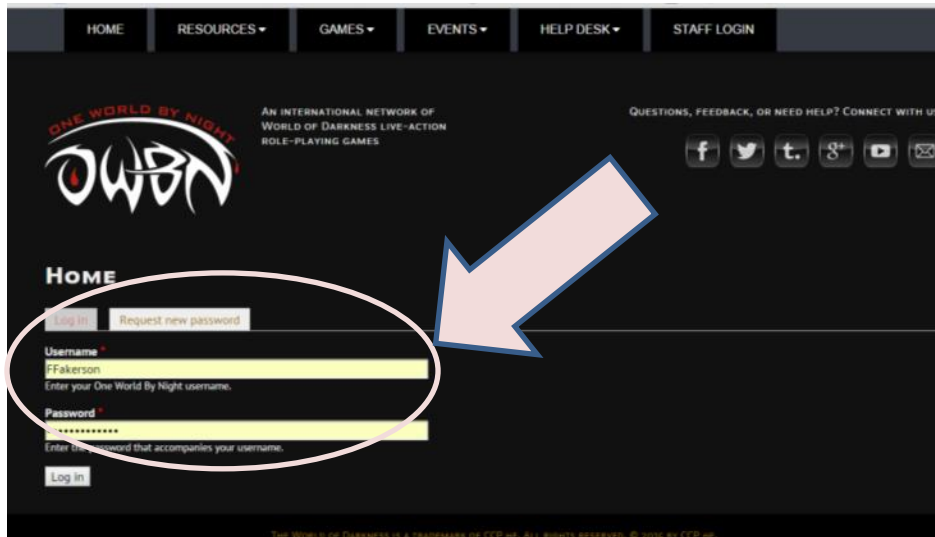


Submitting Events, Articles, and News Reports

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



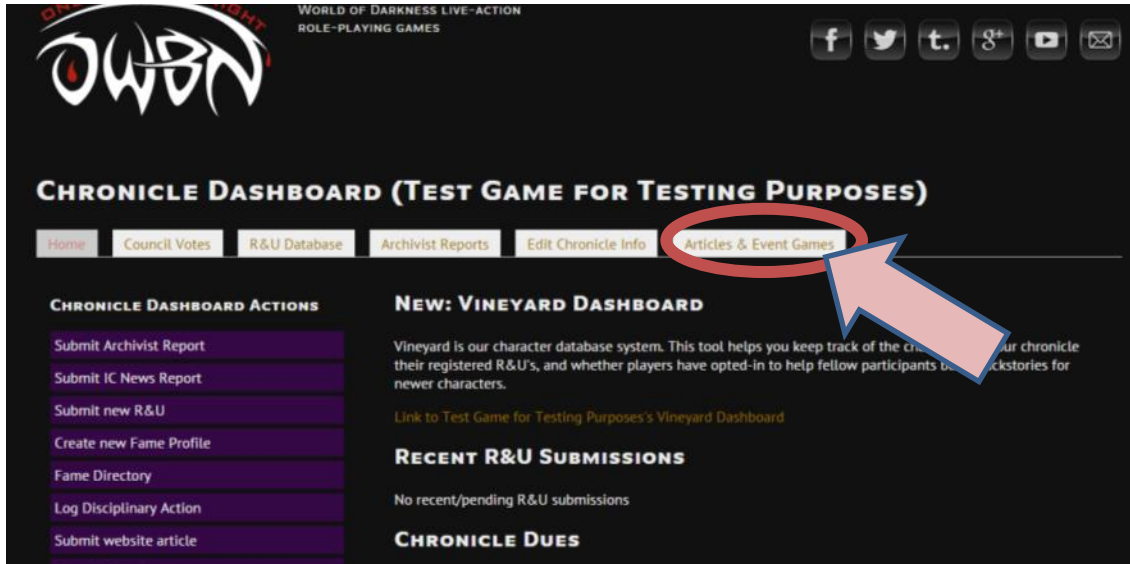
2. Type in your username and password, and then click on the “log in” button.
Note: If you have forgotten your password or your username, click on the “request new password” button. A password reset link will be sent to your email address.



