

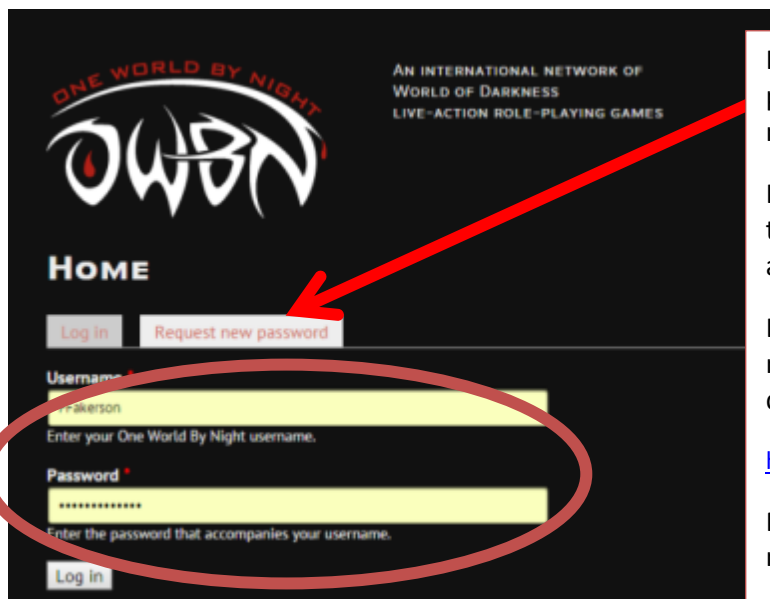
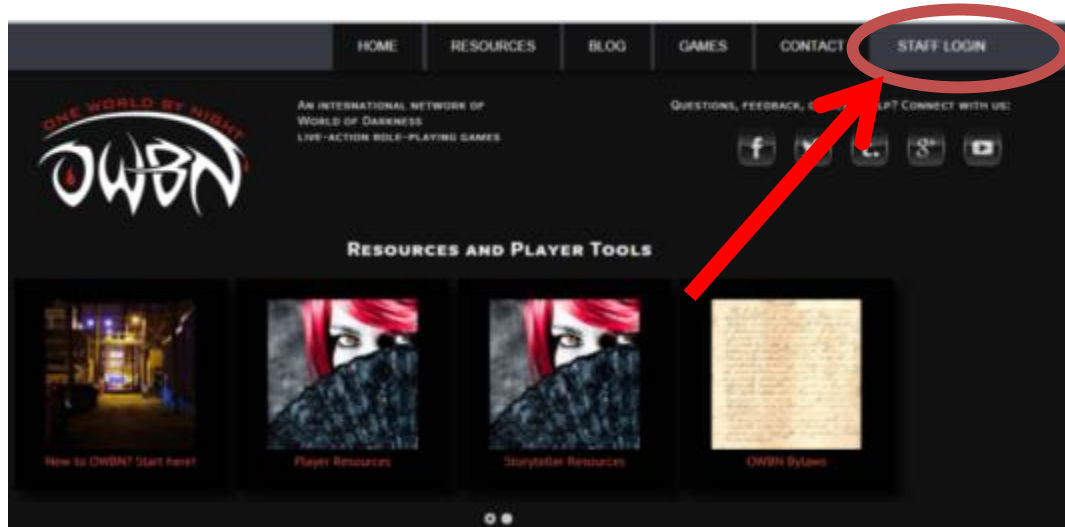
# Creating a Vote on OWBN.net

