

# Cheat Sheet

## To Do

- 1) Register an account with GuildPortal.com (page 5)
- 2) Associate your account with the BBFederation and navigate to the BBFederation page (page 5)
- 3) Select the Join BBFederation option (page 11)

When membership has been approved, also

- 4) Review your account settings (page 19)
- 5) Define your characters (page 16)
- 6) Manage Guild Associations to assign those characters to the BBFederation and your own guild (if your guild uses GuildPortal.com) (page 17)
- 7) Enter additional character information, such as level, class, race, tradeskill info, etc. (page 18)

## Document History

Date	Version	Author	Comments
06/09/2008	0.1	Kwibble	Initial version for review/comment
06/09/2008	0.2	Kwibble	Updated page numbers on cheat sheet

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# BBFederation GuildPortal Website Handbook

## ***Introduction***

### **What is GuildPortal.com?**

GuildPortal.com is a community site where guilds and organizations can create their own “portal” of information. This portal is a customizable website where the administrator can display “containers” of information on “pages” within the site. The administrator has control over various display settings and what containers are included where, but GuildPortal.com controls what containers are available and how that information is presented. Typical containers include Forums, an event Calendar, News, Mail, and Chat, amongst many others.

### **Does it cost anything to use GuildPortal.com?**

No. Most services are entirely free, and individual usage of the site is free. The BBFederation is considering upgrading our site to a paid site, which would remove advertising and add a few capabilities in terms of what containers could be displayed. However, this would have no bearing on your cost (free) to use the website. If the BBFederation elects to go with a paid site, we may ask for voluntary contributions to help offset those costs, but they are small (about \$5 - \$8/month for the entire site).

### **What about my privacy?**

GuildPortal.com’s privacy policy is that it is the “sole owner of information collected on GuildPortal.com”, and that this information is used “solely to support the functions of the service it provides.” This means that GuildPortal.com does not share information with other organizations and is not in the business of selling e-mail addresses and such. The entire privacy policy can be read at <http://www.guildportal.com/Privacy.aspx>.

### **Are there any Terms and Conditions I need to be aware of?**

GuildPortal.com’s usage is governed by some terms and conditions, but there’s pretty basic. For example, you are prohibited from using their service to conduct any illegal actions. You can’t post copyrighted material unless you are the owner of that material. You can’t use the site for the purpose of building a competing product. And so on and so on. The entire Terms and Conditions can be read at <http://www.guildportal.com/Terms.aspx>.

## **Getting Started**

### **Registering an Account**

To start using the service, you must first register an account (which is free). To do this, open a web browser and go to <http://www.guildportal.com/>. On the top-most banner, there are three options at the right hand side: New Account, New Guild Site, and Search. Select “New Account”. You will be prompted for a desired user name, e-mail address, and password (with a second box for verification). **Important: DO NOT USE YOUR SOE STATION ACCOUNT NAME AS YOUR USERNAME.** There have been individuals whose Everquest II accounts have been hacked because the user made their Station Access user name public. You should treat your SOE Station account name like a password – keep it secret. A good idea is to create your GuildPortal account with a user name that is similar to or the same as your main character’s name. This will assist others in knowing who you are when interacting with you on the site. **Important: It is a good idea to choose a password that is different from the password you use to log into your SOE Station account.** Just in case someone DOES manage to come by your SOE Station account login name, using a different password is an added layer of security just in case the GuildPortal.com site gets hijacked and passwords are stolen. Finally, you must check the box indicating your acceptance of the Terms and Conditions and select “Create My Account”.

### **Searching for your guild and the BBFederation**

Once you have created your GuildPortal.com account and/or signed into your existing account, you then want to associate your account with your own guild (if it has been set up) and the BBFederation. If you have just created your account and signed in, then you will see a “Welcome to GuildPortal!” information box with options to either “create your guild Web Site” or to “search for your guild”. If you are responsible for your guild and would like to create your own site, you are of course welcome to do so. It’s free. However, this guide only discusses searching out an existing guild site. Alternatively, you can also initiate a search for a guild by using the Search action box on the top banner (underneath the New Account and New Guild Site action boxes). A third way of searching is to type in the name of the guild you want to search in the Search Guilds box on the left hand side.

If you used one of the first two methods of starting a search, you will be presented with a page that has a Guild Search box at the top, and a Browse by Game section below. You can either type in the name of the guild in the top box, or you can select Everquest II in the Browse section, followed by the Butcherblock server. However, this will bring up too many matches and it is uncertain if the guild you are looking for will be displayed or not. For that reason, it is recommended that you just type the name of the guild in the Search Guilds box on one of the various forms above.

The BBFederation is set up like a guild as far as GuildPortal.com is concerned. When you type BBFederation in the Search Guilds box and press Search, you will likely be presented with only one choice, since our name is rather unique. If you are presented with multiple choices, you want the one that is within the Everquest II game and on the Butcherblock server. Select the BBFederation hyperlink, and it will take you to the BBFederation home page. Finally, at the very top of the page, you will see a

→ [Join BBFederation](#) ←

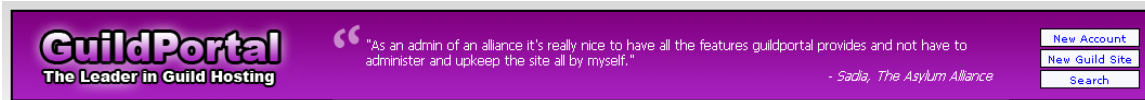
heading. Select this and it will create a member record with “Public” access and also automatically notify the admins via an e-mail to give us a heads-up that a new member has been created. While you are at “Public” access, you won’t be able to see everything on the site or edit much of anything. Once an admin receives and responds to the e-mail, you will be promoted to “Member” access, which will open the site up to you for full membership access.

