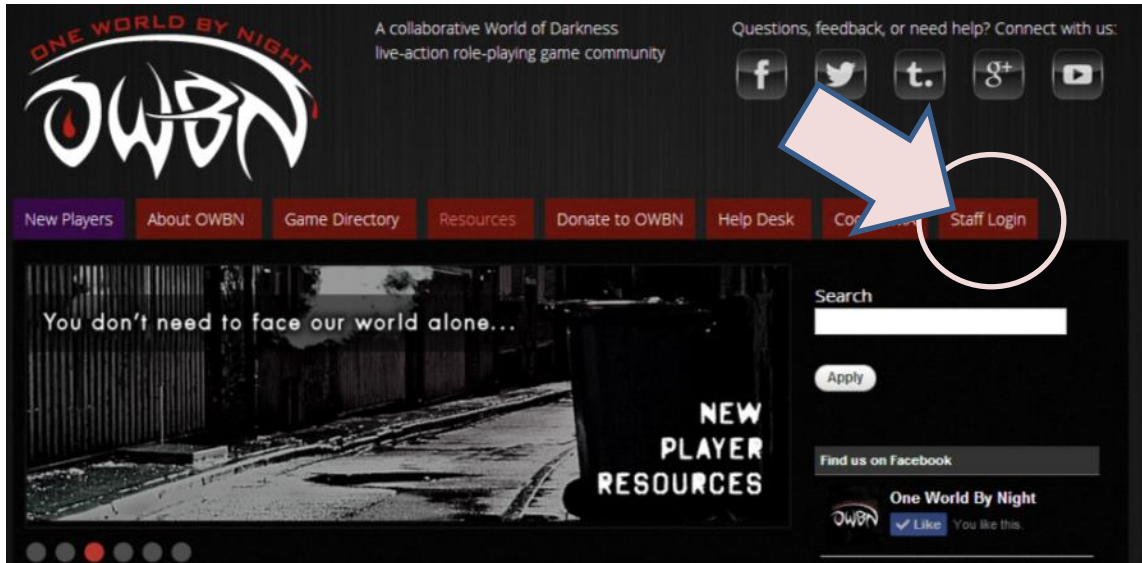


Disciplinary Action Submission Form

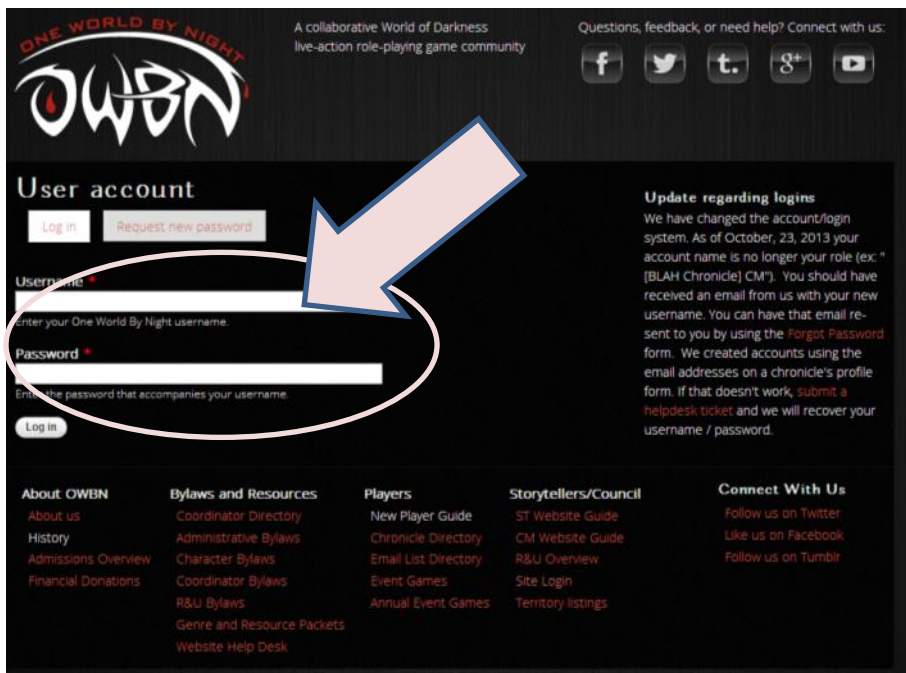
The Disciplinary Action Submission form is designed to record Disciplinary Actions on a Chronicle Level. These step by step instructions will show you how to record a Disciplinary action.

