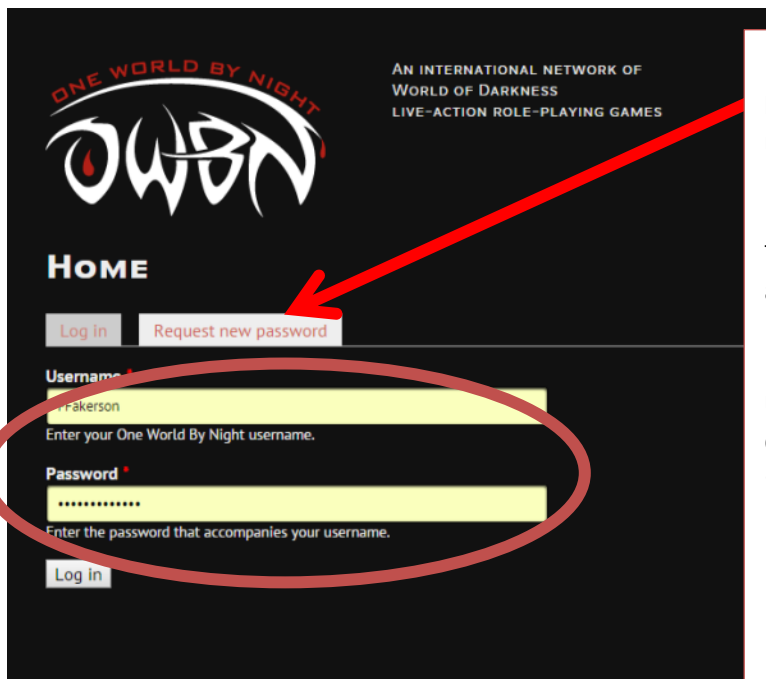
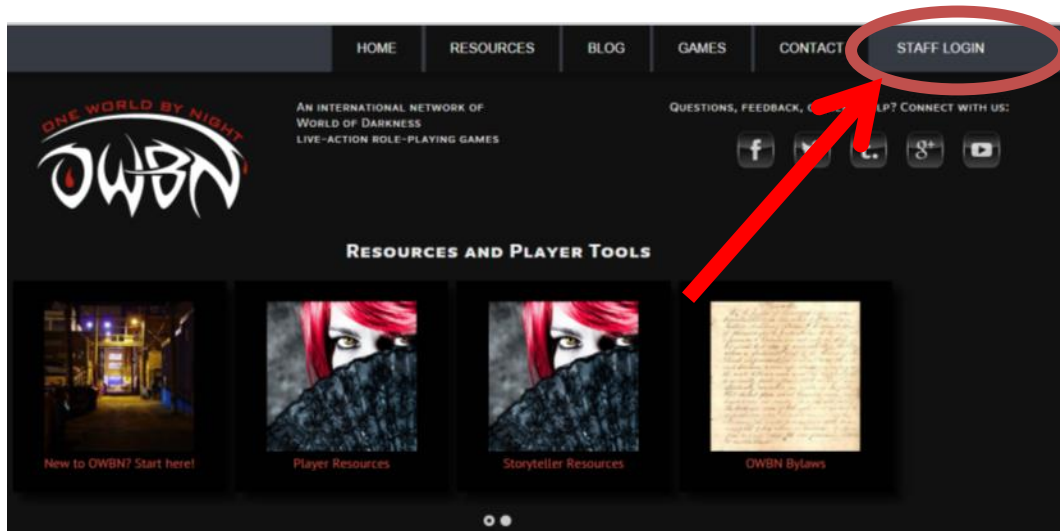


Adding/Editing Territories

This is intended to be a set of instructions for the Membership Coordinator and Subcoordinator team.

Please note that only Membership Coordinators and Subcoordinators can Add or Edit territory listings.

