## Paying Chronicle Dues on the Website

1. Go to <u>www.owbn.net</u> and click on "Staff Login".



 Type in your username and password, and then click on the "log in" button. Note: If you have forgotten your password or your username, click on the "request new password" button. A password reset link will be sent to your email address.

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Ю		An intra Working Role-P	EBNATIONAL NETWO OF DAIRNESS LIVE LAVING GAMES	DBK OF	Que	STIONS, FEEDBACK, OF	NEED HELP? CONNECT WITH US:
Username FFakersor Enter your I Password Enter the Log in	Dree World By Night us	semane. Inies your usemane.		2			
		THE W	OWLD OF DARWNESS IS	A TRADEMARK OF CCP HE	ALL RIGHTS RESERVED. © 20	IT BY CCP HE.	

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.



In the Screen that follows click on "Click here to pay chronicle dues (\$20)".
\*The Partial Chronicle dues option is available to permit two smaller installments, rather than a large lump sum. That can also be clicked on, to make a partial payment now and another payment later on in the year.



5. The following screen will appear.

View Devel
Effective from 2014 onwards, full member chronicles are required to pay dues of \$20/year
From the Administrative Bylaws:
5. Finance
C Dues and Allocation
i. Dues shall be set at \$20 USD per chronicle per year. Dues will first be set aside for the yearly OWBN server and banking/paypal costs. Dues must be paid by January 31st of each calendar year.
1. Probationary chronicles are not required to pay dues if they are in their admissions process.
a. When a chronicle becomes a full member of One World By Night, they are required to pay dues starting the subsequent calendar year.
b. Chronicles placed on probation after already having achieved full membership in OWBN are still required to pay dues.
2. Altering overall dues requires a 2/3 majority vote.
<ol><li>Council can discount dues for a single given chronicle due to extraordinary circumstances, international exchange difficulties, or similar reasons with a simple majority vote.</li></ol>
<ol><li>If a chronicle does not pay their annual dues and is not given a discount by Council, they will lose their full member status and become a probationary chronicle.</li></ol>
<ul> <li>A loss of full member status caused by non-payment of dues will be reversed when the annual dues are paid or by a simple majority vote from Council.</li> </ul>
ii. If there is additional money remaining after the yearly server costs, additional revenue will be added to a Server Reserve fund.
\$20.00
2015 V
For Chronicle *
- Select a value -
Add to cart

6. Under the information regarding Dues taken from the Administrative Bylaws, select the Year that the dues will be paying for. Please make sure to choose the correct year.

	chronicle.
	<ul> <li>A loss of full member status caused by non-payment of dues will be reversed wh Council.</li> </ul>
ii. If t	there is additional money remaining after the yearly server costs, additional revenue will b
\$20.00	
Dues for Yea	ar •
Year *	
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<sup>- 5</sup> 2017	*
2018	
Ac 2019	
2020	
2021	The World of Darkness is a trademark of CCP hf. All rights reserv
	Some materials are © copyright 2015 and trademarked

7. Next, choose your chronicle. Please type in the first few letters of your chronicle name, and then click on the chronicle in the list that appears below.

<ul> <li>ii. If there is additional money remaining after the yearly server costs, additional revenue</li> <li>\$20.00</li> <li>Dues for Year</li> <li>Year</li> <li>2015 T</li> </ul>	Council.	
\$20.00 Dues for Year * Year * 2015 * For Chronicle * * Select a value -	ii. If there is additional money remaining after the yearly ser	ver costs, additional revenue
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Test Game for Testing Purposes	Test Game for Testing Purposes	

8. Once the year and the Chronicle have been chosen and double checked, click on the button "Add to Cart".

\$20.00	
Dues for Year	
Year <sup>●</sup> 2016 ▼	
For Chronicle	
Test Game for Testing Purpose	
Add to cart	

 Once you click on "Add to Cart" The Message "One World by Night Chronicle Dues Added to your cart" will appear at the top of the screen.
 Click on the words "your cart" in that message.

THE WORLD BY MICK	An international network of World of Darkness live-action role-playing games	Questions, feedback, or need help? Connect with us:
One World by Night Chronicle I	Dues a ded to your cart	
View Devel		
Effective from 2014 onwards, full mem	ber chronicles are required to pay dues of \$20/year	
From the Administrative Bylaws:		
5. Finance		

10. Click on "Checkout". Please do not click on anything else on this screen.



11. Fill out the billing information on the next screen. This information should match the information of the person **Paying** the dues..

Please remember **to wait a few moments after changing the country**, as the country change needs to update the options below (Brazil for example uses different address information).

**Do not** remove the checkmark next to "My Shipping information is the same as my billing information"

Click on "continue to next step".

Checkout 2. Shipping 3. Review of		ckout comptete		
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Ling Information			\$20.00	
untry				
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incel	rorder 4. Payment 5. 0 Price \$20.00	Checkout complete Quantity 1 Order total	Total \$20.00 \$20.00	Brazil Information

12. The message "no shipping rates found for your order" will appear. Click on "Continue to next step".

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Shipping				
1. Checkout		3. Review order	4. Payment	5. Checkout complete
Shipping service	or your order. Please co	ontinue the checkout process.		
Continue to next step o	50 back			

The payment screen will appear. Confirm the information on the screen.
 The username and the billing/shipping information can be different. The person paying does not need their own user account.

OWBN	games		(f) 🗹 (	. * • •
Review order				
1. Checkout 2. Shipping		4. Payment	5. Checkout complete	
leview your order before continuing.				
Shopping cart contents				
Product		Price	Quantity	Total
One World by Night Chronicle Dues		\$20.00		\$20.00
			Order total	\$20.00
Account Information				
Username FFakerson E-mail address @gmail.com				
Billing Information				
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Shipping information				
Fakey Fakerson 123 Fake Street Faketown, CA 90210 United States				
Payment				
Cheque				
PayPal - pay securely without s Includes:	sharing your financial information			

- 14. There are two payment options.
  - a. If choosing "Cheque" Click on Cheque and then click on "continue to next step".

e Cheque	
PayPal - pay securely without sharing your financial information Includes:      Example 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	
Continue to next step of Go back	

You will get the confirmation message that the Cheque option has been received, and more instructions will be emailed to you for sending a cheque through the mail.

b. If Choosing Paypal Click on "Paypal" and then click on "Continue to next step".



You will be redirected to the Paypal website to process the payment.

Your order summa	wy .		
Ceargine	Annat	- Pay with my PayPal account	PayPal #
(Point 722) at One World, Te (Sub1 Inter price 102000 Options: Product visual: 1 Guardig: 1	122.08	Log in this processed to complete the purchase	
Rent fortal	\$45.00	ParParassent	
PayPal Archae Rolect in eligible patchase ( <u>See arlan</u> ling around the worst with confide	64 	Construction of the second of the secon	

Once the payment has been processed, you will be emailed a confirmation message.