

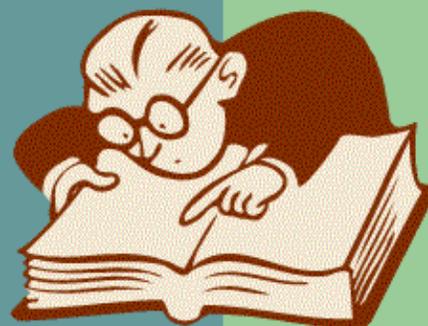


# Netbook of Netbooks

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Your Guide to the inner workings of the D&D Community

**Version .04**



A Community Council Gaming Accessory

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## INTRODUCTION

Welcome to the Netbook of Netbooks! This guide was created to serve as a tool for Community Council Project Leaders, Team Members, and Contributors as they embark upon the wondrous journey of creation. This guide is still in a draft format and is far from completion. Updates will be sent out with each publication of this guide.

## THE VISION

The Community Council is a community of role players dedicated to building upon the foundation of the Dungeons & Dragons® 3rd Edition game and D20 System® created by Wizards of the Coast®. The Community Council offers a consolidated approach to the development of new gaming products by compiling community created contributions and freely distributing the material under the Open Gaming License. We do this by:

- Appointing a volunteer project leader to organize a specific product effort
- Building a focus group of 2-7 team members
- Developing a vision for the product
- Following a set process methodology
- Collecting information from around the web
- Taking submissions from community contributors
- Analyzing all product contributions
- Creating continuity within and between products
- Publishing these products in easily used formats
- Providing monthly and/or quarterly updates for each product
- Offering unlimited distribution to the Internet gaming community

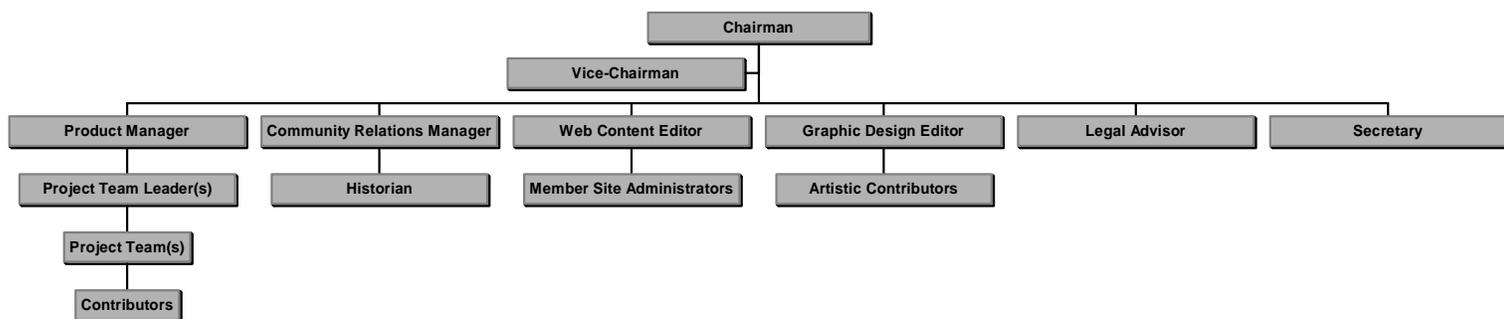
The Community Council is the first effort under the Open Gaming License to consolidate the works created and converted by the gaming community into a single resource that can be introduced into any campaign. It is our goal to build a series of Community Council accessories that are recognized for their professionalism and content.

We are essentially involved in the process of creating a non-profit Internet publishing organization for D20 products based on the creative efforts of the entire DnD community. We solicit people to take part in the development of a specific project. We provide them with a set of guidelines and development goals, then we help foster the process along. We work together to coordinate our efforts and make sure we are creating high quality products that can be used in anyone's DnD campaign. If a product has the D&D Community Council logo imprinted on it, it should be something anyone can use.

To give a better idea of the process, I have included the following example: Lets say one of the open projects (The Netbook of Magic) catches your attention. You have always been interested in putting something together, but you never had the right motivation or didn't know where to start. You look and see that the project is still "Open" (meaning no one has volunteered to take the project on yet). You decide to volunteer to be the project leader. You send an e-mail to a designated individual and get approval to take on the project as a project leader (all it really requires is a firm understanding of the process, responsibilities, and effort required). You download a copy of the netbook of netbooks. This guide gives you everything you need to know about designing a netbook and offers some great ideas on how to get started. You start looking all over the web and find limitless volumes of 3rd edition spells you think are great. Meanwhile, you have a couple of other individuals volunteer to help the project along as project team members. You have also included a friend or two that have done some great work on developing or converting large numbers of spells for 3<sup>rd</sup> edition. You ask them if they would be interested in working with you on this project as well. You introduce them to the community council and explain to them what it is we are trying to do. Now you have 4 other eager volunteers involved as a project team. You build a simple Internet page on the free D&D Community Council web host explaining the project, where to send submissions, and how they should be formatted. Now, You are scouring the Internet for new spells and spell ideas, asking if you can use them, and getting publishing permission from the creator (authorization to release those materials under the OGL as part of a Community Council publication). Many contributors are sending submissions into the project leader who is basically responsible for coordinating everyone's efforts and compiling all of the submissions. Now, you have a sizable number of submissions (lets say 100 new spells). You put together your first draft of the netbook and publish it so people can get their hands on the information as quickly as possible. Now, some of these new spells may be less than appealing to most gamers. How do you publish a quality community product without removing the junk? (SINCE NO SUBMISSION IS EVER TURNED AWAY), you use a system of balance ratings! You and your 4 compatriots now take on the role of a review board. You create a very specific and measurable set of criteria (based on the recommendation in this guide) for analyzing each spell. You work together to come up with some ideas and suggestions, and then work with the author of the submission to bring the spell in-line with the game system and rules. After all of this is done, you add your review boards comments and a final balance rating (informing the community of how this new spell will impact the average campaign). You throw this new spell up onto your website and ask the community to review it as well. After all of this is done, you add the final version of the spell, with its balance rating, to a special area of the netbook reserved for finalized spells. Sooner or later, you will be able to finalize each spell as you publish updated versions of your netbook. It just keeps getting better and better. After a while, you have a netbook of spells that can be looked at between a DM and a player, where the DM can say "yes, you can use the Netbook of Spells the CC put out, but you can only use spells with a balance rating of a 5 or better (we use a balance rating of 1-5, 5 as the highest). Now, you have created a tool that impacts the game, finds its way onto everyone's gaming table, and adds a new level of enrichment to the game.... and best of all, it was the community that did it. Now, you maintain the book and do updates as necessary (monthly or quarterly depending on the number of submissions received on a regular basis). The project continues to grow in a cyclical process... or at least until the next version of the game ;-)

## ROLES AND RESPONSIBILITIES

Let us look at the various roles that exist within the Community Council and briefly discuss the responsibilities associated with each.



- **Contributor:** The contributor is the single most important person in the entire process. This is the creative mind that envisions the need for a new piece of the game. Whether it is a new idea or one converted from the works of another, without the contributor the netbook is a pipe dream. It is the contributors responsibility to:
  - Ensure all works submitted are their own creation
  - Understand the impact of submitting their works to the Community Council for netbook publication (as Open Gaming Material)
  - Complete a "Statement of Authority to Contribute" for all submissions
  - Submit the material to the appropriate Project Team (review the working projects list for this information)
  - Work with the project review board and team members to finalize the submission in a balanced format
  - Provide any and all information required for inclusion with the submission (such as works used, conversion materials, rule systems required, support mechanisms, play testing information, etc.)
- **Project Team:** Team members are considered the "sanity check" when it comes to publication of a netbook. The project team works with the project leader and contributors to ensure a quality product. Team leaders may delegate portions of the overall process to review board members. The Project Team should be kept small (limited to a total of 3-7 members). While no member of the group may be an "expert" in any area of the game, by providing an average of five opinions on every submission we will help provide a useable product. The project team/review board member's primary responsibility is the review process. Once a submission has been received, the review board will proofread and review the submission against a series of specific criteria developed by the project team. Each project team member (and the project team leader) will be responsible for reviewing each and every submission with a preliminary evaluation. These preliminary evaluations will be forward to one designated project member (determined when the project team is created and divided into area's of review by alphabet, type, etc). The designated project team member is then responsible for working with the contributor to finalize a balanced version of the submission for inclusion in the netbook.
- **Project Team Leader:** This is the individual primarily responsible for overall coordination, control, and quality assurance of the project, to include, but not limited to:
  - Defining the vision and goals of the project team
  - Building a project team
  - Looking for materials to use in the publication
  - Establishing the policies and procedures used by the group
  - Overseeing Team Member interaction with contributors
  - Working with the Product Manager and providing status updates
  - Managing and maintaining the primary web site used for the project
- **Product Manager:** Works with Project Team Leaders to create a schedule of events and ensure timely completion of products. Provides a quarterly product release schedule (to the core council) for all products currently underway. Updates release schedules and provides updates to the Community Relations Manager as required.
- **Community Relations Manager:** Takes care of press releases and sends out updates to the rest of the D&D community on behalf of the CC. Determines the current status of product information and CC communications to assign older historical materials to the Historian for archiving. Works to advertise the Community Council and present its vision whenever possible.
- **Historian:** Archives older product information, past release materials, important CC communications, and any other pertinent CC related issues for later use (as provided by the Community Relations Manager). Maintains the Community Council's "Archives" web site.
- **Web Content Editor:** Reviews Member Site web materials for problems and makes recommendations to web site administrators. Works with Project Leaders to make sure primary web sites for Community Council sponsored publications are accurate, up to date, and appropriate for the material presented. This person will also be responsible for assessing alternate product publication methods for the internet and providing recommendations to the Chairman.