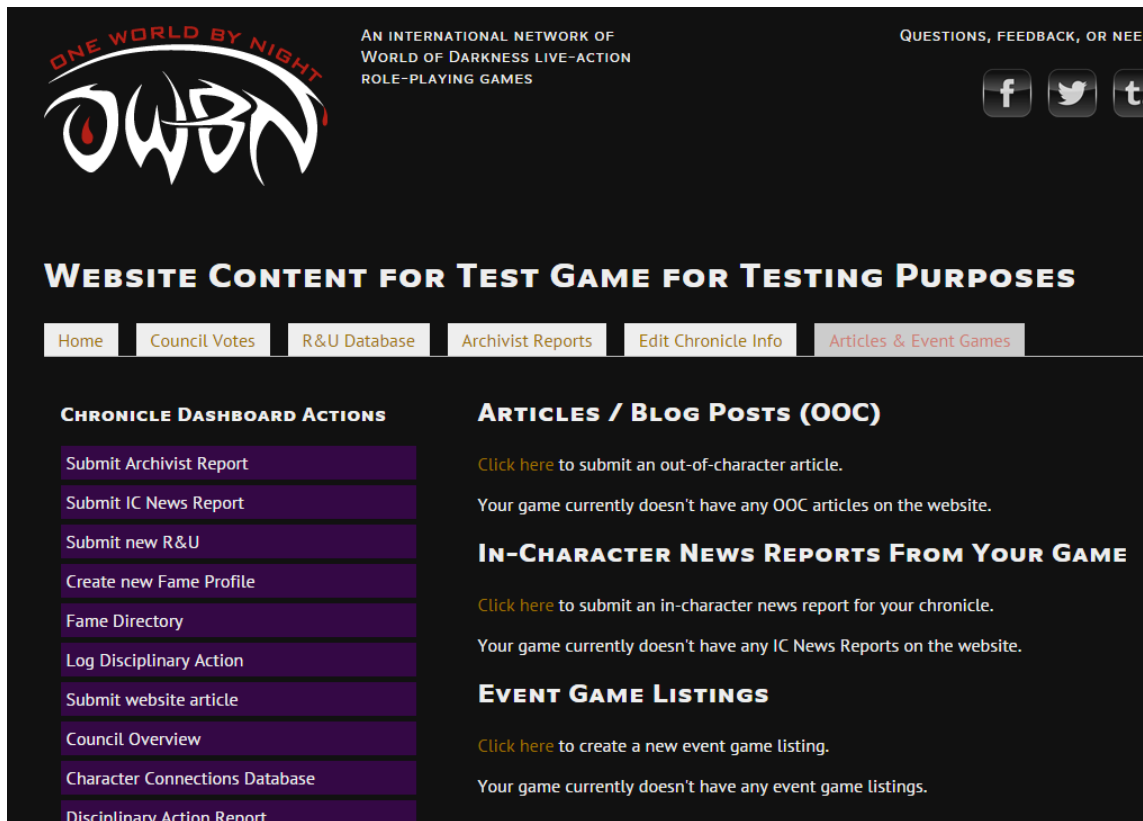
3. On the top right side of the screen, click on “Admin Links”, and click on your chronicle name. This will take you to the Chronicle Dashboard.



4. In the Screen that follows click on the “Articles & Event Games” button.



5. There are options to add Articles to the site, IC news Reports, and Event game Listings.




6. To submit an OOC article or Blog Post, click on the link.



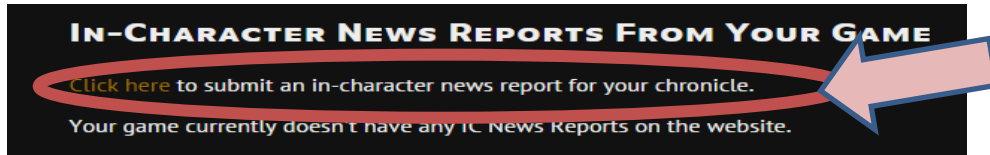
7. In the section that follows, you can fill in the information to submit an Article. When adding an image, please make sure that the images contain an image credit, to avoid copyright infringement. There are a variety of sites and artists that offer free images, please be sure to link to that site and credit that artist.

