

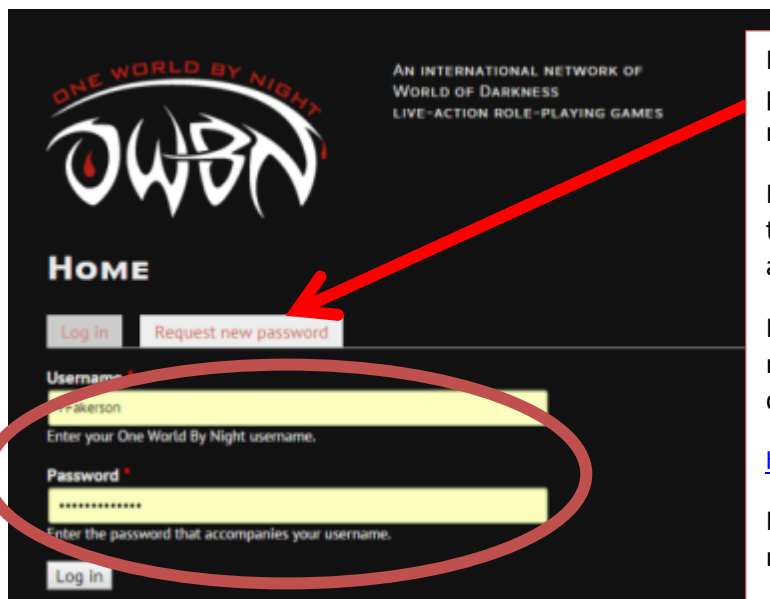
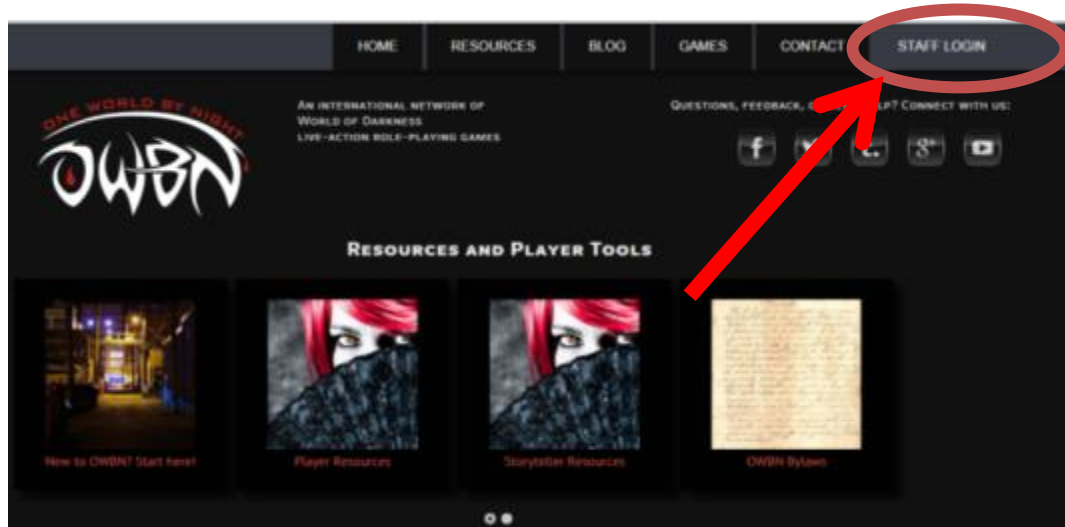
Creating a Vote on OWBN.net

Table of Contents

Logging in.....	2
Creating Normal Votes	4
Editing Normal Votes.....	11
Withdrawing Any Vote	12
Creating Autopass Votes.....	14
Changing Autopass to Normal Votes.....	21
Creating Blind Votes	24
Creating Ranked Voting	25

Logging in

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



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

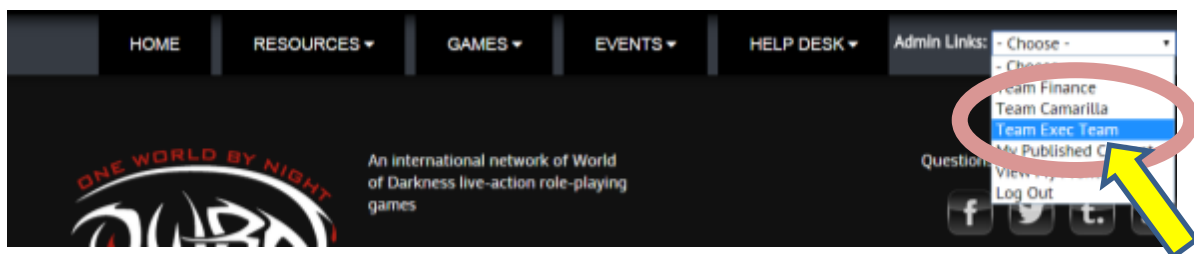
It will send a password reset email to your account’s assigned email address.

If your assigned email address is no longer valid, submit a help desk ticket at this address:

<http://www.owbn.net/helpdesk/web>

Make sure that you include your name and specific issue.