- **Member Site Administrator:** A member site is considered any web page containing information sponsored or published by the Community Council. The Member Site Administrator is the owner of the website or webpage in question. By presenting Community Council sponsored materials on those sites maintained by the administrator, the administrator agrees to abide by certain basic rules to be included in this document at a later time. The Member Site Administrator will work with the Web Content Editor to ensure compliance with Community Council methodologies associated with web presentations and verify the content of materials presented.
- **Graphics Design Editor:** Heads all artistically related efforts. Provides input on logos, headers, artwork, etc. Coordinates artwork requirements for on-going projects. Works to solicit artists to provide material that can be freely used in the publication of Community Council sponsored materials. Maintains the Community Council art and logo web site.
- **Artistic Contributors:** As with contributors of product materials, artistic contributors are a key element in ensuring high quality products for release. Artists of any caliber may submit materials to the Graphics Design Editor who will in-turn post those works and the appropriate credit lines to the Community Council art and logo website. Team leaders and project members may use any artistic materials available for publication in any Community Council sponsored product.
- **Compliance Advisor:** Primarily responsible for ensuring all Community Council sponsored products meet the requirements of the D20 and OGL programs prior to release. Works with Team Leaders and Project Members to ensure appropriate legal statements are included with all materials released.
- **Secretary:** Takes care of administrative issues associated with the Community Council. Takes notes during on-line sessions and publishes minutes. Provides any necessary coordination between elements of the Community Council. Works with the Community Relations Manager to ensure information is properly reported to the D&D Community.
- **Vice-Chairman:** Works with the Chairman to define the vision and goals for the council. Works to direct and coordinate efforts between all other elements of the organization. Works directly with the product manager to support product related issues.
- **Chairman:** Determines the vision for and direction of the Community Council. Final decision maker on all Community Council related issues. Gets reports from other members of the core council and project leaders. Organizes Core Council activities as required. Acts as the spokesman for the CC. Authorizes the release of all finalized materials.

Notice we start with the contributor and end with the chairman. We within the Community Council recognize the key element required to make a successful community product... a community! Each and every contributor is a valued part of the team. Without them, you would not be reading this material today.

## GETTING INVOLVED

There are several levels within the Community Council, each with its own benefits and drawbacks. We thoroughly understand that time is the single most limiting factor involved in a program of this size, but with your help and a clear plan, we can achieve amazing results. Take a few moments to read through the roles and responsibilities associated with each position within the Community Council and pick on that is right for you!

As a Project Leader, you would be the individual primarily responsible for overall coordination, control, and quality assurance of the project. If you are interested in taking up a leadership role, take a look at the "Open Projects" portion of the Current Projects web page and find a project that interests you. Make no mistake; being a project leader is the single most intense and time-consuming position within the Community Council. If you have the time and energy required to support a project in a leadership role, we can definitely use your help. I would not recommend attempting to take on multiple project leadership roles. The best recommendation for restricting your involvement to a reasonable level is by keeping yourself limited to no more than a single project leadership role and no more than 2 project team positions. It is also a key point to remember that many others in the community are equally eager to join in and lend a hand. Please leave enough opportunities for EVERYONE to become involved. Our focus is on quality, not quantity. If you have the ability to better focus your effort in just one area at a time, you greatly increase your chances of success. If you still want to volunteer your services as a team leader for one of the many available projects, please send an e-mail with your name and the project you are interested in to: [services@dndcommunitycouncil.org](mailto:services@dndcommunitycouncil.org).

If you want to be heavily involved, but you don't have the time or energy to dedicate to a leadership role, you can join a project team and be an integral part of the contribution effort and review board process. Team members are considered the "sanity check" when it comes to publication of a netbook. The project team works with the project leader and contributors to ensure a quality product. Team leaders may delegate portions of the overall process to review board members. The Project Team should be kept small (limited to a total of 3-7 members). While no member of the group may be an "expert" in any area of the game, by providing an average of five opinions on every submission we will help provide a useable product for other gamers to enjoy. The project team/review board member's primary responsibility is the review process. Once a submission has been received, the review board will proofread and review the submission against a series of specific criteria developed by the project team. Each project team member (and the project team leader) will be responsible for reviewing each and every submission with a preliminary evaluation. These preliminary evaluations will be forward to one designated project member (determined when the project team is created and divided into areas of review by alphabet, type, etc). The designated project team member is then responsible for working with the contributor to finalize a balanced version of the submission for inclusion in the netbook. Take a look at the "Open Projects" portion of the Current Projects web page and find a project that interests you. If you have the time and energy required to support a project team membership role, we can definitely use your help. I would not recommend attempting to take on multiple project roles at once... The best recommendation for restricting your involvement to a reasonable level is by keeping yourself limited to no more than a single project leadership role and no more than 2 project team positions or by keeping yourself out of the leadership spotlight and volunteer for no more than 3 project team positions. It is also a key point to remember that many others in the community are equally eager to join in and lend a hand. Please leave enough opportunities for EVERYONE to become involved. Our focus is on quality, not quantity. If you have the ability to better focus your effort in just one area at a time, you greatly increase your chances of success. If you still want to volunteer your services as a team member for one of these projects, please check the project status report on the current projects website and send a brief message to the project leader assigned to the project. If there is no project leader assigned, send an e-mail to [services@dndcommunitycouncil.org](mailto:services@dndcommunitycouncil.org)

If you are like most of us, you probably don't have the amount of time available to dedicate yourself to a number of projects in either the leader or member roles. As a contributor you become the key element of the entire process. Whether your area of expertise is writing or creating garohical artwork, this system of gaming was born from creative minds just like yours. Share those ideas and let us make them a part of history. Send your ideas and submissions to the project leader identified in the Project Status report on the [Current Projects](#) website for the project you are interested in contributing to. If no project leader has volunteered, try sending your ideas to the Community Council by going to the e-group site and posting your idea. You may just get someone who does have the time interested in your idea. Check out the Community Council e-group site at: <http://www.egroups.com/group/dndcommunitycouncil> . As we begin our efforts, we are still in the process of finalizing many specific issues. On of those major issues of discussion is our commitment to submitting community created works under the Open Gaming License. It is equally important that you understand your role in the process. First of all, we must have YOUR permission to use your contributions. There are certain requirements that must be met to publish our materials under the Open Gaming License (OGL). We will ask you to include a "Statement of Authority to Contribute" which is basically an authorization from you to release your materials under the OGL. If you choose not to have your materials published under the OGL, we can still include your material in the netbook as Product Identity (PI). PI materials are still yours to control, but they cannot be used by anyone else. The choice is yours, but if you publish your material under the OGL, you may actually see it start appearing in other products, including official products released by real publishing companies. To make sure you get the credit you deserve, we ensure a "created by" line is added to each submission. The line includes your name (or alias) and your e-mail address. Of course, you can always send in anonymous submissions, but we still need all of your information for legal purposes...otherwise, the "by line" will indicate your submission as anonymous. All names will be listed in the "contributors" section at the beginning of the netbook and in the copyright portion of the OGL license incorporated into the book. Eventually, we will even include a banner type service for contributors to identify themselves and their works on an even larger scale.

And of course, if you REALLY want to get involved, there is always the [Core Council](#)...

## ISSUES OF LEADERSHIP

Each member of the Community Council's "Core Council" will work to further the cause of the Open Gaming movement and ensure the continued life of the Community Council as a viable entity in the gaming world. They will work together in harmony with the project teams to ensure goals are met, products are released, and the vision of the Council is achieved. To ensure Core Council members are qualified to carry out the duties of the positions as appointed, each member will be "voted" into the office held. During the first five days of this program, a core group of early volunteers took the initiative to dive in headfirst and begin the process of building the Community Council up from nothingness. To date, this core group of individuals has done an absolutely outstanding job of turning the Community Council into a solid organization capable of meeting its goals. However, to ensure the continued viability of the Community Council and recognize the many members who have joined with us that would take a sharp interest in lending their ideas and knowledge to the Core Council, we will be revisiting this process at the end of January.

During the last week of January, the Community Council will stage a voting process to elect individuals from within the community to the specific offices available. We will request five volunteers who are not running for office to acts as an official election council. The Council will begin accepting nominees for each position. To become a nominee you must

1. Submit a volunteer statement to the community (through the [dndcommunitycouncil.org](http://dndcommunitycouncil.org) e-group), to include the position you are running for, a general introduction of yourself, your skills, your qualifications and your ideas as they relate to the goals of the Community Council.
2. The election council will acknowledge these statements and add you to a list of potential nominees.
3. Each potential nominee must have three votes of confidence from within the community council. That is to say that each volunteer must be endorsed by at least three other community members (in this context, a community member can be anyone who wishes to take part in the process) before be recognized as an official nominee.
4. The election council will then request a complete biography on each official nominee to include all of the information previously released, but in greater detail.
5. All biographies will be posted on the community election website.
6. The nomination process will be open for a period of seven days, at the end of which, no further volunteers for the positions will be accepted. This period of submissions will be made known to all members of the community.
7. After the seven day volunteer/nomination period, a short period of three days will be given for all members of the community to familiarize themselves with the nominees for each position and the abilities they bring to the table.
8. At the end of the three day review, an e-group poll will be set up and maintained for a 24 hour open voting period.
9. At the end of the 24 hour open voting period, all election results will be tallied, released to the community through the [dndcommunitycouncil.org](http://dndcommunitycouncil.org) e-group, and posted to the elections website.
10. The newly elected members will take over the mantle of the office appointed and work with the previous position holder to ensure a thorough understanding of the position and current status of all issues.

This election process will become an annual event to begin the first Monday of the second week in January.

Under certain provisions, members of the Core Council may be expelled from their duties by a 2/3rds vote of the entire core council, or a 1/2<sup>rd</sup> vote of the registered community (in this context meaning all members registered with the [dndcommunitycouncil.org](http://dndcommunitycouncil.org) e-group). Any member of the community can declare a vote of no confidence against any member of the core council at any time. Such an action will be put to a swift vote, taking place no later than 5 days from the vote of no confidence. Each side will be given an opportunity to air its grievances and/or defend themselves. Should such an action be taken against a member of the core council and he or she is removed from the position, a new election for the position in question will be undertaken immediately. Expelled members must immediately turn over the originals and copies of all community council related materials, regardless of their nature. Failure to do so may result in further sanction by the D&D Community.

