



MOAS.OUTLANDS.ORG

End-User Guide

HOME

The homepage is arranged with a top navigation bar and content block on the right-side side of the page. From the homepage users may:

1. Create an account using the CREATE AN ACCOUNT link located at the bottom of the main text window;
2. Navigate to other sections of the website;
3. For those who have already created an account the following options will be available in the right-side content block:
 - a. Review your account settings in My Account
 - b. Add a Project
 - c. Add a Class
 - d. Log Out

COMPETITIONS

This menu item will include any Kingdom-wide competitions, and how to submit your entry/entries for judging.

1. Kingdom A&S Tournament: This is where you'll find documents, rules, forms, rubrics and status of Kingdom of the Outlands A&S events and competitions. Additionally, you may Add a Project or Add a Class from the right-side content block.
2. Queen's Prize
Details of the Queen's Prize Tournament including rules, locations, closing dates, etc. Additionally, you may Add a Project or Add a Class from the right-side content block.

3. Submit an Entry

From this link you may enter a project into any of the active competitions. The Submit an Entry page is arranged as follows:

- a. [Project Title] – A required field. The name of your project as it will be seen by the world.
- b. [Competition] – This is a pull-down menu of the competitions that are available for entries. If this is left as “NONE” then the project would be entered into the gallery of projects and won't be considered for competition.
- c. [Historical Basis] – This is an optional field to summarize the historical basis for your project or leave blank if your project has full documentation.
- d. [Tools and Materials] – This is an optional field to list the tools and materials for your project or leave blank if your project has full documentation.
- e. [Procedure] - This is an optional field to summarize the procedure used to create your project or leave blank if your project has full documentation.
- f. [Sources] - This is an optional field to list bibliographies, books, and other sources used in the creation of your project or leave blank if your project has full documentation.
- g. [Project Images] – A required field Here you may add up to eight (8) images to your entry. The total of the images may NOT exceed 64MB. The images may be in png, gif, jpg, jpeg, formats. When uploading your images, you will be required to describe the image in the “ALT TEXT” block.
- h. [Video] – This is an optional field allowing you to add the web address for 1 video. You are still required to add at least one (1) project image along with the video. The Kingdom server will NOT be hosting the videos and they will need to be posted to service such as Youtube or Vimeo.
- i. [Documentation] – If you've left above blocks c through f blank, here is your chance to upload the documentation for your project. The documentation is limited to a .PDF file not exceeding 10MB. There are many free resources on the internet that will create a .pdf document from a myriad of other documents.
- j. This checkbox is essentially a media release allowing the Kingdom of the Outlands, Minister of Arts and Sciences website to post photos, videos, and likenesses of yourself and your projects on the internet for public viewing.
- k. [Date Completed] – This is a required field that documents your project completion date.
- l. [Categories] – This is an optional field for display items, BUT IS required for competition entries. Your project is judged in these categories. A full listing and explanation of the categories can be found under the Kingdom A&S Tournament section of this website. You may [Add Another Item] if you wish to be placed in multiple categories.

After completing the form you should SAVE your changes. You will be allowed to edit your project entry as needed after it is saved.

UNIVERSITY

1. All Classes

Classes may be created by clicking on the ADD A CLASS link on the right-side content block. Clicking ADD A CLASS will take you to the class entry page as described below:

- a. [Class Title] – This is a required field to let the world know what you are teaching.
- b. [Class Description] – Please describe your class as completely as possible.
- c. [Class Video] – You are allowed one class video. Click the ADD MEDIA button and type in the web address of the video. The Kingdom server will NOT be hosting the videos and they will need to be posted to service such as Youtube or Vimeo.
- d. [Handouts] – You may upload up to four (4) class handouts as long as the total doesn't exceed 64MB. The handouts can be in either .pdf or .txt format.
- e. [Categories] - These are the categories that best describes your class. A full listing and explanation of the categories can be found under the Kingdom A&S Tournament section of this website. You may [Add Another Item] if you wish to be placed in multiple categories.

After completing the form you should SAVE your changes. You will be allowed to edit your class entry as needed after it is saved.

GALLERIES

This is a searchable gallery of all projects and competition entries.

You may use the pull-down menu to refine the content on the page, or if you wish to see all of the content, leave the menu as “ANY”.