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.

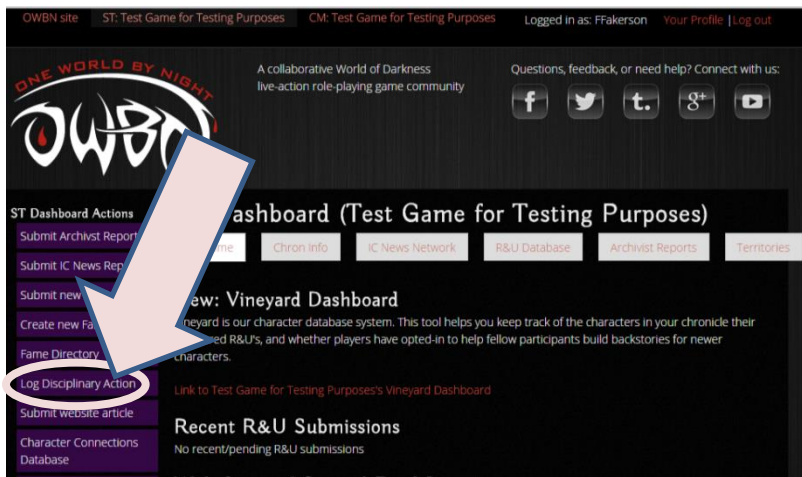


3. If you are a CM, Storyteller, or both, you'll see links to the CM, Storyteller, or both dashboard.

Storytellers and CMs can Log Disciplinary Actions, so click one or the other.



4. In the Storyteller or CM Dashboard, click on “Log Disciplinary Action”.

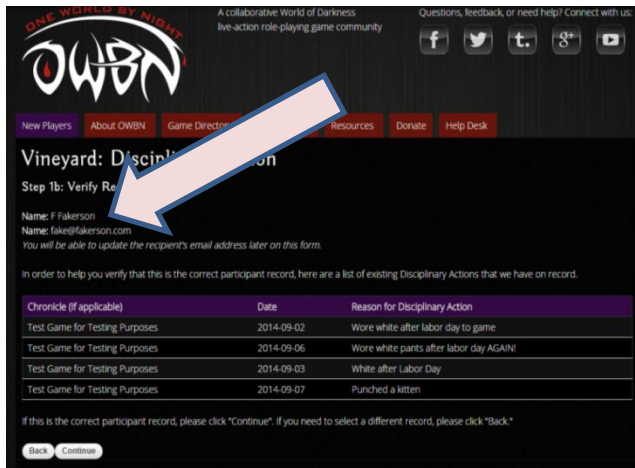


5. Type in the player's name. If the name is already loaded on the owbn site, it will appear as part of the autocomplete. Click on the name and click on “Continue”.

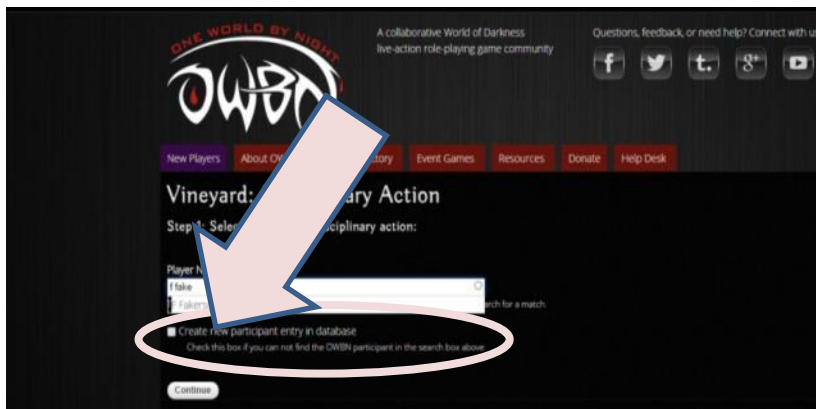


- If the name doesn't pop up, it hasn't yet been added to the database, and a new participant entry will need to be created, which is outlined in step 7-8.