Likewise, a member of the Core Council can step down from his or her position at any time. In this event, a notice of vacancy will be posted requesting an immediate election process. Again, Core Council members stepping down must also immediately release all community council related materials, regardless of their nature.

Under these same provisions, any team leader or team member may either be removed by a vote of no confidence requiring a 2/3rds vote on the part of the project team in question, or may choose to step down from the position held. Under these circumstances, an immediate call for volunteers will be made. All volunteers will provide detailed information on their abilities and qualifications and will be selected by a vote from the Core Council.

Additional issues relating to the various positions within the Community Council may be addressed at any time and will be amended to this series of procedures.

## **PUBLICATIONS**

Now that we have addressed who we are and what we hope to accomplish, lets begin discussing the methods by which we intend to do so.

### **MATERIAL ACCEPTANCE POLICY**

One of the chief aims of the Community Council is fostering the development of quality gaming materials. We do not believe that quality is something that just happens. Most times, quality is the product of a methodical process including effort, analyses, and revision. This approach is embodied in the balance review and rating process created by the Community Council.

The true power of the rating system can only come to life in the hands of a solid project team. Project teams are charged with creating a series of specific criteria against which all submissions are compared. They are required to provide information and comments about the submission and help contributors refine their material with each review.

With each submission the author may withdraw an article; revise it, sharpen it, or attempt to increase its quality. The choice to withdraw the submission or continue working on the effort is left at the discretion of the contributor. It is very easy for a project team to reduce its workload when a submission is withdrawn, but with such an action, a small piece of creativity (no matter how small) has just been lost to the masses of gamers everywhere starving for information. Does the policy of acceptance require effort from the Project Teams? Yes. While it may be the contributor's responsibility to pursue quality, in the end, it is the ability of the project team to foster the creative effort of the contributor that wins the day.

Beyond the virtues of the system as it stands on its own, several problems could be encountered by deciding what martial can and cannot be rejected. For example: Who will set a standard if material is to be rejected on aesthetic grounds (i.e. it doesn't fit a particular campaign world, etc.)? If game balance is to become a measure for rejection, how can an objective standard be set (i.e. who's campaign you base the standard on)? How can one bladesinger class be rejected and another accepted when both are probably above the "median" power level?

It is the position of the council leadership that it is unacceptable to potentially crush the creative zeal of an imaginative mind by rejecting material that more experienced players may have qualms about. Truly experienced players can immediately recognize a submission lacking in basic requirements. They know they can easily delete the offending material. The true issue of value here is that if a contributor's ideas are mocked or ignored and he or she does not try again, we as a community have failed and done a real and lasting harm not only to that individual, but also to the entire community. We ask our members to look beyond inconvenience of the review process, and see the possibilities before them.

While we recognize that our efforts will never meet with every single member of the community's approval, our official policy on the acceptance of community created material is based on the acceptance of all submissions. It is the responsibility of the project team to work with contributor in an effort to ensure the quality of the submission, give the submission a fair balance rating, and follow the publishing rules (below). If you take issue with this approach, please remember that all submissions may be important to someone! Even if it's not your style of play or something you would ever use does not mean it should be rejected. There are 1,000 approaches to gaming, but only one to creativity in this abstract environment... "anything goes!".

For those concerned about this approach and its impact on quality, we assure you this policy will not decrease the quality of the product so long as the balance rating system is used (or some variation thereof). Items scoring a 1 or 2 will still be published, but in an altered format (see the rules on publishing below)! If you see an item with a rating of a 1, it may just be a good idea poorly executed and may still be used to generate new submissions that approach the subject in a balanced manner. Bottom line, the "accept everything" notion allows poorly executed ideas to be evaluated by the community and used as a foundation for new creative ideas that CAN be used (see the publishing policy below).

We also recognize that some project groups may have special requirements in regard to the acceptance of submissions. Deviations from the above policy need to be discussed with the core council. Deviations will be allowed... we just need to make sure we are altering the policy for the right reasons. All deviations and reasons will be listed in the nbomb's. Should we find that this policy does not work, we will alter it at that time (i.e. a netbook with 50% 2's and below). Please send a request for deviation to [dndcorecouncil@egroups.com](mailto:dndcorecouncil@egroups.com). Explain the problem and the proposed solution.

### **SUBMISSION PUBLISHING POLICY**

There is a tremendous difference between what will be accepted and what will be published. Our approach ensures that every idea gets a chance, while still ensuring the quality of the product. To ensure a level of quality commensurate with the goals of the Community Council, only those submissions finalized to a certain level within the balance rating system will be published in their finalized format.

So the first question is "What is quality material?" Well, if we look too our balance rating system for the answer, there might be some debate that only items carrying a 5 balance should be published. This would result in an unattainable level creating single page pamphlets containing the one good idea meeting this level of effort. Others might argue that it's OK to drop anything with a 1 out of the books. Or two, or even three. So, we have to set a common limit to ensure quality. The official policy of the Community Council sees that dividing line as 3.0.

As discussed under the Material Acceptance Policy above, all submissions received by a project team will be accepted, reviewed, and evaluated. Every submission will be worked on by all parties involved, until either the parties agree on the rating (or) the assistance provided is not wanted or warranted. All material developed and rated to a final balance rating of 3 or above will be published in its finalized format. All finalized items of a rating 2.9 or below will be altered in form from a submission; into a title, and working description of what the author was attempting to create. These would be further additions in an appendix or additional part to a multi-part document.

Example:

PART 1. INTRO AND INFO  
PART 2. FINALIZED MATERIAL  
PART 3. IDEAS FOR FURTHER DEVELOPMENT

Lets say a new feat was added that granted an addition to the number of spells a sorcerer can learn. The author however, was terrible at developing the idea, but still submitted it. The initial rating of the new feat was a 0.4 overall. The Project team completed the review and reporting process, then began working with the contributor to help foster along the concept and improve its rating to the required publishing level of 3 or above. Well, for whatever reason, after much work and several attempts, the contributor and the project team are able to finalize the submission with an overall final balance rating of 2.3. This still does not meet the proper balance rating to receive publication. Therefore, we explain our reasons to the contributor, then rather than publishing the submission itself, we write a working title for the idea and just add its description. We add these to a section of the book labeled "Ideas for further development".

All feats are submitted in their appropriate format, run through, and receive final balance ratings (after much work and effort on the parts of the project team and contributor). All items with a final balance ratings of 3 or higher are published in the finalized format. All items with a balance rating of 2 .9 or lower would be added to the "Ideas for Further Development" section like this

PART III. IDEAS FOR FURTHER DEVELOPMENT

SORCERERS EXTENDED KNOWLEDGE: New feat that adds a limited number of bonus spells to the number of spells a sorcerer can learn.

This statement gives the working title and states the overall concept of the new idea. It does not repeat the requirements, benefits, or other issues developed by the original contributor. It tools down the submission to a simple descriptive statement. These concept additions at the end of the material will provide a stimulus for creativity, resulting in new versions that \*can\* find their way into a publication.

No material of less than a 3 will be printed in the netbook. All submission with a finalized balance rating of 2.9 or less will be turned into ideas that others can work into future contributions.

By use of this policy, we must ensure the integrity of our project teams and validate a fair and impartial method for determining the overall value for each submission. We place this trust in our project team leaders. Issues for discussion on this matter should be directed to [dndcorecouncil@egroups.com](mailto:dndcorecouncil@egroups.com).

## **DECENCY DEFINED**

Decency, or a lack thereof is a difficult subject to adjudicate. It is best described as a nonspecific element that cannot be defined, but known and recognized when encountered. Our policy on the exclusion of indecent material is the only current deviation from the standard acceptance policy. Obscenity is currently determined using the same standards used for submitting material to Dungeon or Dragon Magazines. You can find those policies at the WoTC site under the submissions area for the respective magazine. Additions to this policy will be made as we review case by case issues. IF an item is called into question, the group should take a vote on whether a submission is obscene or not. If there is a further question after the vote, the issue should be brought to the attention of the core council. Remember that obscene material should not be outright rejected. Give the contributor a chance to rework the material into a useable format. I will add those guidelines here when time permits.

## **WORKING WITH CONTRIBUTORS**

Here, we are going to take a moment to briefly outline the appropriate way to present a contributor with changes to his or her creation (their mind's child, if you will). Take a moment and think back to all of those wonderful things you yourself have design. Are they perfect? Has anyone but you ever seen them? Is it balanced in relation to the game? The answer to most of these questions is usually no. Each of us believes resolutely in our own creative genius, but the simple fact is that very few people have the ability to design something new and interesting while existing in perfect harmony with the system it was created for or around (they already have jobs at WoTC). It is our job during the review process to validate the contributor's talents as a person while at the same time offering suggestions for change. Any contact with a contributor should be short, specific, polite, and focus on the issues at hand. They should be upbeat and ensure the contributor can see the value in his or her work in relation to system of balance we have developed. Under no circumstances should a message be sent to a contributor that berates their creative attempt or gives anything other than constructive criticism. Failure to comply with this basic tenant of policy will result in immediate dismissal from Community Counsel sponsored projects. Complaints by contributors can be addressed directly to the core council at [dndcorecouncil@egroups.com](mailto:dndcorecouncil@egroups.com).

## A CAREFUL SYSTEM OF BALANCE

The project team for each product will be a community board of volunteers who evaluate submissions, make recommendations, work with contributors, and help support creation of the Netbook being created.

The project team will consist of 2-7 official voting members. Others from the D&D community may comment on submissions and assist as needed.

Every submission should be evaluated by the project team based on a series of criteria used to determine the overall balance of each submission. A final balance rating will be assigned as a tool for players and DM's to determine the impact of a specific submission on his or her campaign. While this process may not be applicable to every product, each project team will evaluate the criteria guidelines below and adapt those items that can be applied to their project.

