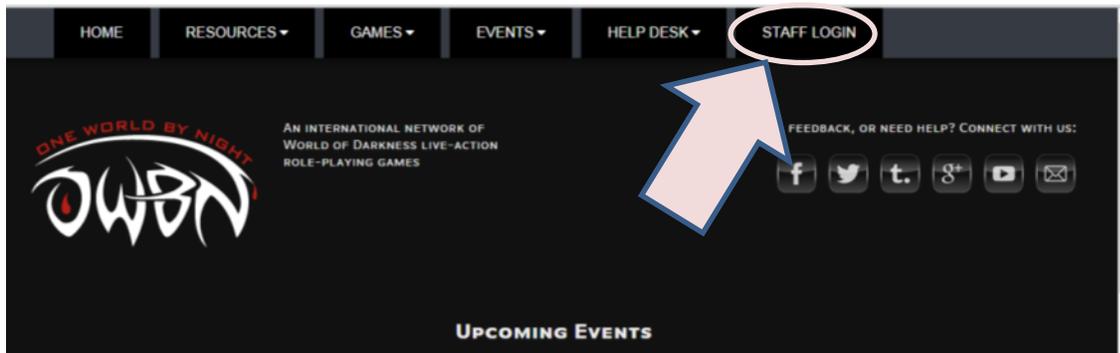


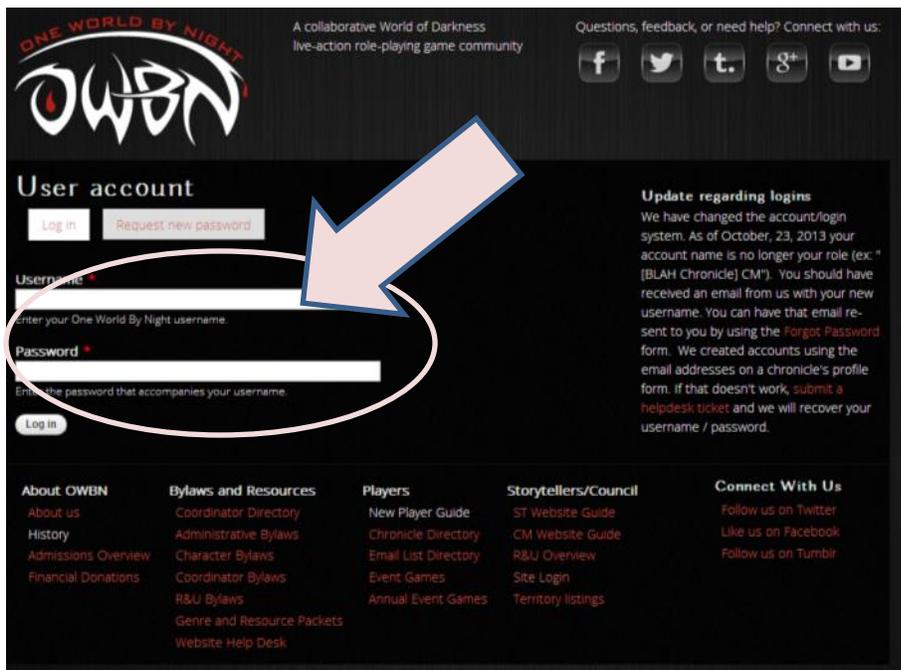
Disciplinary Action Submission Form

The Disciplinary Action Submission form is designed to record Disciplinary Actions on a Chronicle Level. These step by step instructions will show you how to record a Disciplinary action.