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## Logging in

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



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

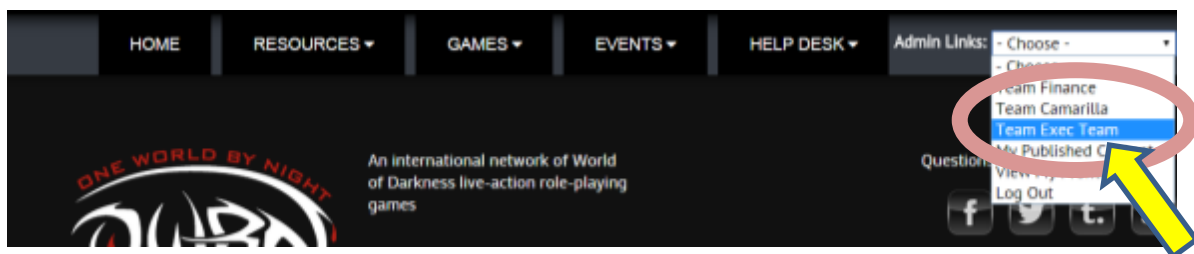
It will send a password reset email to your account’s assigned email address.

If your assigned email address is no longer valid, submit a help desk ticket at this address: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



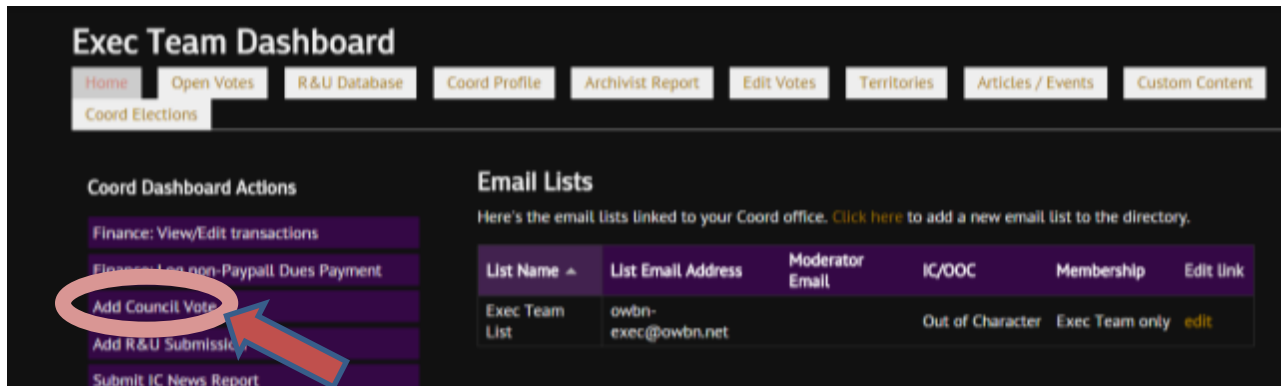
- This will take you to the Exec Team Dashboard.  
The two parts of the Dashboard that will be important for the next few steps is the “Add Council Vote” button on the left, and the “Edit Votes” button at the top.

The screenshot shows the Exec Team Dashboard interface. At the top, there is a navigation bar with several menu items: 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, and a red arrow points to it from the right. On the left side, under the heading 'Coord Dashboard Actions', there is a list of buttons: Finance: View/Edit transactions, Finance: Log on-Paypal Dues Payment, Add Council Vote, Add R&U Submission, and Submit IC News Report. The 'Add Council Vote' button is circled in red, and a red arrow points to it from the right. On the right side, under the heading '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	<a href="#">edit</a>

## 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 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

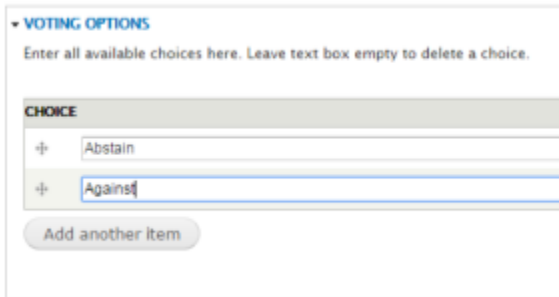
3. The next two options: “Language” and “Submitting Proposal as” are for features that haven’t been implemented. Please ignore them.