Submissions should be taken by project teams through the use of a [dndcommunitycouncil.org](http://dndcommunitycouncil.org) submission e-mail addresses (provided). These addresses should serve as pointers to a project e-group (see [www.egroups.com](http://www.egroups.com)). Project teams are highly encouraged to make use of e-group, as they allow all members of the team to review each submissions and work together in an effort to finalize that submission.

Each member of the project team is required to review the submission and submit a preliminary evaluation (using a series of evaluation questions established by the project team) on each submission received. This preliminary evaluation will also include ratings for each criteria based on the current state of the submission. The preliminary evaluations are compiled by a primary team member who designated as the overall authority for the type of submission (based on the netbook being created).

Authority for a specific type submission for a project can be established by dividing submissions into groups based on such things as alphabetical order, content, type divisors, etc. Some examples would be: By type of feat for the netbook of feats, by type of creature for the netbook of creatures, by geographical region for the netbook of the realms, by adventure length for the netbook of plots, etc. This step increases the project teams ability to work with contributors and finalize submissions in a timely and effective manner.

For each submission within his or her category, the primary team member is responsible for compiling all preliminary reports on each individual submission, working with the contributor to implement the recommendations made by the project team, providing updates on the status of each feat to the rest of the project team, assessing the comments of the D&D community as they apply to each submission, and finalizing the submission for inclusion in the netbook as a completed work. It is of the utmost importance that the primary team member assigned to each type division group be helpful and understanding when dealing with contributors. This authority of the primary team member is limited to the scope of the team itself. All effort to work on the development of the Netbook should be coordinated, agreed upon, and followed. This is a concerted effort. It is the primary team members job to summarize and synthesize the comments of the rest of the team. His communications with the contributor must reflect the intent of the entire team to the greatest extent possible.

Once a submission has gone through the preliminary evaluation process, been compiled by the primary team member, submitted to the contributor for changes, and returned back to the primary team member, the submission will be redistributed to the rest of the project team for a second evaluation. The second evaluation follows the same process as the first evaluation. Once 1) all team members and the contributor are satisfied by the changes made, or 2) The contributor no longer wishes to make changes, or 3) The project team has agreed to all changes made, each member of the team will provide a final evaluator rating for each criteria, a final evaluator balance rating, and a comment regarding the final format of the submission.

After the primary team member has received all final reports from the project team, he or she will average the ratings given by each team member for all criteria and the balance rating. These final ratings will be added to the submission in the appropriate format. The primary team member will also complete a final project team comment block for the submission by compiling the closing comments given by each evaluator.

Once the submission has been placed in its final format, it is sent to the project team one more time for a simple vote of yes or no. This vote is to determine if the submission is truly final in the eyes of each team member. If the answer is a unanimous yes, the submission is added to the Netbook "[submission name] of the Week" web page for comment by the internet community. If there is a no vote by any team member, the submission review process will continue until all members vote yes.

A deadlock or repeated refusal to allow a submission to pass (at least three times through the system), can be overruled by the project leader with the consent of the core council. If the project leader is the final "holdout vote", any member of the project team can initiate a review by the core council. Remember, the submission must have gone through the process and been denied (receive a "No" for its publication vote) at least three times for this procedure to come into play. Once the core council is involved, a mediation effort will begin between the opposed team member/project leader and the other members of the group. These mediation sessions will be under the control of a core council appointed mediator. The mediator will sit in review of both arguments and offer a solution. The path chosen by the mediation official is the last word on the matter.

Only constructive comments from the Internet community will be assessed against the finalized format of any submission. Any comments that require further deliberation will be sent to the project team for a determination. If no comments have been made during the "week of review" by the internet community, or those comments submitted do not indicate that further changes are required, the submission will be entered into the Netbook of in its finalized format.

## RATING SYSTEM

The criteria and balance rating will be made on a scale of 1-5, 1 being the worst and 5 being the best for each item. A .5 increment may be used in cases of indecision for a submission that is too close to call in a specific category. The rating averages will be rounded down to one decimal place (x.x). The criteria used to determine the overall balance rating should be based on five clear and measurable elements of the submission:

**Purpose:** Is the purpose of the submission clear? Does it bring something of value to the game?

- 1 There is no clear purpose for this submission. It adds nothing of value to the game.
- 2 The purpose of the submission is vague. There is little this submission brings to the game.
- 3 The purpose of the submission is mostly clear, but the submission duplicates another of similar purpose.
- 4 The purpose of the submission is clear. This submission adds something of value to the game.
- 5 This submission is unique in almost every way and will enhance any game that uses it.

**Power:** Is the submission too powerful or too weak in relation to the guidelines and similar submissions?

- 1 This submission is far too powerful and will certainly throw the balance out of any game, Or; this submission is virtually powerless and would never be used.
- 2 This submission is extremely powerful, strict caution should be used when allowing it into a group, Or; this submission is extremely weak, and of little to no use to most players.
- 3 This submission is powerful and could be used successfully in high-powered games, Or; this submission is not strong enough for average games, but could be used in games below the average power level.
- 4 This submission should fit well into any gaming session regardless of power level.
- 5 The power level for this submission is excellent; its use should be encouraged.

**Portability:** Can this submission fit easily into group, or campaign world?

- 1 The submission is not portable at all. It has no use outside its intended setting.
- 2 The submission has some portability, but is limited in its use outside of the intended setting.
- 3 The submission is portable, but requires additional elements be added to most groups or campaign settings.
- 4 This submission is portable and can easily fit into most groups or settings.
- 5 This submission is extremely portable and should be used in all groups and campaign settings.

**Complexity:** Is the submission complex or simplistic in its design? Is it well explained and easily understood?

- 1 The submission cannot be understood or introduces concepts too complicated for the game mechanic used.
- 2 The submission is confusing or introduces complex concepts that are not recommended.
- 3 The submission contains confusing elements that may lead to problems during use.
- 4 The submission is clear and appropriate for the selected game mechanic.
- 5 The submission is explained extremely well and contains all information required for its use.

**Rule:** Does the submission follow the guidelines set forth in official products or as outlined by the project team?

- 1 The submission fails to meet the most basic guidelines; this submission should be reevaluated under a different game mechanic.
- 2 The submission meets some of the guidelines, but does not work well with the system mechanic used.
- 3 The submission meets most of the guidelines, but should be carefully used.
- 4 The submission meets all of the guidelines and is appropriate for the game mechanic chosen.
- 5 The submission meets or exceeds all guidelines and adds value to the game mechanic itself.

As stated above, the balance rating will act as a tool for players and DM's to determine the impact of a specific submission on his or her campaign. The balance rating is the average of all five criteria identified above. The balance rating will be represented as a subheading under the identified submission as "Balance Rating: 5 (Purp 4, Pow 5, Port 4, Comp 4, Rule 5)". With the method above, a DM can tell his players he can use anything with a 4 or better from any Community Council Product. The balance rating is just a general idea of how the submission rates against other submissions in the netbook. The more specific information provided by giving the ratings for each of the five criteria is a better indicator of how a submission will impact a specific campaign or gaming style.

The balance ratings can be defined as:

**Balance Rating:** (average of all criteria rounded down to one decimal place)

- 1 This submission should not be considered for use by any campaign
- 2 This submission should only be allowed under extreme circumstances
- 3 This submission should only be allowed under special circumstances
- 4 This submission is suitable for most campaigns
- 5 This submission is clearly suitable for any campaign

## ARTISTIC SUBMISSIONS

At this time, it is recommended that all artwork be submitted in black and white or grayscale. Colored artwork can be used on the cover of the product. This policy has been established to ensure conformity and simplicity. Deviations need to be sent to the Core Council for further discussion.

You must have a release statement from the contributor (or the artwork must undeniably be public domain) for all artwork used. All art items used in CC products will be added to a main CC art website (organized by artist). This area will also accept works from any artist of any caliber. The goal of this art site is to serve as a place for all artists (no matter how bad they are) to add their artistic contributions to the pool of materials available for use in CC publications.

The current recommended method for receiving authority to use artwork is by having the artist sign a statement authorizing the artistic submission to be used in all Community Council sponsored materials. The statement and the submission should be scanned together and merged into one document that can be e-mailed to the art director. This system is still being worked out. Please be patient.

## PRODUCT ORGANIZATION

Product publication style will be based on the "type" of product being created. Some products have different requirements than others. Issues will be handled on a case by case basis. A .doc template is being created to form a standardized cover (as far as background, borders, fonts, and how naming is used). A great deal of personality will be added to each individual product by the project team (we want creativity to be our watchword). This template will also include content information that should be common to all publications. Product submissions should be arranged alphabetically (for item based materials like feats, spells, items, creatures, etc) or by using a gradual presentation progression method organized by content section (realms, shadow, plots, etc). Use tables and charts in your product help folks find material they are looking for.

## OVERLAPPING MATERIALS

So what about those times when a submission applies to multiple netbooks? The team leaders for each project involved need to work together and identify the **primary** netbook to be used as the reference point. This primary reference point would be the team responsible for reviewing the materials specific to their area, then publishing that material in both the reference points netbook and the netbook the submission was originally intended for. Lets take the guide to the forgotten realms for example. There may be a ton of information on various power groups, organizations, locations, etc. There may also be information relating to spells and magical items. Well, the primary source point for new spells would be the Netbook of Arcane Magic (assuming its arcane in nature). The Netbook of the Forgotten Realms team would forward arcane magic submissions to the Netbook of Arcane Magic. The NBoAM would then push the submission through its balance, rating, and assistance process as a standard NboAM submission. Once the submission has been finalized, a copy of the submission is returned back to the NboFR for inclusion in their netbook. Now, the submission appears in both resources and can be used by anyone regardless of association with a specific guide. The same method would be used for all other resources where multiple netbooks might cover the same territory.

## PUBLICATION FORMATS

Use the .pdf format (if available) for publishing your material. If .pdf is not an option for you, please contact the core council. In addition to the .pdf format, feel free to publish (encouraged) a .html, .rtf, and .doc version. Post these to your project site for download and send a link update to the services account to update the download links to your new product. The eventual goal is to have 5 published formats (.pdf, .html, .doc, .rtf, and a fully integrated database) of every product. Additional format types are encouraged since the idea is to share this information with as many people as possible.