1. Go to www.owbn.net and click on “Staff Login”.



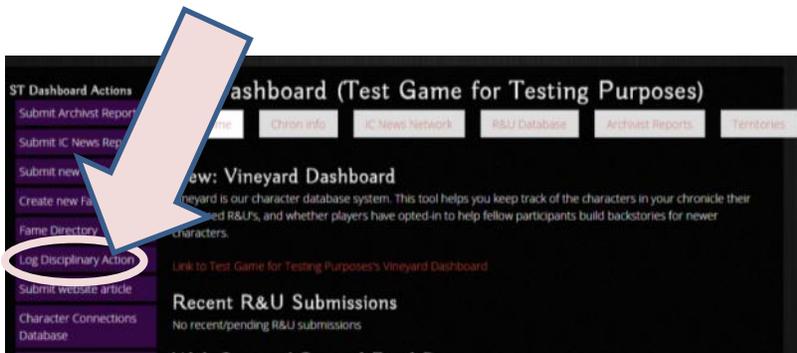
2. Type in your username and password, and then click on the “log in” button. The username is your first initial and last name.
Note: If you have forgotten your password, click on the “request new password” button. A password reset link will be sent to your email address.



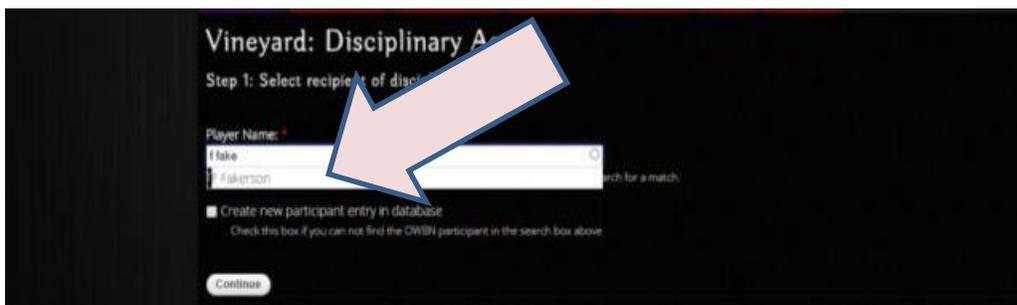
3. On the top right side of the screen, click on “Admin Links”, and click on your chronicle name. This will take you to the Chronicle Dashboard.



4. In the Storyteller or CM Dashboard, click on “Log Disciplinary Action”.

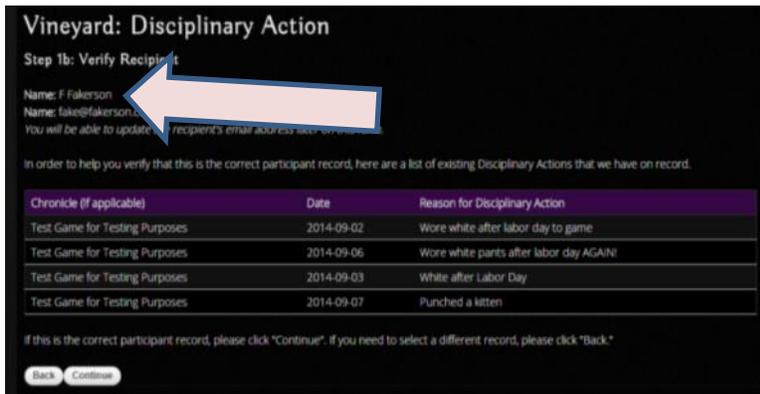


5. Type in the player’s name. If the name is already loaded on the owbn site, it will appear as part of the autocomplete. Click on the name and click on “Continue”.