~~**Language**  
Language neutral ▼~~

~~**Submitting proposal as:**~~

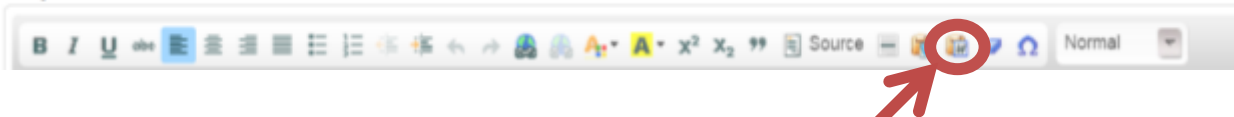
~~Finance ▼  
Please select an option~~

- 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.

Body



**IMPORTANT.** If you are you copy/pasting from Microsoft Word 2013-2016, please click on this button to paste text from Microsoft Word 2013-2016. This will remove incompatible formatting from Word text, and prevent issues with the text display.

Body



**IMPORTANT.** If you are you copy/pasting from older versions of Microsoft Word and any other editing programs, please click on this button to paste the text as plaintext. 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.

- When the file is uploaded, make sure to click on the checkbox under “Display” to ensure the file is displayed on the vote page.

- 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”.

10. 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

11. 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 another '- Select a value -' which is highlighted in blue. The next option is 'Draft'. The following two options, 'Submitted, Awaiting Second' and 'In Revision', are crossed out with red lines. The option 'Submitted for Vote' is circled in red. The remaining options are 'Vote Completed', 'Autopass', and 'Withdrawn'.

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

13. 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 screenshot shows two dropdown menus. The first is labeled 'Proposed By' and has '- None -' selected. Below it is the text 'Chronicle that initiated this proposal'. The second dropdown is labeled 'Seconded By' and has a search icon in the top right corner. The list of options is expanded, showing several entries: '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' (which is highlighted in blue), 'Anarch', 'Archivist', and 'Archivist 1'.

14. 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.**

15. 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.

16. 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 screenshot shows two sections for date selection. The first section is titled 'OPENING DATE' and 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 second section is titled 'CLOSING DATE' and also contains 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'.



17. 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

18. 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.
19. Maximum choices is used if the Proposal permits multiple answers. For most votes, this number stays at 1.

**Maximum Choices \***

1 ▼

Unlimited number of choices voters may select.

1

2

3

20. 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)

21. 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.