For using .pdf format... There is a program that, in conjunction with RedMon (a redirection monitor, apparently) and Ghostscript allows you to create PDFs -- it's at <http://over.to/freepdf> -- according to the writer of the program, it doesn't use any of Adobe's code and isn't based on a pirated copy or anything. I'd advise checking the site out first, though, to see what you make of his explanation of the program before going right ahead and grabbing a copy. One thing I've noticed is that the program doesn't handle JPGs particularly well -- oh, that and thumbnail images, hyperlinks and all those little extras can't be created by the program...

## UNDERSTANDING THE LEGAL SYSTEMS

As stated above, the primary goal of the Community Council is to provide a resource of community created material published under the Open Gaming License. We also hope to ensure compatibility with the D20 System created by Wizards of the Coast. To do this, we must thoroughly explore the legal licenses and limitations associated with each program. As of the current printing of this guide, there are three primary legal resources to be used when building a netbook compatible with these systems. These are:

The Open Gaming License, version 1.0a: <http://www.opengamingfoundation.org/ogl.html>  
The D20 System License, version 1.0: <http://www.opengamingfoundation.org/d20stlv2.rtf>  
The D20 System Guide, version 1.0: <http://www.opengamingfoundation.org/d20guide.rtf>

To ensure compatibility and legality within these systems while maintaining compliance with the requirements addressed under each system, it is extremely important that Project Leaders and Team Members thoroughly understand the meaning, impact, and legal ramifications of each license. To do this, we will explain the basics of each system in-turn, present the system license (if available, if not, see below), analyze each element of the license, address basic questions or concerns over each item, and introduce samples to be used in Community Council sponsored publications.

If a specific license is unavailable for reproduction in this document (due to copyright or other considerations,) a link will be provided to the license. Each item of the license will be individually addressed with a reference statement to the portion of the license addressed. In this manner, we will still analyze each element of the license, address basic questions or concerns over each item, and introduce samples to be used in Community Council sponsored publications.

To understand the Open Gaming and D20 Systems we must first understand the concept of "Open Gaming" and discuss the movement that has inspired these programs.

### **Open Gaming and The Open Gaming Foundation**

**What is Open Gaming?** Open Gaming is a movement within the gaming community to create a shared system of rules that can be built on by anyone, rather than having multiple rules systems to accomplish the same goals. Much like the "open source" movement fostered by the linux community, material is released and protected under a specific license (the OGL for example) and shared with others in the gaming community. It allows other organizations, companies, and individuals an opportunity to contribute to the game without the fear of losing credit for their work.

**What is the Open Gaming foundation?** The Open Gaming Foundation is an organization created by Mr. Ryan Dancey to foster the idea of Open Gaming and give it a voice in the community. The foundation has loose ties with WoTC and is seen (by some) as a marketing mechanism for a new era of role playing. It is hoped (by many) that this is not the case and that the foundation will truly represent the best interests of the game and bring about a revolution in the gaming community.

**Who is Ryan Dancey?** Ryan Dancey is a visionary. He is now a Vice President at Wizards of the Coast. He was also the Brand Manager while the 3rd edition D&D game was being developed and marketed. He is the mastermind behind the OGL and has established the Open Gaming Foundation to continue his efforts at making open gaming a reality. You can find more information on Mr. Dancey at <http://www.rpgplanet.com/dnd3e/tsr-rsd-0318.htm> and <http://www.rpgplanet.com/dnd3e/interview-rsd-0300.htm>

Now we need to look at the Open Gaming License (OGL), the purpose it serves, and how it works. We will introduce the OGL in some detail. We will then take a look at the most current version of the OGL (version 1.0a as of this writing) and dissect it line by line. Once we have explained every aspect of the OGL, we will provide a quick reference section on how to make sure you stay within the framework of the OGL. We will also provide sample statements for meeting various aspects of the OGL license that can be incorporate into any Community Council sponsored project.

### **The Open Gaming License (OGL)**

**What is the Open Game License?** The Open Gaming License (OGL) represents a legal framework for game designers to use, modify, and add gaming material to a pool of shared resources without having to worry about issues of copyright infringement. Under the OGL you can add, use, modify, or distribute any materials covered under the auspice of Open Gaming Content (OGC), but this rule applies both ways. Any material you submit under the OGL as OGC can be used by others in the same way. WoTC owns the trademark and copyrights to the OGL and is the controlling organization over its existence. It is copyrighted to keep others from attempting to alter the license.

**How does the OGL work?** Game designers determine what portions of their material they want to be added to the "pool" of open gaming material. They then identify this material through very specific means and publish the material under the OGL as OGC. This material can now be used by anyone, but must reference the original source of the material and include the original copyright. You can still protect parts of your work by keeping it identified as Product Identity (see below).

**What is Open Game Content?** Open Gaming Content (OGC) is material that has been released as a shared resource. OGC is available for use, modification, and distribution by anyone interested in it. The work is still protected by copyright, but the owner of the copyright has authorized the worldwide, unlimited, royalty-free right to use the material freely in compliance with the OGL.

**What is Product Identity?** Product Identity (PI) represents the portion of work protected by normal copyrights. This material is NOT added to the pool of shared resource. You need to have special permission from the author to use these works, just as you would under normal copyright law.

**How do the two work together?** You decide what portions of your material you wish to protect and what portions you wish to share. You identify the protected portions as PI and the shared portions as OGC. You can't identify a specific item as both, it must one or the other.

**How do I identify the difference between OGC and PI?** You must use a method that is clear to the average reasonable person. There are several methods that may be used. You must remember to include a statement in your work that describes the method used to determine the difference between OGC and PI so you can avoid confusion later on. Community Council sponsored publications will be all OGC.

**So what happens to the material I allow published under the OGL?** If you release your material as OGC, others can use your work, so long as they give you proper credit for your material (which includes a copyright statement within the OGL itself). It also means others can create variations and derivatives of your work without needing your consent. This is the beauty of publishing out material as OGC under the OGL.

**Examining the Open Gaming License:** (This license can be found in its entirety at: <http://www.opengamingfoundation.org/ogl.html>). Those portions of this section that are presented as standard text are taken directly from the OGL. Those portions of this section that are italicized are the author's explanations and further clarifications for each item within the license. This section may not be applied to any document as a substitute for the Open Gaming License. Please refer to the appendix of this document for a copy of the OGL that may be used with your document (coming soon).

THIS LICENSE IS APPROVED FOR GENERAL USE. PERMISSION TO DISTRIBUTE THIS LICENSE IS MADE BY WIZARDS OF THE COAST!

*This license is approved for use and can be distributed with any works created under this license.*

OPEN GAME LICENSE Version 1.0a

*This is the current version. Updates and status should be made periodically to ensure the most recent license is being used.*

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*Wizards of the Coast has copyrighted this license. No one can make changes to this license or attempt to misrepresent it in any way without violating the copyright. The only thing you can add anything too is section 15 where you add each copyright statement for each work published or referenced (even if it's OGC).*

1. Definitions:

(a) "Contributors" means the copyright and/or trademark owners who have contributed Open Game Content;

*This means the "contributor" is defined as the owner of the submission. The submission must be contributed for use as Open Gaming Content. Each contributor must give their permission for their works to be released as Open Gaming Content by signing the DnDCC Permission Agreement.*

(b) "Derivative Material" means copyrighted material including derivative works and translations (including into other computer languages), potation, modification, correction, addition, extension, upgrade, improvement, compilation, abridgment or other form in which an existing work may be recast, transformed or adapted;

*Any work derived from the original material is considered derivative material. This includes all variant forms of a submission.*

(c) "Distribute" means to reproduce, license, rent, lease, sell, broadcast, publicly display, transmit or otherwise distribute;

*We distribute our works freely over the Internet.*

(d) "Open Game Content" means the game mechanic and includes the methods, procedures, processes and routines to the extent such content does not embody the Product Identity and is an enhancement over the prior art and any additional content clearly identified as Open Game Content by the Contributor, and means any work covered by this License, including translations and derivative works under copyright law, but specifically excludes Product Identity.

*This is the basis for submissions. All submission materials will be entered as Open Gaming Content.*

(e) "Product Identity" means product and product line names, logos and identifying marks including trade dress; artifacts; creatures characters; stories, storylines, plots, thematic elements, dialogue, incidents, language, artwork, symbols, designs, depictions, likenesses, formats, poses, concepts, themes and graphic, photographic and other visual or audio representations; names and descriptions of characters, spells, enchantments, personalities, teams, personas, likenesses and special abilities; places, locations, environments, creatures, equipment, magical or supernatural abilities or effects, logos, symbols, or graphic designs; and any other trademark or registered trademark clearly identified as Product identity by the owner of the Product Identity, and which specifically excludes the Open Game Content;

*This represent the very specific information that is not considered Open Game Content. This material must be afforded protection under its own copyright(s). We will not be using PI materials in our products.*

(f) "Trademark" means the logos, names, mark, sign, motto, designs that are used by a Contributor to identify itself or its products or the associated products contributed to the Open Game License by the Contributor

*Trademark our owned by specific individuals or groups. Use of a trademark is not allowed unless explicit permission has been granted. This would include references to Dungeons and Dragons, Greyhawk, D20, etc. So don't use them.*

(g) "Use", "Used" or "Using" means to use, Distribute, copy, edit, format, modify, translate and otherwise create Derivative Material of Open Game Content.

*Anytime the product is manipulated in any way, it is being used.*

(h) "You" or "Your" means the licensee in terms of this agreement.

*The you in this case is the author or project leader. Remember, the project leader is responsible for ensuring all legal requirements are met under this and other licenses as they apply.*

2. The License: This License applies to any Open Game Content that contains a notice indicating that the Open Game Content may only be Used under and in terms of this License. You must affix such a notice to any Open Game Content that you Use. No terms may be added to or subtracted from this License except as described by the License itself. No other terms or conditions may be applied to any Open Game Content distributed using this License.