If your guild also has a site on GuildPortal.com, you will want to repeat this step for both your own guild and for the BBFederation. You only need one GuildPortal.com account to access BOTH sites (more information on that later).

## Using the Site and Getting Around

### The GuildPortal.com main page

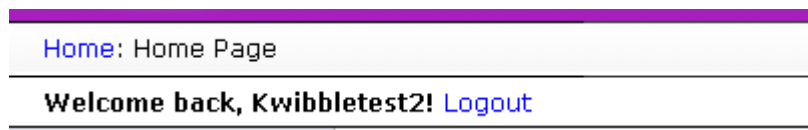
## Banner Bar



At the very top of the page is the banner bar with three common options:

- 1) New Account – create a new GuildPortal.com account. You only need to do this once. See the “Registering an Account” section under Getting Started above.
- 2) New Guild Site – set up a Guild Site within GuildPortal.com. If you are responsible for a guild, you can choose to create your own GuildPortal.com site from here.
- 3) Search – Find the page for a guild within GuildPortal.com. See the “Searching for your guild and the BBFederation” section under Getting Started above.

## Navigation



This section tells you where you are within the site and allows you to navigate back “up the hierarchy” within the site. It also tells you whom you are logged in as, and gives you a Logout functionality should you wish to logout and log back in as another account.

## Left Column

**Quick Links**

- » [New User](#)
- » **[Get Hosted!](#)**
- » [About GuildPortal](#) ▶
- » [Contact Us](#) ▶
- » [Service Updates](#)

**Search Guilds**

**Your Guilds**

- » [BBFederation](#)
  
- » [Your Blog](#)

**GP Recommends**

- » [Ten Ton Hammer](#)
- » [InstantVentrilo](#)
- » [GP Member Blogs](#)
- » [GuildHelper](#)
- » [Offline T-Shirts](#)

Quick Links – Common links within the GuildPortal.com site

Search Guilds – Quick entry for searching out a guild's site page

Your Guilds – Navigation links to any guilds you've signed up with; also a link to your blog

GP Recommends – Web sites that GuildPortal.com recommends

## The Rest

<b>GuildPortal, More than Just Hosting!</b>  Guild Management has never been easier! Not sure what GuildPortal is, or what it can do for your guild? <a href="#">Click here</a> to read more about it, find out why it's the most imitated, and why people have been using us since October of 2001 to host their Guild web sites! <a href="#">Overview</a>   <a href="#">FAQ</a>   <a href="#">Testimonials</a>   <a href="#">Features</a>   <a href="#">Pricing</a>	<b>GuildPortal Humanitarian Efforts</b> For every subscription and subscription renewal, GuildPortal donates \$1 to Food  for the Hungry and other humanitarian organizations. <a href="#">Click here</a> to view our record!
<p>In the Spotlight   <a href="#">Get Started</a>   <a href="#">Quick Facts</a></p> <b>Guild in the Spotlight</b> Does your guild belong here? <a href="#">Tell Us!</a>	 <b>Taking you to the NEXT LEVEL</b> Comprehensive coverage of the MMOG industry <a href="#">Advertising Information</a>
 <b>Eternal Conscript</b> Age of Conan Server: <a href="#">Set</a> Members: 44 Since: February, 2008 <a href="#">View Another</a>   <a href="#">View All</a>   <a href="#">Submit a Guild</a>	
<b>From a Guild Leader/Site Admin:</b> "I love the Calendar functions. I love how easy it is to use GuildPortal. With just a few clicks I am able to have a full website up and running and can add/delete as many pages as I want to!" - Keeanah, AoD.GuildPortal.Com <a href="#">See Another!</a>   <a href="#">See All!</a>	<b>What our members say...</b> Click <a href="#">here</a> for all testimonials, and find out why others have used GuildPortal for their Guild Management and Guild Hosting needs! "I find it very useful because of all the content provided to us we can do and make so many things for our websites to make them truly great and make our members want to visit our website and all the great support provided by the support form and also in forums. It's the best place for guild hosting out there today in my opinion." Gonladil, Darkfire Demons
<b>Better Business Bureau</b>  GuildPortal is accredited by the Better Business Bureau. As such, we commit to high levels of ethical business practices and customer satisfaction, and to work with our customers and the BBB to resolve disputes that might arise.	<b>Top Guilds</b> Active sites listed by member count

The rest of the GuildPortal.com main page is information from GuildPortal about their site.

## How to Use


Once you have signed up for a GuildPortal.com account and have signed up for access to the BBFederation and/or your own guild, you might typically use this page if you don't have a bookmark/favorite pointing directly to the guild page and just remember to type [www.guildportal.com](http://www.guildportal.com) into your browser. When you arrive at this page, you can then use the navigation links to your guilds to quickly get to the specific guild page you want to get to. You might also go to this page to access the New Guild Site or Search buttons at the top if you want to set up a new guild page or search out an existing guild page to add to your collection. Lastly, you might use the Quick Links at the top to get more information about GuildPortal.com itself, including accessing the admin developer forums (under the Contact Us menu) or FAQs (under the About GuildPortal menu).

