

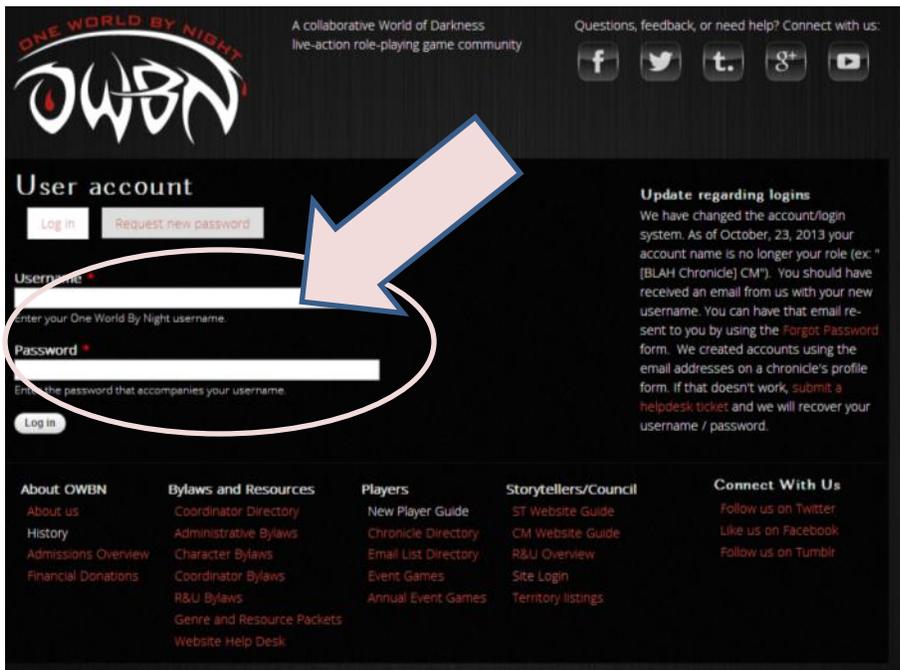
Updating Chronicle Information on the Website

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

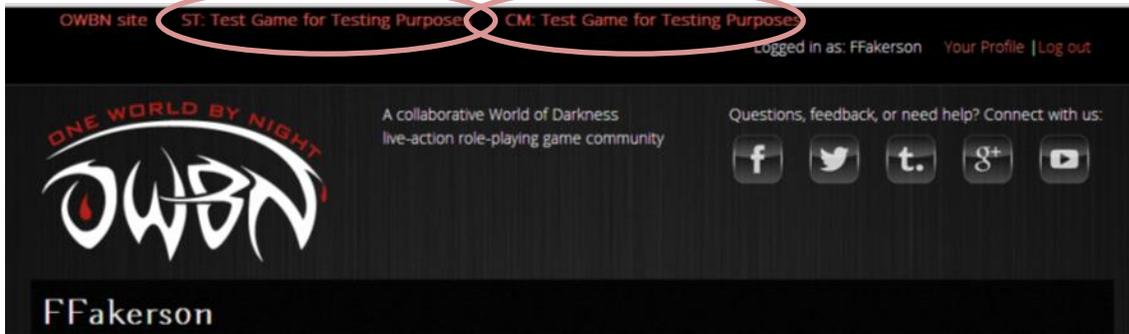


2. Type in your username and password, and then click on the “log in” button. The username is your first initial and last name.

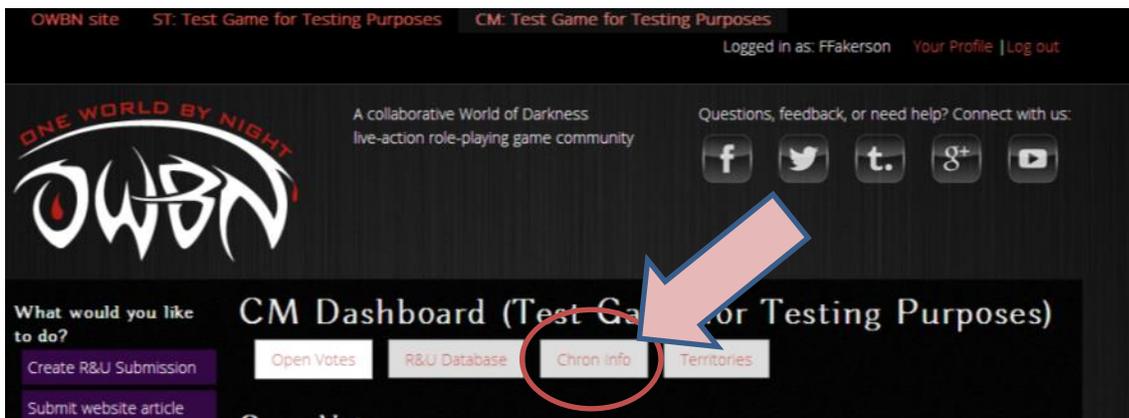
Note: If you have forgotten your password, click on the “request new password” button. A password reset link will be sent to your email address.