2. In the drop down list “Admin Links”, Click on “Team Exec Team”.



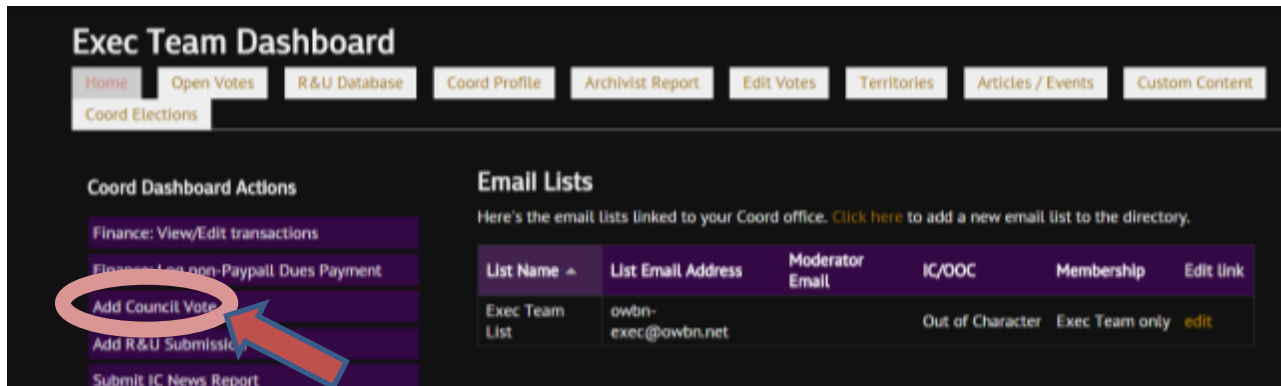
- This will take you to the Exec Team Dashboard.
The two parts of the Dashboard that will be important for the next few steps is the “Add Council Vote” button on the left, and the “Edit Votes” button at the top.

The screenshot shows the Exec Team Dashboard with a navigation bar at the top containing buttons for Home, Open Votes, R&U Database, Coord Profile, Archivist Report, Edit Votes, Territories, Articles / Events, and Custom Content. The 'Edit Votes' button is circled in red with a red arrow pointing to it. On the left side, under 'Coord Dashboard Actions', there is a list of buttons: Finance: View/Edit transactions, Finance: Log on-Paypal Dues Payment, Add Council Vote (circled in red with a red arrow), Add R&U Submissi..., and Submit IC News Report. On the right side, under 'Email Lists', there is a table with the following data:

List Name	List Email Address	Moderator Email	IC/OOC	Membership	Edit link
Exec Team List	owbn-exec@owbn.net		Out of Character	Exec Team only	edit

Creating Normal Votes

1. In the Exec Team Dashboard, click on “Add Council Vote”



The screenshot shows the 'Exec Team Dashboard' with a navigation bar at the top containing links for Home, Open Votes, R&U Database, Coord Profile, Archivist Report, Edit Votes, Territories, Articles / Events, and Custom Content. Below the navigation bar, there are two main sections: 'Coord Dashboard Actions' and 'Email Lists'. In the 'Coord Dashboard Actions' section, the 'Add Council Vote' button is circled in red, and a blue arrow points to it. The 'Email Lists' section shows a table with columns for List Name, List Email Address, Moderator Email, IC/OOC, Membership, and Edit link. The table contains one entry: 'Exec Team List' with email address 'owbn-exec@owbn.net' and membership 'Exec Team only'.

2. Enter the Proposal Name. Some Proposals require tags, but this generally applies to Autopass Votes and Votes that are Withdrawn. They will be explained in separate instructions.

Create OWBN Council Vote

Proposal Name *

Something something something

3. The next two options: “Language” and “Submitting Proposal as” are for features that haven’t been implemented. Please ignore them.

~~Language~~

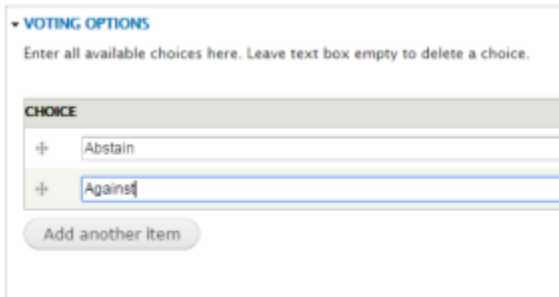
~~Language neutral ▼~~

~~Submitting proposal as:~~

~~Finance ▼~~

~~Please select an option~~

- In the Voting Options list the Vote choices the Council Members. Multiple options can be added by clicking on “add another Item”. If an additional item is added by mistake, leave the entry empty to delete it. Please make sure an “Abstain” option is included.



- The Body is where the description of the proposal will be written. Editing tools are provided for bullets/number, bold, italics and other formatting.



IMPORTANT. If you are you copy/pasting from Microsoft Word, please click on this button to paste text from Microsoft Word. This will remove incompatible formatting from Word text, and prevent issues with the text display.

- Documents linked to Google Docs or similar offsite options should NEVER be used. Instead, please download any google doc items and use the File/Document Upload.

This is because Linked Documents can be removed or altered, and this method will prevent these issues from happening and keep a permanent historical record of the information.

The allowed file types are .txt, .rtf, .doc, and .pdf, and no file can be larger than 20MB in size. It is highly recommended to only use PDF documents, to ensure universal access.

- To use the File/Document, first click on “Choose File”, and select the document to be added. Second, click on “Upload”. Wait for the file to be successfully uploaded.

