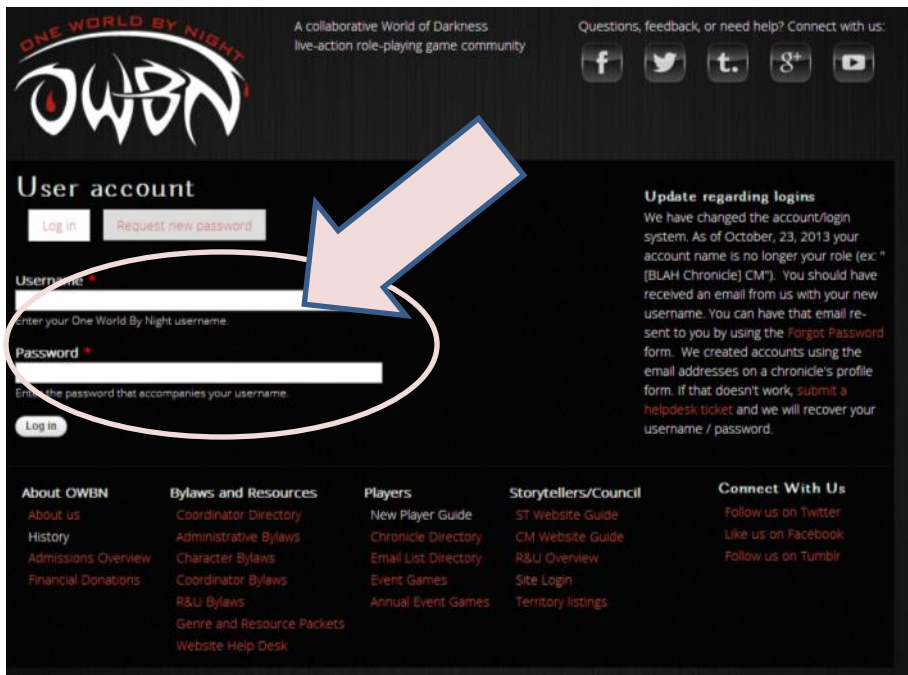# Submitting the Archivist Report

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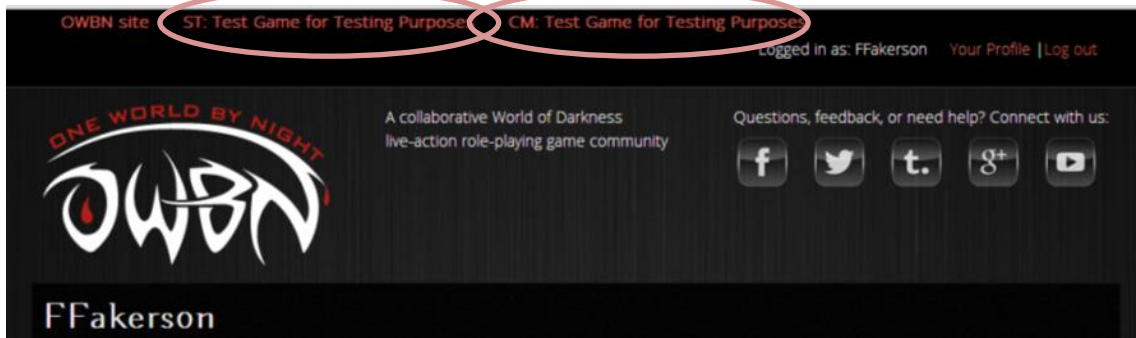

2. Type in your username and password, and then click on the "log in" button. The username is your first initial and last name.
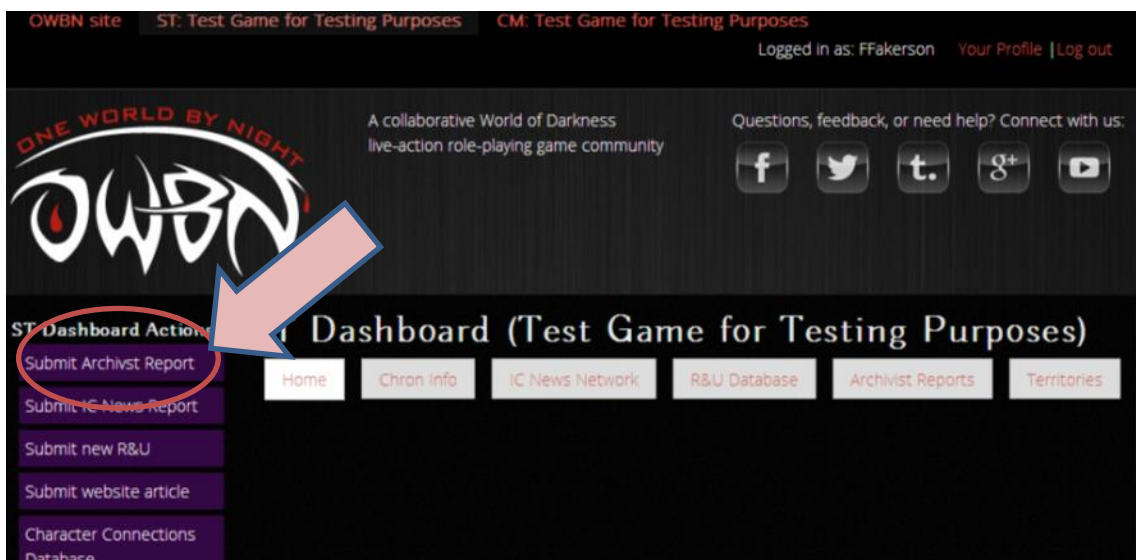   Note: If you have forgotten your password, click on the "request new password" button. A password reset link will be sent to your email address.