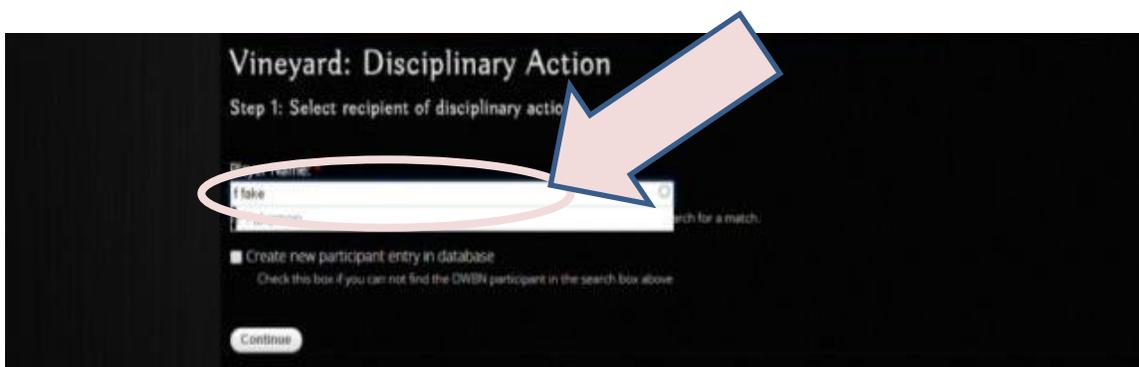


- If the name doesn’t pop up, it hasn’t yet been added to the database, and a new participant entry will need to be created, which is outlined in step 7-8.

6. Be sure to verify the recipient's name. This page will list any other Disciplinary actions the recipient has received. If the name is correct, click on "continue". Proceed to step 9.



7. If you need to create a new participant entry, click on the check box next to "Create new participant entry in database", and then click "continue".



8. Type in the player's full name and, if available, email address. The email address is used for notifying the recipient of the disciplinary action. Click on "continue" when complete, and proceed to step 9.



9. On this next page, details about the Disciplinary Action will need to be provided. The first step is the chronicle that is issuing the Disciplinary action. This is a drop down list as a person can be a part of multiple storytelling staffs

in the Org. Please make sure you pick the correct Chronicle that is giving out the Disciplinary Action.



Vineyard: Disciplinary Action
Step 2: Provide details about disciplinary action

Recipient Name: F Fakerson
Recipient Email: fake@fakerson.com

Chronicle *

- Select -
- Select -
- Test Game for Testing Purposes

10. For the date, please set the date that the Disciplinary Action was given.



Date of Disciplinary Action *

Sep 9 2014

11. For the offences that occurred that led to the disciplinary action, please provide all the relevant details. If extra space is needed, the lines on the bottom or bottom right of the text box can be dragged to increase the available space. In addition, a scroll bar will appear should there be more words than available space.



The offense(s) that occurred that led to the disciplinary action *

12. Please choose the type of Discipline carried out, in accordance with the Chronicle's disciplinary policy.



Type of discipline carried out: *

- Warning
- Warning
- Chronicle Strike
- Loss of XP
- GNC of Character
- Temporary suspension from game
- Chronicle Ban
- Other

...unishment mean within this chronicle?

13. If the Chronicle's disciplinary action doesn't conform to one of these options, please choose "other". If "other" is chosen, an additional box is provided. Please give a 1-6 word brief summary of the Disciplinary action.



Type of discipline carried out: *

Other

Other (name for disciplinary level/action) *

Keep this brief, the full clarification can be listed below

14. In the optional sections below, a space is provided for explaining what the level of punishment means in the chronicle, and gives extra space to go into more detail if the punishment given was set to “other”.

In addition, a space is provided for any additional notes that may need to be associated with the Disciplinary Action.

Once this is completed, click on “Continue”.

Keep this brief, the full clarification can be listed below

(OPTIONAL) What does this level of punishment mean within this chronicle?

(OPTIONAL) Additional notes regarding this Disciplinary Action

Back Continue

15. On the final page, please confirm that the listed email address of the Disciplinary action recipient. If it is not, please type in the updated email address, if available.

Vineyard: Disciplinary Action

Step 3: Confirmation + Final Details

Recipient Name: F Fakerson
Recipient Email: fake@fakerson.com

Please verify that the listed email address is correct. *

Recipient's email address is correct.
 I have an updated email address for the recipient and can provide it now

