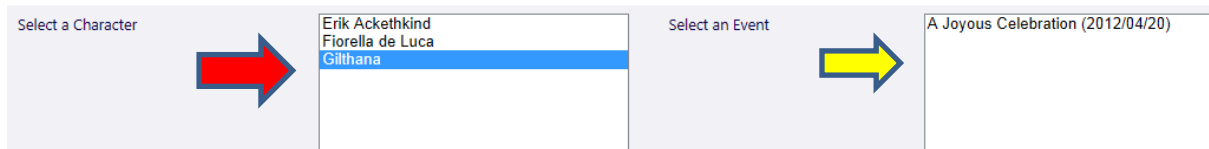


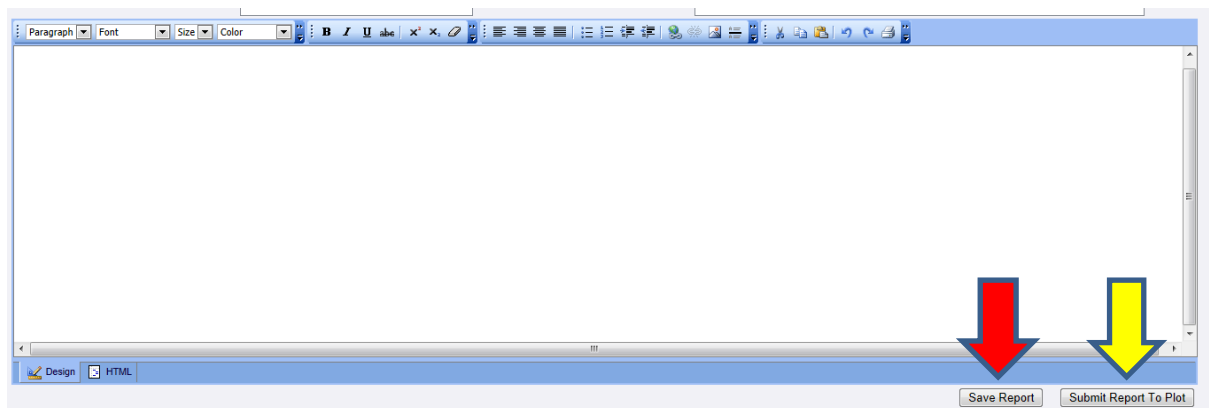
## How To Submit a Character Report for an Event:

Go to the Character Reports menu item under the Your Profile menu heading:



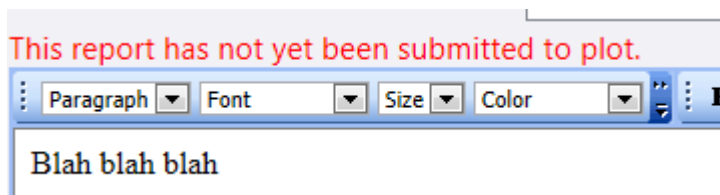
Select the character for which you wish to write the report (red arrow). All events that the character has been to will display in the event box. Select the appropriate event (yellow arrow).

If you have already submitted a report for the event, the text box below will be populated with the data. Otherwise the text box will be empty.



You can work on your report and save as you write by using the Save Report button (red arrow). Once you're happy with the report, you submit it to plot by using the Submit Report to Plot button (yellow arrow).

The status of the report will be displayed on the top of the text box:



The report may have the following statuses:

- ☞ This report has not yet been submitted to plot. – You have saved the report but not yet submitted it.
- ☞ This report was submitted to plot on <Date> but has not yet been reviewed. – You have submitted the report but plot has not yet read it.
- ☞ This report was reviewed by <Plot member name> on <Date>. – The report has been reviewed by plot.