

Raiding Guilds User Manual

Raiding Guilds Inc

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System Requirements

Being that there is a lot of JavaScript in the guild application package and that there are some newer technologies used, the following system requirements are necessitated:

Supported Operating Systems

- Microsoft Windows XP with Service Pack 2 installed.
- Microsoft Vista.
- Apple OSX (Intel architecture only).

Supported Browsers

- Microsoft Internet Explorer 6.0 or later versions.
- Mozilla Firefox version 1.5 or later versions.
- Opera version 9.0 or later versions.
- Apple Safari version 2.0 or later versions.

Terms and Conditions

This site is owned and operated by Raiding Guilds, a corporation (raidingguilds.com). All materials on this site belong to Raiding Guilds and may not be copied, duplicated, or reproduced in any way without the written permission of Raiding Guilds. The applications made available to the customers of Raiding Guilds is the

property of Raiding Guilds and may not be modified, copied, reproduced, republished, uploaded, posted, transmitted, or distributed in any way without written permission from Raiding Guilds.

Guilds shall not post pictures, movies or any other content that may be construed as offensive, indecent or pornographic in any way. Any guild that is caught posting offensive, indecent or pornographic content will be deactivated and that content will be removed.

Even as such, there is no way that the staff at Raiding Guilds can moderate all of the guild forums for content. It is the responsibility of the guild leadership to ensure that a guild's forums have content appropriate for the guild's audience. It is important that the guild leadership maintain the guild site's content by making sure that spammers are removed from the forums and guild members do not post indecent material. Raiding Guilds Corporation cannot assume responsibility for content posted or uploaded by guilds or their members.

License to Raiding Guilds

By posting messages, uploading files, inputting data, or engaging in any other form of communication through this service, you are granting Raiding Guilds a royalty-free, perpetual, non-exclusive, unrestricted, worldwide license to:

Use, copy, sublicense, adapt, transmit, publicly perform or display any such communication. Sublicense to third parties the unrestricted right to exercise any of the foregoing rights granted with respect to the communication.

The foregoing shall include the right to exploit any proprietary rights in such communication, including but not limited to rights under copyright, trademark or patent laws under any relevant jurisdiction.

Privacy Policy

What This Privacy Policy Covers

- This policy covers how Raiding Guilds Inc. treats personal information that Raiding Guilds Inc. collects and receives. Personal information is information about you that is personally identifiable like your name, address, email address, phone number, or interests, and that is not otherwise publicly available.
- This policy does not apply to the practices of companies or people that Raiding Guilds Inc. does not own, control, employ or manage.

Information Collection and Use

General

- Raiding Guilds Inc. collects personal information when you register with Raiding Guilds Inc., when you use Raiding Guilds Inc. products or services, when you visit Raiding Guilds Inc. pages or the pages of Raiding Guilds Inc. clients.
- When you register we ask for information such as your name, email address, address, state, ZIP or Postal code, and country of residence as well as billing related information. When you register with Raiding Guilds Inc. and sign in to our services, you are not anonymous to us.

- Any information submitted onto a guild page hosted by Raiding Guilds Inc. will be stored separately from any other guild or the Raiding Guilds database. This information will only be available to the guild and shall only be used by the guild leadership.

Children

- When a child under age 13 attempts to register with Raiding Guilds Inc. we ask the child to have a parent or guardian perform the registration. If the child applies to a guild hosted by Raiding Guilds Inc. we ask that the child have a parent or guardian contact the guild leadership to submit the application.
- Raiding Guilds Inc. does not ask a child under age 13 for more personal information, as a condition of participation, than is reasonably necessary to participate in a given activity.

Information Sharing and Disclosure

- Raiding Guilds Inc. does not rent, sell, or share personal information about you with other people or non-affiliated companies except under the following circumstances:
 - We respond to subpoenas, court orders, or legal process, or to establish or exercise our legal rights or defend against legal claims.
 - We believe it is necessary to share information in order to investigate, prevent, or take action regarding illegal activities, suspected fraud, situations involving

potential threats to the physical safety of any person, violations of Raiding Guilds Inc.'s terms of use, or as otherwise required by law.

- We transfer information about you if Raiding Guilds Inc. is acquired by or merged with another company. In this event, Raiding Guilds Inc. will notify you before information about you is transferred and becomes subject to a different privacy policy.

Cookies

- Raiding Guilds Inc. may set and access Raiding Guilds Inc. cookies on your computer.
- Raiding Guilds Inc. lets other companies that show advertisements on some of our pages set and access their cookies on your computer. Other companies' use of their cookies is subject to their own privacy policies, not this privacy policy. Advertisers or other companies do not have access to Raiding Guilds Inc.'s cookies.

Your Ability to Edit and Delete Your Account Information and Preferences

General

- You can edit your Raiding Guilds Inc. Account Information at any time.
- We reserve the right to send you certain communications relating to the Raiding Guilds Inc. service, such as service announcements and administrative messages

that are considered part of your Raiding Guilds Inc. account, without offering you the opportunity to opt out of receiving them.

- You can delete your Raiding Guilds Inc. account by visiting our Account Deletion page. Please click [here](#) to read about information that might possibly remain in our archived records after your account has been deleted.
- Any information stored by any guild can be modified or deleted through that guild's interface.

Confidentiality and Security

- We limit access to personal information about you to employees who we believe reasonably need to come into contact with that information to provide products or services to you or in order to do their jobs.
- We have physical, electronic, and procedural safeguards that comply with federal regulations to protect personal information about you.