The screenshot shows a web article editor interface. At the top, there is a header "Write OOC website article for Test Game for Testing Purposes". Below this, there are several form fields: "Title", "Article Category" (with a dropdown menu), "Chronicle / Coord" (with a dropdown menu), and "Tags". A red arrow points from a text box to the "Article Category" dropdown. The text box contains the text "Several categories are available". To the right of these fields, there is an "Image" section with a "Choose File" button, an "Upload" button, and instructions: "Upload an image to go with this article. Main image will be cropped to 750 pixels wide x 350 pixels tall. Files must be less than 3 MB. Allowed file types: png gif jpg jpeg. Images must be smaller than 1000x1000 pixels." Below the image section, there are fields for "Image Credit" and "Image Credit Link".

Below the form fields, there is a "Body (Edit summary)" section with a rich text editor. A text box is overlaid on the editor, containing the text: "Basic formatting tools are available for use. Please keep in mind that copy/pasting information from other document editors (Word and other programs) can have really unexpected consequences. Please use the 'Paste from Word' button 

When a document is set to "Pending Review", it will be reviewed by the Marketing team staff before published. This can take a few days.

8. To submit an In-Character News Report, click on the link.



9. In the section that follows, fill out the information. Click on Save at the bottom.

The IC News Report system is meant to represent the mortal media networks within OWBN. *Submission Guidelines*

About the Form

Location: The city/state in which the in-character news event occurred. Please limit this to area names.

Title *

When writing a news title, think about the news story and try for something short but compelling.

Image

 No file chosen

Files must be less than 1 MB.
Allowed file types: png gif jpg jpeg.
Images must be smaller than 1000x1000 pixels.

IC NEWS DATE *

Month * Day * Year *

Jan 15 2015

The IC news date is the date that the news was first posted. This allows the News articles to be sorted in order of most recent to least recent.

News Source

Media Type *

- Television
- Radio
- Magazine
- Online (website)

How was this news "article" published?

Audience Scope *

- Nearby cities
- Within state
- Within region (multi-state)
- National (Coord approval)
- International (Coord approval)

Please take the time to contact your Chronicle's Sect Coordinator when submitting news of National or International scope. If there are multiple genres represented in your chronicle, flip a coin or something.

How far is this article / news report broadcast? Individual chronicle pages on the OWBN website will include a list of news reports visible to someone in that game's area

News / Article Summary *(Edit summary)

What shows up in the IC news? Be creative. Write it like an actual article, or write out the script of what's said/seen on TV. If you plan to copy-paste from a word processing document, please use the "Paste from Word" button in the menu bar on top of the text field.

A screenshot of a rich text editor interface. A large callout box with a black border and white background is centered over the editor, containing the text: "Basic formatting tools are available for use. Please keep in mind that copy/pasting information from other document editors (Word and other programs) can have really unexpected consequences. Please use the 'Paste from Word' button when copying from that program." The editor's menu bar is visible at the top.

Disable rich-text

LOCATION

City

State/Province

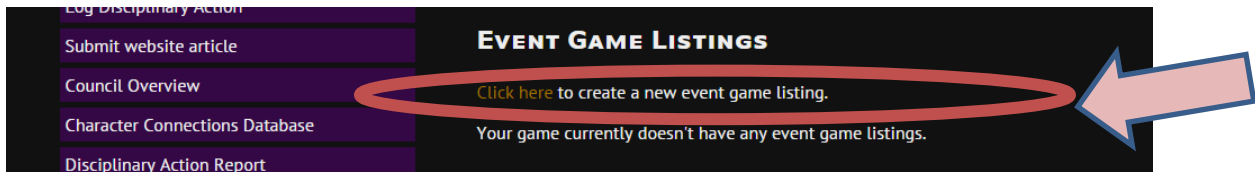
Country

Target state

- Draft
- Published

If you don't have time to finish the news report, it can be saved as a draft and worked on at another time.

