Submitting the Archivist Report

1. Go to <u>www.owbn.net</u> 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.

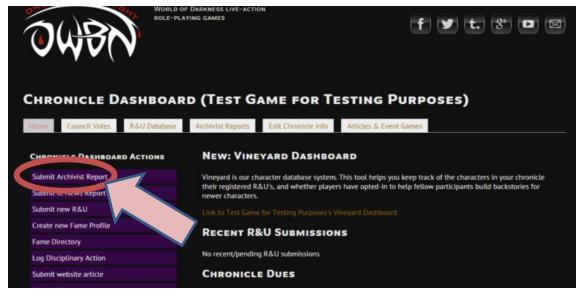
Note: If you have forgotten your password, click on the "request new password" button. A password reset link will be sent to your email address.

HOME	RESOURCES -	GAMES -	EVENTS -	HELP DESK -	STAFF LOGIN	
Username * FFakerson Enter your One World Password *	Work Role	TERNATIONAL NETWO			ESTIONS, FEEDBACK, OR	NEED HELP? CONNECT WITH US:
	THE	WORLD OF DARKNESS IS	A TRADEMARK OF CCP H	F. ALL RIGHTS RESERVED. © 2	IDIG BY CCP HP.	

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 (Storyteller or CM), click on the "Submit Archivist Report" button on the left hand side.



- 5. At this point, you will see a series of boxes called Fields. All fields with stars next to them need to be filled out. The ones without stars are optional. However, you are encouraged to fill in whatever details you can, to record events over the time period.
- 6. The first part of the Archivist report is intended to get contact information and attendance over the specified period.

Home Archivist Report for Test Game for Testing Purposes Jan-27-2015	
Chronicle Name * Test Game for Testing Purposes *	Average attendance per game *
Submitted by (name) *	(Optional) Details about major changes in attendance #'s If your chronicle's average attendance changed drastically over the past 6 months (either growth or attrition), you can provide details here. This can help the Coordinator team identify chronicles that may need additional support.
Submitted by (email address) *	
Dates of games played • Please list the dates that your chronicle had a game session ("Month, Day Year" format). Example: January 1, 2015 List one game date per line.	
Please remember to input the dates exactly as directed. Use the Enter key to separate	
the dates.	
Example: January 1, 2015	

- 7. The following sections are mandatory:
 - a. **Major plots that happened in the chronicle** these are defined as a plot that affected several players over more than two game sessions.
 - b. **In-character (IC) events that may affect other chronicles or territory** These are events that could impact in another member chronicle or coord/neutral territory in a meaningful way.
 - c. **Major Political Changes within the Chronicle Major political changes** are defined as changes in important positions, ranks, leadership or other noticeable meaningful power shift (i.e. Princes, Harpies, Bishops, high ranked Garou, Chantry leaders, etc), preferably indicating the names being replaced.
 - d. **Noticeable Masquerade breaches** Defined as any breach of the masquerade that reached news, especially online news.
 - e. Fame x5 level actions Defined as actions that would be noticed by the population.
 - f. **Plots that may require help or attention from Coordinators** Any plot the chronicle feel would benefit from such attention, serving as indication of willingness to work with said coordinator.
 - g. Death or Administrative Removal of Prominent Characters within the Chronicle Character deaths, NPC (Significant sect members, i.e Prince, Primogen, Archbishop, High Ranked Garou, etc or Kine, Mayor, Media personality or other significant person) or PC
- 8. The following sections are optional:
 - a. In-character events that may gain Regional or National attention
 - i. **Regional attention** means events that may or have caused PCs, NPCs or mortal authorities in other regional games or nearby areas to take notice. Include IC events that you have informed nearby games and Subcoordinators of.
 - ii. **National attention** means events that may or have caused PCs, NPCs or mortal authorities outside of your region to take notice. Include IC events that you have informed distant games and Coordinators of.
 - b. **Other Matters the Reporter Feels are Relevant** This is a catch-all miscellaneous section for items that don't fit in elsewhere.
- 9. If you run out of time to fill out the report, it can be saved as a Draft. Keep in mind that saving things to draft still requires text in the starred areas. Putting in a single word like "later" will allow the drafts to be saved. At the bottom of the Archivist Report, click on "Draft" and click on "Save". If you are performing multiple drafts, you can optionally use the "Workflow Comment" to make a note for yourself later as to which sections still need to be filled in.