Changes to this Privacy Policy

- Raiding Guilds Inc. may update this policy. We will notify you about significant changes in the way we treat personal information by sending a notice to the primary email address specified in your Raiding Guilds Inc. account or by placing a prominent notice on our site.

Loot Systems

There are multiple loot systems available to guilds hosed by Raiding Guilds Inc. This listing may change with time to include more loot systems.

Zero Sum DKP

This system adds DKP to each player according to the amount of DKP spent by other players. When an item is awarded, all present players get a cut of the DKP spent by the item winner. The average DKP will not deviate from zero. Item prices can be hard coded or based upon bids.

Attendance Based DKP

DKP is awarded to players for attending raids. This system is ideal for guilds that spend long periods of time working on new content. This also allows the guild leadership to set prices for items or allow the players to bid DKP for items.

Spend All Attendance Based DKP

This system gives each player DKP based upon his or her attendance. When an item is won, the winner loses all DKP. This system is ideal for guilds that have a small group of hardcore players who have a long history with the guild as well as a large group of very new players. If the guild has problems with turnover, this can be a costly system.

Loot Ladder

Each player is prioritized for loot. When a player wins loot, the player is sent to the bottom of the priority list. If more than one player share the same priority level, they are listed randomly.

Loot Lists

Each player participating in this loot system lists the items that the player wants. If an item drops, the players who want the item the most will get priority on the item over the players who want the item the least. Over time an item that has not dropped for a player will gain in priority until that item is won or removed from the list.

Boss Kill Based DKP

This is the good old DKP system that awards players for each boss kill. This is not attendance based by default but it can include some attendance-based features. Players will be awarded DKP for the downing of bosses and may be awarded DKP for attendance by the hour, showing up on time, staying through the raid, etc.

Setting up a guild

Now that you have your brand new guild site, you will want to create a look and feel for your guild. The first thing to do is to log in so that you can obtain access to the guild's administration menu. Once you have logged in, you will notice that there is a link at the bottom of the page called "Admin Menu." This link will lead to the administration menu that will control the whole guild site.

In order to set up the look and feel you desire, you will want to go to the admin menu and then go to the link "Web Pages, Styles and Images." Here you can create a new home page. First, you will need to upload your guild's images. Go to the link called "Images" for general images such as kill pictures and the like. Go to the link called "Style Images" to upload a logo for your guild as well as many other images that will be

used as table borders and horizontal rules. Once the style images have been uploaded, you may notice that the look and feel of the whole site is already starting to be effected.

In order to complete the changes for the general look and feel for the web page, you will want to set the style settings. Inside of the style page you will notice that all of the default styles are editable but cannot be renamed or removed. This is because these styles are used throughout the application. If you wish to add a new style class, there is a link available to you at the top of the listing of existing style classes. If you wish to edit an existing style class, you will notice that you can add attributes to the style classes but certain attributes are specifically used by the application and are neither editable nor removable.

Once you have uploaded images for your web page and edited the style sheet, you may wish to create a new home page. Click on the “Web Pages” link. There will already be one page called “index.html” listed in the web page listing. This is your home page. Any page listed here should have the suffix “.html” appended to the “filename.” In order for a page to be the home page for the site, the site should have the filename “index.html” to denote that it is the index page. The title is available so that the user can keep a more detailed title for the name than the filename will allow.

Upon opening the page to create or edit the web page, the user will notice that the page hangs for just a moment while it is loading the editor. This is because the editor being used allows you to view the web page as it is presented on the web page as well as edit the code for the web page. This editor will allow you to set fonts and styles, create tables and integrate images quickly and easily. In order to access the listing of images, just click on the images link and a new browser window will open with all of the

available images. To include standard images, click on the link called “Standard Images” to get the path to the standard images.

Once your web page is complete you may wish to add menus. There is already a basic menu at the top of the page that allows people to log in and view the forums. The page is organized such that there can be four menus: top, left, right and bottom. Each of these menus can have menu items within them. Each menu item can have a text link or an image link associated with them. The menus can be set to have margins that tighten up the links and delineators that separate links. Menu items can be menu categories and have menu items subordinate to them to help separate menu items. You can set up links in the menu to whatever internal or external page. Pages that have been added through the web page editor will appear in the internal page select box.

Once the web page look and feel has been completed, the main guild setup will be the next step to setting up the guild page. Go back to the admin menu and go to the link called “Guild Setup.” Here you will find the main settings for the guild. Here you can choose loot systems, forum styles and many other settings. Many settings will be pertinent to the application page and how applications are handled. Once these settings have been configured, the loot system settings are needed. Go to the admin menu and you will find a link to either loot list configuration or DKP configuration depending on which loot system you have chosen. If the system you have chosen is a zero-sum DKP system, there is little setup necessary on the loot system page because DKP will be awarded according to the items dropped. Otherwise, there will be settings available to award DKP according with attendance.

Once the loot system has been configured, the guild site will need to know what classes are available for characters as well as what roles people can sign up to raids with (if the raid signup was set to role based signup). The page will also need to know what instances are available for the raids. Bosses can be added to the system if there is a loot list system in place. If this is a loot list based system, each item available to the loot lists should be input into the loot management page. This will enable the loot list system to recognize items and pull up each listing on people's loot lists. If the system is a DKP based system, loot management is optional but can be helpful in order to save DKP scores on the web page.

