

StoryHost.com

Producer's User Guide

The Producer's role on Storyhost.com is to create new stories, assemble a team of writers and an editor, and generally manage the story-building process.

To become a Producer, you must have previously served as a Writer and an Editor. If you have advanced to the rank of Editor, your home page will include a link to "Become a Producer." There you will fill out an application to the site admin for permission to upgrade your account.

Once assigned to the Producer role, sign in to storyhost.com using the blue "Sign In" button.

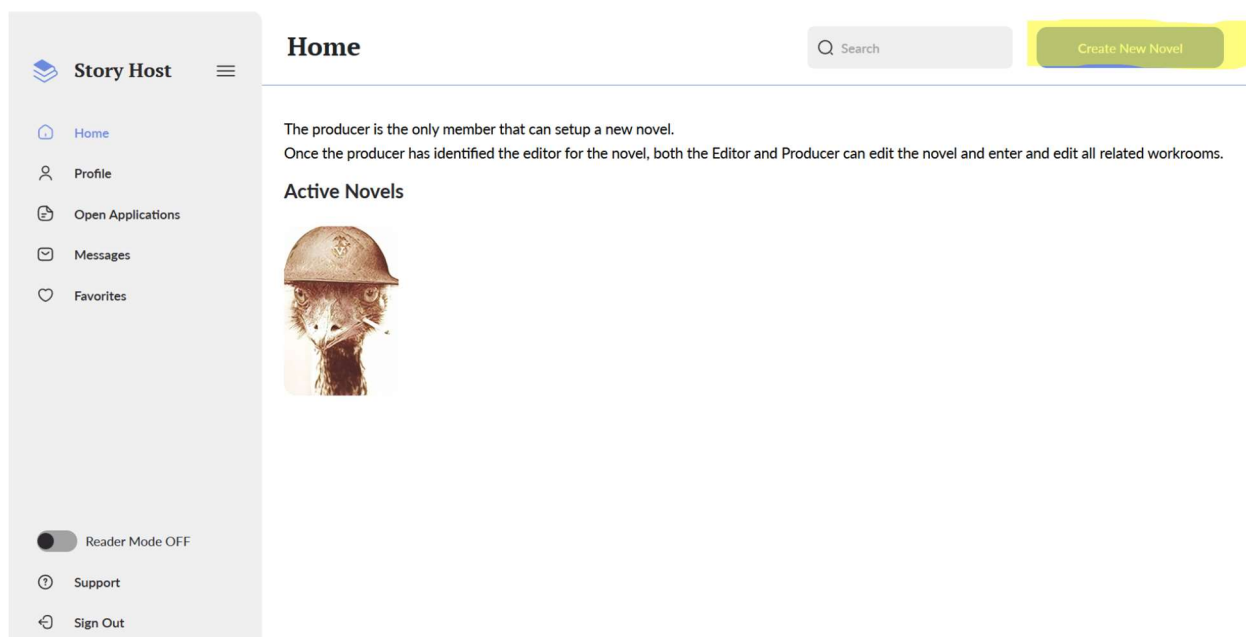
On the Home page, toggle "Reader Mode" to OFF.

Your left-hand column menu should change to show the following items:

- Home
- Profile
- Open Applications
- Messages
- Favorites

HOME

The Producer's home page is where you begin the process of creating a new story or continue working on an existing project.



The main body of the page will show a list of icons for "Active Novels," which are story projects either still in progress or completed. Clicking on an icon will open up a window with information about the story and controls to work on it, but first we will discuss how to create a new story.

Creating a New Novel

On the upper right of the home page you will see a blue button titled “Create New Novel.” This will take you to a form where you will enter information to create the story.

The screenshot shows the top portion of the 'Create New Novel' form. On the left is a sidebar for 'Story Host' with navigation links: Home, Profile, Open Applications, Messages, Favorites, Reader Mode OFF, Support, and Sign Out. The main content area is titled 'Create New Novel' and contains the following fields:

- Fill the boxes below:**
 - Text input: Create Novel Name
 - Text input: Create Synopsis
 - Date input: 10 Aug 23
 - Date input: Select Closing Date
 - Dropdown menu: Select Editor
- Create Characters**
 - Text input: Create Character Name
 - Text input: Charater's Personality Traits
 - Text input: About the Character

The top section of the form requests a name for your new novel and a synopsis describing the story. The synopsis should be short and interesting to draw attention and make readers want to read your story without giving away too much detail (think of what you would write on the back of a book jacket).

Next you will see two date fields. The first is the start date of the project, which defaults to the current date. The second is the expected closing date for completion of the project (this can be changed later if necessary).

Below the dates you will see a dropdown list to “Select Editor.” The list will be populated with all of the available candidates who have obtained Editor status. The Editor will be in charge of managing the writers’ submissions day-to-day, editing for grammar and readability, and making sure that each submission is in line with the Producer’s vision for the story and does not conflict with other submissions. You must choose an Editor in order to create a new novel.

The next section of the form is titled “Create Characters.” Here is where you define the main players in the story and attract writers to want to write from the perspective of that character.