The screenshot shows a form titled "File / Document". Below the title is a note: "Optional - This is for instances where Council is voting on a chronicle admission or packet". Underneath is the heading "Add a new file". There are two buttons: "Choose File" (with the text "No file chosen" next to it) and "Upload". Below the buttons, it says "Files must be less than 20 MB." and "Allowed file types: txt rtf doc pdf."

- If successful, the file will be added to the vote. An optional description can be added. The file can be removed by clicking on the “Remove” button. Additional files can be added by following the same steps, first click on “Choose file”, pick the file from the listings, and then click on “Upload”.

The screenshot shows a table with columns "FILE INFORMATION", "DISPLAY", and "OPERATIONS". The "FILE INFORMATION" column contains a file named "Creating a Vote.pdf (544.54 KB)" with a description field below it. The "OPERATIONS" column contains a "Remove" button. Below the table is the "Add a new file" section with "Choose File" and "Upload" buttons. A note at the bottom states "Files must be less than 3 GB." and "Allowed file types: txt rtf doc pdf".

9. The Vote type is a tag that will later be used to be able to search and filter the vote in the vote record. Please choose the correct Vote type to properly tag the vote for future reference.

Vote Type *

- Chronicle Admission
- Bylaw Revision
- Coordinator Elections (Full Term)
- Coordinator Elections (Special)
- Disciplinary
- Genre Packet
- Global/Meta Plot
- Opinion Poll
- Other Private
- Other Public
- R&U Submission

10. Voting Stage for normal votes should be set to “Submitted for Vote”. (Autopass votes are set up differently, please refer to that section.) If Vote information is not quite completed and needs to be continued at a different time, the voting stage can be set to “Draft”. Votes set as Draft do not appear on the site. The vote can later be edited to be set to “Submitted for Vote”.

When using the Voting Stage, there are a few options that are not currently enabled, and don't do anything.

Please don't use “Submitted, Awaiting Second” and “In Revision”.

Voting Stage *

The image shows a dropdown menu for "Voting Stage". The menu is open, displaying a list of options. The first option is "- Select a value -". Below it is "Draft". The next two options, "Submitted, Awaiting Second" and "In Revision", are crossed out with red lines. The option "Submitted for Vote" is circled in red. Below it are "Vote Completed", "Autopass", and "Withdrawn".

11. When the vote is completed, the system will automatically change the Voting Stage from “Submitted for Vote” to “Vote Completed”.

12. The chronicle or Coordinator that proposed the Vote, and who seconded the vote is recorded here.

Please be aware that in the drop down list, the Chronicles are listed alphabetically, and the Coordinators are listed right underneath the last Chronicle.

The image shows a web form with two dropdown menus. The first is labeled 'Proposed By' and has a selection of '- None -'. Below it is the text 'Chronicle that initiated this proposal'. The second dropdown is labeled 'Seconded By' and is open, showing a list of options. The options include several chronicles with their locations and titles, followed by coordinators: 'AHC 1', 'AHC 2' (which is highlighted in blue), 'Anarch', 'Archivist', and 'Archivist 1'.

13. The Date options need to be set so that the opening date is 7 days after the proposal was made, and the closing date is set 7 days after the opening date. **Please never change the hours or minutes.**

14. It is **very important** to **NEVER** set the opening or closing dates in the **past**. The starting date must be set to today's date or some point in the future.

15. The opening/closing date are automatically set to 7 days after the vote was created on the website. This means that if you create the vote the day the proposal was sent to the Council List, the dates don't have to be changed at all.

However, if the proposal was a few days ago, then the start and end dates will need to be changed.

The image shows a web form with two sections: 'OPENING DATE' and 'CLOSING DATE'. Each section has a dropdown arrow on the left. The 'OPENING DATE' section contains five dropdown menus for 'Month', 'Day', 'Year', 'Hour', and 'Minute'. The values are 'Jul', '23', '2015', '23', and '00' respectively. Below these is the text 'Date that the vote will open - default is 7 days from post date Set this to Midnight Eastern Time'. The 'CLOSING DATE' section also has five dropdown menus for 'Month', 'Day', 'Year', 'Hour', and 'Minute'. The values are 'Jul', '30', '2015', '23', and '00' respectively. Below these is the text 'Closing Date - typically 7 days from vote open this is set to close at Midnight Eastern'.

16. The Visibility is one of the more critical parts of the vote, because this determines whether or not the public can see the vote or not. It is extremely important to make sure you set this to “visible to Council only” for things like Plot Proposals and Disciplinary Actions. This is so important that we had it default to “Visible to Council Only”, and is only changed when there is a public vote.

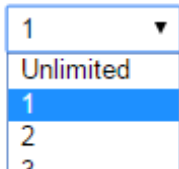
▼ **VOTE SETTINGS**

Visibility *

- Visible to Council only
- Visible to Council and Public

17. Ranked Voting and Blind Voting Options are discussed in the Ranked Voting and Blind Votes Section of the Instructions. Please ignore them for normal votes.
18. Maximum choices is used if the Proposal permits multiple answers. For most votes, this number stays at 1.

Maximum Choices *



1 ▼

Unlimited

1

2

3

number of choices voters may select.

19. Please make sure the Active setting is set to “Active”.

Active determines if the vote is in the open vote section or closed vote section of the website. This setting is automatically changed to Inactive when the closing date is reached.

It can be manually changed when dealing with Withdrawn votes, those instructions are in the Withdraw Votes section.