At this time you will want to enter in the application questions to flesh out the application for new members. It would also be advisable to create a forum for applications to be saved. Once the forum for applications has been created, you will want to go to the guild setup page and enter the forum into the "Forum for Applications." This is where an application will be saved when a prospective member submits an application.

Each officer will want to enter in the requirements for their classes. These requirements will appear on the application page along with the recruiting goals for that class.

Once this has been done your guild page will be ready to go.

Raiding and Loot

In order to have signups for a raid or take attendance or award loot during a raid, it is necessary to create the raid. Go to the raid administration page and click on "Add Raid" at the top of the raid listing. If this is going to be a public raid, the raid will appear

to the open public one week before the raid time so that guild members will have a chance to sign up before the raid becomes public.

If there is no signup desired, the raid can be created at the time of the raid to take attendance and handle loot.

Once the raid has been created and the raid has started, you will want to go to the raid listing to open up pages for awarding items and taking attendance. The attendance page is also used to denote who is present for zero-sum DKP.

To take attendance, check on each person present and then click on “start raid.” When a person leaves, uncheck them. When a person arrives, check them. No further action is needed. When the raid is over, click on “end raid” to finalize the run. This will finalize attendance. Attendance based DKP will be awarded through this interface automatically.

To award items through any loot system, the award item link will be available from the raid listing. When an item drops, enter in the name of the item and the DKP price (if applicable). If the system is a loot list system or the item is saved through the loot management page, you can click on the “Look Up” button to get all of the information on the item. Clicking this will correct the spelling if there is a spelling error and will pull up all of the listing on loot lists as well as pull up any DKP information if the system is a DKP based system. When the “Award Item” button is clicked, the item will be removed from the loot list of the recipient or the item will appear in the DKP accounting and the recipient’s DKP will be reduced by the item’s price.

After the raid, if there is a problem with attendance, the “attendance fixing” page allow you to edit attendance scores. If the DKP score for any person needs to be updated

to reflect the attendance for a raid, go to the DKP page and list items, go to the item labeled “Attendance” for that raid and either edit the DKP score or add the player needing to be added.

Rank and Privilege

The guild application uses the user’s rank to determine how much access the user should have. There are four basic ranks in the guild system: Leaders, officers, members and applicants. Each rank has its own access level in the guild application.

Guild leaders have full access to everything in the site.

Officers will have access to create and manage raids, take and edit attendance, award items and edit DKP or loot lists. Guild officers will not be able to edit web pages, edit raid locations, classes, roles, and loot rules or access the guild setup. An officer group in the forums is advisable so that a forum can be created for officers to communicate with each other.

Members cannot access the administration panel. Members will also not see many of the controls in the loot system sites that allow officers to edit DKP, manage other people’s loot lists or add and remove marks from loot lists. If additional ranks are created, they will be given the same access level as members.

Applicants have the lowest rank in the forum structure. When a person first has the account created, the forum account rank will be “Applicant.” Applicants have the same access as a member but may be treated differently by the loot systems.

Users without a forum account will be able to view DKP accounting and attendance.

Regular Maintenance

In order to keep the forums running optimally, it is necessary to remove users that have signed up without the intention to be guild members or participate in the guild. Being that many forum registrants are trying to spam the forums, the administration menu has a link to a page made especially for managing forum users. It is important to go through this listing regularly and remove superfluous forum accounts.

Adding New Accounts

When a person joins the guild, you will want to allow that person to create an account. Once the person has created a forum account, the account will need to be activated. This can be done through the forum accounts screen in the administration menu or through PHPBB. If you choose to use the forum accounts screen, check the “active” checkbox next to the account and hit submit at the bottom.

If you choose to activate the account through PHPBB, go to the forums and the administration panel (link at the bottom of the forums). Once there, click on “Management” under “User Admin.” Type in the user’s name and click submit. Once the user’s account is up, click on “Yes” for “User is active” and hit submit.

The user will then need to create a character profile for use in the loot systems and the raid signup. This can be done by the user at the raid signup screen or by going to the loot list screen. If you wish to take care of this for the user, go to the administration menu on the main application and go to the player screen. Add the new player and make sure to associate it with the forum account appropriate for that character.

Promoting Members

When a guild applicant has become a member, you will need to promote the person to full guild membership. There are two ways of doing this: through the forum user screen under the main guild administration or the PHPBB forums. To do this through the forum accounts screen, find the user's forum account and choose the appropriate rank in the select menu and hit submit at the bottom. Promoting the user to member status will add the user to the member group but promoting an officer through the forum accounts screen will not add the user to the officer's group on the forum.

To promote a person through the PHPBB interface, go to the administration panel at the bottom of the forum screen and then go to "Manage" under "User Admin." Enter the name of the account being promoted and then set the rank appropriately. Hit submit when the changes are complete. Once this has been done, it will be important to make sure that the user is in the appropriate groups. Go to the main forum pages and click on the "Usergroups" link. This will allow you to select the groups you wish to manage and then add or remove players from those groups.

It is important to note that these groups will allow or limit access according to the forum permissions set in the forum administration panel.

Administration Page Documentation

Here is a page by page listing of administration pages along with a short description of the functionality within those pages.

Administration Menu > Raid Management

This page allows the administrator to add new raids to the "Raid Listing," and create/maintain details and specifications for the raid. This is a list of raids that allows the

administrator to perform the following actions: (1) Edit Raids, (2) Fix Attendance, (3) Award Items, (4) Take Attendance, (5) Cancel Raids.