## The BBFederation main (Home) page

When you navigate to the BBFederation page (either directly or by clicking on the BBFederation link from the GuildPortal.com main page or via a bookmark), you are directed to the BBFederation “Home” page. This page contains a number of sections that are described below. In short, these include the State Bar at the top, the Tab selection, and various information sections along the left, middle, and right



Welcome, Kwibbletest2 : [Join BBFederation](#) + : [Characters & Settings](#) : [Sponsor](#) : [Logout](#) : [GuildPortal Home](#) : [My Blog](#)

**BBFederation**



[Click here to remove all advertisements and content limits for this guild!](#)

Home	Forums	Calendar	Roster	Chat	Mail
------	--------	----------	--------	------	------

<p><b>Information</b></p> <p><a href="#">Bylaws</a> <a href="#">Old BBFederation Forums</a></p> <p><b>Game News</b></p> <p>SOE Podcast 37 GU 46 Crafting Preview Living Legacy FAQ Parents vs. Online Gaming It's all About the Friends Common Sense Hits EQ2</p> <p><b>GuildPortal News</b></p> <div style="border: 1px solid gray; padding: 2px;"> <p>Yesterday at 3:24 PM</p> <p>Fixing monthly calendar so it displays events more than a couple months out and behind.</p> </div> <div style="border: 1px solid gray; padding: 2px;"> <p>Yesterday at 2:53 PM</p> </div> <p><a href="#">View Full Change Log</a></p>	<p><b>Welcome</b></p> <p><b>Welcome to the Butcherblock Federation of Guilds!</b></p> <p>Welcome to the new website for the Butcherblock Federation of Guilds, an alliance of small to medium sized guilds on the Butcherblock server (Everquest II).</p> <p><b>News</b></p> <div style="border: 1px solid gray; padding: 2px;"> <p><b>Evaluating GuildPortal for BBFederation</b></p> <p>Added by  Kwibble on May 14, 08 11:12 AM</p> </div> <p>We are currently evaluating Guildportal for the new home of the BBFederation. Take a look and let us know what you think? Compare the HOME and HOME ALT pages and let us know which Calendar format you like better (for the home page) in the voting section on the Forums page.</p> <p style="text-align: center;"><a href="#">View News Archives</a> <a href="#">RSS</a></p> <p><b>Calendar</b></p> <table style="width: 100%; text-align: center;"> <tr> <td colspan="2" style="text-align: left;">&lt; <a href="#">Prev Month</a></td> <td colspan="6" style="text-align: center;">June 2008</td> <td colspan="2" style="text-align: right;"><a href="#">Next Month</a> &gt;</td> </tr> <tr> <td style="background-color: #f0f0f0;">Sun</td> <td style="background-color: #f0f0f0;">Mon</td> <td style="background-color: #f0f0f0;">Tue</td> <td style="background-color: #f0f0f0;">Wed</td> <td style="background-color: #f0f0f0;">Thu</td> <td style="background-color: #f0f0f0;">Fri</td> <td style="background-color: #f0f0f0;">Sat</td> <td colspan="2"></td> </tr> </table>	< <a href="#">Prev Month</a>		June 2008						<a href="#">Next Month</a> >		Sun	Mon	Tue	Wed	Thu	Fri	Sat			<p><b>Alliances</b></p> <p><a href="#">Goodtimes</a> 7 members</p> <p><a href="#">Tairise</a> 11 members</p> <p><a href="#">Legion of Legends</a> 1 members</p> <p><a href="#">Storytellers</a> 1 members</p> <p><a href="#">Nightwalkers</a> 2 members</p> <p><b>Upcoming Events</b></p> <p>There are no upcoming events.</p> <p><b>News</b></p> <div style="border: 1px solid gray; padding: 2px;"> <p>Evaluating GuildPortal for BBFederation May 14, 08 8:12 AM  Kwibble</p> </div>
< <a href="#">Prev Month</a>		June 2008						<a href="#">Next Month</a> >													
Sun	Mon	Tue	Wed	Thu	Fri	Sat															

## State Bar

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Welcome, Kwibbletest2 : ➔ **Join BBFederation** ⬅ : Characters & Settings : **Sponsor** : Logout : GuildPortal Home : My Blog

---

or

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Welcome, Kwibbletest2 : Characters & Settings : **Sponsor** : Logout : GuildPortal Home : ✉ Mail (2) : My Blog

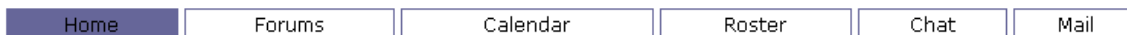
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This is located at the very top of the page when you are on one of the guild pages. It contains the following elements:

- 1) Whom you are logged in as
- 2) The **Join BBFederation** item will be displayed if you have not yet joined the BBFederation site and been approved by an admin. After membership approval, this will disappear from the State Bar.
- 3) Characters & Settings – here you identify your characters and guild affiliations.
- 4) Sponsor – information about a paid account
- 5) Logout – if you want to log out, perhaps in preparation for logging back into a different account
- 6) GuildPortal Home – takes you to <http://www.guildportal.com>.
- 7) Mail indicator – this will show up if you have new mail waiting. If you have no new mail messages, this item will not be present.
- 8) My Blog

There may be other items and indicators as well, but these are the most common ones. Also, admins have a couple more choices, including the Control Panel and the Member Admin functions.