*Any product introduced under the auspice of Open Gaming License (OGL) must contain a notice saying it contains Open Gaming Content. You can't make any changes to the license, nor can you add any other requirements that override or alter the license.*

3. Offer and Acceptance: By Using the Open Game Content You indicate Your acceptance of the terms of this License.

*If you declare your product as OGL under the terms of this license, then you have accepted the license in its entirety.*

4. Grant and Consideration: In consideration for agreeing to use this License, the Contributors grant You a perpetual, worldwide, royalty-free, non-exclusive license with the exact terms of this License to Use, the Open Game Content.

*WoTC says you or any other contributor can use the license without worry as long as you meet all of its requirements.*

5. Representation of Authority to Contribute: If You are contributing original material as Open Game Content, You represent that Your Contributions are Your original creation and/or You have sufficient rights to grant the rights conveyed by this License.

*If you are using materials you wrote you are the contributor and have the right to produce your materials under the OGL. If you are not the originator of the material, you must have the originators permission to publish the material under the OGL. This is the purpose of our Permission Agreement.*

6. Notice of License Copyright: You must update the COPYRIGHT NOTICE portion of this License to include the exact text of the COPYRIGHT NOTICE of any Open Game Content You are copying, modifying or distributing, and You must add the title, the copyright date, and the copyright holder's name to the COPYRIGHT NOTICE of any original Open Game Content you Distribute.

*Item 15 of this license is a copyright notice area. To be properly credit any works you are referencing within the pages of your document (whether it's OGC or not), you must list the copyright line to include: title, copyright date, and copyright holders name of the referenced work. It's best to copy the copyright notice word for word from the original work. See item 15 below for more information.*

7. Use of Product Identity: You agree not to Use any Product Identity, including as an indication as to compatibility, except as expressly licensed in another, independent Agreement with the owner of each element of that Product Identity. You agree not to indicate compatibility or co-adaptability with any Trademark or Registered Trademark in conjunction with a work containing Open Game Content except as expressly licensed in another, independent Agreement with the owner of such Trademark or Registered Trademark. The use of any Product Identity in Open Game Content does not constitute a challenge to the ownership of that Product Identity. The owner of any Product Identity used in Open Game Content shall retain all rights, title and interest in and to that Product Identity.

*There is a very specific difference between Product Identity and Open Gaming Content. OGC is offered into the pool of freely useable materials. Product Identity (PI) is the stuff somebody still owns. It's the stuff that still belongs to the owner and is NOT part of the freely useable content. To use PI materials, you need a separate agreement with the owner. You are also not allowed to say your materials are compatible with someone else's PI material unless you have an agreement with them that allows you to do so. The bottom line; the Product Identity can't be reproduced without authorization by its owner. PI is not OGC.*

8. Identification: If you distribute Open Game Content You must clearly indicate which portions of the work that you are distributing are Open Game Content.

*You need to have a way of adequately showing the difference between PI and OGC. You need a statement that explains how to tell the difference within your product. Our products will state that the entire book is OGC.*

9. Updating the License: Wizards or its designated Agents may publish updated versions of this License. You may use any authorized version of this License to copy, modify and distribute any Open Game Content originally distributed under any version of this License.

*WoTC and its designated representatives (of which you are not one) can update and redistribute this license as they see fit. Even if changes are made, you can still continue to distribute your materials as long as you are using any of the authorized versions (any version previously released by WoTC or their duly appointed representatives).*

10 Copy of this License: You MUST include a copy of this License with every copy of the Open Game Content You Distribute.

*Simple enough. If you are releasing material under this license, you need to include a copy of this license somewhere within your material. It needs to be readable, but it can go pretty much anywhere within the document you want.*

11. Use of Contributor Credits: You may not market or advertise the Open Game Content using the name of any Contributor unless You have written permission from the Contributor to do so.

*If you didn't create the material yourself, you are not the owner. If you want to include someone else's materials in your document, you need to have the owners/creator/contributor's written (signed) permission to do so. Again, this is the purpose of the Permission Agreement.*

12 Inability to Comply: If it is impossible for You to comply with any of the terms of this License with respect to some or all of the Open Game Content due to statute, judicial order, or governmental regulation then You may not Use any Open Game Material so affected.

*If you can't follow all of the rules in this license, you simply can't use it. Your materials cannot be referenced as OGC.*

13 Termination: This License will terminate automatically if You fail to comply with all terms herein and fail to cure such breach within 30 days of becoming aware of the breach. All sublicenses shall survive the termination of this License.

*If you decide to use this license anyway, even if you don't meet its requirements, you are in breach. You have 30 days to fix the problem or WoTC will terminate your rights under this license. If you have other licenses based on PI materials, those licenses will continue without regard for the status of this license. Meet the requirements of the license and you never need to worry about this item.*

14 Reformation: If any provision of this License is held to be unenforceable, such provision shall be reformed only to the extent necessary to make it enforceable.

*If WoTC finds a hole in this license, it will be changed to plug the hole.*

## 15 COPYRIGHT NOTICE

Open Game License v 1.0 Copyright 2000, Wizards of the Coast, Inc.

*This is where you stick the copyright lines referenced in item 6 above. We plan on seeing if we can simply state "each submission contains its own copyright notice", then just have the copyright for each submission maintained as part of the submissions content.*

[ end of License ]

**A Brief Q&A:** (This Q&A is taken directly from the OGL website, it provides greater detail into many of the topics already discussed).

Q: What does "Approved" mean?

A: It means that the license has been approved by the WoTC legal team. WoTC has agreed to support these terms for the upcoming release of Open Game Content.

Q: Who can use this license?

A: Anyone can use this license. Permission to distribute the license is now granted.

Q: Do I have to use this license with material from WoTC or based on something WoTC publishes?

A: Not at all. You can use this license to provide a strong copyleft to any material, including an entirely new project.

Q: How do I indicate what is "Open Game Content"?

A: The exact method is up to you. You are required to "clearly" do so. Assume a "reasonable person" standard - if a reasonable person would be able to determine what is Open Game Content, your method will be acceptable.

Q: Do you have any suggestions as to how to do that?

A: Two simple methods recognized by the Open Gaming community (but by no means the only possible methods) are to place Open Game Content in boxed text and indicate in the publication that the boxed text content is Open Game Content; or place Open Game Content in a unique font, color or style not elsewhere used in the publication and indicate that any material in that unique font, color or style is Open Game Content.

Q: What is "Product Identity"?

A: Product identity means things that might be mixed in with Open Game Content that you do not wish to apply the terms of the License to.

Q: That's not very Open then, is it?

A: The License specifically limits the Product Identity to non-Game Rule content. The Open Gaming License is primarily designed to provide a strong copyleft and an Open (meaning "freedom to copy, modify and distribute") License for Game Rules and materials that use Game Rules. Content that is not Game Rules or material that uses Game Rules that is aggregated with such content need not be subject to the terms of this License.

Q: How do I identify "Product Identity"?

A: The method that Wizards of the Coast will probably be using will be to include a list of things it considers "Product Identity" in a given publication as an enumerated list under a heading of that name.

Q: What will happen to me if I use someone else's Product Identity without permission?

A: You will be in breach of the Open Gaming License. If the owner of that Product Identity notifies you of the breach, and you fail to cure that breach as described in the License, your rights to use the Open Gaming License will terminate, and you could be sued for copyright violations and breach of contract.

Q: Just by the person who owns the Product Identity?

A: No. Once your rights have terminated, if you continue to Use Open Gaming Content without those rights, you could be sued by each and every person who has contributed to the work you are Using.

Q: Do I really have to include a copy of the entire license when I Use Open Gaming Content?

A: Technically, the answer is yes. Any time you Use Open Game Content, you should also include a copy of the license. Practically, in the case of email messages or other very short material where you do not do so, you will be in breach of the License but you are unlikely to be so notified, and even if you were, you are unlikely to be repeatedly distributing the same email message, so you can cure your breach by agreeing not to continue to distribute the offending message without the full text of the License. One copy of the License is sufficient for each publication; you do not need to publish a copy of the License for every item of Open Game Content in a given publication. You can also use one copy of the License for content on a web site, but if any part of that web site is designed to be downloaded and used separately by a user, you need to provide for an inclusion of the License with that download. You cannot merely refer to a web location or an offer to provide the License on request - you must actually include the full text of the License.

**Community Council Policy on producing OGL material:** First and foremost, anyone not abiding by the OGL and the Community Council's policies regarding the production and distribution of OGL materials assumes all risk themselves. The Community Council will not be responsible for any legal actions taken against any individual for failure to follow the requirements as set forth in the OGL. If there is ever a dispute between CC policy and the OGL, the OGL takes precedence.

- All CC published material will be OGC
- All CC publications will specifically identify OGC materials by stating in the beginning that all materials contained therein are OGC
- The CC will provide a "Statement of Understanding" document that provides all information a contributor needs to understand the implications of the OGC publication process
- The "Statement of Understanding" document will be incorporated into all project submission guidelines
- Every contributor will be required to sign a "Permission Agreement" before submissions will be accepted
- Each contributor will be given a "Contributor ID" once the Permission Agreement is signed and received
- The Permission Agreement will contain a list of certified e-mail addresses from which submissions may be accepted
- Project Teams may use any submission received from any authorized e-mail address
- Project Teams must verify the Contributor ID and authorized address by reviewing the Permission Agreement
- Copies of all Permission Agreements will be maintained in one location
- The CC Core Council (appointed member) will maintain a hardcopy of all Permission Agreements
- A database or compilation of Permission Agreements will be maintained on the CC website
- A contributor must include an "Authority to Contribute" with the e-mail containing the submission
- The Authority to Contribute will include the contributors name, Contributor ID, and a reference to the Permission Agreement

**DnD Community Council mailing address (The place to send all Permission Agreements):**

DnD Community Council  
C/O Bradley H. Bemis Jr.  
PMB 232  
15600 NE 8<sup>th</sup> Street, Suite B1  
Bellevue WA 98008

\*The address format shown here is the only designation currently permitted by the U.S. Postal Service. The Postal Service may refuse to deliver any piece of mail that does not adhere to this format. Use of apt., dept., or "suite" with only the box number is expressly prohibited by postal regulations. Use the format given exactly as shown when mailing in your submissions and authorization statements.