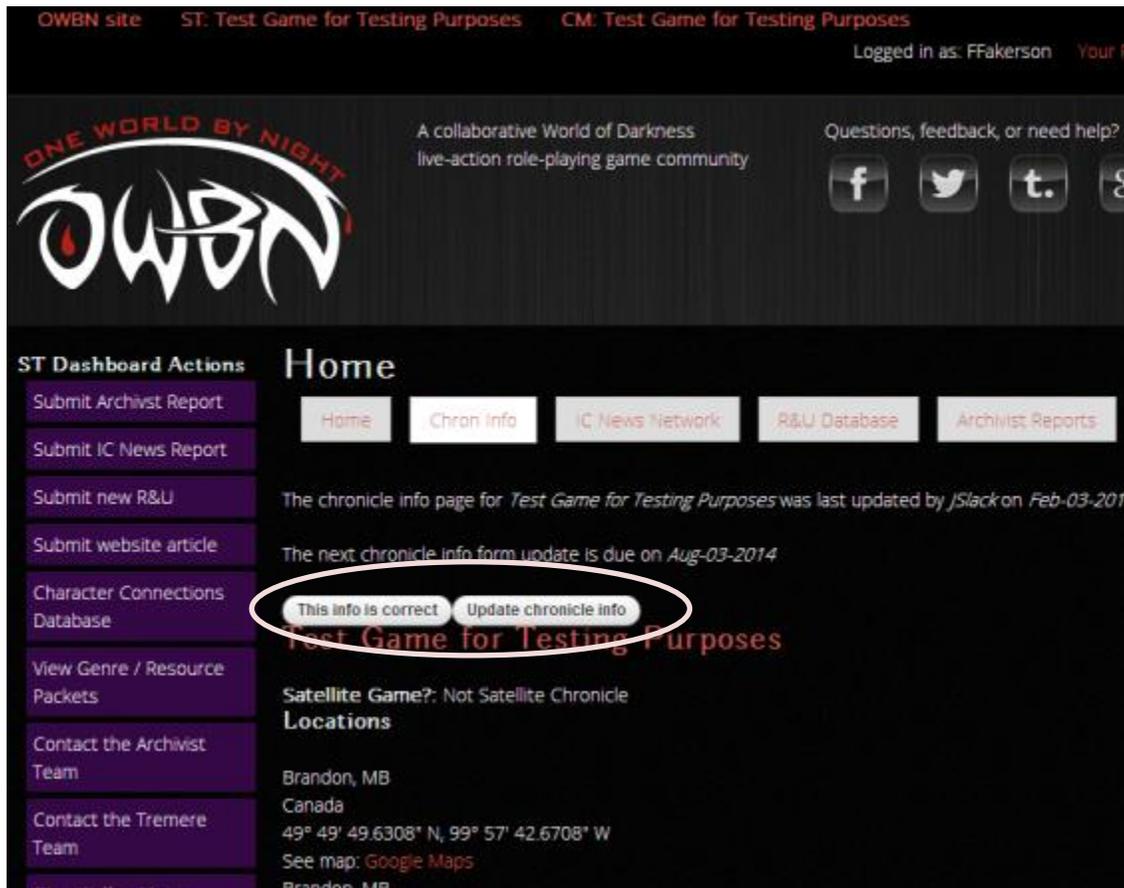
3. If you are a CM, Storyteller, or both, you'll see links to the CM, Storyteller, or both areas. **Both** Storytellers and CMs can submit Chronicle updates, so click one or the other.



4. In the Screen that follows (Storyteller or CM), click on the "Chron Info" button.



5. At this point, you'll need to examine the Chronicle Information.
 - a. **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.
 - b. **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. 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.

- Out of Character location
At the very minimum: city, province, country. We prefer that you list your game site address.