## Tab Selection



This is the main navigation section that takes you to one of six pages of information for the BBFederation. They are:

- 1) Home – Has summary and overview information, including a Welcome message, News, Events Calendar, Information links, Game News, GuildPortal News, Alliances, Upcoming Events, Usage summary, and Who's Online.
- 2) Forums – The discussion forums and voting polls.
- 3) Calendar – Events calendar and Needs list
- 4) Roster – a listing of toons for BBFederation members that have defined and associated them with the BBFederation.
- 5) Chat – An irc-style chat application
- 6) Mail – GuildPortal.com site mail.

Each of these will be described in further detail below.

## The Right Pane

Alliances

Goodtimes  
7 members

Tairise  
11 members

Legion of Legends  
1 members

Storytellers  
1 members

Nightwalkers  
2 members

Upcoming Events

There are no upcoming events.

News

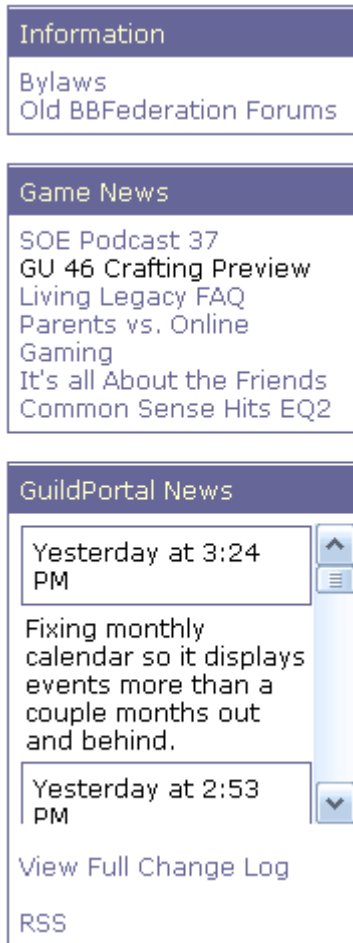
Evaluating GuildPortal for  
BBFederation  
May 14, 08 8:12 AM  
✉ Kwibble

RSS  
Submit News

The contents of the Right Pane are shared amongst and appear on each of the six pages within the BBFederation site. They are:

- 1) Alliances – This lists out all GuildPortal.com guilds for which an alliance has been proposed and accepted. Alliances allow guilds to share calendar events and to permit signup for those events by members from those allied guilds. In order to appear here, a guild must be a member of the BBFederation, must have a GuildPortal.com site set up, and must have proposed and/or accepted an alliance with the BBFederation. Please note that this is not a complete list of member guilds, since not all guilds will have a GuildPortal.com site. For a complete list of participating guilds, please see the item under the Information Links section and/or under the forums.
- 2) Upcoming Events – This is a one line summary listing of upcoming calendar events. The events are described in more detail on the Calendar.
- 3) News – This is a summary listing of news items. There is more detail of the news items in the News section on the Home page.

## The Left Pane



The contents of the Left Pane on the Home page are:

- 1) Information – These are information links to commonly accessed information about the BBFederation, such as the Bylaws and list of participating guilds. This list will likely grow or change over time so as to provide quick access to hot information.
- 2) Game News – Links to articles that have been culled by GuildPortal.com relating to Everquest II.
- 3) GuildPortal News – News about GuildPortal development, functional changes and bug fixes, and service disruptions.

## The Middle Pane


### Welcome

#### Welcome to the Butcherblock Federation of Guilds!

Welcome to the new website for the Butcherblock Federation of Guilds, an alliance of small to medium sized guilds on the Butcherblock server (Everquest II).

### News

#### Evaluating GuildPortal for BBFederation

Added by  Kwibble on May 14, 08 11:12 AM

We are currently evaluating Guildportal for the new home of the BBFederation. Take a look and let us know what you think? Compare the HOME and HOME ALT pages and let us know which Calendar format you like better (for the home page) in the voting section on the Forums page.

[ 1 Comments ]

[Submit News](#) [View News Archives](#) [RSS](#)

### Calendar

< Prev Month							June 2008							Next Month >						
Sun			Mon			Tue			Wed			Thu			Fri			Sat		
25	26	27	28	29	30	31											10:00 PM Mark of Awakening Raid, Sat 5/31, 65+			
1	2	3	4	5	6	7														
8	<b>9</b>	10	11	12	13	14														
15	16	17	18	19	20	21														
22	23	24	25	26	27	28														

29	30	1	2	3	4	5
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**BBFederation Summary**

**Member Counts**

- 0 Unapproved
- 0 Associates
- 7 Members
- 9 Officers
- 2 Site Admins

**Activity**

- 0 Page Views
- 7 Events
- 143 Forum Topics
- 159 Forum Posts

**Miscellaneous**

- 9 Allies

**Members Online**

- ✉ BBBaash  
BBFederation Mail
- ✉ Kwibble  
BBFederation Mail
- ✉ Kwibbletest  
Logged in.


The Middle Pane includes a Welcome message, News, Calendar of Events overview (you can click on an item on the overview calendar to bring up more detail about the event), a Usage Summary, and a listing of online members. The Members Online section is repeated at the bottom of each of the six main pages, similar to the Right Pane information.

