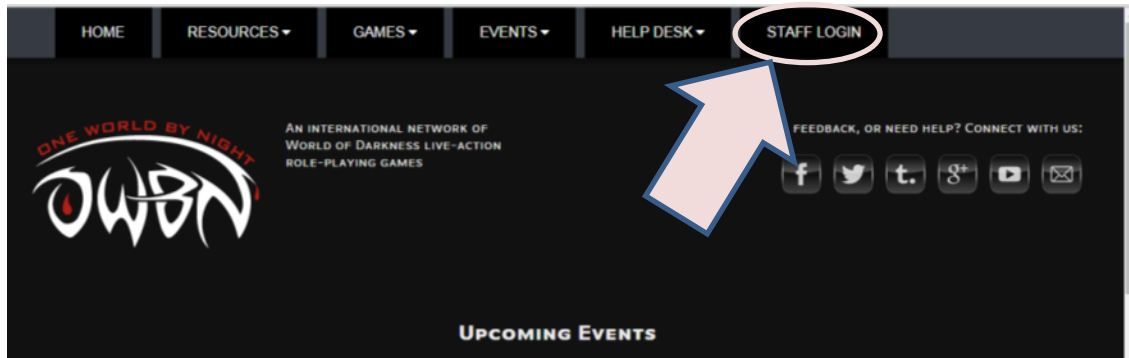


## Updating Chronicle Information on the Website

1. Go to [www.owbn.net](http://www.owbn.net) and click on “Staff Login”.



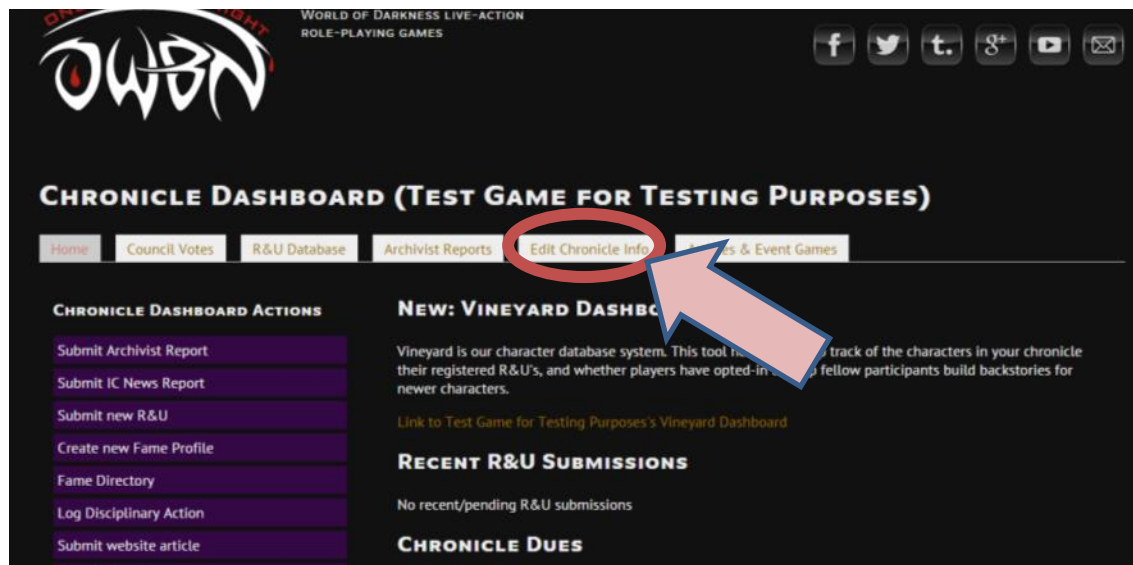
2. Type in your username and password, and then click on the “log in” button.  
Note: If you have forgotten your password or your username, click on the “request new password” button. A password reset link will be sent to your email address.