1. Log into OWBN.net with your username/Password

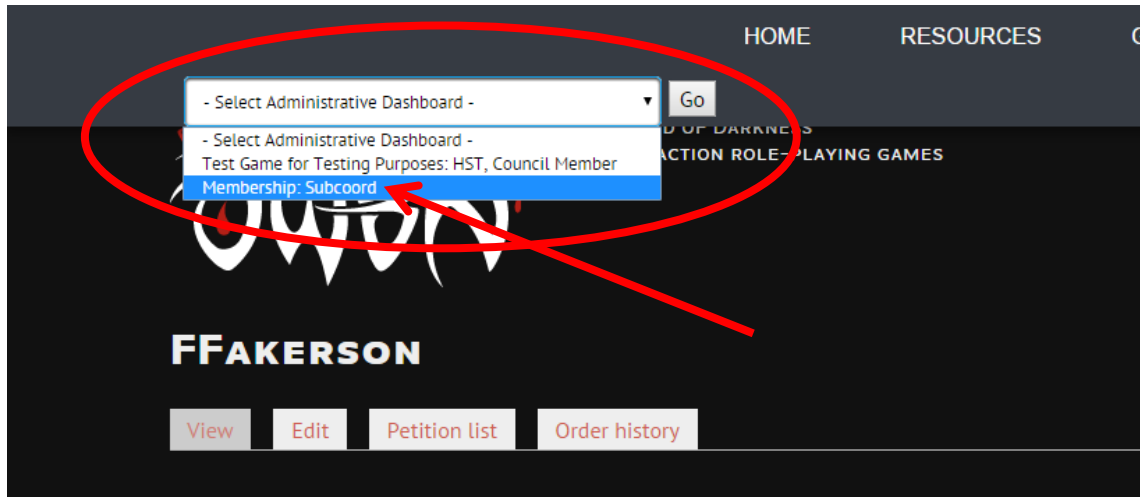


If you have forgotten your password, click on the "Request new password" button.

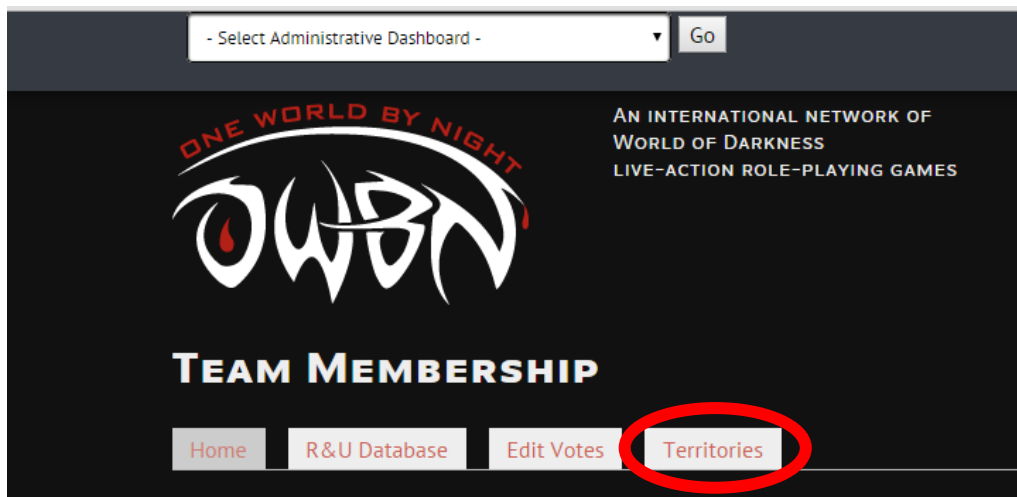
It will send a password reset email to your account's assigned email address.

If your assigned email address is no longer valid, submit a help desk ticket, which is under the "Contact" section of the website.

- In the drop down list “Select Administrative Dashboard”, choose either “Membership: Subcoord” or “Membership: Coordinator”. It depends on whether or not you are the Coordinator or Subcoord. Then click on the button marked: “Go”.