## Using “Characters & Settings” to set up your characters








This is accessed from the State Bar at the top of any of the BBFederation pages. This function accesses four different pieces of information (Preferences, Memberships, Characters, and Ignore List), and navigates to the Character list by default. Initially you will have no characters defined. As you define them, they will show up in the list. To add more, select the Add New Character button.

Kwibble Account Settings [Return to Group](#)

[Preferences](#) | [Memberships](#) | [Characters](#) | [Ignore List](#)

 Return to character listing



**Your Characters**

	Character Name	Game
 <a href="#">Edit</a>	Klarn	EverQuest 2
 <a href="#">Edit</a>	Londawen	EverQuest 2
 <a href="#">Edit</a>	Puka	EverQuest 2
 <a href="#">Edit</a>	Rockfist	EverQuest 2
 <a href="#">Edit</a>	Shazap	EverQuest 2
 <a href="#">Edit</a>	Shortdeaddude	EverQuest 2
 <a href="#">Edit</a>	Songweaver	EverQuest 2

[Add New Character](#)

When you select Add New Character, you indicate the character’s name, game, and server.

**Adding New Character**

Character Name	<input type="text"/>
Game	EverQuest 2 
Server	Butcherblock 

[Add Character](#) [Cancel](#)

When you add the character, you’ll be taken back to the character list, at which time you can select Edit and enter further information and details about that character.

An important item to enter is the Guild Association(s) of that character. When you Edit the character, you are taken to the General Character Info page.

### Editing Klarn (EverQuest 2)

General Character Info  Game Stats  Game Skills  Journal  Flags & Keys

### General Character Info

Character Name	Klarn
Game	EverQuest 2
Server	Butcherblock
Thumbnail URL	<input type="text"/> Upload: <input type="text"/> <input type="button" value="Browse..."/>
More Info URL	<input type="text"/>
Guild Associations	<a href="#">Manage Guild Associations</a> <input checked="" type="checkbox"/> Show on Guild Rosters?
Short Biography	<div style="border: 1px solid #ccc; height: 100px; vertical-align: top;"></div>

Note! Since you are a member of more than one guild, you will need to select which guilds the character is a member of by clicking on "Manage Guild Associations." Until you do so, your character will not appear on any guild rosters!

Select Manage Guild Associations to associate this character with the BBFederation and/or your own guild. As shown here, a single character can be associated with multiple guilds, and will show up on the roster listing of each.

### Character/Group Affiliations for Klarn

Please select all guilds that this character is a member of. Unless selected, characters will not appear in guild rosters. **Note!** Only guilds that match the game this character belongs to and that you have been approved as at least an associate for are listed.

- BBFederation  Nightwalkers
- Goodtimes  Tairise

It is also helpful to enter some game stats, such as level, gender, class, and race. Select the Game Stats button and enter in any info you want..

**Editing Klarn (EverQuest 2)**

General Character Info  Game Stats  Game Skills  Journal  Flags & Keys

**Character Game Stats**

Health	
Level	27
Gender	Female <input type="button" value="v"/>
Class	Guardian <input type="button" value="v"/>
Race	Sarnak <input type="button" value="v"/>
Strength	
Power	
Resist Cold	
Resist Disease	
Haste %	
Agility	

I've also found it very helpful to enter your crafting information as a Game Skill. Select the Game Skill button and enter the info.

**Editing Klarn (EverQuest 2)**

General Character Info  Game Stats  Game Skills  Journal  Flags & Keys

**Character Game Skills**

	Skill	Rating
<input type="button" value="x"/> <input type="button" value="Edit"/>	Armorer	30

Add

Once this information has been entered, it can be displayed nicely on the roster details as shown in the section below entitled "The Roster page".

## Preferences

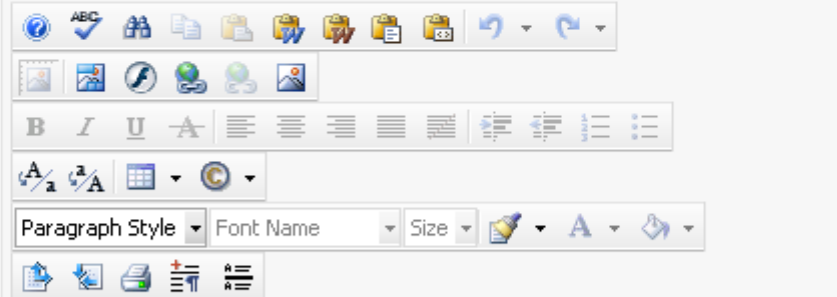
Under the Preferences window within Characters & Settings, you can edit items such as your e-mail address, what timezone you are in, signature, thumbnail image, and whether or not GuildPortal.com should send you e-mail. You can also change your password here.

### General Preferences


E-Mail Address	Jeffrey_W_Reynolds@yahoo.com
Time Zone	Eastern (GMT - 5:00) Eastern USA and Canada
Don't Send E-Mail	<input type="checkbox"/>

[Change Password](#)

### Posting Preferences

Thumbnail Image URL	<input type="text"/>	<input type="text"/>	Browse...
Default Signature			

## Memberships

The Memberships window within Characters & Settings lists out which guilds you are currently a member of and what your level of access is on that site. You can remove your membership from that guild by clicking the  icon.