Target state
Submitted / Pending Review
Oraft
Workflow comment
Remember to finish Fame 🔬 actions
A comment to put in the workflow log.
Save View changes Delete

10. To return to a Draft of an Archivist report, Click on "Admin Links" and your chronicle name.



11. On the dashboard, click on "Archivist Reports" in the list of horizontal tabs.

OWSN ADIE-	of Darkness Live-action Aying games f Y t. 8. D 🖾
CHRONICLE DASHBOA	RD (TEST GAME FOR TESTING PURPOSES)
Home Council Votes R&U Database	Archivist Reports Edit Chronicle Info Articles & Event Games
CHRONICLE DASHBOARD ACTIONS	New RD Dashboard
Submit Archivist Report	Vineyard is our state of the system. This tool helps you keep track of the characters in your chronicle their registered Reason with the players have opted in to help fellow participants build backstories for
Submit IC News Report	newer characters.
Submit new R&U	Link to Test Game for Texing Purposes's Vineyard Dashboard
Create new Fame Profile	RECENT R&U SUBMISSIONS
Fame Directory	RECENT RAO SUBMISSIONS
Log Disciplinary Action	No recent/pending R&U submissions
Submit website article	CHRONICLE DUES

12. Click on the date that was set to draft.



13. This will show what you have so far. To edit this draft, click on "Edit"

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HOME	RESOURCES -	GAMES ▼	EVENTS -	HELP DESK 🗸	Admin Links:
	AN INT	ERNATIONAL NETWO	RK OF		QUESTIONS, FEED
ONE		OF DARKNESS LIVE	ACTION		
OWP		PLAYING GAMES			f
View Edit	OTRICE V Devel				
Chronicle Name.					
Submitted by (name):				rage attendance per g	ame:
Jonathan Slack			21		
Submitted by (email add					
Jonslack.larp@gmail.com Dates of games played:					
December 5, 2014					
Major plots that happene	ed in the chronicle:				
test					
In-character (IC) events t	hat may affect other ch	ronicles or territory:			
test					
In-character events that	may gain Regional or N	ational attention:			
teet					

- 14. You will return to editing the Archivist report. The Draft option can be used multiple times to work on the report over several sessions, if needed.
- 15. When you have completed the Archivist report, click on "Submitted/Pending Review" at the bottom of the Archivist report, and then click on "Save"

Target state	
Submitted / Pending Review	
O Draft	
Workflow comment	
A comment to put in the workflow log.	
Save View changes Delete	

- 16. The Submitted/Pending Review option will send it to the Archivists, who will review the report.
- 17. Reports that are missing information can be rejected. If a report is rejected, you will be informed of the rejection and informed of the reason for the rejection. Rejected reports are saved in draft state, and can be opened and edited by following the Draft instructions above.

18. If you selected draft, and want to work on the Archivist report at another point, Follow steps 1-3. When you see the dashboard, click on "Archivist Reports".

OWBN site ST: Test	Game for Testing Purpo	CM: Test Game for		as: FFakerson Yo	our Profile Log out
THE WORLD BY		orative World of Darkness on role-playing game community		edback, or need he	lp? Connect with us:
ST Dashboard Actions Submit Archivst Report		oard (Test Gar			es)
Submit IC News Report	Home Chron	Info IC News Network	R&U Database	Archivist Reports	Territories
Submit new R&U					
Submit website article					
Character Connections Database					

19. In the screen that follows, click on the report that you were previously working on. The report will have a date in the label, which should help in finding the report you have saved as draft.

OWBN site	ST: Test Game for Te	sting Purposes CM:	Test Game for Tes	ting Purposes	
				Logged in as: FFakerson	Your Profile Log out
SINE WORL	NIGAT S	A collaborative World (live-action role-playing		Questions, feedback, or nee	d help? Connect with us
What would you to do?	like Archi Purp	ivist Report oses	s for Test	t Game for Tes	ting
Submit Archivist Re				chivist Reports Territor	
Create R&U Subm					
Submit website an	ticle Archivist Re		ting Purp	-2014	
View Closed Votes					
R&U Statistics - Ac	tive				
Contact the Archiv	ist				

20. In the next screen, click on "Edit". This will bring you back to the form, and you can fill it out and complete the form.



21. When you are done, don't forget to change the option to "Submitted/Pending Review". This indicates the Archivist report is completed. Click on save to submit the report to the Archivists.

/ Pending Review
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t in the workflow log.
View changes
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