Active *

- Inactive (after voting period is complete)
- Active (either pre or during voting period)

20. When completed, click on the Save button. The vote will open and close on the dates specified.

If a preview is needed to see how all the information will look, click on the “Preview button”. Preview is recommended if copy/pasting information from other sources, to ensure that the text is properly visible on the vote record.

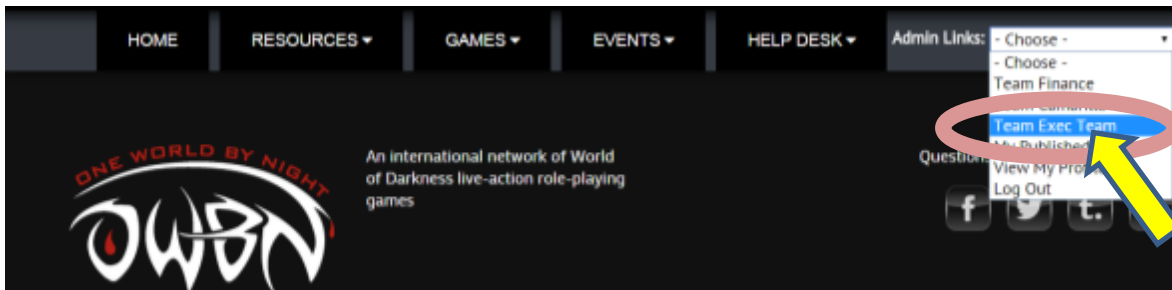
Save

Preview

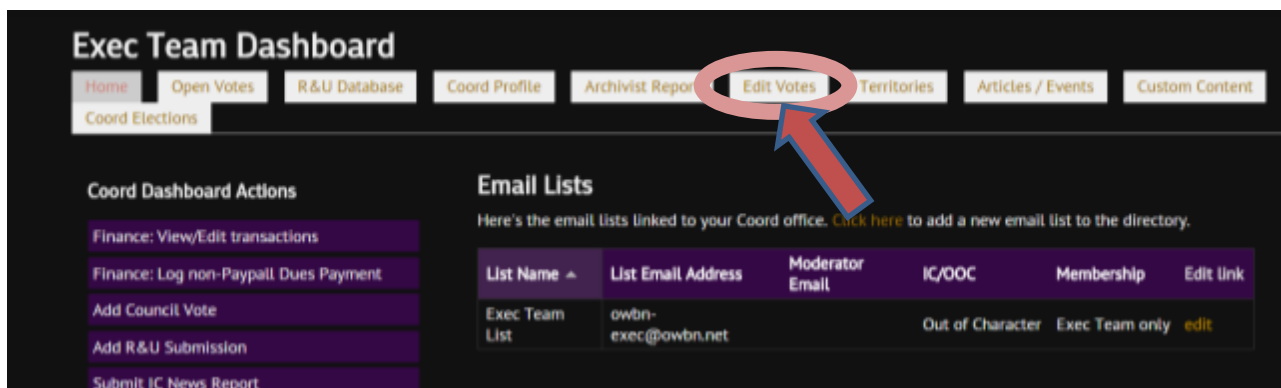
21. No more action is needed, unless edits need to be made to the text or the time needs to be extended. If that’s the case, refer to the section on Editing Normal Votes.

Editing Normal Votes

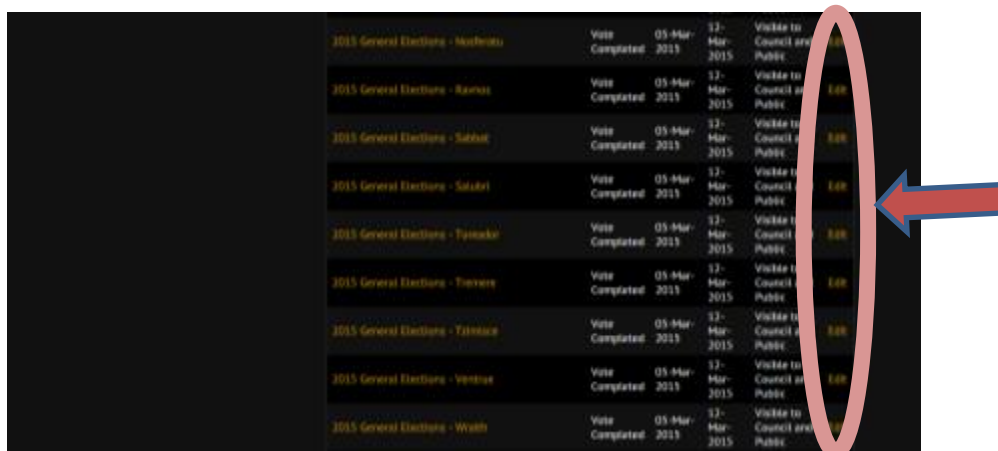
1. To Edit a Vote, return to the Exec Team Dashboard.