Recipient Name: F Fakerson
Recipient Email: fake@fakerson.com

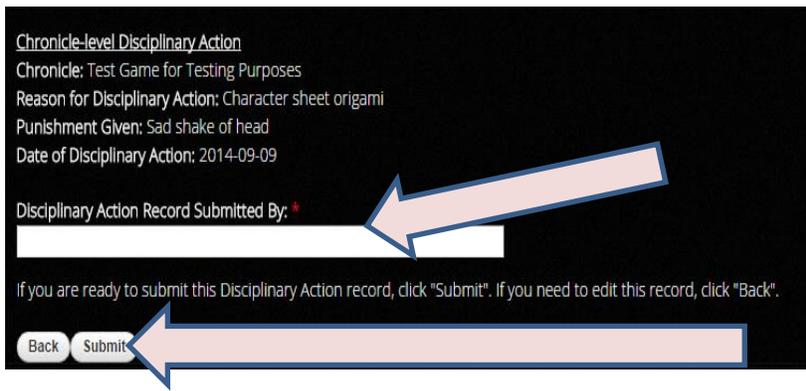
Please verify that the listed email address is correct. *

Recipient's email address is correct.
 I have an updated email address for the recipient and can provide it now

Email Address *

16. To complete the disciplinary record, please type in your full name in the “Disciplinary Action Record Submitted by” box. When you are done, click on “Submit”.

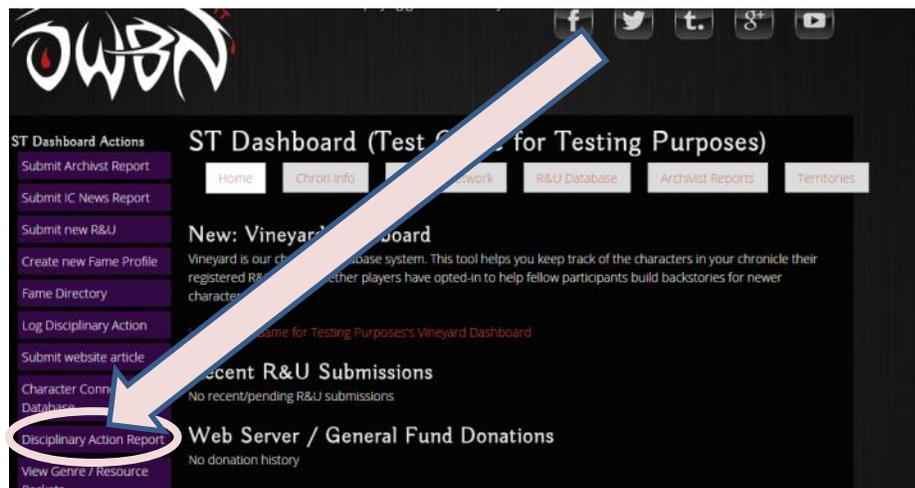
The Disciplinary Action is now recorded on the owbn.net database.



17. To view Disciplinary Actions, click on "Admin Links", and click on your chronicle name.



18. Click on the "Disciplinary Action Report" link.



19. A list of disciplinary actions will be visible. These actions can be filtered by type and by Chronicle.

ONE WORLD BY NIGHT
OWBN

A collaborative World of Darkness live-action role-playing game community

Questions, feedback, or need help? Connect with us:

Disciplinary Action Report

Disciplinary Action Type: Chronicle Issuing DA:

DA Recipient	Chronicle (If local Disciplinary Action)	Date of Disciplinary Action	DA Offense	Disciplinary Level
Fakerson	Test Game for Testing Purposes	Tuesday, September 9, 2014	Spiked the storyteller's coffee	We took their apple juice
Fakerson	Test Game for Testing Purposes	Sunday, September 7, 2014	Punched a kitten	Chronicle Strike
Fakerson	Test Game for Testing Purposes	Saturday, September 6, 2014	Wore white pants after labor day AGAIN!	Warning
Fakerson	Test Game for Testing Purposes	Wednesday, September 3, 2014	White after Labor Day	Warning
Fakerson	Test Game for Testing Purposes	Tuesday, September 2, 2014	Wore white after labor day to game	Verbal thrashing by fashion police at pre-game

20. Clicking on the “DA recipient” links will show the disciplinary actions given to that particular individual.

Disciplinary Action Report

Chronicle (If local Disciplinary Action)	Date of Disciplinary Action	DA Offense	Disciplinary Level
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Test Game for Testing Purposes	Sunday, September 7, 2014	Punched a kitten	Chronicle Strike
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