappears from the page within 30 minutes.
>
> The words that count are **POTA** or **Parks on the Air** anywhere in the title or description.

3.2 Also post it on pota.app

The **Upcoming Activations** section on the **POTA Live** page comes from the schedule on pota.app (the next two weeks, Ohio or BARC members), not from the club calendar. Posting the activation on pota.app (**Scheduled › Add**) lets hunters everywhere see it, and it shows on POTA Live too.

3.3 Members who want to be in the BARC POTA User Listing

Members ask by emailing **potasig@bellbrookarc.org**. Please check that:

- they really asked (their call sign and name appear on a public page), and
- they have a free account on pota.app with their logs uploaded.

Then send the call sign and the name they want shown to the webmaster, who adds them.

4. Using the POTA Live page

Section	What it shows	Updates
On the Air Now	Activators spotted within **150 miles of Bellbrook** (any state), plus listed BARC members anywhere, with a green **BARC** badge. Shows the frequency, mode, park and distance from Bellbrook. Members are listed first.	Every 2 minutes, by itself. A spot drops off about 30 minutes after its last report.
Upcoming Activations	Activations posted on pota.app for the next 14 days, in Ohio or by BARC members. Times in Eastern with UTC.	Every 30 minutes
BARC POTA User Listing	Totals for members who asked to be listed: activations, parks activated, activator QSOs, parks hunted, hunter QSOs, awards. Click a column heading to sort; click a call sign for the POTA profile.	Every 12 hours
Parks Near Bellbrook	Parks within 50 miles, closest first, with activations, QSOs and grid. Tick **Show only parks never activated** to find first-activation targets.	Every 7 days

5. Quick reference

I want to…	Do this
Add a club activation	Club Google Calendar event with **POTA** and the park number in the title (section 3.1).
Get it in front of hunters everywhere	Also post it on pota.app › Scheduled.
See who is on the air near Bellbrook	POTA Live › On the Air Now.
Find a park nobody has activated	POTA Live › Parks Near Bellbrook › tick Show only parks never activated, or look for the Never activated tag on the Parks on the Air map.
Get on the BARC POTA User Listing	Email potasig@bellbrookarc.org with your call sign (you need a free pota.app account with your logs uploaded).
Ask a question	potasig@bellbrookarc.org (POTA SIG) or webmaster@bellbrookarc.org.