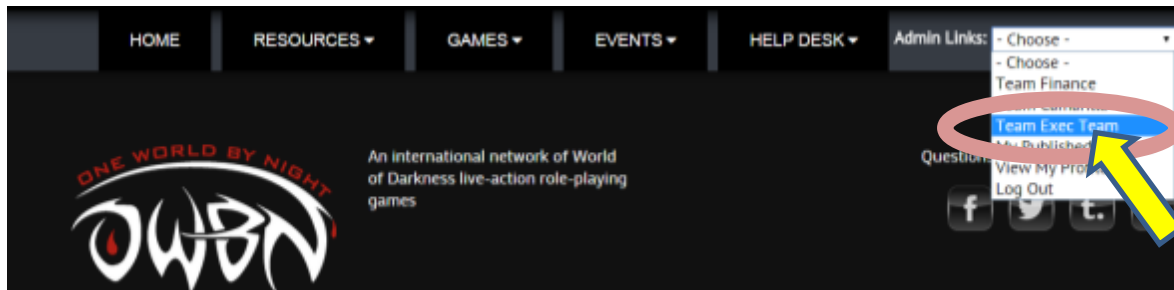
Save

Preview

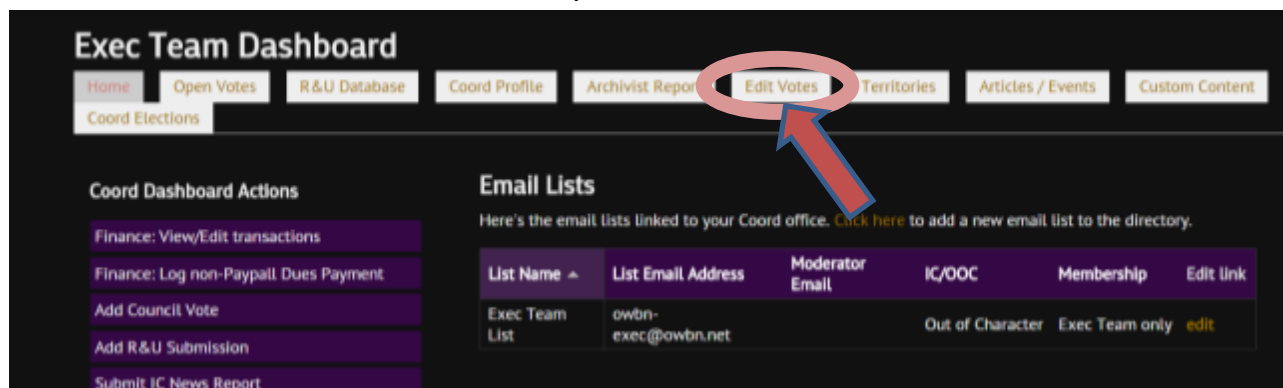
22. No more action is needed, unless edits need to be made to the text or the time needs to be extended. If that’s the case, refer to the section on Editing Normal Votes.

## Editing Normal Votes

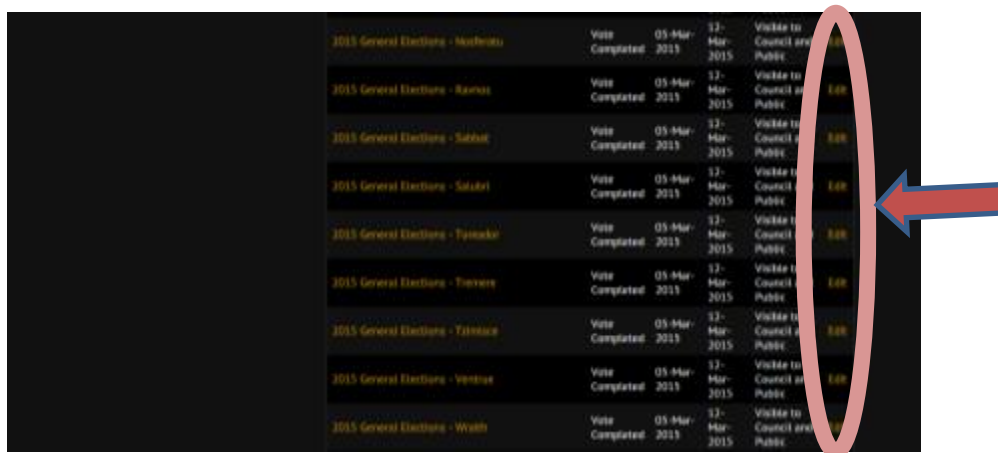
1. To Edit a Vote, return to the Exec Team Dashboard.



2. Click on "Edit Votes" at the top of the Dashboard.

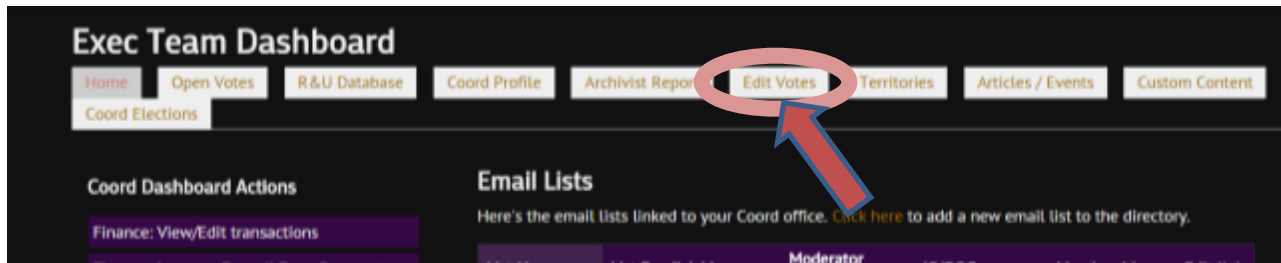


3. Click on the "Edit" button to the right of the Vote that needs to be changed. This will bring you to the vote form, where changes can be made. Please refer to the instructions on "Creating Normal Votes" for information on the individual sections.