10. To submit an Event Game that is being hosted by your chronicle, click on the link.



11. In the Section that follows, fill out the information. For Location information, please be sure to include those chronicles co-hosting the event. Make sure supported genres are checked off.

If this Event is one of the regular annual events, be sure to choose the event from Parent Events (Midwinter Noclave, etc).

Home » Add content

Event game hosted by Test Game for Testing Purposes

Title *

Banner Image

Choose File No file chosen Upload

Image Requirements: 675 pixels wide x 225 pixels tall
** Images will be auto scaled/cropped by the website if they do not meet these requirements
Files must be less than 1 MB.
Allowed file types: png gif jpg jpeg
Images must be smaller than 1000x1000 pixels.

Event Description

▶ **LOCATION**

Parent Event

- None -

If this recurring (like Midwinter, Kubla, Nonclave, etc.), please select the annual event from this list.

Genre(s)

- Camarilla
- Sabbat
- Anarch
- Giovanni
- Garou
- Other Changing Breeds
- Changeling
- Mage
- Wraith
- Demon
- Other

EVENT DATES *

Includes Timezone

Show End Date

Date	Time
<input type="text" value="01/05/2015"/>	<input type="text" value="16:45"/>
E.g., 01/05/2015	E.g., 16:45

to:

Date	Time
<input type="text" value="01/05/2015"/>	<input type="text" value="16:45"/>
E.g., 01/05/2015	E.g., 16:45

Timezone

America/Detroit

ST Contact

Event Website

Hosting Chronicle *

Test Game for Testing Purposes

Co-Hosting Chronicle(s)

Choose some options

Event House Rules

12. When entering in lodging information, please include any relevant details.

LODGING INFORMATION

Lodging Type *

Hotel

Campground

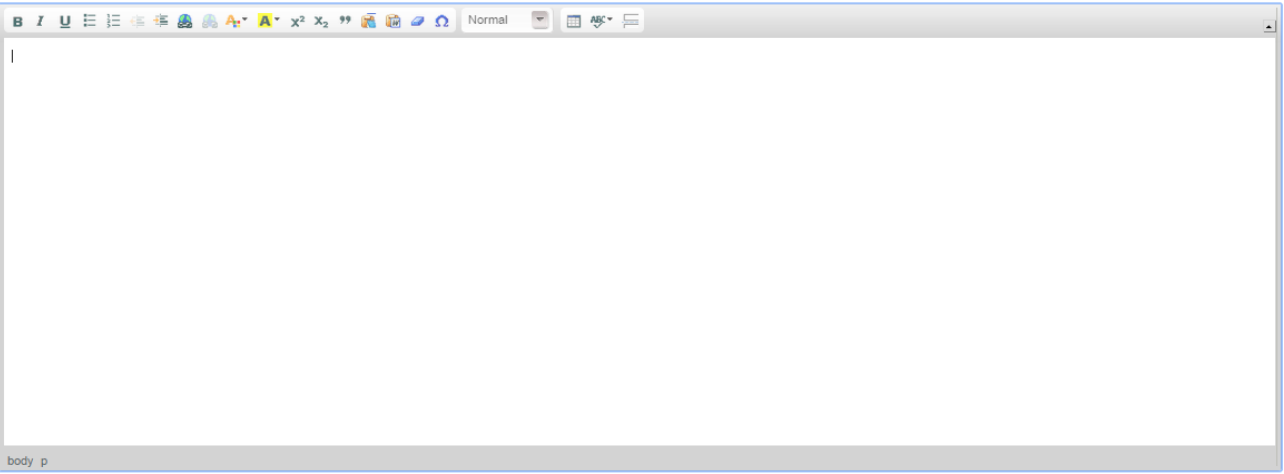
Hotel/Campground Name

Hotel Website

Title **URL**

The link title is limited to 128 characters maximum.

Lodging Description



body p

[Disable rich-text](#)

When an event is saved, it will be reviewed by the Marketing team staff before published. This can take a few days.