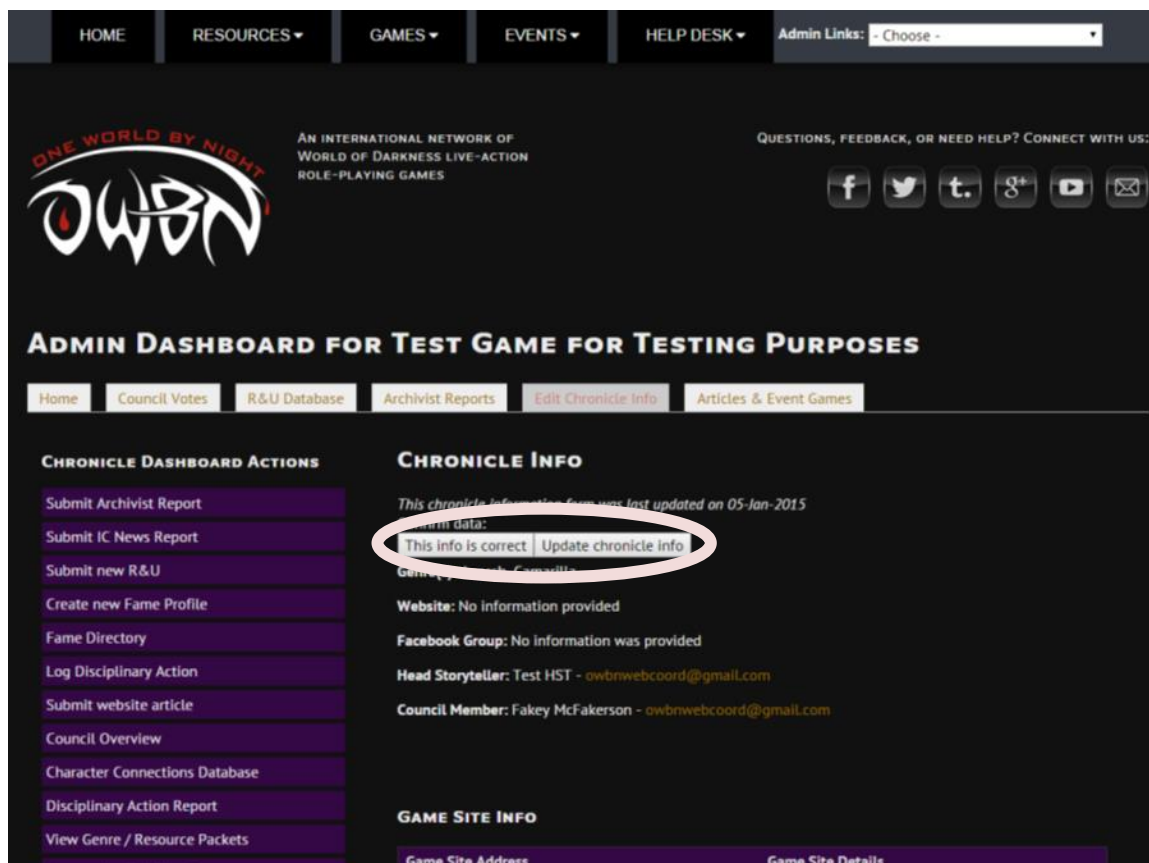
3. On the top right side of the screen, click on “Admin Links”, and click on your chronicle name. This will take you to the Chronicle Dashboard.



4. In the Screen that follows click on the “Edit chronicle Info” button.



5. At this point, you'll need to examine the Chronicle Information.
- IF everything is correct**, then click on “This Info is correct”.  
And then you are done! Thank you for updating your form. Please let us know this is up to date every three months.
  - IF there are changes needed**, then click on “Update Chronicle Info”.



6. When changes are needed, you'll need to update the Chronicle Info form. Fill in the relevant information in the white boxes.

In the next few pages, we'll look at the different sections. Please remember that the **only required fields are the ones that have red stars next to them**. The rest of the fields are *optional* and depend on how much information you want to include on your Chronicle Information. The more you include, the better informed visiting players will be!

In addition, remember that this form will display information from prior Chronicle Updates. This means that when you fill in a field, it will persist when you next update your chronicle form. That way, the only information that you need to add/remove are any changes to the chronicle.

7. Out of Character Location is used for the site in which the players gather to play the game. This information is important because it allows the “Game Map” to display the location properly, and allows prospective players to find the game site.
- If the IC location is different than the OOC location, please fill in the IC location. Remember to only do update the IC Location if the IC and OOC are very different locations (different City, different region).