Administration Menu > Raid Management > Add a Raid

Use this form to add details for a new raid. Details to be edited are as follows:

- Dungeon locations can be selected from the “Location” dropdown menu. If the location for the planned raid is not available in that list, it can be added at Administration Menu > Dungeon Locations
- Intended “Raid Time” is to be selected from the corresponding dropdown menus.
- If the raid is to include only guild members, select the “Guild Only” check box
- “Notes/Objectives” is an optional field left to the discretion of the administrator and will appear on the sign-up sheet
- Whether or not settings are “role-based” or “class-based,” the limits for the roles or classes will have fields. Roles and classes can be entered through the role or class administration, respectively. Roles management will only appear if the signup system chosen in Guild Setup is a role based system.

Administration Menu > Raid Management > Edit a Raid

Use this form to edit details for an existing raid on the “Raid Management” list.

Details to be edited are as follows:

- Locations can be selected from the “Location” dropdown menu. If the location for the planned raid is not available in that list, it can be added at Administration Menu > Dungeon Locations.
- Intended “Raid Time” is to be selected from the corresponding dropdown menus.
- If the raid is to include only guild members, select the “Guild Only” check box
- “Notes/Objectives” is an optional field left to the discretion of the administrator and will appear on the sign-up sheet
- Whether or not settings are “role-based” or “class-based,” the limits for the roles or classes will have fields. Roles and classes can be entered through the role or class administration, respectively. Roles management will only appear if the signup system chosen in Guild Setup is a role based system.

Administration Menu > Raid Management > Attendance Fixing

Use the attendance-fixing feature to edit attendance data after any given raid is complete. Each guild member is listed, followed by check boxes for “Attended,” “On-time,” “Stayed until end,” “Excused,” and the number of hours present. All fields are auto-populated with data from the past raid, and may be changed at the discretion of an administrator.

Administration Menu > Raid Management > Award Items

Use the item-awarding feature to distribute loot items from a raid to the proper recipients. To do so, simply choose the guild member from the dropdown menu, type in

the item in the next field, and click “Look up.” Once both the “Item Winner” and “Item Name” fields are properly filled in, click “Award Item.” When an item is awarded, this will handle all of the DKP accounting necessary to process the transaction. In a zero-sum system, this will award DKP to all players present when the item is awarded. If this is a loot list system, this will deduct the item from the loot list of the appropriate player when the item is awarded. Should there be two of the same item in the loot list, the one ranked lowest will be removed.

If an item is awarded in error, the item can be added back onto a person’s loot list by going to that person’s list and clicking on “Un-award” for that item. This will make the item appear on that person’s list again. If the loot system is a DKP system, the winner can be changed through the DKP accounting page by selecting the details of the item that dropped and changing the winner. If the item needs to be deleted, the item details under DKP accounting will have a button that allows the guild leadership to delete the item.

Administration Menu > Raid Management > Attendance

Use the attendance feature during an active raid to indicate which guild members are present at any given instance in time. Input for whether a member is shown as attending or not is updated in the database regularly, thus protecting this information from unexpected disruptions on the administrator’s computer, such as power failure or network failure. If the loot system is an attendance based DKP system, each player present will receive DKP upon each update. These updates are performed regularly.

To use this page, the officer running the raid will want to check each person attending at the beginning of the raid. When the raid starts, the officer will press the

“Start Raid” button. If a player arrives, the officer should check the player’s name on the list. When a person leaves, the officer should uncheck that player’s name. No further action is necessary. When the raid is complete, the officer will press the “End Raid” button. This will finalize all of the data for the raid. If the raid is cancelled after the raid time and attendance must be taken for the raid, the officer will use the “Call Raid” button to make sure that all players get credit for their attendance.

If there is an interruption to the page during the raid due to a restart or a browser crash, any officer can restore the data by opening the attendance page for the raid in question.

Administration Menu > Class Management

Use this page to add, edit, or delete the available character classes. To add a class, enter the class name and select the “Add Class” button. To edit a class, select the edit icon next to the appropriate class, change the name as desired, and then select the “Edit Class” button. To delete a class, select the delete icon next to the appropriate class, and the class is deleted. Classes in this list will appear in the application form, sign-up sheet if the sign-up style is class-based, and the DKP system.

Administration Menu > Role Management

Use this page to add, edit, or delete the available character roles. This page will only appear if the guild settings indicate that this is a role-based sign-up system. To add a role, enter the role name and select the “Add Role” button. To edit a role, select the edit icon next to the appropriate role, change the name as desired, and then select the “Edit Role” button. To delete a role, select the delete icon next to the appropriate role, and the

role is deleted. Roles in this list will appear in the sign-up sheet if the sign-up style is role-based.

Administration Menu > Dungeon Locations

Use this page to add, edit, or delete the available dungeon locations. To add a location, enter the full location name, the shorthand location name, whether or not to label the location as a “progress location,” and select the “Add Location” button. If “progress location” is chosen, attendance will be tracked. To edit a location, select the edit icon next to the appropriate location, change the name as desired, and then select the “Edit Location” button. To delete a location, select the delete icon next to the appropriate location, and the location is deleted. Locations in this list will appear in the raid setup pages and the boss setup pages. Location and time will be used to identify raids on the raid calendar and scheduling.

Administration Menu > Player Management

Use this page to adjust and specify individual player settings for the following sections: (1) DKP Visibility, (2) Active, (3) Attendance, (4) Clear Signups, (5) Edit [Player’s Character Information], and (6) Remove.