Delete
Check this box to delete this location.

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

Street

Additional

City

State/Province

Postal code

Country

8. General Information includes the IC location, which is used to identify where the in character fiction of the game takes place.

- General Information

- IC Location
 Delete
Check this box to delete this location.

City

State/Province

Country

Genre *
Mage
Wraith
Changeling
Anarch

What genres does your chronicle allow for Player Characters for which your staff actively provides plot? As an example, if your chronicle predominantly has Camarilla PCs, with a Sabbat or Garou infiltrator, but you run stories for Camarilla characters, please only choose "Camarilla". 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

Parent Chronicle
- None -

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

Email Lists

Title	URL
<input type="text"/>	<input type="text"/>

The link title is limited to 128 characters maximum.
Please provide the Group Page for your list, if possible, or the subscription address - not the mailing address of it.

Facebook Group URL

In some games, where people physically meet and where the game actually takes place in Character can be very different places!

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.

Parent Chronicle is used if you happen to be a Satellite of another chronicle. If you are not a Satellite,

then do not change this information.

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.

9. Game Site Information is used to ensure that a New player can find where you meet to play. If you have this information in the “Location” section on this form, then check the first option. Otherwise, please indicate where this information can be found.

Game Site Information Location *

- "OOC Location" field on this form
- In the description on your email list's landing page (ex: the details page on a Google or Yahoo Group)
- In the description of your chronicle's Facebook Group
- On our chronicle's website

Help us help new players find your game - where do you post your chronicle's game site information?

10. The House Rules and Disciplinary policy allows for visiting players to read and understand the way your chronicle differs from other chronicles.

House Rules *

- Chronicle house rules not available
- Chronicle house rules are hosted on another site (link)
- Chronicle house rules will be hosted on owbn.net (file)

Disciplinary Policy *

- Chronicle disciplinary policy not available
- Chronicle disciplinary policy is attached to the current house rules
- Chronicle disciplinary policy is a separate web page
- Chronicle disciplinary policy is a separate uploadable document

Additional Documents

No file chosen

For additional chronicle documents (ex: new player's guide)
Files must be less than 20 MB.
Allowed file types: *txt doc pdf*.

If you wish to host your house rules on owbn.net, please click on “Chronicle House rules will be hosted on owbn.net (file). This will open a file hosting option.

First click on “Choose File”, and click on the House rule file, then click on “Upload”.

Chronicle house rules will be hosted on owbn.net (file)

House Rules (file)

No file chosen

Files must be less than 20 MB.
Allowed file types: *txt doc pdf*.

The same options are available for Disciplinary policies. If you click on “Chronicle disciplinary policy is a separate uploadable document”, it will display a file hosting option.

First click on “Choose File”, and click on the House rule file, then click on “Upload”.

The screenshot shows a form titled "Disciplinary Policy" with four radio button options. The first option is "Chronicle disciplinary policy not available", the second is "Chronicle disciplinary policy is attached to the current house rules", the third is "Chronicle disciplinary policy is a separate web page", and the fourth, which is selected, is "Chronicle disciplinary policy is a separate uploadable document". Below the options is a section titled "Disciplinary Policy (file)" containing a "Choose File" button (with "No file chosen" text), an "Upload" button, and a note: "Files must be less than 20 MB. Allowed file types: .txt, .doc, .pdf".

There is also an option to add additional documents, for those chronicles with additional information. This can be anything: a Chronicle’s history, instructions on submitting downtimes, information on the city or region and detailed changes from the real world, and so on.

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

11. The Final step is the Staff Information. This is where you list the HST, CM and any ASTs involved in the Chronicle.

In consideration for some chronicles that do not have a central HST, the HST name and email is optional. However, the CM name and email is required.

Please keep in mind that Satellite games share the CM of their parent game.

If you wish additional ASTs, please click on “Add another item” to add additional spaces for AST information.

The screenshot shows the "Staff Information" form. It includes fields for "ST email list", "HST Name", "HST Email", "CM Name" (with "Fakey McFakerson" entered), and "CM Email" (with "Noemail@donotuse.com" entered). Below these is a section for "AST's" with a table containing one row with "AST Name" and "AST Email" fields, and a "Remove" button. At the bottom of the form is an "Add another item" button. At the very bottom of the page are "Save", "Preview", and "View changes" buttons.

12. Once you are complete, click on SAVE at the bottom. You are finished!

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.