**Chronicle OOC location and Name \***

Test Game for Testing Purposes

Please submit a helpdesk ticket if you want to change your chronicle's name

**OUT OF CHARACTER LOCATION**

Provide the city, state/province, and country in which your game is OOCly located. You will have the opportunity to provide game site details later.

☐ Re geocode  
Check this box to re-geocode location.

☐ Delete  
Check this box to delete this location.

**City \***

**State/Province**

**Country \***

☐ IC Location is different than OOC location  
Check this box if the in-character location is in a different city/region than the out of character location of your game (more than 30 miles away).

8. Game Site allows you to include an address for up to 4 different game sites. Click on “Add new game site”, and fill in the information.
- This allows a Chronicle to list separate locations that host games, if present. An option to provide details can be used if these are seasonal locations, or if special instructions are needed for entry, parking, etc.

☐ IC Location is different than OOC location  
Check this box if the in-character location is in a different city/region than the out of character location of your game (more than 30 miles away).

**GAME SITE**

If you want to list the address(es) for your game site(s), you can do so here.

[Add new game site](#)

You have added 0 out of 4 allowed game sites.

**ADD NEW GAME SITE**

**GAME SITE ADDRESS**

**Location name**

e.g. a place of business, venue, meeting point

**Street**

**City \***

**State/Province**

**Country**

**Game Site Details**

Please provide information that new players need to know about the game site. Some examples are:

- If you alternate between game sites (ex: We use this site only for our 3rd Saturday game)
- If there are access restrictions to the site (ex: You need to enter '9123' on the keypad to be paged in)
- If there are additional restrictions (no drinking / smoking / etc. allowed)

[Create game site](#) [Cancel](#)

9. The Chronicle Style Sheet allows for additional information to be added about the chronicle itself. There are a variety of options here to fill in, and an example has been provided below.

#### ▼ CHRONICLE STYLE SHEET

Information provided in this section will be displayed verbatim on your chronicle's public info page. We are asking for this information as a way to help you market your chronicle, and to help new and travelling players learn more about your game prior to arriving.

##### Chronicle Premise

The domain of Brandon, Manitoba was recently reclaimed by the Camarilla after being held by the Sabbat for almost two decades. After gaining their foothold in the city, the citizens discovered another potential adversary: Followers of Set had been residing in the domain, under the nose of the previous inhabitants. Fearing that the Sword of Caine may exploit any potential conflict between the Ivory Tower and Followers of Set as a means of regaining their lost city, the Camarilla have made a tense truce with their co-residents. Will the truce survive? Are the citizens of Brandon willing to forgo the truce and risk a two-front war between the Setites and the Sabbat?

Game premise - Explain your game to the world. What is the history of your chronicle's setting? Please limit this to a 3-4 sentence teaser. You can include the full history on your chronicle's website.

##### Game Theme

Camarilla Cold War

The theme or themes of the game, such as, "a city under siege" or "Camarilla cold war"

Keep this to 7 words or less. You can include a more detailed description on your chronicle's website.

##### Game Mood

Most players attend game in full costume for their character. If you are starting a new character or have trouble with putting together a costume, don't worry - there are a couple participants who LOVE to hunt down costume pieces for other players. Our game is fairly relaxed when it comes to Camarilla politics and we occasionally dabble with plots that involve other supernatural elements.

The general tone and feel of the game. Some items to potentially include:

- **Aesthetics:** How much effort do the players and staff make in developing the sensory part of LARP? - Is there an emphasis on costuming? Are props and decorations used?
- **Supernatural element:** How much does your game touch upon the supernatural elements of other genres? (extreme example: Camarilla dealing with spirit/umbra issues)
- **Mechanical Focus:** How much does your game focus on the *mechanics* of the gaming system?

Some players are oriented towards the melodrama aspect of LARP while others enjoy character development and interactions through the given rules system.

##### Information for Travellers

Due to our chronicle's in-character history, there's a strong prejudice against Followers of Set.

Are there IC issues travelers should be aware of before driving to your game or creating a character, such as an unwelcoming prejudice against a certain clan because of your game's history? Also - what is the deadline for travelers to have their home chronicle send their character sheet?

Keep in mind that the intent of the style sheet is to ensure that visiting players are informed about the style of play in your chronicle. Please note that there are no red stars in this section, it is entirely optional.