***A Quick OGL Compliance Guide for Community Council publications:*** Measure your document against this action list to ensure compliance with all OGL requirements. If you cannot meet one or more of these requirements, do not enter this product as OGL material. Materials that cannot meet the OGL requirements for any reason can still be published as a "Fan Created Material", but cannot be entered as OGL material.

- 1) Do you have the most current copy of the OGL? Check the website at <http://www.opengamingfoundation.org/ogl.html>. This version of the Netbook of Netbooks is based on OGL version 1.0a. A copy of this OGL has been placed in Appendix A for your use (coming soon). You can also see the OGL used at the front of this netbook as it applies to this product (once this netbook is finalized).
- 2) Have you included a statement notifying readers that this product complies with the Open Gaming License and includes Open Gaming Content? This is a requirement established under item 2 of the OGL.
- 3) Does your understanding of the difference between Product Identity and Open Gaming Content comply with the Open Gaming License? If not, go back through and look at the definitions of the two to determine where the line should be drawn and make any corrections necessary to reflect this change.
- 4) Have you defined a clear method of distinguishing the difference between Open Gaming Content and Product Identity? Have you made this statement clearly and concisely somewhere appropriate in the text of your publication? Remember that all content should be OGC.
- 5) Did you develop the material to be presented as Open Gaming Content yourself, or receive it from contributors? If you are using material from contributors, have they granted you the right to publish their materials under the OGL by providing a certified authority to contribute (Permission Agreement)? By providing you a certified authority to contribute, the contributor acknowledges the work as their own and authorizes you to publish that work under the OGL for the specific submission applicable. Without this authority, you cannot include their material.
- 6) If you are in doubt about a contributor or a submission, verify all of the information with the DNDCC contributor records
- 7) Have you included a copy of the OGL with your product? It is required that you include a legible copy of the OGL with any product you release. Is the location of the OGL within your document appropriate for the product in question?
- 8) Have you updated item 15 to include the copyright information for all works referenced or used within the content of your publication? Be sure to include the exact copyright statement from the original work in question. Make sure you include (at a minimum), the title, the copyright date, and the copyright holder's name to the COPYRIGHT NOTICE of any original Open Game Content you intend to distribute with your product. Its best to enter a statement here saying that "All COPYRIGHT NOTICES are included within the context of the submission". If you take this route, be sure to change the "created by" section of the submission to "copyright 200x, [NAME] (e-mail address)
- 9) Have you reviewed the OGL in its entirety to ensure compliance with all items listed within its contents? Are you in compliance? Are there any other issues that must be addressed regarding the OGL and its applicability to the product in question?
- 10) Have you made any stipulations within the document that would override, discredit, or otherwise confuse the wording and intent of the OGL? If so, either remove these stipulations, rewrite them to be in compliance with the OGL, or produce this product as "Fan Created Material" without the OGL.
- 11) Remember that failure to follow the OGL is considered a breach that may be dealt with through legal means. Don't let this happen to you. Follow the rules and respect the system.

**Sample OGL statements used with Community Council Sponsored Publications (STILL UNDER DRAFT – DO NOT USE)**

Include the following statement on the “Credits” page of your publication. The credits page should be one of the first pages of the product (This statement is authorized by the Community Council for distribution with all Community Council sponsored publications and meets the statement/notification requirements set forth in items 1,2, 3, 5, 8, and 11 of the Open Gaming License):

This printing of the [Product Name] complies with the Open Gaming License version 1.0a and includes Open Gaming Content as identified within the license. Subsequent printings of this product will incorporate, and comply with, the most current version of the Open Gaming License, as made available by Wizards of the Coast®. The following portions of this product are protected under the Open Gaming License: [List your method for identifying the Open Gaming Content here]. Material herein added to the Open Gaming Content and used in other Open Gaming Licensed products should bear the COPYRIGHT NOTICE associated with the individual submission. The materials presented herein are the original works of the authors or are published with an “Permission Agreement” placed on file for each. These agreements can and will be provided upon request. This product is brought to you by the DnD Community Council. More information on the DnD Community Council and additional products available can be found at [www.dndcommunitycouncil.org](http://www.dndcommunitycouncil.org).

The above statement takes care of a majority of the OGL notice and notification requirement issues; however, a specific reference has been made to “Permission Agreement” that should be certified by each contributor. At any time a submission (which is not the work of the author) is without a signed “Permission Agreement”, the submission in question will not be published. Verbal agreements are not enough, a Permission Agreement is required before publication. The following statement is (not) approved by the Community Council to be received as a valid “Authority to Contribute” statement that will be attached to each submission and reference the Permission Agreement on-file with the DNDCC. When creating submissions criteria for your project, be sure to include this statement as part of the submission process.

STATEMENT OF AUTHORITY TO CONTRIBUTE: I [Full Legal Name as registered in your Permission Agreement], Contributor ID [Your contributor ID number as provided by the DNDCC] release the following submissions to the DnD Community as Open Gaming Content in accordance with the terms addressed in my DnD Community Council Permission Agreement and the Open Gaming License.

*Example:*

Brad is submitting 3 new feats to the Netbook of Feats. He sends in his submissions without knowing anything about the OGL or licensing requirements. The reviewer for the Netbook of Feats who is responsible for adding new submissions sends a return e-mail to Brad saying:

*Thank you for your recent contributions to the Netbook of Feats. We value your creative efforts and appreciate your willingness to share your material with the DnD community. There is just one minor issue we need to discuss. To ensure your submission can be properly added to the Netbook of Feats, I would like to direct your attention to the Open Gaming Foundation and Open Gaming License. This document explains the legal ramifications involved in releasing your material as part of our product. You can locate this document at: <http://www.opengamingfoundation.org/ogl.html>. (this document will actually be our “OGI Understanding” statement). Once you have had an opportunity to review this document and feel comfortable with your decision to publish your materials as Open Gaming Content, please take a moment to review our “Statement of Understanding” available at (x address). Once you have reviewed the statement, please download a copy of our Permission Agreement, fill it out as indicated, and forward it to the address provided. Once you receive a contributor ID from the Community Council, we will be able to use your materials as provided. We will also need you to resend your materials (after you have received your contributor ID) with an Authority to Contribute statement included at the end of your list of submissions. Below is a copy of the Authority to Contribute that will be required. The items presented in red are for you to include your information. You can return this statement to this e-mail address. Unfortunately, without a Permission Agreement on file with the DNDCC, your submission cannot be published. By taking advantage of the Open Gaming License, you protect your works as Open Gaming Content and continue to own the copyright. Please take the time to review this process and all related materials before submitting your decision. If you have any further questions, please feel free to contact me at this e-mail address. Thank You.*

STATEMENT OF AUTHORITY TO CONTRIBUTE: I [Full Legal Name as registered in your Permission Agreement], Contributor ID [Your contributor ID number as provided by the DNDCC] release the following submissions to the DnD Community as Open Gaming Content in accordance with the terms addressed in my DnD Community Council Permission Agreement and the Open Gaming License.

Brad takes a quick look through the documentation and recognizes the outstanding opportunity he has to have his contributions recognized and protected under the OGL. He promptly reads through the statement of understanding and sends in his permission agreement. He also sends a message back to the feats project team saying:

*Wow, you guys are doing amazing things. I read through the information on the link you provided and was really impressed by what I saw. Its amazing what WoTC has done to give gamers an opportunity to contribute to the game we all love so much. I've sent in my paperwork and am standing by for my contributor ID.*

A few days later, Brad gets an e-mail from the DNDCC saying that his Permission Agreement has been received and gives him his new contributor ID. Now, Brad pulls up his submissions, adds them to a new e-mail message and forwards them on to the feats team with the following statement attached:

STATEMENT OF AUTHORITY TO CONTRIBUTE: I Bradley H. Bemis Jr., Contributor ID 001, release the following submissions to the DnD Community as Open Gaming Content in accordance with the terms addressed in my DnD Community Council Permission Agreement and the Open Gaming License.

Brad is now a contributor to the cause and added his moment of brilliance to the lifetime of the game. He can also contribute anything else he wants to any netbook project sponsored by the DNDCC without needing to worry about signing anything else, he can do everything by e-mail.

## APPENDIX A. WEB INSTRUCTIONS

What do we get by moving all sites to the [dndcommunitycouncil.org](http://dndcommunitycouncil.org) library?

- 1) All sites will be administratively controlled and maintained by each project group using separate ftp accounts
- 2) There are no limits on space (we have as much disk space as we want)!
- 3) You gain access to a shared cgi library controlled by the [dndcommunitycouncil.org](http://dndcommunitycouncil.org) webmaster
- 4) You gain access to a shared "MySQL" database controlled the [dndcommunitycouncil.org](http://dndcommunitycouncil.org) webmaster
- 5) Access to side-server scripting and other service related utilities (PHP4, Front Page Server Extensions, etc)
- 6) You get e-mail addresses (as many as you want with whatever names you want) @[dndcommunitycouncil.org](http://dndcommunitycouncil.org)
- 7) E-mail can be setup as pop accounts, e-mail groups, or e-mail redirectors
- 8) No advertising banners are required... this is OUR website... I OWN it!
- 9) You also gain support from our awesome webmaster, Webmonster-T

Team leaders need to contact me individually for their ftp account and password... each group maintains its own completely separate site under [www.dndcommunitycouncil.org](http://www.dndcommunitycouncil.org). Contact [services@dndcommunitycouncil.org](mailto:services@dndcommunitycouncil.org) for assistance.