- To adjust DKP Visibility, click the monitor icon beside the appropriate guild member. If the monitor icon is lit, the player will always appear on the DKP accounting page. If the monitor is not lit, the player will only appear if all players are shown on the DKP accounting page. To change this setting, click on the monitor icon. This is useful if there are players in the DKP system that will no longer be attending raids.

- To adjust a member's participation status, select the "active" button that corresponds to players who frequently participate in guild raids. The player will appear in attendance list and loot list page if he or she is active.
- To edit a player's attendance click on the attendance editing icon here or go to *Administration Menu > Raid Management > Attendance Fixing*.
- To clear future sign-ups for a player, select the button for the corresponding player if you wish to delete their sign-ups for future raids. This is useful if a player has signed up for future raids and then quits the guild. In such a case, that player's slot will need to be cleared so that it can be filled by an active player.
- To edit a player's membership and character details, click on the edit icon.
- To delete a player from all records, select the delete icon next to the appropriate player, and the player is deleted.

Administration Menu > Player Management > Attendance

Use this page to edit a player's attendance across multiple raids. This is similar to "Administration Menu > Raid Management > Attendance Fixing" but it focuses on one person, showing all available raids.

Administration Menu > Player Management > Edit

This page allows an administrator to edit player details. The guild officer can change the player's name, level, class and forum user. The forum user is the PHPBB user who can access this character's information and sign up for raids with this character.

To change the character's class, choose the appropriate class from the drop down menu labeled "class." If the appropriate class is not available, go to *Administration Menu > Class Management* to create the appropriate class.

Administration Menu > Players' Mains

This page allows the guild leadership to change the main player profile for a person who has multiple player profiles. This is relegated to an officer so that a guild member cannot continuously change main characters in order to gear up both characters or because the player's mood changes.

Administration Menu > Forum Accounts

Use this page to label whether or not a player is an active participant within the guild, as well as their rank. The player's rank will determine his or her rights within the guild. The option to delete a player is available as well. Once selections have been made, click the "submit" button to commit changes.

Administration Menu > Profession Management

Use this page to add, manage, or delete professions. To add a profession, enter the name in the "Profession Name" field and select "Add Profession."

Administration Menu > Profession Management > Manage Recipes

Use this page to add or delete a recipe. Simply enter the recipe name, skill level, and description. Click "Add Recipe" to commit it to the list. To delete a recipe, click the delete icon beside the corresponding recipe. Recipes are items and consumables that can be crafted by players with the appropriate professions.

Administration Menu > Recruiting Goals and Reqs

Use this page to choose the specific goals for the minimum and maximum number of each class that you would like active within the guild. Secondly, in the “Requirements” text field, you may enter additional requirements and qualifications for potential members. These goals and requirements will appear on the recruiting application to let people know what classes are being recruited for and what the requirements are. Once the form has been completed, click “Submit” to commit changes.

Administration Menu > Application Questions

Use this page to add, edit, remove, or adjust the order of application questions for applicants interested in becoming a guild member. To add a question, enter the question in the “App Question” text field, select the question type, and click “Add Question.” Questions that have been added will appear in the list. To adjust the wording of an existing question, click the “Edit Question” icon beside each listed question. Edit the text of the question as needed, and then click the “Edit Question” button to commit changes. If you wish to adjust the order in which questions are displayed, click the “+” to move up or the “-” to move down beside each question. Select the “delete” icon to remove a particular question from the list. If the question can be answered through checkboxes, radio buttons or a select box, there will be a link to add options to the question.

Administration Menu > Application Questions > Application Question Options

Use this page to add options onto a question. The text of the option will be used as an answer to a checkbox, radio button or select box question. To delete options, click on the appropriate delete icon.

Administration Menu > Boss Management

Use this page to view, add, edit, or delete bosses that have been encountered and their status as to whether or not they have been defeated.

- To add a boss, enter the name in the “Boss Name” text field and select their location from the “Location” dropdown menu. If the location does not exist in the menu, or a location is entered incorrectly, refer to *Administration Menu > Location Management*. Once name and location have been entered, click “Submit” to commit changes. Below, you will see the list of previously entered bosses and their respective statuses.
- To change a “Down” status to “Not Down” or vice versa for a particular boss, simply place the cursor above the word “Down” or “Not Down” and click. The opposite status will appear.
- To edit a boss’ name or location, click the “Edit” icon beside the desired boss. Make changes as necessary, and then click “Edit Boss” to commit changes.
- To delete a boss, click the “Delete” icon beside the desired boss.

Administration Menu > Loot Management

Use this page to view, add, edit, or delete loot inventory that has been encountered in the past, or is likely to be encountered in the future. This information is vital for guild members' loot list, officers' loot distribution, and the loot search feature. For your convenience, loot items have been alphabetized. To find a particular item, click the first letter of the item name from the horizontal string of letters appearing above and below the list of loot items.

- To add an item, enter the item name in the "Item Name" text field. Choose the item's associated boss from the dropdown menu. Select whether or not this item is a material. If the item requires a material, choose from the "Requires Material" dropdown menu. Finally, click "Add Item" to commit changes. Below, you will see the list of previously entered loot items and their associated bosses.
- To edit the details of a loot item, click the "Edit" icon beside the desired item. Make changes as necessary, and then click "Edit Item" to commit changes.
- To delete an item, click the "Delete" icon beside the desired item.