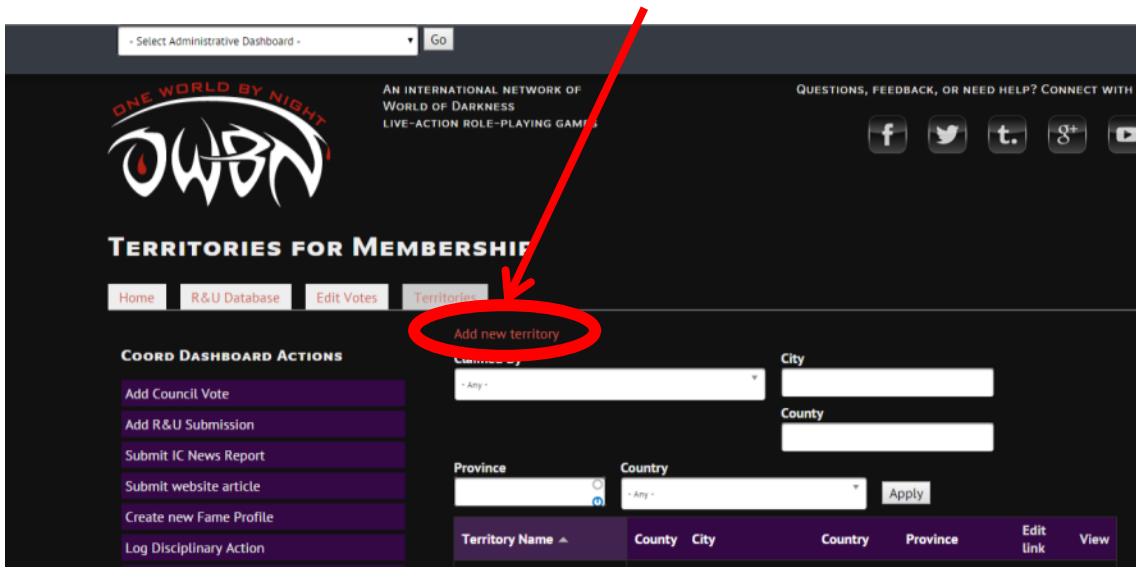


- Click on the “Territories” tab.



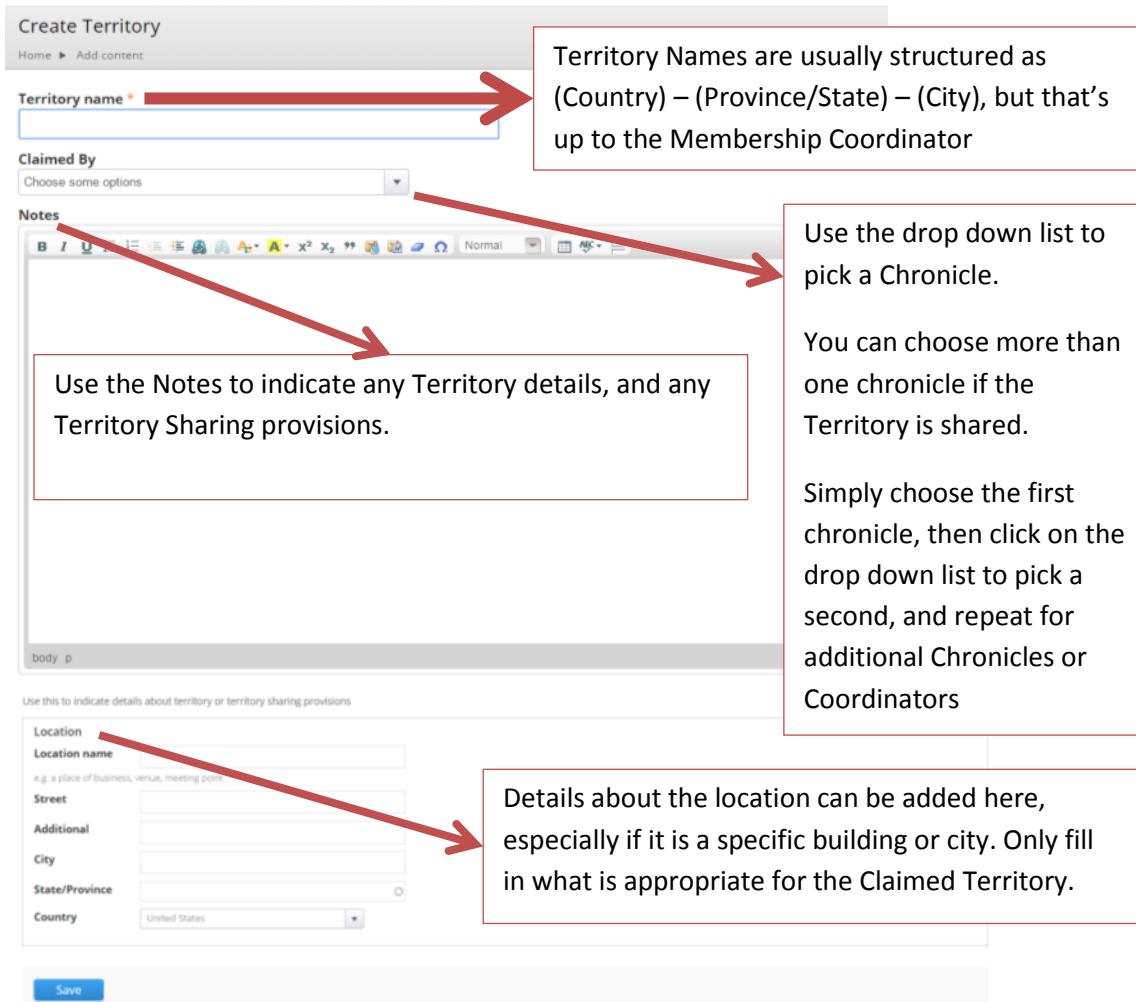
- To create a Territory, follow steps 5-7
To edit or delete an existing Territory, follow steps 8-11