10. The General Information is designed to provide basic background for the chronicle. Keep in mind that many of these options are searchable and some of these options are used for administration, such as changes in Chronicle staff to update lists and provide new accounts.

The image shows two parts of a web form. The left part is titled 'GENERAL INFORMATION' and includes a 'Genre(s)' section with checkboxes for Anarch, Camarilla, Changeling, Changing Breeds, Clan-Specific, Demon, Giovanni, Hunter, Kuei-Jin, Mage, Other, Sabbat, and Wraith. Below this is a text box asking about the chronicle's genre focus. There is also a 'Number of Players' dropdown set to '20-29 players' and a 'Website' text field. The 'Additional Information' section has a large text area with a placeholder text. At the bottom is a 'Facebook Group URL' text field. The right part is titled 'SCHEDULED SESSIONS' and shows a table with columns for Session Type, Session Frequency, Game Date, and Operations. A single row is visible with 'Game', 'Random', 'Other', and 'Edit'/'Remove' buttons. Below the table is a button to 'Add new chronicle session'. The bottom right section is titled 'STAFF INFORMATION' and includes fields for HST Name, HST Email, CM Name, and CM Email. Below this is an 'AST'S' section with a table for adding Assistant Storytellers, and two dropdown menus for 'CM Selection Process' and 'AST Selection Process'.

**GENERAL INFORMATION**

Genre(s)

- ☒ Anarch
- ☒ Camarilla
- ☐ Changeling
- ☐ Changing Breeds
- ☐ Clan-Specific
- ☐ Demon
- ☐ Giovanni
- ☐ Hunter
- ☐ Kuei-Jin
- ☐ Mage
- ☐ Other
- ☐ Sabbat
- ☐ Wraith

What genre(s) does your chronicle allow for *Player Characters*, for which your staff actively provides plot? As an example, if your chronicle predominantly has Camarilla PC's, with a Sabbat or Garou infiltrator, but you run stories for Camarilla characters, please only choose "Camarilla". If you run different genres on different game sessions, you can indicate such in the "Game Date" section. This will help new and travelling players know what genres to expect in your game.

**Number of Players \***

20-29 players ▼

Average number of players per session

**Website**

**Additional Information**

This is an example used to demonstrate how to build chronicles on the website. It is not an actual game!

**Facebook Group URL**

**SCHEDULED SESSIONS**

SESSION TYPE	SESSION FREQUENCY	GAME DATE	OPERATIONS
Game	Random	Other	Edit Remove

You have added 1 out of 6 allowed chronicle sessions.

Add new chronicle session

**STAFF INFORMATION**

**HST Name**

Test HST

**HST Email**

owbnwebcoord@gmail.com

**CM Name \***

Fakey McFakerson

**CM Email \***

owbnwebcoord@gmail.com

**AST'S**

AST Name	AST Email

Add another item

**CM Selection Process**

Other decision process ▼

**How Council Member is selected**

Random Lottery

**AST Selection Process**

Assistant Storyteller(s) appointed by chronicle's HST ▼

For **Genre**, please make sure you **only** include Genres that the Storytelling staff regularly run stories for, and will support visiting players of that Genre.

The **number of players** is an average, so that visiting players are aware of the density of players in a chronicle.

The **Website** is used to direct people to a Chronicle website, if your chronicle happens to have one created.

The **Additional information** is for any additional details that you would like new/visiting players to be aware of regarding the chronicle. This can include IC changes to the location, or extra rules regarding communication for visiting players, or whatever else you think it would be important for others to know.

**Email lists** and **Facebook groups** are for any additional communication systems your chronicle happens to use. If you use them, please list them here.

The **Staff Information** is for any changes to staffing.

11. For Scheduled Sessions, this allows for a Chronicle to set up sessions. It can also be used to schedule events such as OOC players meetings, Chronicle gatherings, or even separate games for separate genres. It is intended to be a flexible tool to assist Staff in communicating to the player base times and dates.

**SCHEDULED SESSIONS**

[Show row weights](#)

SESSION TYPE	SESSION FREQUENCY	GAME DATE	OPERATIONS
Game	Random	Other	<button>Edit</button> <button>Remove</button>

You have added 1 out of 6 allowed chronicle sessions.