## The Forums page

The forums page contains the discussion forums that replace the old forums on forums.bbfederation.org. This page contains sections for the actual forums, a search box to search the forums, a Voting Booth to respond with a vote to various polls that might be posted, a listing of the Voting Admins, the common listing of who's online, and the common Right Pane.

Forums

Forum	Topics	Posts	Last Post
<b>Un-Categorized Guild Forums</b>			
<b>General Discussion</b> General discussion forum for both BBFederation members and visitors.	3	12	Mellissa/Aggy Jun 6, 08 4:26 PM
<b>Members Only Discussion</b> Members only forum for BBFederation members.	36	37	Chamberlian May 26, 08 1:15 PM
<b>Officers Only Discussion</b> Officers only forum for BBFederation officers.	1	1	BBBaash May 19, 08 11:05 AM
<b>New Member Information-Start Here</b> Prospective new members should start here Moderators: Administration	1	1	Chamberlian Apr 29, 08 4:36 PM
<b>Welcome Center</b> A place for people to introduce who they are and who their characters are	56	61	Chamberlian May 26, 08 12:07 PM
<b>Bylaws</b> BBFederation Bylaws	1	1	Chamberlian Apr 29, 08 2:09 PM
<b>Guild Liaison</b> Private discussion amongst Guild Liaisons and Council members	38	38	Chamberlian May 26, 08 12:05 PM
<b>News</b> BBFederation News	5	6	Chamberlian May 26, 08 12:08 PM
<b>Moderators and Liaisons Please Read</b> No description has been entered for this forum.	2	2	Chamberlian May 26, 08 12:33 PM

**Search Forums**

General Discussion ▼

(search)

**Most Recent Activity**

Post Title	Poster	Posted
<a href="#">RE: Test post</a>	Mellissa/Aggy	Jun 6, 08 4:26 PM
<a href="#">RE: BBFederation guildportal.com site feedback</a>	Kwibble	May 29, 08 9:24 AM
<a href="#">Alliance Block update requested</a>	Chamberlian	May 26, 08 1:15 PM
<a href="#">Poll Question: What sort of things do you want to do? (Poll is closed)</a>	Chamberlian	May 26, 08 1:13 PM
<a href="#">Coming Back</a>	Chamberlian	May 26, 08 1:13 PM

[RSS](#)

Voting Booth

There are currently no polls open to vote on.

[Edit](#)

Voting Admins

Kwibble  
eastmanfive  
Chamberlian

Who's Online

Kwibble  
BBFederation Calendar

Kwibbletest2  
BBFederation Calendar

[Edit](#)

## The Calendar page

This page displays the Events Calendar, a Needs List, the common Who's Online information, and the common Right Pane.

Event Calendar						
< Prev Month	May 2008					Next Month >
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29 10:30 PM A Symbol In The Flesh (Heritage Quest)	30 5:00 PM Temple of Scale	1	2	3
4	5	6	7	8	9	10
11 9:00 PM BBF Meeting	12	13	14	15	16	17
18 9:00 PM BBF Meeting	19	20	21	22 10:30 PM MoA - books; Thu 5/22, 10:30pm ET/7:30 PT	23	24
25	26	27	28	29	30	31 10:00 PM Mark of Awakening Raid, Sat 5/31, 65+
1	2	3	4	5	6	7

## Reviewing the Calendar

From the Event Calendar section of the page, you can use the Prev Month and Next Month headings at the top right and top left to navigate between months. Events which have been defined and to which you have access are displayed on the calendar under the date on which they occur. The starting time of the event is also shown in your personal time zone. (The time zone is set under Characters & Settings, under the Preferences heading). You can click on any of the events to view the detail of the event and/or to sign up for the event.

## Signing up for an Event

Once you have displayed the event details, look toward the bottom of the description for a heading called "Signups". This section will list who all is currently signed up, and you'll have a [Manage your sign-ups] option. Select that and you'll be given a list of the characters you have previously defined. Select the character you would like to attend with and it will be signed up.

## Creating an Event

If you have been granted Calendar admin access, you will have an Edit button in the bottom left corner of the Calendar. Select a day on the calendar (either with or without an event defined) and select this button to bring up the calendar editor. If you selected a date that has events defined, they will be listed so that you can edit them. You can select the Edit option to edit the event, or select Add New Event to create a new one.

**GP Calendar - Enhanced Editor**

**Event Editor**

Import from Template: Council and Liaisons meeting Import Delete

Event Title:

Location:

Host:

Event Date:

Time:

Invited / Importance:

Recurrence

This is a recurring event, and recurrence frequency cannot be modified after the event is saved.

Occurs Once  Occurs Multiple Times

Additional Details

**B I U A** [List icons] [Color icons]

Normal Verdana Siz [Color icons]

I know of several people who need the last Trial to complete the Mark of Awakening signature quest. The final reward is a good item (choice between 2 Fabled necklaces, one with STR, STA etc for Melee types; and one with INT, WIS, etc. for Caster Types). I would like to finish this quest and get it out of my books (plus use the fat Lewt item).

At this time, I don't think Tairise has the numbers to run the final Trial by itself. Thus, I am going to open this up to the BBF and offer them half of the Raid spots (i.e., 12 spots for Tairise; 12 for BBFers). The exact numbers may change as

If you would like to set up an event and do not have Calendar admin access, please let your Guild Liaison, a Council member, or me know so that we can get you the access you need.