Administration Menu > Web Pages, Styles, and Images

Use this page to develop your guild's (1) Web Pages, (2) Web Page Images, (3) Menus, (4) Styles, and (5) Style Images.

Administration Menu > Web Pages, Styles, and Images > Web Pages

Use this feature to (1) view, (2) add, (3) edit, or (4) delete pages of your guild site.

- To add a page, click “Add a page” on the top left of the screen.
- To edit a page, click the “Edit” icon beside the desired file.
- To delete a file, click the “Delete” icon beside the desired file.

Administration Menu > Web Pages, Styles, and Images > Web Pages > Add a Page

Use this feature to create a page title, file name, and contents for your web page via the embedded FCK Editor. Once desired contents have been entered, click “Add Page” to commit changes. The new filename will appear on your list of web page files. For further information on the FCK editor, please refer to <http://www.fckeditor.net/>.

Administration Menu > Web Pages, Styles, and Images > Web Pages > Edit a Page

Adjust the page title, file name, and contents as desired, and click the “Edit Page” button on the bottom left of the editor.

Administration Menu > Web Pages, Styles, and Images > Web Page Images

Use this feature to (1) view, (2) add, (3) edit, or (4) delete images that you are currently using or plan on using for your guild site.

- To view or edit an image, click the “View/Edit” icon beside the desired image file.
- To add an image, click “Add Image” at the top left corner of the file list.
- To delete a file, click the “Delete” icon beside the desired file.

Administration Menu > Web Pages, Styles, and Images > Web Page Images > Add an Image

Enter the filename in the “File Name” text field. Browse to the path of the desired image and click “Open.” Once the form is populated with the correct information, click “Submit” to commit the image to the list. The image will take the name entered into the “File Name” field, not the name the image had on your hard drive.

Administration Menu > Web Pages, Styles, and Images > Web Page Images > View/Edit an Image

Adjust the file name and path as needed, and click the “Submit” button to commit the image to the list.

Administration Menu > Web Pages, Styles, and Images > Menus

Use this feature to (1) add, (2) edit, or (3) delete top, bottom, left, and right menus from your guild site.

- To edit a menu, click the “Edit” icon beside the desired menu file.
- To delete a menu, click the “Delete” icon beside the desired menu file.

Administration Menu > Web Pages, Styles, and Images > Menus > Add Menu

Use this feature to choose new menus to add to your guild site. First choose the menu location from the dropdown menu. The only remaining options will be available, since you cannot have two menus in the same position. Choose the menu margin size in

pixel units. If you wish to delineate the menu, check the box. Doing so will insert an image between the menu items to separate them.

Administration Menu > Web Pages, Styles, and Images > Menus > Edit Menu

Adjust the menu details as needed, and click the “Submit” button to commit changes.

All menu items for the menu chosen will appear in a list below the form.

- To add menu item, click “Add Menu Item” at the top left of the list of menu items.
- To edit a menu item, click the “Edit” icon beside the desired menu item.
- To delete a menu, click the “Delete” icon beside the desired menu item.
- To adjust the location on the menu for where a particular item will appear, use the “Move Up” or “Move Down” arrows as needed.

Administration Menu > Web Pages, Styles, and Images > Menus > Edit Menu >

Add Menu Item

Use this feature to add a menu item to an existing top, bottom, left, or right menu. Enter the menu text in the “Menu Text” field. If you would like to add an image as a menu item, browse for the appropriate path of that image. We recommend that the image be in jpeg format. To link a menu item to another location internally or externally, choose the appropriate link type on the “Internal Link” dropdown menu. If the option chosen is “External Link,” enter the URL in the “External Link” text field. To set the menu item as

a category for further subsections, check the “Set as a Category” checkbox. Please note that the menu item cannot serve as a link if this box is checked. Click the “Submit” button to commit changes.

Administration Menu > Web Pages, Styles, and Images > Menus > Edit Menu > Edit [Menu Item]

Adjust the menu item details as needed, and click the “Submit” button to commit changes. All menu item details for the menu item chosen will appear in a list below the form. To add child menu items, click “Add Menu Item” at the top left of the list of menu item details

Administration Menu > Web Pages, Styles, and Images > Styles

Use this feature to (1) add, (2) edit, or (3) delete style classes for text on your guild site.

- To add a style class, click “Add a Style Class” at the top left of the list.
- To edit a style class, click the “Edit” icon beside the desired style class.
- To delete a style class, click the “Delete” icon beside the desired style class.

Administration Menu > Web Pages, Styles, and Images > Styles > Add a Style Class

Enter any legal HTML/XHTML/XML CSS in the text field provided, and click “Submit.”

Administration Menu > Web Pages, Styles, and Images > Style Images

Use this feature to include images in a variety of positions within your guild site. For any available location, browse for the appropriate image, and then click “Open.” When you have populated all desired fields, click the “Send” button at the bottom of the page.

Administration Menu > Guild Setup

Use this page to select the characteristics and specifications for your guild.

- The guild name will be displayed at the title bar of the web page as well as in various pages.
- The loot system can be a loot list system, loot ladder system or any one of a variety of DKP systems. These systems are a framework that can be adjusted to meet the needs of the guild.
- The loot systems are:

- Zero Sum DKP

This system adds DKP to each player according to the amount of DKP spent by other players. When an item is awarded, all present players get a cut of the DKP spent by the item winner. The average DKP will not deviate from zero. Item prices can be hard coded or based upon bids. If the loot system is being changed to a zero sum DKP system from another non-zero sum DKP system, the DKP will need to be adjusted to comply with zero sum in *Administration Menu > DKP Adjustment and Configuration*.