## 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:  ally 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)

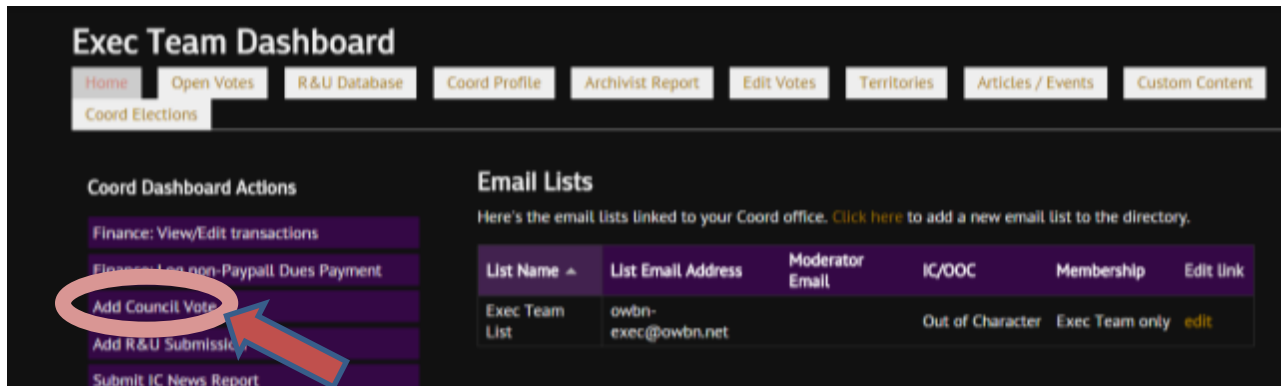
7. Save the vote, using the Save button at the bottom.

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.

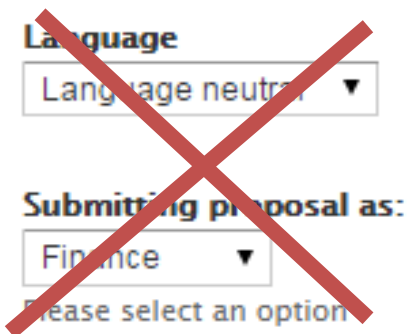
List Name	List Email Address	Moderator Email	IC/OOC	Membership	Edit link
Exec Team List	owbn-exec@owbn.net		Out of Character	Exec Team only	<a href="#">edit</a>

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

### Proposal Name \*

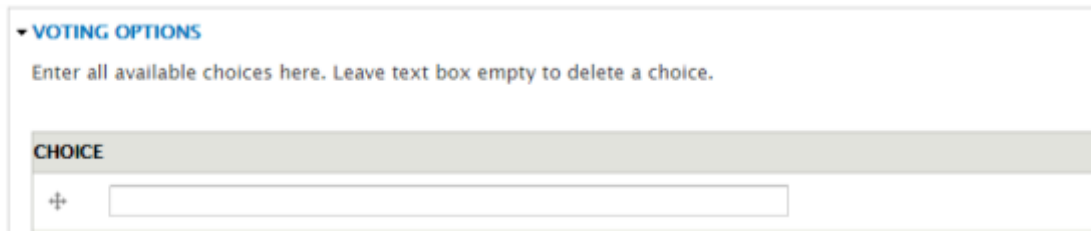
[Autopass] Something something something

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.



▼ VOTING OPTIONS

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

CHOICE
+ <input type="text"/>

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.