# Needs List

Needs List

View:

Sort by:  Oldest First  Newest First  Member  Priority

**Mythical Epic Weapon**  
0 Comments

**Added:** 6/9/2008 12:05:09 PM by Kwibble  
**Character:** Shazap  
**Priority:** 5 - Low Priority  
**Est. Force Needed:** A whole bunch of top notch Feds  
**Location:** Veeshan's Peak  
**Notes:** yeah, right!

(Mark Need as Met) (Delete Need) (Edit Need)

Add Need

In this section, under the calendar, you can define activities for which you need help and would like an event scheduled. You can select Add Need to add a new one of your own.

Needs List

Needs List : **Adding New Need**

Personal Priority	<input type="text" value="Low Priority"/>
For Which Character	<input type="text" value="Shazap"/>
Ultimate Goal or Reward	<input type="text" value="Mythical Epic Weapon"/>
Location Information	<input type="text" value="Veeshan's Peak"/>
Estimated People Needed	<input type="text" value="A whole bunch of top notch Feds"/>
Other Notes	<input type="text" value="yeah, right!"/>

## The Roster page

This section lists all characters that have been defined by BBFederation members.

Roster					
Current View: <input type="text" value="Keys and Flags"/> <input type="button" value="Set View"/>					
Note! Characters that belong to members who are in more than one guild will not appear on the roster unless they have been associated with the guild. Associations between characters and guilds is managed by members in their settings for each character.					
CharacterName	Level	Gender	Class	Race	
Baash	80	Male	Shadow Knight	Troll	
Barakijal					
Blight					
Elam		Male	Brigand	Sarnak	
Evia					
Frizzig Zapphappy					
Gekkor (Alt of Krolzath)	15	Male	Swashbuckler	Froglok	
Halli	72	Male	Paladin	Dwarf	
Illandra					
Khonsu					
Kitawa	31	Male	Monk	Kerra	
Klarn	27	Female	Guardian	Sarnak	
Krolzath Da'Bastige	70	Male	Berserker	Kerra	
Londawen	76	Male	Templar	High Elf	
Londawen (test)					
Nicholette	80	Female	Conjurer	Wood Elf	


You can click on a characters name to bring up more information about that character.

Roster

Current View:

Note! Characters that belong to members who are in more than one guild will not appear on the roster unless they have been associated with the guild. Associations between characters and guilds is managed by members in their settings for each character.

## Klarn

**Butcherblock, EverQuest 2**  
User Account:  Kwibble ([view blog](#))  
([return to roster](#))  
No bio has been entered for Klarn yet.

### Public Journal Entries

This character has no public journal entries.

### Character Skills

Armorer 30

### Character Flags & Keys

No flags have been entered for this character.

### Character Stats

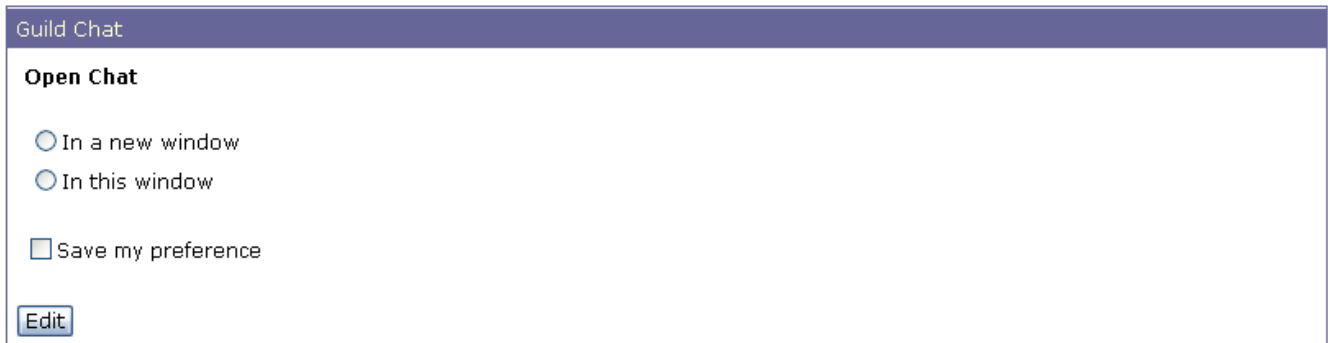
Class:  Guardian      Gender:  Female  
Level:  27      Race:  Sarnak  
Awarded Medals: None

### Other EverQuest 2 Characters

- [Londawen](#)
- [Puka](#)
- [Rockfist](#)
- [Shazap](#)
- [Shortdeaddude](#)
- [Songweaver](#)