- Attendance Based DKP

DKP is awarded to players for attending raids. This system is ideal for guilds that spend long periods of time working on new

content. This also allows the guild leadership to set prices for items or allow the players to bid DKP for items.

- Spend All Attendance Based DKP

This system gives each player DKP based upon his or her attendance. When an item is won, the winner loses all DKP. This system is ideal for guilds that have a small group of hardcore players who have a long history with the guild as well as a large group of very new players. If the guild has problems with turnover, this can be a costly system.

- Loot Ladder

Each player is prioritized for loot. When a player wins loot, the player is sent to the bottom of the priority list. If more than one player share the same priority level, they are listed randomly.

- Loot Lists

Each player participating in this loot system lists the items that the player wants. If an item drops, the players who want the item the most will get priority on the item over the players who want the item the least. Over time an item that has not dropped for a player will gain in priority until that item is won or removed from the list.

- Boss Kill Based DKP

This is the good old DKP system that awards players for each boss kill. This is not attendance based by default but it can include some attendance-based features. Players will be awarded DKP for the downing of bosses and may be awarded DKP for attendance by the hour, showing up on time, staying through the raid, etc.

- If the guild has a bank character that may be awarded items, the bank character can be added and selected using the “bank character” field. This will allow guild members to view what items are purchasable with DKP while not in raid.

- Guild members will need to have access to forums that are not accessible to non-members and applicants. In order to make this possible, a group for guild members must be specified.
- A forum will be used for all for the recruiting applications generated by the recruitment page. These applications will be posted to the forum listed in the “Application Forum” field by the “Application Poster.”
- The application introduction introduces the guild to prospective applicants. This will appear on the top of the recruiting application.
- General requirements should state all of the requirements expected of all players wishing to join the guild.
- The applicant forum group may be used to denote a forum group for applicants if such a group is needed.
- The Leader rank will denote who has access to the top-level administration of the guild site. This should be limited to the guild master and the Webmaster of the guild.
- The officer rank will denote who has access to the guild administration pages to set up raids, manage recruitment and manage players. The access given to an officer is far less than the access given to a guild leader.
- The attendance type can be point based which will grade attendance by one point for showing up on time, one point for attending and one point for staying until the

end. Likewise, the attendance type can be a percentage of time spent at raids.

The percentage is based upon the max raid length.

- The max raid length is used to calculate attendance percentages.
- The good attendance threshold is used to split the good attendance (green) from medium attendance (blue) on the DKP pages and the loot lists.
- The medium attendance threshold is used to split the medium attendance (blue) from poor attendance (red) on the DKP pages and the loot lists.
- Attendance data can be made obsolete over time by entering in the number of days, weeks and months that the data should last. This time is cumulative so if a person enters 1 month and 4 weeks, the attendance data will last for roughly two months.
- If the guild leadership wishes alt character to sign up as alternates on raids in order to give main characters priority, the “Alts must sign up as alts” checkbox should be checked.
- The signup style can be changed from class-based signups to a role-based signup by changing the selection in the field marked “Players sign up to raids by.”
- The general raid schedule will appear on the recruiting application so that prospective members can see when the guild raids.

Administration Menu > Loot List Management

This is the page where loot list variables are set. The guild leadership can set up the loot list to show attendance based penalties and set maximum mark values as well as set the loot list reset times. This page will only appear if the loot system chosen in *Administration Menu > Guild Setup* is a loot list system.

- The good attendance threshold is used to split the good attendance (green) from medium attendance (blue) on the DKP pages and the loot lists.
- The “Marks Added For Good Attendance” field will dictate how many marks are awarded to each person with good attendance when marks are added.
- Mark weight for good attendance will set how many ranks an item is moved up the list for each mark for a person with good attendance.
- The medium attendance threshold is used to split the medium attendance (blue) from poor attendance (red) on the DKP pages and the loot lists.
- The medium attendance loot list penalty will lower the ranking of each item on the player’s loot list by that many ranks if the player has medium attendance.
- Mark weight for medium attendance will set how many ranks an item is moved up the list for each mark for a person with medium attendance.
- The “Marks Added For Medium Attendance” field will dictate how many marks are awarded to each person with medium attendance when marks are added.

- The low attendance penalty will lower the ranking of each item on the player's loot list by that many ranks if the player has low attendance.
- The "Marks Added For Low Attendance" field will dictate how many marks are awarded to each person with poor attendance when marks are added.
- Mark weight for low attendance will set how many ranks an item is moved up the list for each mark for a person with low attendance.
- The applicant/initiate loot list penalty will lower the priority of each item on an applicant's loot list.
- The system will allow the guild to set whether or not applicants or initiates get marks on their loot lists.
- If "Marks Can Move Up the List" is checked, items moved up a loot list will retain marks.
- If "Marks Can Move Down the List" is checked, items moved down a loot list will retain marks.
- Marks are used to raise an item's priority if the player has not received an item from a downed boss. To set a ceiling for the number of marks to be added, set the max marks. If no maximum is desired, set the max marks unattainably high.
- Loot list resets will move the editable loot list to the active loot list and then copy the list back. This can be set to occur at an interval defined by the guild leadership according to the number of months, weeks and days entered here.

These numbers are cumulative, so if 1 month and 2 weeks is entered, there will be roughly a six week interval between resets.

