

Changing the Coordinator Page

The Coordinator Directory is here: <http://owbn.net/coordinator-listing>

To alter individual coordinator pages, follow these steps:

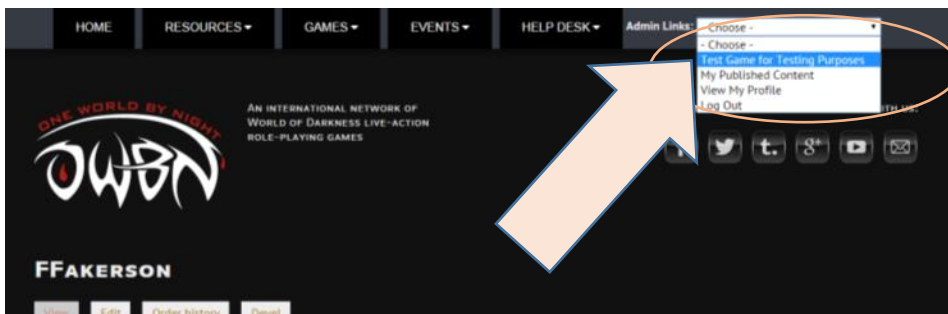
1. Go to www.owbn.net and click on “Staff Login”.



2. Type in your username and password, and then click on the “log in” button.
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.



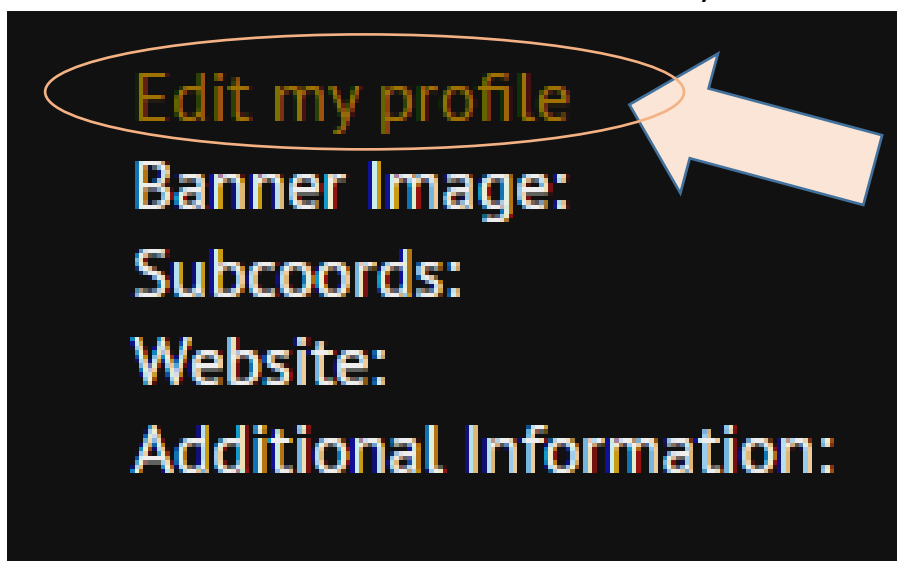
3. On the top right side of the screen, click on “Admin Links”, and click on “Team _____” where the blank is the name of the Genre you Coordinate. This will take you to the Coordinator Dashboard.



4. In the Screen that follows click on the “Coord Profile”.



5. In the Screen that follows click on the “Edit my Profile”.



6. In the screen that follows, you can make the following alterations:
7. Banner Image – This image will display on the Coordinator Page. When uploaded, the image will resize to fit the display.

Banner Image

No file chosen

Files must be less than 1 GB.
Allowed file types: png gif jpg jpeg.

8. The Coord office Email list is an optional piece of information that can be inputted if there is a specific googlegroup that the Coordinator team can be

reached.

Coord Office Email List

RandomCoord@googlegroups.com

9. If there is a Coordinator specific website available, add the link here in the website entry.

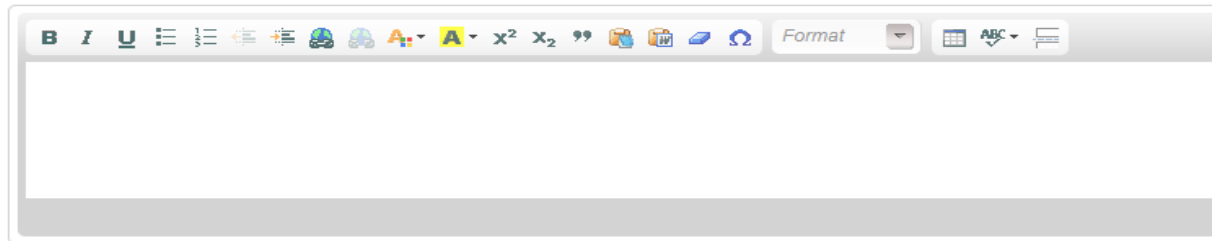
Website

10. This text pane is provided to include any other details that the Coordinator office would wish to display on the Coordinator Page.

Additional Information

Here is where you place additional information that will be visible on your Coord page. Examples of content to include:

- Office Hours
- Additional methods of contact (Discord, WhatsApp, etc.)
- Submission guidelines (ex: approvals or NPC Contacts)

A screenshot of a rich text editor interface. The top part shows a toolbar with various icons for text formatting (bold, italic, underline, list, link, unlink, text color, background color, text background color, text size, text style, quote, insert link, insert image, insert video, insert audio, insert table, insert code block, insert table of contents, insert table of contents), a 'Format' dropdown menu, and a 'ABC' dropdown menu. Below the toolbar is a large, empty text area for entering content.

[Disable rich-text](#)

11. There are editing tools available to make clickable links, or alter text appearance.



1. Select text
2. Click on this button to change it to a Link

12. **Please DO NOT add/alter/remove the Subcoord listings at this time.**
13. Click on Save at the bottom of the form to publish the information.