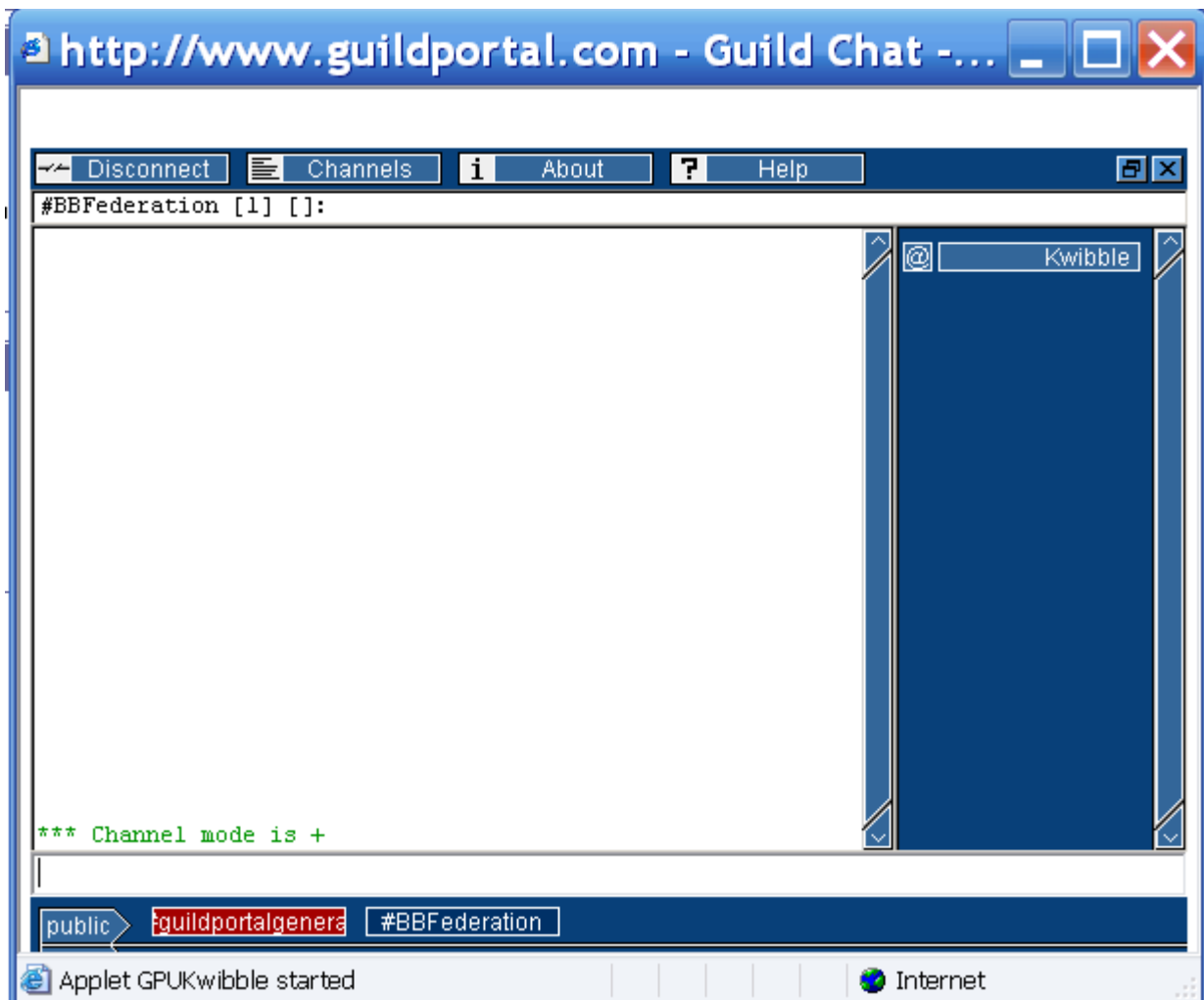
## The Chat page

This page lets you bring up an IRC-style chat application and open a chat session with other BBFederation members if they are also in the application. I have had most success by selecting the “In a new window” option.



The screenshot shows a dialog box titled "Guild Chat". Inside, there is a section labeled "Open Chat" with three options: "In a new window" (selected with a radio button), "In this window" (unselected), and "Save my preference" (unselected checkbox). An "Edit" button is located at the bottom left of the dialog.

brings up



## The Mail page

This page brings up an in-site mail application through which you can send and receive messages to/from other BBFederation and/or GuildPortal.com users.

Personal Mail Center

<b>Mail Folders</b> Inbox Sent Items  Edit folders...  New Message	<b>Mail Inbox</b> <input type="checkbox"/> Question regarding council Sent by BBaash on 6/9/2008 7:20:16 AM  <input type="checkbox"/> Message from Chamberlian Sent by Chamberlian on 6/7/2008 11:33:58 PM  <input type="checkbox"/> Message from Chamberlian Sent by Chamberlian on 5/26/2008 10:44:36 AM  <input type="checkbox"/> Message from Chamberlian Sent by Chamberlian on 5/26/2008 9:01:30 AM  <input type="checkbox"/> Message from Chamberlian Sent by Chamberlian on 5/17/2008 10:35:56 AM  <input type="checkbox"/> Welcome to GuildPortal! Sent by Aaron Lewis on 4/9/2008 9:39:50 AM
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(delete selected) (move selected)

Select the New Message option to create a new message, or click on the subject of any existing messages to open them.

Personal Mail Center

<b>Mail Folders</b> Inbox Sent Items  Edit folders...  New Message	<b>Mail Inbox</b> Reply  Delete  Forward To: <input type="text" value="Barakijal"/>  <b>From</b> Chamberlian <b>To</b> Kwibble <b>Date/Time Sent</b> 5/26/2008 10:44:36 AM <b>Date/Time Read</b> 5/26/2008 6:38:43 PM <b>Title</b> Message from Chamberlian
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I went ahead and transfered the rest of the forums that I felt would help preserve the history of BBF from the old site to GP. Go ahead and edit as you see fit. :)  
[url=http://eq2players.station.sony.com/character\_profile.vm?characterId=357916108][img]  
http://eq2players.station.sony.com/signature/357916108.png[/img]/url]

(return to Inbox)