Add new chronicle session

**Session Type \***

☒ Game  
☐ OOC Social Meetup  
☐ Other

**Session Frequency**

Random ▼

**Game Date**

Other ▼

**CHECK-IN STARTS**

What time does your game's check-in desk open?  
Please use the following format: HH:MM AM/PM

**Time**

Enter a time value, in any format

**START TIME**

**Time**

Enter a time value, in any format

**Game Date Notes**

**Genre**

☒ Anarch  
☒ Camarilla  
☐ Changeling  
☐ Changing Breeds  
☐ Clan-Specific  
☐ Demon  
☐ Giovanni  
☐ Hunter  
☐ Kuei-Jin  
☐ Mage  
☐ Other  
☐ Sabbat  
☐ Wraith

Update chronicle session Cancel

To edit an existing schedule

add a new schedule for an event happening on different times

The "Other" option provides a space below to specify what the "other" is.

Remember to specify what this schedule is designed to accommodate in terms of Genres. Please understand "Clan" also stands in for Tribe, Kith or Tradition.

12. **Chronicle documents** allow for House Rules and Disciplinary policy to be made available for visiting players, so that they may read and understand the way your chronicle differs from other chronicles.

They can be added in one of two ways. The first way is to add them as links. The files can be hosted through Google Docs or similar free hosting solution.

Fill in the information, and click on “Create resource link”.

**NOTE: PLEASE DO NOT LINK ANYTHING THAT VIOLATES COPYRIGHT REGULATIONS.**

The second way is to upload the document as a file. OWBN.net hosts the file on the web server. You will need to have the file available to upload.

To upload a document, first click on “choose file”. Click on the file located on your device. Once the file name appears, click on “Upload”.

**NOTE: PLEASE DO NOT UPLOAD ANYTHING THAT VIOLATES COPYRIGHT REGULATIONS.**



13. Chronicle Email lists are the last step. If the chronicle has email lists, up to 4 of them can be displayed on the Chronicle page for reference.

**CHRONICLE EMAIL LISTS**  
This is where you list IC, OOC, and ST email list information for your game

You have added 0 out of 4 allowed email lists.

[Add new email list](#)

**ADD NEW EMAIL LIST**

**Email List Type**

☐ N/A

☐ Storyteller List

☐ Player List, In-Character

☐ Player List, Out-of-Character

☐ Other

The “Other” option provides a space below to specify what the “other” is.

**Email Address for List**

The email address for posting to the group (like chronicle-ic@googlegroups.com)

**URL for Email List**

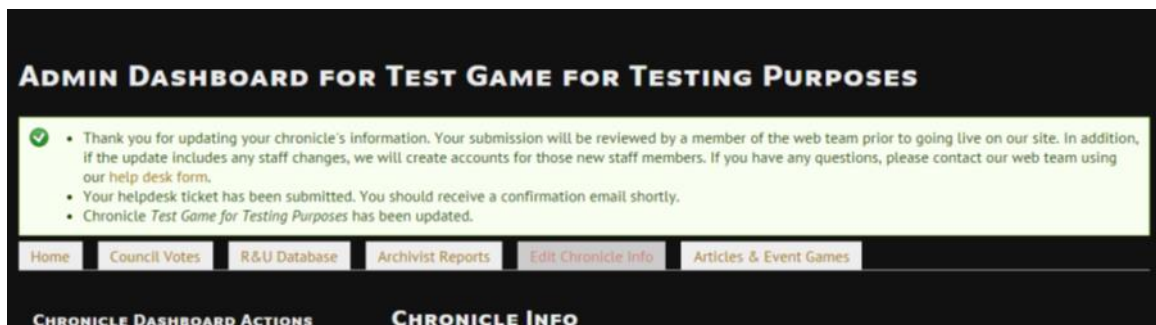
**Title**

The link title is limited to 128 characters maximum.

**URL**

[Create email list](#) [Cancel](#)

14. Once you are complete, click on SAVE at the bottom. You are finished! A confirmation email will be sent to the email associated with your account.



Please keep in mind that this submits the Chronicle information for review by the Web Team, and is not immediately published on the site.  
Submitted information can take up to three days to be processed.