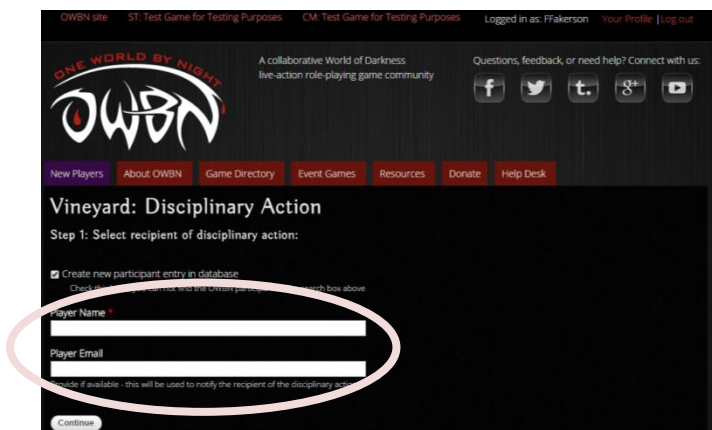
6. Be sure to verify the recipient's name. This page will list any other Disciplinary actions the recipient has received. If the name is correct, click on "continue". Proceed to step 9.



7. If you need to create a new participant entry, click on the check box next to "Create new participant entry in database", and then click "continue".



8. Type in the player's full name and, if available, email address. The email address is used for notifying the recipient of the disciplinary action. Click on "continue" when complete, and proceed to step 9.



9. On this next page, details about the Disciplinary Action will need to be provided. The first step is the chronicle that is issuing the Disciplinary action. This is a drop down list as a person can be a part of multiple storytelling staffs in the Org. Please make sure you pick the correct Chronicle that is giving out the Disciplinary Action.



10. For the date, please set the date that the Disciplinary Action was given.



11. For the offences that occurred that led to the disciplinary action, please provide all the relevant details. If extra space is needed, the lines on the bottom or bottom right of the text box can be dragged to increase the available space. In addition, a scroll bar will appear should there be more words than available space.



12. Please choose the type of Discipline carried out, in accordance with the Chronicle's disciplinary policy.



13.If the Chronicle’s disciplinary action doesn’t conform to one of these options, please choose “other”. If “other” is chosen, an additional box is provided. Please give a 1-6 word brief summary of the Disciplinary action.

Type of discipline carried out: *

Other

Other (name for disciplinary level/action) *

Keep this brief, the full clarification can be listed below

14.In the optional sections below, a space is provided for explaining what the level of punishment means in the chronicle, and gives extra space to go into more detail if the punishment given was set to “other”.

In addition, a space is provided for any additional notes that may need to be associated with the Disciplinary Action.

Once this is completed, click on “Continue”.

Keep this brief, the full clarification can be listed below

(OPTIONAL) What does this level of punishment mean within this chronicle?

(OPTIONAL) Additional notes regarding this Disciplinary Action

Back Continue

15.On the final page, please confirm that the listed email address of the Disciplinary action recipient. If it is not, please type in the updated email address, if available.

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Vineyard: Disciplinary Action

Step 3: Confirmation + Final Details

Recipient Name: F Fakerson
Recipient Email: fake@fakerson.com

Please verify that the listed email address is correct. *

Recipient's email address is correct.
 I have an updated email address for the recipient and can provide it now

Recipient Name: F Fakerson
Recipient Email: fake@fakerson.com

Please verify that the listed email address is correct. *

Recipient's email address is correct.
 I have an updated email address for the recipient and can provide it now

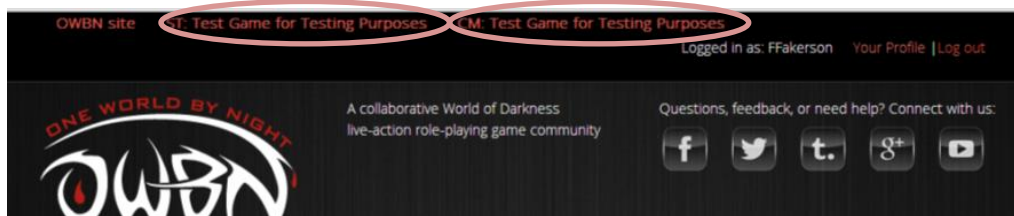
Email Address *

16. To complete the disciplinary record, please type in your full name in the “Disciplinary Action Record Submitted by” box. When you are done, click on “Submit”.