2. Click on “Edit Votes” at the top of the Dashboard.

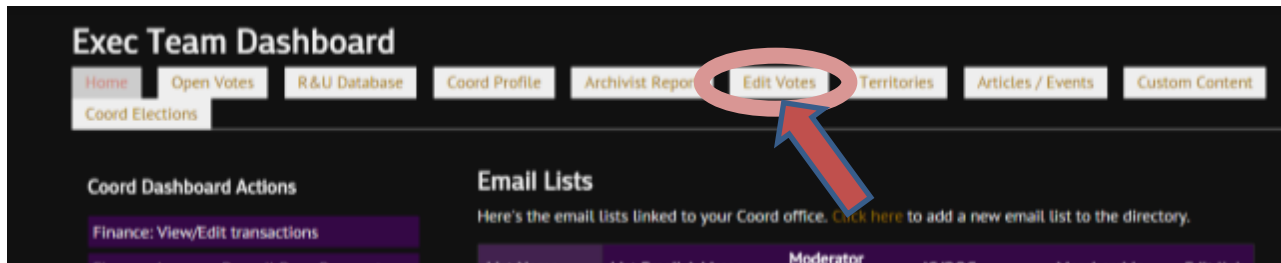


3. Click on the “Edit” button to the right of the Vote that needs to be changed. This will bring you to the vote form, where changes can be made. Please refer to the instructions on “Creating Normal Votes” for information on the individual sections.



Withdrawing Any Vote

1. To Withdraw a vote, go to the Exec Team dashboard. Click on Edit Votes.



2. Click on the “Edit” text next to the vote that needs to be Withdrawn.



3. In the Vote Title, please make sure to add the text [Withdrawn].

Proposal Name *

[Withdrawn] Something something something

4. In the Voting Stage, Choose Withdrawn. This will Tag the proposal as Withdrawn, which will make it searchable on the site using the closed vote filters.

Voting Stage *

- Withdrawn
- Select a value -
- Draft
- Submitted, Awaiting Second
- In Revision
- Submitted for Vote
- Vote Completed
- Autopass
- Withdrawn

5. Under Date Options, change the “Closing date” to today’s date.
Do not change the hours or minutes.

▼ CLOSING DATE

Month	Day	Year	Hour	Minute
Jul ▼	30 ▼	2015 ▼	23 ▼	00 ▼

Closing Date: usually 7 days from vote open this is set to cl

12 ▲
13
14

6. At the very end of the vote is the Active setting, which must be changed to Inactive.
This step is important to ensure that the Withdrawn vote will be closed off from vote submissions, and moved to the Closed Vote section of the website.

Active *

- Inactive (after voting period is complete)
- Active (either pre or during voting period)

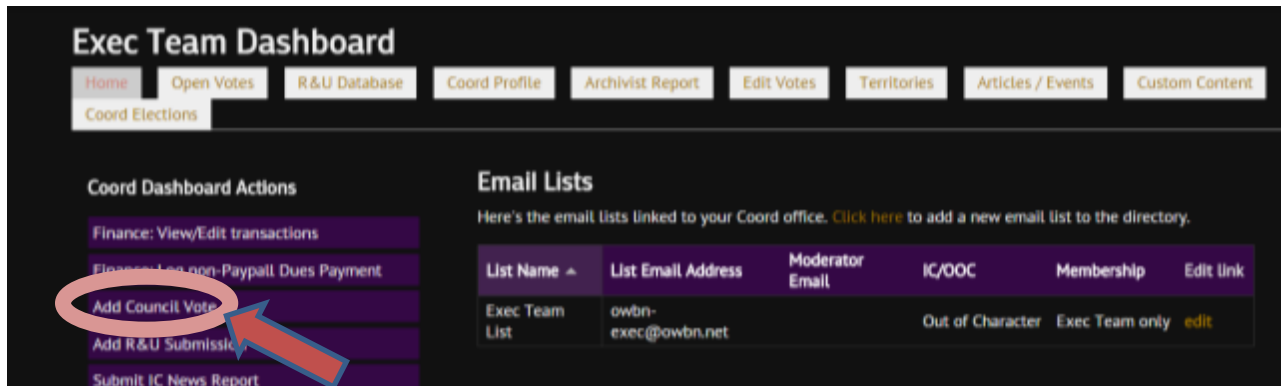
7. Save the vote, using the Save button at the bottom.

Save Preview

8. Withdrawn Votes **do not** send an automated email. Once the Vote is set to inactive, it can no longer be voted on.
9. The withdrawn Vote will be sent to the Closed votes section of the website site after a processing delay of about half an hour.

Creating Autopass Votes

1. In the Exec Team Dashboard, click on “Add Council Vote”



The screenshot shows the 'Exec Team Dashboard' with a navigation bar at the top containing links for Home, Open Votes, R&U Database, Coord Profile, Archivist Report, Edit Votes, Territories, Articles / Events, and Custom Content. Below the navigation bar, there are two main sections: 'Coord Dashboard Actions' and 'Email Lists'. In the 'Coord Dashboard Actions' section, the 'Add Council Vote' button is circled in red and has a blue arrow pointing to it. The 'Email Lists' section shows a table with columns for List Name, List Email Address, Moderator Email, IC/OOC, Membership, and Edit link.