5. To create a new Territory, click on “Add new Territory”.

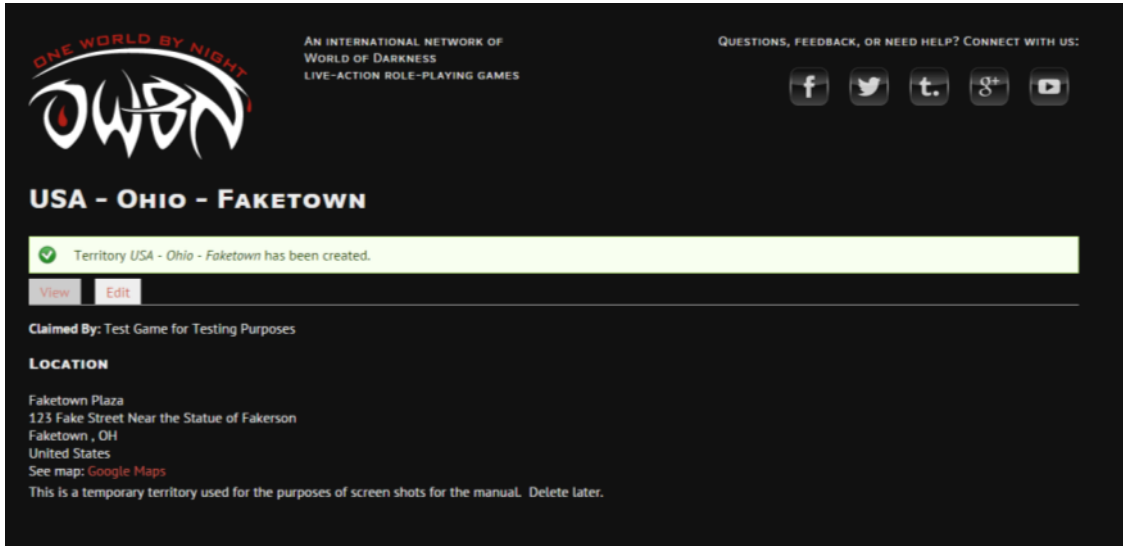


6. Fill in the form.

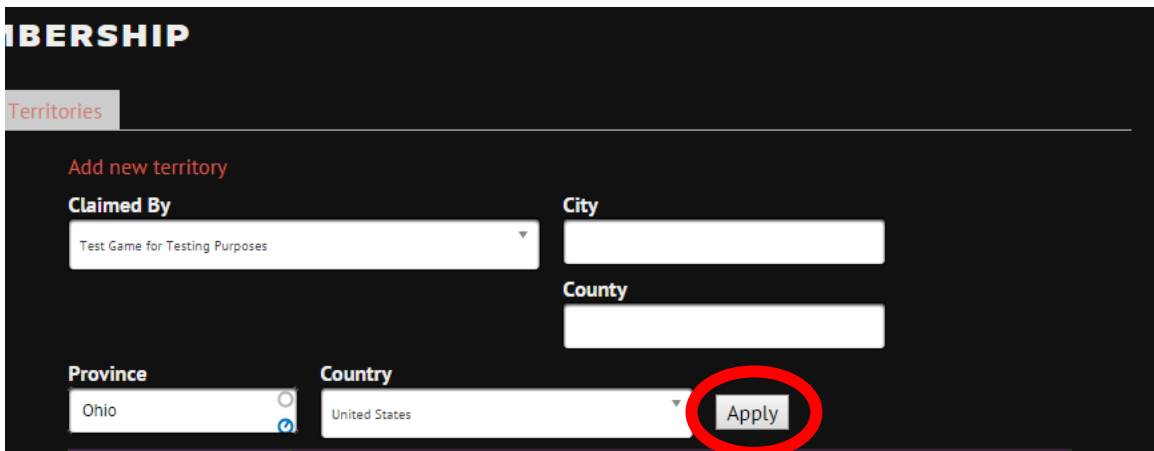
Click on “Save” when completed.



