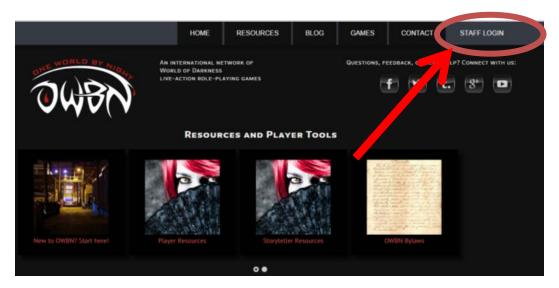
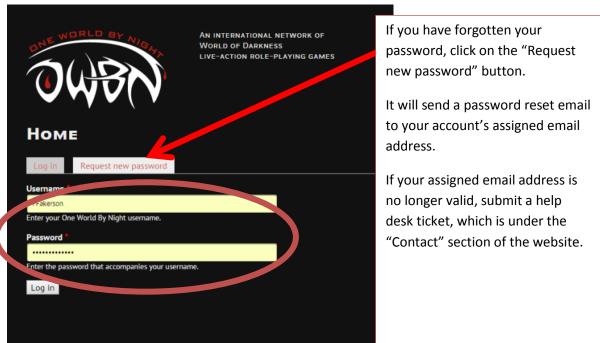
Adding/Editing Territories

This is intended to be a set of instructions for the Membership Coordinator and Subcoordinator team.

Please note that only Membership Coordinators and Subcoordinators can Add or Edit territory listings.

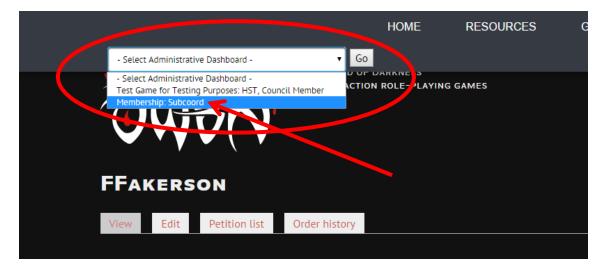
1. Log into OWBN.net with your username/Password



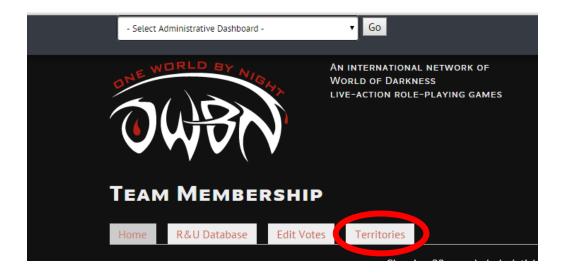


2. In the drop down list "Select Administrative Dashboard", choose either "Membership: Subcoord" or "Membership: Coordinator". It depends on whether or not you are the Coordinator or Subcoord.

Then click on the button marked: "Go".

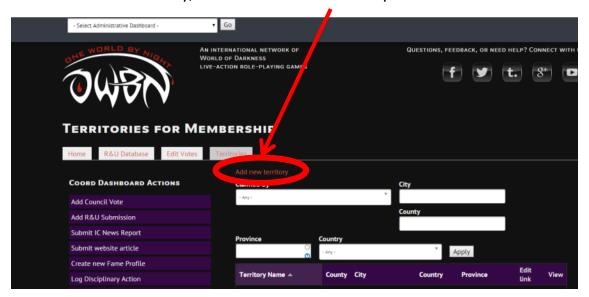


3. Click on the "Territories" tab.



To create a Territory, follow steps 5-7
 To edit or delete an existing Territory, follow steps 8-11

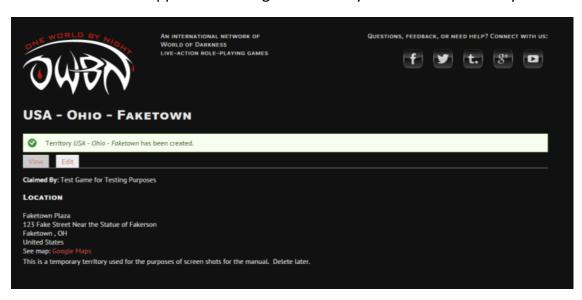
5. To create a new Territory, click on "Add new Territory".



Fill in the form.Click on "Save" when completed.

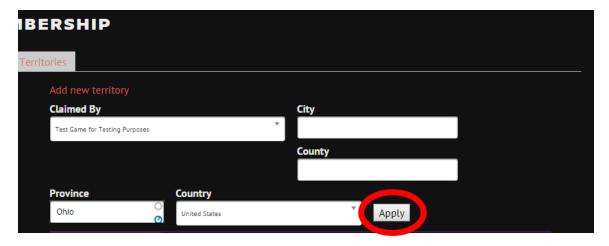
Create Territory Territory Names are usually structured as Home ▶ Add conti (Country) - (Province/State) - (City), but that's up to the Membership Coordinator Claimed By Use the drop down list to 指 🚇 🦺 👫 T 🔼 T 🕱 X2 X2 ** 🚜 🛍 🥔 🗘 Norm pick a Chronicle. You can choose more than Use the Notes to indicate any Territory details, and any one chronicle if the Territory Sharing provisions. Territory is shared. Simply choose the first chronicle, then click on the drop down list to pick a second, and repeat for additional Chronicles or Coordinators Details about the location can be added here, Street Additiona especially if it is a specific building or city. Only fill in what is appropriate for the Claimed Territory.

7. A confirmation will appear indicating the Territory has been successfully created.

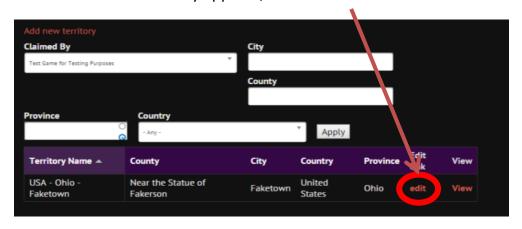


8. To edit or delete an existing territory, first use the search tool to find the desired Territory. Multiple search options can be used.

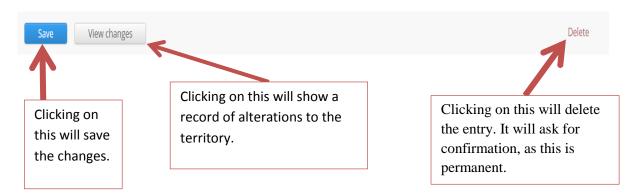
Click on "Apply" when the search terms have been filled out.



9. When the desired Territory appears, click on "Edit".



10. Fill out the form, as detailed in step 6. Click on "Save" when completed.



11. If the Territory is to be deleted, scroll to the bottom of the screen and click on the "Delete" option on the bottom right.

It will ask for a confirmation, as this is permanent.