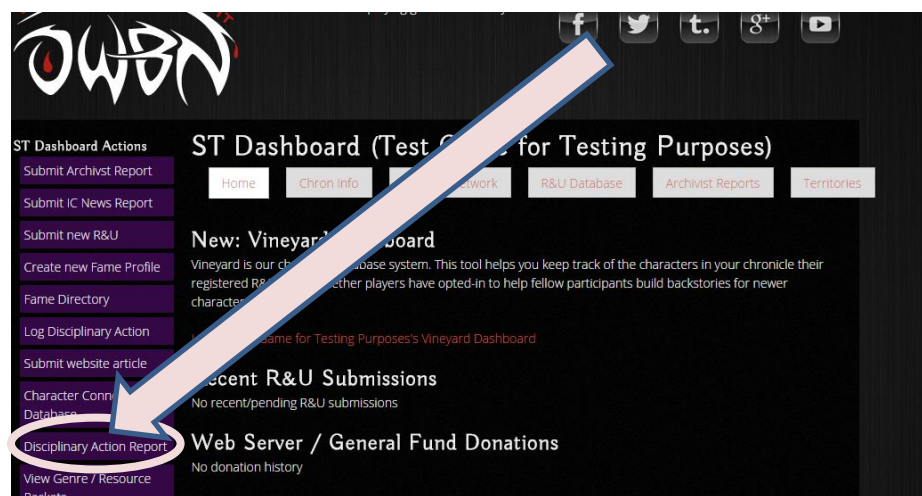
The Disciplinary Action is now recorded on the owbn.net database.

Chronicle-level Disciplinary Action
Chronicle: Test Game for Testing Purposes
Reason for Disciplinary Action: Character sheet origami
Punishment Given: Sad shake of head
Date of Disciplinary Action: 2014-09-09
Disciplinary Action Record Submitted By: *
If you are ready to submit this Disciplinary Action record, click "Submit". If you need to edit this record, click "Back".
Back Submit

17. To view Disciplinary Actions within your chronicle, Click on the Storyteller or CM dashboard link.



18. Click on the “Disciplinary Action Report” link.



19. A list of disciplinary actions will be visible. These actions can be filtered by type and by Chronicle.

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Disciplinary Action Report

Disciplinary Action Type: - Any -
Chronicle Issuing DA: - Any -
Apply

DA Recipient	Chronicle (If local Disciplinary Action)	Date of Disciplinary Action	DA Offense	Disciplinary Level
F Fakerson	Test Game for Testing Purposes	Tuesday, September 9, 2014	Spiked the storyteller's coffee	We took their apple juice
F Fakerson	Test Game for Testing Purposes	Sunday, September 7, 2014	Punched a kitten	Chronicle Strike
F Fakerson	Test Game for Testing Purposes	Saturday, September 6, 2014	Wore white pants after labor day AGAIN!	Warning
F Fakerson	Test Game for Testing Purposes	Wednesday, September 3, 2014	White after Labor Day	Warning
F Fakerson	Test Game for Testing Purposes	Tuesday, September 2, 2014	Wore white after labor day to game	Verbal thrashing by fashion police at pre-game

20. Clicking on the “DA recipient” links will show the disciplinary actions given to that particular individual.

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F Fakerson

Participant Name: F Fakerson
Participant Email: fake@fakerson.com

Disciplinary Action Report

Chronicle (If local Disciplinary Action)	Date of Disciplinary Action	DA Offense	Disciplinary Level
Test Game for Testing Purposes	Tuesday, September 9, 2014	Spiked the storyteller's coffee	We took their apple juice
Test Game for Testing Purposes	Sunday, September 7, 2014	Punched a kitten	Chronicle Strike
Test Game for Testing Purposes	Saturday, September 6, 2014	Wore white pants after labor day AGAIN!	Warning
Test Game for Testing Purposes	Wednesday, September 3, 2014	White after Labor Day	Warning
Test Game for Testing Purposes	Tuesday, September 2, 2014	Wore white after labor day to game	Verbal thrashing by fashion police at pre-game