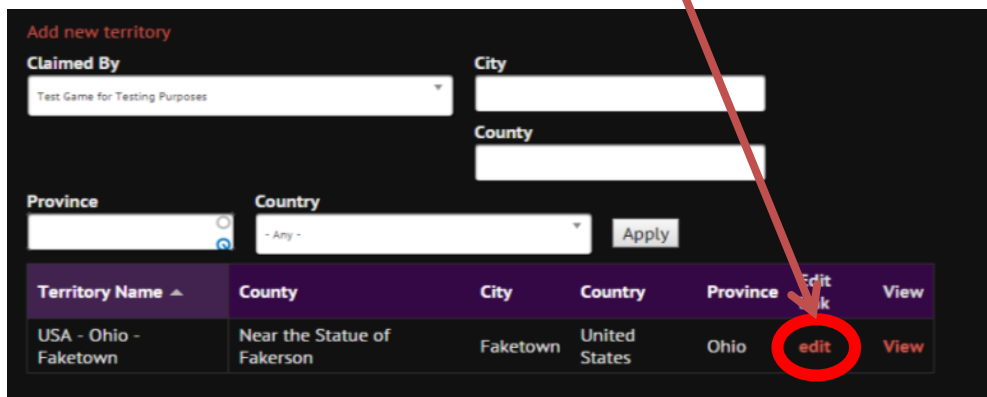
7. A confirmation will appear indicating the Territory has been successfully created.



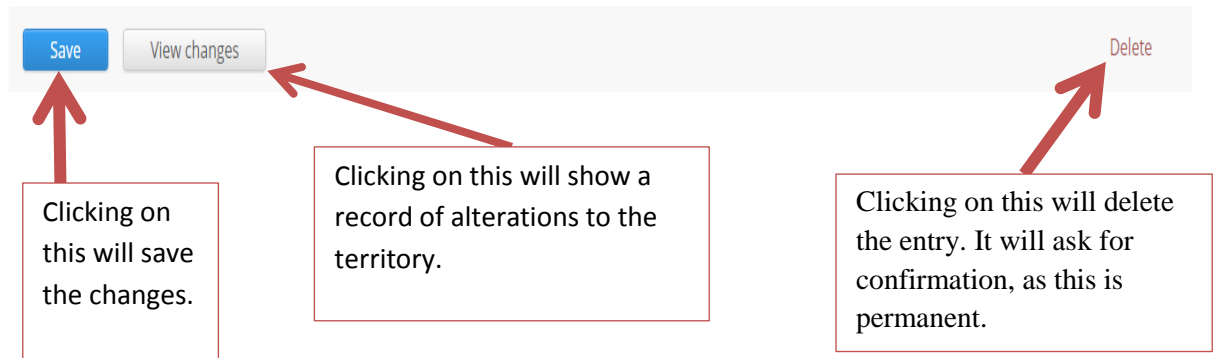
8. To edit or delete an existing territory, first use the search tool to find the desired Territory. Multiple search options can be used. Click on “Apply” when the search terms have been filled out.



9. When the desired Territory appears, click on “Edit”.



10. Fill out the form, as detailed in step 6.
Click on “Save” when completed.



11. If the Territory is to be deleted, scroll to the bottom of the screen and click on the “Delete” option on the bottom right.
It will ask for a confirmation, as this is permanent.