### HTTP ACCESS AND NAMING CONVENTIONS

You can now find the new Community Councils domain location at:

<http://www.dndcommunitycouncil.org>

You can get to each project subdirectory by pointing to the following

example: <http://www.dndcommunitycouncil.org/~nbofeats>

~nbofeats	Netbook of Feats
~nbocreat	Netbook of Creatures
~nboam	Netbook of Arcane Magic
~nbodm	Netbook of Divine Magic
~nbosk	Netbook of Skills
~nbodung	Netbook of Dungeons
~nbofr	Netbook of the Realms
~nbowrlds	Netbook of Worlds
~nboclasz	Netbook of Classes
~nbowf	Netbook of Warfare
~nboshad	Netbook of Shadows
~nbopsi	Netbook of Psionics
~nbonob	Netbook of Nobles
~nbotink	Netbook of Tinkering
~nboplots	Netbook of Plots
~nboconv	Netbook of Conversions
~nbcityz	Netbook of Cities
~nbomunch	Netbook of Munchikinisms
~nbotraps	Netbook of Traps
~nbomnrs	Netbook of Manners
~nboraces	Netbook of Races
~nbomt	Netbook of Magical Treasures
~nbofam	Netbook of Familiars
~nborules	Netbook of Rules & Optional Systems
~nbocmbt	Netbook of Combat
~nbonpcs	Netbook of NPC's
~nbopl	Netbook of Planes
~nbpeq	Netbook of Equipment
~nboforms	Netbook of Forms
~nbounded	Netbook of the Undead

~products – maintained by the product manager, this is the status website for each project

~graphics – a central repository site managed by the graphics editor.

~archive – managed by the historian... all older information

~websvc – managed by the web editor as a resource for web information

~download - a central repository for available downloads

~forum – Managed by the Relations manager, includes member site and link pages, news and updates, articles

## USING SITE TEMPLATES

The current system for using templates is as follows. Don't get scared, this is going to be easy.

We are using a php3 side-server inclusion statement to setup all pages with the same basic header, background, and footer. It is a simple addition to your web page that will be explained below. At the most basic level, please use colors that work well with the header and background. Keep everything confined in a table 780 pixels across (without borders). Other than that, you have free reign over how you want your site to appear.

We ask that you include some basic information like the team members, status of your project, submission addresses, etc. (the basics....) You can have as many pages as you want, with whatever information you want, but we ask that you follow the basic format guidelines outlined above.

Don't worry about the image at the top, the CC main menu, or the information presented in the footer... just build your html file (the middle) as normal. Follow the "step by step" below.

Remember that your very first file (the one you use as your main page) should be named "index.php3"

Without an index page, your site will default to the ugly file directory structure page instead of to your beautiful site.

As one example of what you can do (feel free to copy it if it works for you), go to the new netbook of feats site.

<http://www.dndcommunitycouncil.org/~nbofeats/>

Don't try viewing your .php3 file on your own computer... it won't work until it's uploaded to the server (unless you have php3 loaded on your system).

Don't forget that all of your page to page internal links linking to any site within the community council should be set to reference [filename].php3, NOT .htm or .html.

If you have any questions or need any help, please just ask...

## STEP BY STEP INSTRUCTIONS:

1. Use your favorite web editor to create the following new page
2. Create a table with 1 column and 1 row
3. Set the table properties so that it stays to the left of the page
4. Lock the tables properties to 780 pixels across
5. Set the tables border size to 0
6. Create another (1 column, 1 row) table inside the first table (this second table is your interior table)
7. Set the interior tables properties so that it is centered within the first table
8. Lock the interior tables width across the screen to 96% of the window (which is really 96% of the pixel limit set by the exterior table (the exterior table being the first one you created)
9. Set the interior tables border size to 0
10. Now do whatever you want to inside the interior table (add text, additional tables, whatever)
11. Be sure to use colors that work well with the main sites color scheme
12. When you are finished, save your page with your editor and close the editor
13. Open notepad (or another simple text editor)
14. Open your page in notepad (-->files-->open-->[filename])
15. Copy the following lines into the file above ALL other text (including your html text):

```
<!-- CALL IN HEADER AREA -->
```

```
<?php
```

```
include "/usr/local/plesk/apache/vhosts/dndcommunitycouncil.org/httpdocs/web/templates/shared/cchead.inc";
```

```
?>
```

16. Copy the following lines into the file below ALL other text (including your html text):

```
<!-- CALL IN FOOTER DISCLAIMER AREA -->
```

```
<?php
```

```
include "/usr/local/plesk/apache/vhosts/dndcommunitycouncil.org/httpdocs/web/templates/shared/ccfoot.inc";
```

```
?>
```

17. Your code should now look something like this:

```
<!-- CALL IN HEADER AREA -->
```

```
<?php
```

```
include "/usr/local/plesk/apache/vhosts/dndcommunitycouncil.org/httpdocs/web/templates/shared/cchead.inc";
```

```
?>
```

```
<html>
```

```
"YOUR STUFF HERE"
```

```
</html>
```

```
<!-- CALL IN FOOTER DISCLAIMER AREA -->
```

```
<?php
```

```
include "/usr/local/plesk/apache/vhosts/dndcommunitycouncil.org/httpdocs/web/templates/shared/ccfoot.inc";
```

```
?>
```

18. Select "file-->save as" from the menu bar and save this new version of your file as [filename].php3 Be careful not to save it as a text (.txt) file. You need to be sure it ends with a .php3 extension. To do this, take a good look at the save as window that comes up after clicking "file-->save as" on the top main menu:
  - a. Look at the "file name" box and change the filename to filename.php3
  - b. Look at the "save as type" box and change the type from "text document" to "all files"
  - c. Look at the "encoding" box and make sure it says ANSI (should be the default)
  - d. Hit the save button
19. You should now have two versions of your file. The .htm or .html version (which is the one you originally created and the one you will edit when you want to make changes) and the .php3 version (the one you will post to the website)
20. Use your ftp software ([cuteftp](#)) to access the site and upload your file
21. Check your file (from the website itself) in your browser to make sure everything works
22. If you want to make changes to your page, open up the original in your favorite web editor and make the changes. Once you are done, follow steps 13 through 21 again.

You can go to <http://www.dndcommunitycouncil.org/~services/web/templates/> for more help and/or information.

We are working on an easier system where you just go to a site and upload your html file. The system would then append the php tags and do the ftp for you. We are still working on this effort.

Remember that if you have any questions, just ask [webmonster@dndcommunitycouncil.org](mailto:webmonster@dndcommunitycouncil.org) or you can send a message to the entire web team at [dndccwebteam@egroups.com](mailto:dndccwebteam@egroups.com)

## FTP ACCESS

For ftp access to each site, the project team leader for each project needs to request the account information. Send a request to [services@dndcommunitycouncil.org](mailto:services@dndcommunitycouncil.org). Be sure to include your name, e-mail address, and project name.

You may choose to share your account information with your team, just a couple of your team members, or just manage them yourself. The choice is yours. Account access information WILL NOT be shared beyond the project team for the specific project. If you feel a password change is warranted (after a member leaves your group) please let me know.

To migrate your site over, set the pointers from your old site to [www.dndcommunitycouncil.org](http://www.dndcommunitycouncil.org). Use this address only, that way we can make changes as needed to the directory structure without having to update old pointers.

To Upload files to your new site I recommend using Cuteftp (shareware) or a similar ftp client tool. You can find a free 30-day evaluation copy of cuteftp at <http://www.dndcommunitycouncil.org/~download/applications>

Log into your ftp site using [ftp.dndcommunitycouncil.org](http://ftp.dndcommunitycouncil.org). Enter the username and password provided.

The main page for each site should be named index.html (this is the default start page; without it, direct pointers wont work). Other pages can be named as desired. It is recommended you build a good directory structure for your site to include images, downloads, etc.

## E-MAIL ACCOUNTS AND ACCESS

You can request as many e-mail addresses as needed to support your projects. Some recommendations include:

[projectname]@  
[projectname]\_submissions@  
[projectname]\_questions@  
[projectname]\_leader@  
[projectname]\_members@  
Etc.

Personal accounts are discouraged, but will be setup upon request.

There are three types of e-mail service available:

- POP3: These are real pop accounts that you can be accessed and downloaded from. These are recommended when only one person will be using the address.
- Redirects: Pointers to other e-mail addresses. This is the best method as long as e-mail addresses to not change often.
- Groups: We can also build groups, but this is discouraged. See the information on e-groups below.

It is recommended that the project name only and projectname\_submissions accounts be set up as redirects to your e-group project mailbox (see [www.egroups.com](http://www.egroups.com) for more information). e-groups are highly encouraged for each project teams.

Set your pop3 service point to mail.dndcommunitycouncil.org for both incoming and outgoing mail. Accounts will be deleted if not accessed for a 30-day period.

To request e-mail accounts, send a message to [services@dndcommunitycouncil.org](mailto:services@dndcommunitycouncil.org)

## **ADDITIONAL SERVICES INFORMATION**

The CGI Library: If you wish to use add scripts to the CGI library, please send an e-mail to [services@dndcommunitycouncil.org](mailto:services@dndcommunitycouncil.org). Be sure to include your name, e-mail address, and a description of the code desired for upload. Scripts need to be thoroughly tested before upload. All CGI library elements will be added to and described in this guide so other can make use of them. CGI's can only be loaded to the CGI library by the webmaster and/or CC site owner.

The MySQL database: If you wish to use the MySQL database, please send an e-mail to [services@dndcommunitycouncil.org](mailto:services@dndcommunitycouncil.org). Be sure to include your name, e-mail address, and a description of database intended.

## **HOSTING SERVICES**

Anyone interested in having a personal site added to the dndcommunitycouncil area is more than welcome to do so. I am offering this as a free service. You will be required to become a member site, but your site name would be:

`http://www.members.dndcommunitycouncil.org/~8charactersitename`

To request this service, please send a message to [services@dndcommunitycouncil.org](mailto:services@dndcommunitycouncil.org). Be sure to include your name, e-mail address, and a description of the site to be hosted.

## **CODE OF CONDUCT**

NO PORN!, NO PORN!!, NO PORN!!! Need I say more?

## **CONTACTS AND SUPPORT**

If you have any questions or problems, please send a message [services@dndcommunitycouncil.org](mailto:services@dndcommunitycouncil.org). Be sure to include your name, e-mail address, and a description of the problem.

MORE TO COME IN VERSION .05