**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.

- When the file is uploaded, make sure to click on the checkbox under “Display” to ensure the file is displayed on the vote page.

- 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”.



10. 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

11. 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'.

12. 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.

13. 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 screenshot of a web form. At the top, there is a dropdown menu labeled 'Proposed By' with the option '- None -' selected. Below it, the text 'Chronicle that initiated this proposal' is visible. Underneath, there is another dropdown menu labeled 'Seconded By' with the option '- None -' selected. This menu is open, showing a list of options including: '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' (which is highlighted in blue), 'Anarch', 'Archivist', and 'Archivist 1'. A search icon is visible in the top right corner of the dropdown menu.

14. 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.

15. 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. .

The image shows a screenshot of 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 a date picker with 'Month' (Jul), 'Day' (23), 'Year' (2015), 'Hour' (23), and 'Minute' (00) fields. Below the date picker 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 contains a date picker with 'Month' (Jul), 'Day' (23), 'Year' (2015), 'Hour' (23), and 'Minute' (00) fields. Below the date picker 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.

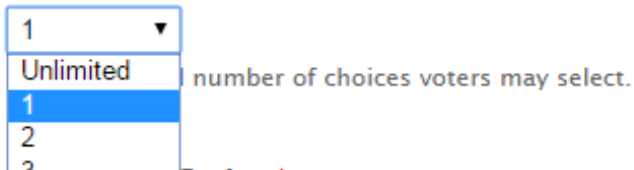
▼ **VOTE SETTINGS**

**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 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

19. 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)

20. 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.

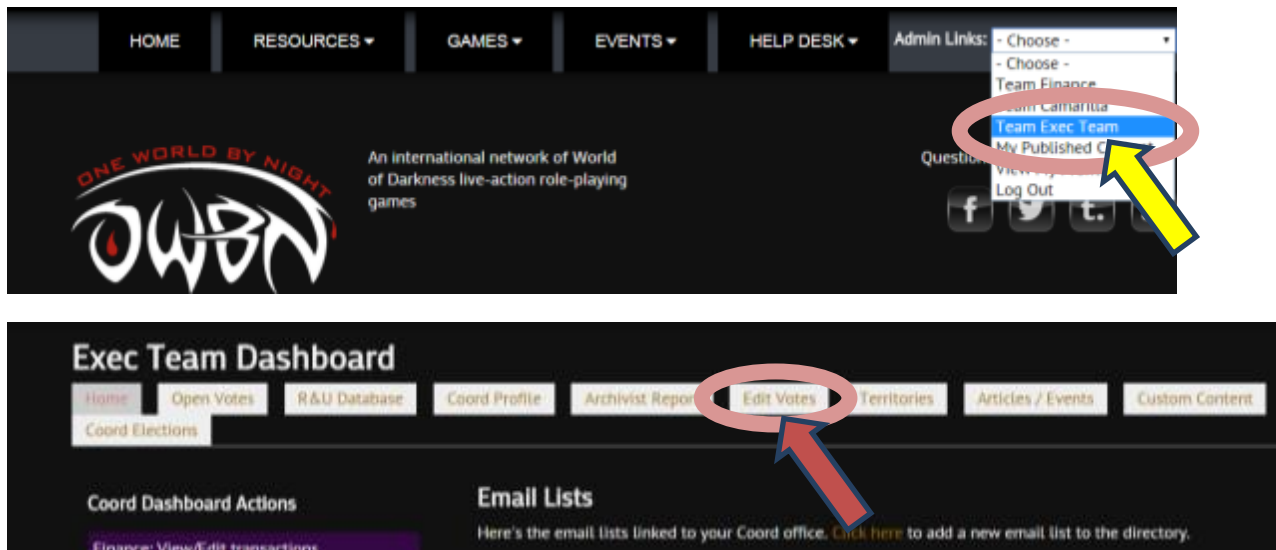
Save

Preview

21. 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”.