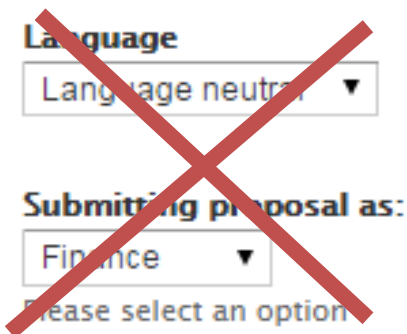
List Name	List Email Address	Moderator Email	IC/OOC	Membership	Edit link
Exec Team List	owbn-exec@owbn.net		Out of Character	Exec Team only	edit

2. Enter the Proposal Name. Make sure the text [Autopass] is added to the name of the proposal.

Proposal Name *

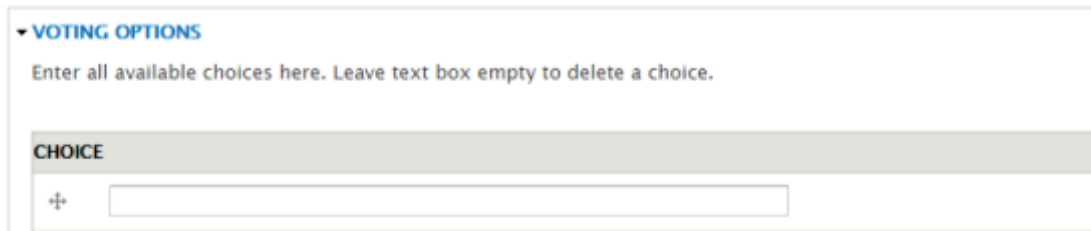
[Autopass] Something something something

3. The next two options: “Language” and “Submitting Proposal as” are for features that haven’t been implemented. Please ignore them.



The screenshot shows two dropdown menus. The first is labeled 'Language' and has 'Language neutral' selected. The second is labeled 'Submitting proposal as:' and has 'Finance' selected. Both dropdown menus are crossed out with a large red X.

4. The Voting Options should be left blank for Autopass Votes.



The screenshot shows a section titled "VOTING OPTIONS" with a dropdown arrow. Below the title is the instruction: "Enter all available choices here. Leave text box empty to delete a choice." Underneath is a table with a header row labeled "CHOICE" and a single data row containing a plus sign icon and an empty text input field.

5. The Body is where the description of the proposal will be written. Editing tools are provided for bullets/number, bold, italics and other formatting.



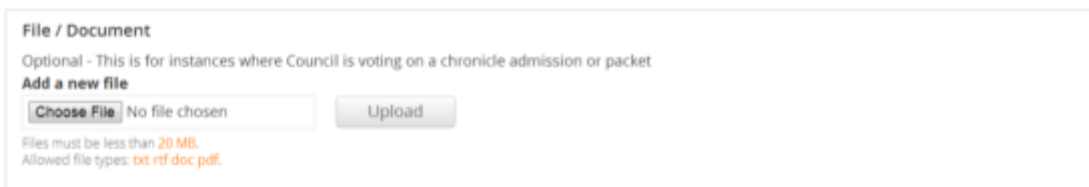
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- Documents linked to Google Docs or similar offsite options should NEVER be used. Instead, please download any google doc items and use the File/Document Upload.

This is because Linked Documents can be removed or altered, and this method will prevent these issues from happening and keep a permanent historical record of the information.

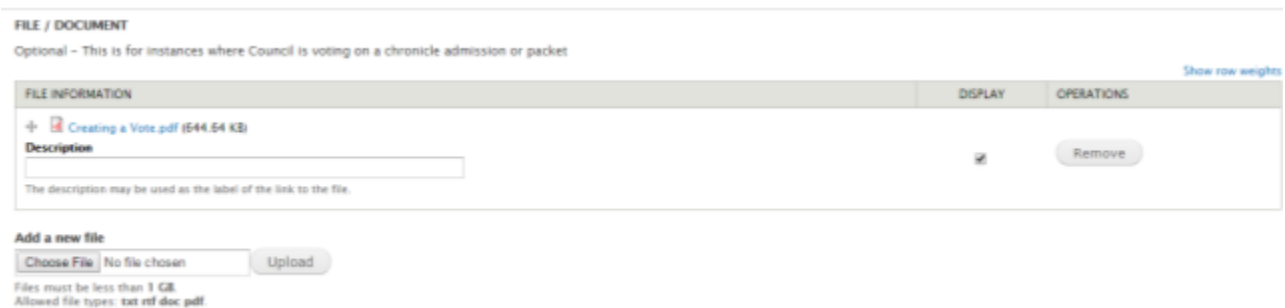
The allowed file types are .txt, .rtf, .doc, and .pdf, and no file can be larger than 20MB in size. It is highly recommended to only use PDF documents, to ensure universal access.

- To use the File/Document, first click on “Choose File”, and select the document to be added. Second, click on “Upload”. Wait for the file to be successfully uploaded.



The screenshot shows a web interface for uploading a file. At the top, it says "File / Document" and "Optional - This is for instances where Council is voting on a chronicle admission or packet". Below this, there is a section "Add a new file" with a "Choose File" button (labeled "No file chosen") and an "Upload" button. A note below the buttons states: "Files must be less than 20 MB. Allowed file types: txt rtf doc pdf."

- If successful, the file will be added to the vote. An optional description can be added. The file can be removed by clicking on the “Remove” button. Additional files can be added by following the same steps, first click on “Choose file”, pick the file from the listings, and then click on “Upload”.