3. If you are a CM, Storyteller, or both, you'll see links to the CM, Storyteller, or both areas. **Both** Storytellers and CMs can submit Chronicle updates, so click one or the other.

4. In the Screen that follows (Storyteller or CM), click on the "Submit Archivist Report" button on the left hand side.
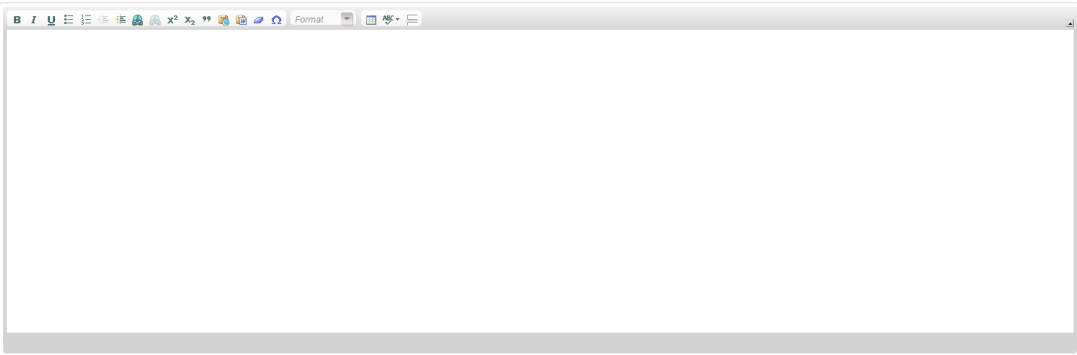
5. At this point, you will see a series of boxes called Fields. All fields with stars next to them need to be filled out. The ones without stars do not need to be filled out.
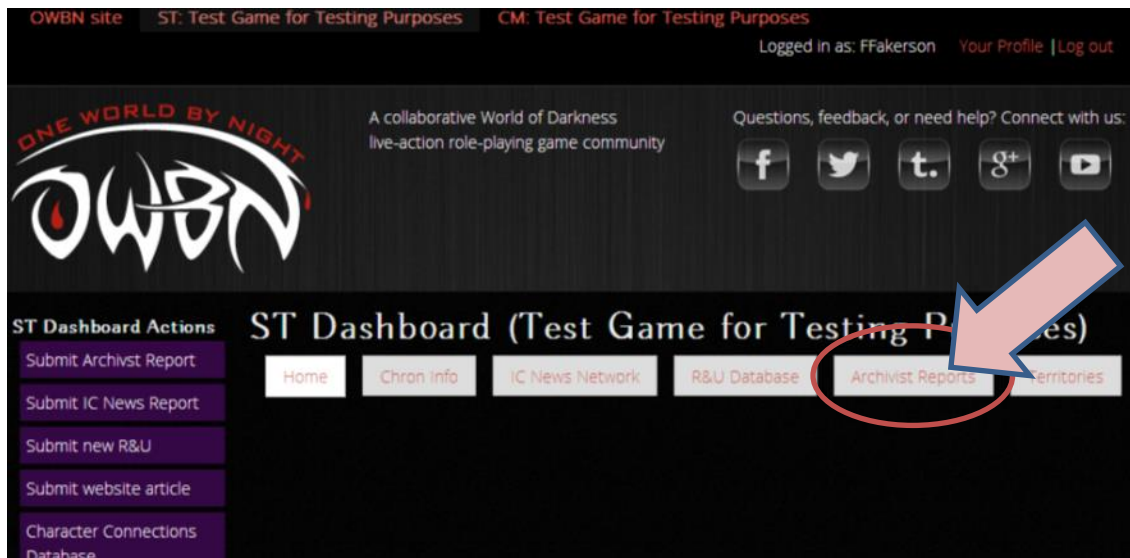

6. When all the information has been filled out, you have two options at the bottom.
The Draft option is if you aren't quite done, and want to continue later.
The Submitted/Pending Review option will send it to the Archivists, who will review the report.
Once either option has been chosen, please make sure to click on "Save".

7. If you selected draft, and want to work on the Archivist report at another point, Follow steps 1-3. When you see the dashboard, click on "Archivist Reports".

8. In the screen that follows, click on the report that you were previously working on. The report will have a date in the label, which should help in finding the report you have saved as draft.

9. In the next screen, click on "Edit". This will bring you back to the form, and you can fill it out and complete the form.

10. When you are done, don't forget to change the option to "Submitted/Pending Review". This indicates the Archivist report is completed. Click on save to submit the report to the Archivists.