- The next loot list reset can be rescheduled to occur sooner or later according to the guild leadership's wishes.
- Marks can be added at a separate interval from the loot list resets. To set this interval, set the number of months, weeks and days between when marks are added. This is cumulative.
- The next addition of marks can be scheduled to occur sooner.
- "Delete all marks" will remove all marks from all loot lists.
- "Add marks to loot lists" will add a mark to each eligible item on all loot lists.

Administration Menu > DKP Adjustment and Configuration

The DKP configuration screen is used to set up the loot rules for any DKP system. This setup is used to enter how much DKP can be earned over time in an attendance based system and how much DKP is decayed over time when DKP is not spent within a certain amount of time. These values will be used in an attendance based DKP system, as a zero sum DKP system does not require any of these numbers. This page will only appear if the loot system chosen in *Administration Menu > Guild Setup* is a DKP system.

- DKP for a boss kill will be awarded when the guild officer clicks on "Boss Down – Award DKP" on *Administration Menu > Raid Management > Award Items*.

This only applies to "Boss Kill based DKP" systems.

- DKP Per Hour will set the amount of DKP that is awarded with every update of the attendance page on *Administration Menu > Raid Management > Attendance*.
- DKP for being on time will be awarded to the player if the raid is started and the player is present on the attendance page.
- DKP for staying until the end will be awarded if the player stays until the end after joining the raid.
- DKP bonus for progress will be given to each person who stays more than the DKP bonus threshold on a progress run. This only applies to progress runs (marked as such on the location page, *Administration Menu > Dungeon Locations*).
- DKP bonus threshold is the percentage of time that a person has to be present to get the DKP bonus. This only applies to progress runs (marked as such on the location page, *Administration Menu > Dungeon Locations*).
- DKP decay percentage is the percentage that all DKP will be reduced by whenever DKP decay is initiated. If there is a DKP decay that needs to be reversed, there will be an item in the DKP accounting that can be removed to reverse the decay of all DKP accounts.
- If there is a maximum DKP value that will initiate DKP decay, the field, “Max DKP before decay” should be greater than zero.
- If the maximum DKP value is a function of the highest price item in the loot table, the “Max DKP as a multiplier of the max item DKP” field will accept a value. If a person’s DKP is higher than the highest DKP price multiplied by this number, all DKP scores will be decayed.

- If a periodic DKP decay is wished, the number of days between DKP decays can be set by the field “Decay DKP every ___ days.”
- If a one-time DKP decay is necessary, the DKP adjustment field can be used. The percentage of DKP remaining after the decay should be in the “DKP Adjustment Percentage” field.
- If the DKP system needs to be adjusted to bring it into conformity with a zero sum system, the checkbox marked “Bring into zero sum” should be checked. This will subtract the average DKP from each player’s DKP score.

Loot System Specific Page Documentation

These pages have been specially documented in order to allow the guild officers to walk guild members through these pages. Some of these pages have officer-only settings that will not appear to most guild members.

Loot list

The loot list system allows a player to claim “dibs” on a given set of items that are desired. When that item is dropped, that member has a good chance of getting the item. The player has a set list of items that he wishes to acquire that is locked down for a period of time that can be set by guild leadership. The player’s precedence in being awarded an item is ranked based upon the player’s attendance and the rank of the item on the list.

The player may add, remove or edit items to the next active loot list, not in the current one. The items must be ranked based upon how much the player wants the item, from 1 to the guild’s maximum, usually 10, 1 being the most wanted item in the list. The player may look up the name of the item that he desires, in case it isn’t spelled properly.

The list that the player may manipulate shows when the list will become active. Below that list is the active list, which the player may not manipulate.

Occasionally, marks will be added to each list item based upon the player's attendance and whether the guild has taken down the boss that drops that item within a certain period of time. These marks increase the player's precedence for that item.

Loot List Officer's Controls

The loot list page allows the guild officer to manipulate the guild member's loot list. The guild officer may add or remove marks from any item in the loot lists, award items or "un-award" items that may have been erroneously awarded to the player. The guild officer may shift the precedence of items in a player's list around or delete these items from the player's list.

DKP Log

Any player may review the DKP accounting done by the guild leadership. The DKP pages here allow the player to look at the entire guild's accounting by class. Any player's name may be clicked to show the various items that have been awarded to that player as well as the player's current DKP standing. Each item in the player's DKP log may be clicked on to reveal the item's DKP cost, and the effect that it had upon other player's DKP.

Zero-sum DKP is fairly easier to understand than other DKP systems. DKP systems other than zero-sum systems do not award DKP based upon the DKP cost of an item, but rather will award DKP for attendance, good deeds or some other reason. When DKP is awarded or modified, a DKP item will be added to the accounting. For example,

when attendance is taken and DKP is awarded, there will be a placeholder item called “attendance” which is not awarded to anybody, but causes everybody in the raid to acquire the appropriate amount of DKP.

DKP Log Officer’s Controls

The DKP accounting system allows all of the players to view all DKP adjustments; therefore the guild officers must not use the system carelessly! The DKP accounting page allows the officers to see the DKP accounting for all players by class. This page allows the officer to select any guild member and see what has affected that player’s DKP. The officer may select any item that has affected the player’s DKP and change the list of players affected by that item, change the item’s winner or remove the item from the DKP system completely.

Non Zero Sum DKP

In a non-zero-sum DKP system, DKP adjustments may be made on the item page on a per-player basis.

Credits

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