The screenshot shows the "FILE / DOCUMENT" interface. At the top, it says "Optional - This is for instances where Council is voting on a chronicle admission or packet" and "Show row weights". Below this, there is a table with columns "FILE INFORMATION", "DISPLAY", and "OPERATIONS". The table contains one row for a file named "Creating a Vote.pdf (544.54 KB)". The "FILE INFORMATION" column has a "Description" field with a placeholder text: "The description may be used as the label of the link to the file." The "OPERATIONS" column has a "Remove" button. Below the table, there is a section "Add a new file" with a "Choose File" button (labeled "No file chosen") and an "Upload" button. A note below the buttons states: "Files must be less than 3 GB. Allowed file types: txt rtf doc pdf"

9. The Vote type is a tag that will later be used to be able to search and filter the vote in the vote record. Please choose the correct Vote type to properly tag the vote for future reference.

Vote Type *

- Chronicle Admission
- Bylaw Revision
- Coordinator Elections (Full Term)
- Coordinator Elections (Special)
- Disciplinary
- Genre Packet
- Global/Meta Plot
- Opinion Poll
- Other Private
- Other Public
- R&U Submission

10. Voting Stage for Autopass votes should be set to “Autopass”

If Vote information is not quite completed and needs to be continued at a different time, the voting stage can be set to “Draft”. Votes set as Draft do not appear on the site. The vote can later be edited to be set to “Autopass”.

When using the Voting Stage, there are a few options that are not currently enabled, and don’t do anything.

Please don’t use “Submitted, Awaiting Second” and “In Revision”.

Voting Stage *

The image shows a dropdown menu for 'Voting Stage'. The menu is open, displaying several options. The first two options are '- Select a value -'. The third option is 'Draft'. The fourth option is '~~Submitted, Awaiting Second~~'. The fifth option is '~~In Revision~~'. The sixth option is 'Submitted for Vote'. The seventh option is 'Vote Completed'. The eighth option is 'Autopass', which is circled in red. The ninth option is 'Withdrawn'.

11. When the vote is completed, the system will record the Vote as “Autopass”, which will allow it to be filtered and searched on the vote record.

12. The chronicle or Coordinator that proposed the Vote, and who seconded the vote is recorded here.

Please be aware that in the drop down list, the Chronicles are listed alphabetically, and the Coordinators are listed right underneath the last Chronicle.

Proposed By
- None -
Chronicle that initiated this proposal

Seconded By
- None -
Vale do Itajai, SC - Brazil, Fear of the Dark
Washington, DC - USA, Shadows on the Horizon
Washington, DC - USA, Shadows on the Mall
Winona, MN - USA, Winona Dark Haven
Worcester County, MA - USA, Mass Trauma: Price of Purgatory
AHC 1
AHC 2
Anarch
Archivist
Archivist 1

13. The Date options need to be set so that the opening date is 7 days after the proposal was made, and the closing date is set for the **exact same day**. This will ensure the Autopass vote will open and close almost immediately, preventing people from voting on it.

14. It is **very important** to **NEVER** set the opening or closing dates in the **past**. The starting date must be set to today's date or some point in the future. .

• OPENING DATE
Month Day Year Hour Minute
Jul 23 2015 23 00
Date that the vote will open - default is 7 days from post date Set this to Midnight Eastern Time

• CLOSING DATE
Month Day Year Hour Minute
Jul 23 2015 23 00
Closing Date - typically 7 days from vote open this is set to close at Midnight Eastern

15. The Visibility is one of the more critical parts of the vote, because this determines whether or not the public can see the vote or not. It is extremely important to make sure you set this to “visible to Council only” for things like Plot Proposals and Disciplinary Actions.

This is so important that we had it default to “Visible to Council Only”, and is only changed when there is a public vote.

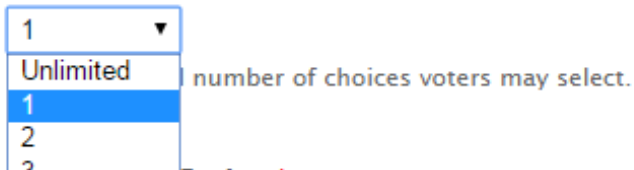
▼ **VOTE SETTINGS**

Visibility *

- Visible to Council only
- Visible to Council and Public

16. Ranked Voting and Blind Voting Options are discussed in the Ranked Voting and Blind Votes Section of the Instructions. Please ignore them for normal votes.
17. Maximum choices can be ignored as there is no voting for autopass. Leave it at the default of 1.

Maximum Choices *



1 ▼
Unlimited number of choices voters may select.
1
2
3

18. Please make sure the Active setting is set to “Active”.
Active is one of the most important parts of the Vote. Active determines if the vote is open or closed. This setting is automatically changed to Inactive when the closing date is reached.
It can be manually changed when dealing with Withdrawn votes, those instructions are in the withdrawn section.

Active *

- Inactive (after voting period is complete)
- Active (either pre or during voting period)

19. When completed, click on the Save button. The vote will open and then immediately close on the dates specified.

If a preview is needed to see how all the information will look, click on the “Preview button”. Preview is recommended if copy/pasting information from other sources, to ensure that the text is properly visible on the vote record.

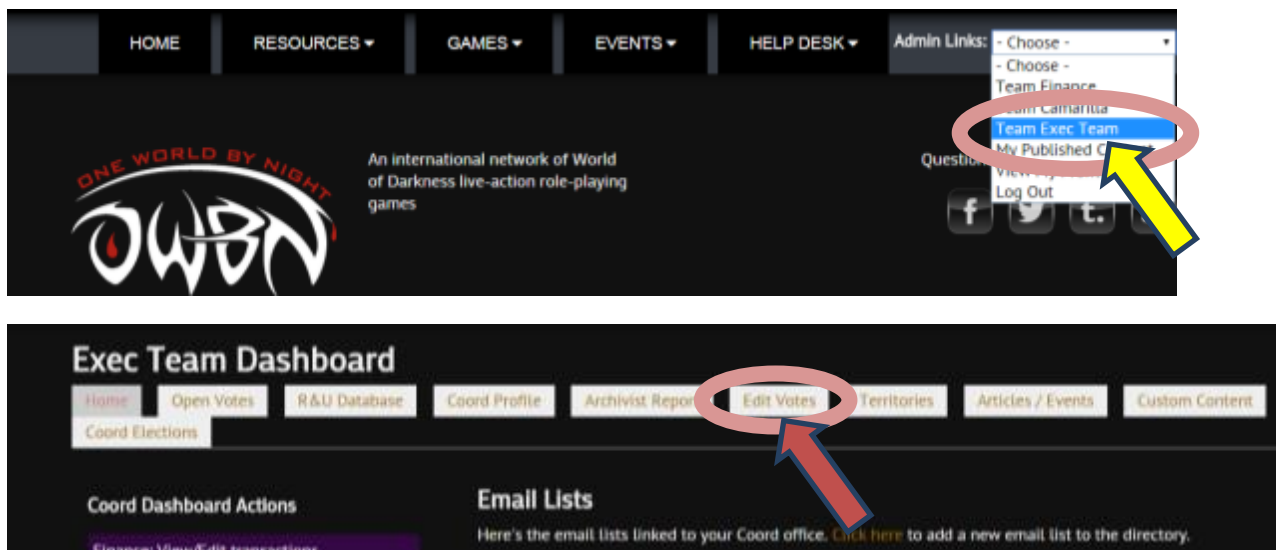
Save

Preview

20. No more action is needed, unless edits need to be made to the text or there is an Objection. If that’s the case, refer to the section on Changing Autopass to Normal Votes.

Changing Autopass to Normal Votes

1. If there is an Objection to the Autopass vote, then the Vote will have to be changed to a normal vote. This can be changed even if the Autopass has already completed. It will reopen and allow votes to be submitted. This is useful if an Objection was placed moments before the vote close, when everyone's in bed.
2. On the Exec Team Dashboard, click on "Edit Votes".



3. In the Proposal Name add in the text [Objection].
Proposal Name *
4. In the Voting Options list the Vote choices the Council Members. Multiple options can be added by clicking on "add another Item". If an additional item is added by mistake, leave the entry empty to delete it. Please make sure an "Abstain" option is included.

▼ VOTING OPTIONS
Enter all available choices here. Leave text box empty to delete a choice.

CHOICE
⇨ Abstain
⇨ Against

- Voting Stage for should be altered to “Submitted for Vote”.
 If Vote information is not quite completed and needs to be continued at a different time, the voting stage can be set to “Draft”. Votes set as Draft do not appear on the site. The vote can later be edited to be set to “Submitted for Vote”.
 When using the Voting Stage, there are a few options that are not currently enabled, and don’t do anything.
 Please don’t use “Submitted, Awaiting Second” and “In Revision”.

Voting Stage *

- Select a value -

- Select a value -
- Draft
- ~~Submitted, Awaiting Second~~
- ~~In Revision~~
- Submitted for Vote
- Vote Completed
- Autopass
- Withdrawn

- The Date Options need to be altered.
 Change the Closing Date to 7 days after the Opening Date.
 Do not change the Opening Date.
- It is **very important** to **NEVER** set the opening or closing dates in the **past**.
 The starting date must be set to today’s date or some point in the future.

▼ OPENING DATE

Month	Day	Year	Hour	Minute
Jul ▼	23 ▼	2015 ▼	23 ▼	00 ▼

Date that the vote will open – default is 7 days from post date Set this to Midnight Eastern Time

▼ CLOSING DATE

Month	Day	Year	Hour	Minute
Jul ▼	30 ▼	2015 ▼	23 ▼	00 ▼

Closing Date – typically 7 days from vote open this is set to close at Midnight Eastern

- At the very bottom of the form, you may have to change the Active setting to Active. Make sure the Active setting is set to Active.

This is important, because this will allow the voting to take place.

Active *

- Inactive (after voting period is complete)
- Active (either pre or during voting period)

- When completed, click on the Save button. The vote will then proceed as per a normal, opening and closing on the dates provided in the Date Options.

Save

Preview

Creating Blind Votes

1. Blind Votes are created exactly the same as a normal vote, with one additional step. Please see the Normal Vote Instructions for details.
2. In the Blind Voting Options, Click on “Visibility of individual Votes restricted during voting phase”.
3. Remember that that CMs and Storytellers can see how their specific chronicle has voted on their Chronicle dashboard, but no other chronicle votes will be visible until the Vote closes.

Blind Voting Option *

- Visibility of individual votes open during voting phase
- Visibility of individual votes restricted during voting phase

Creating Ranked Voting

1. Ranked Votes are created exactly the same as a normal vote, with one additional step. Please see the Normal Vote Instructions for details.
1. In the Ranked Voting Algorithm, Click on the drop down List and choose “Condorcet” or “Instant Runoff”.