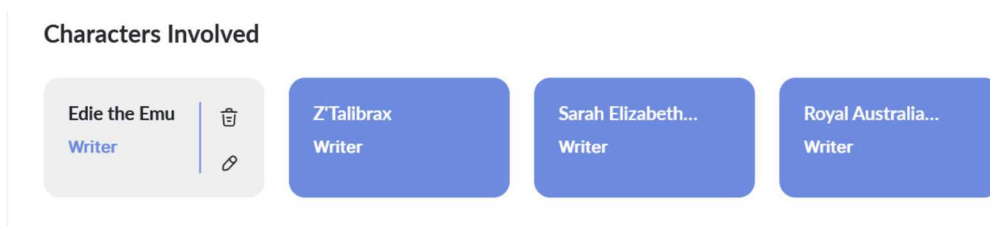
The screenshot shows the bottom portion of the 'Create New Novel' form. The sidebar and main title are the same as in the previous screenshot. The main content area contains the following fields:

- Create Characters**
 - Text input: Create Character Name
 - Text input: Charater's Personality Traits
 - Text input: About the Character
- Default Writer: A dropdown menu with a yellow '+' button next to it.
- Characters Involved**
- Add Additional Info**
 - Text input: Upload Thumbnail
 - Text input: Set the Opening Scene

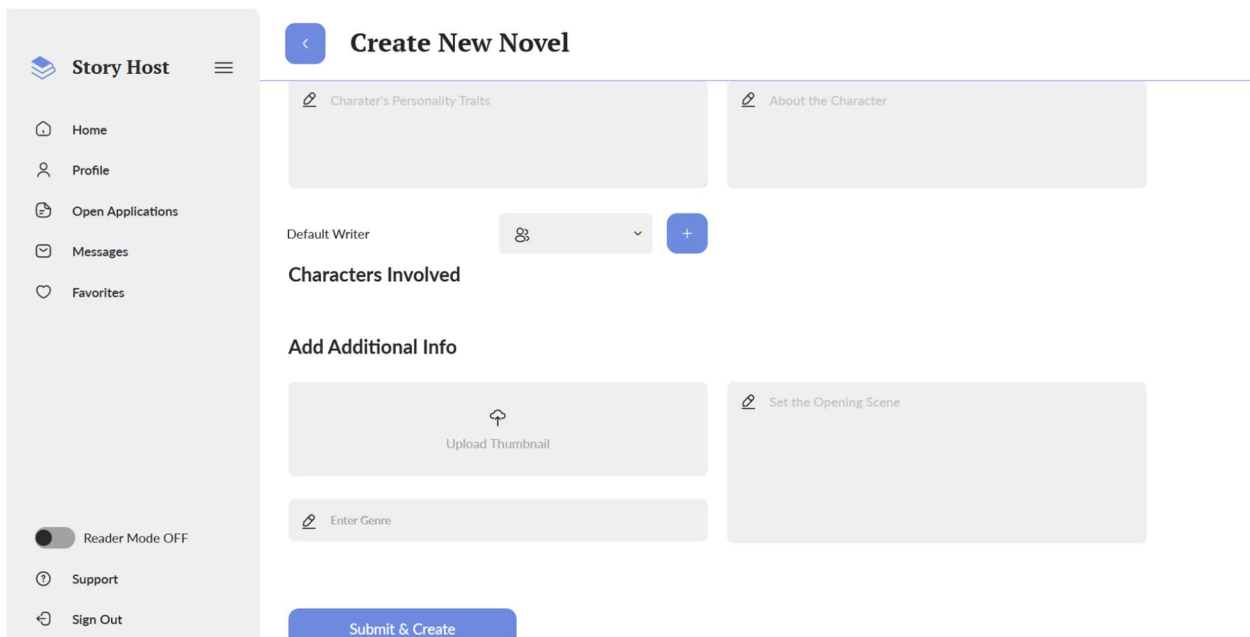
The first step is to give the character a name, followed by a brief list of that character's important personality traits. In the box that says "About the Character," you can write a more complete description of the characters personality and background in paragraph form. Although you may have many ideas, try to keep this to one or two paragraphs, both in order to attract the writer's attention and to allow the writer room to expand on the character and make it their own.

Below all the character description you will see a dropdown menu for "Default Writer" which is populated with a list of available writers when you click on it. You may assign a writer to the character you just created or leave it blank. If you leave it blank, then the character will be open to applications from writers. In the meantime, you, the Producer, will be considered the default writer for this character. You are not required to assign another writer to a character if you want to write one of them yourself.

When you have finished describing your character and assigned a writer (if applicable), hit the blue + button next to the "Default Writer" dropdown to save your character. This will add a new box to the section below titled "Characters Involved" and clear the character creation form above so that you can add another character. You may repeat this process for as many characters as your story needs.



Under "Characters Involved," clicking on the blue box with a character's name will reveal a trash icon to delete the character and a pencil icon to edit the character's description after it has already been saved the first time. When editing the character, simply click "Save Changes" to exit the editing window that pops up.



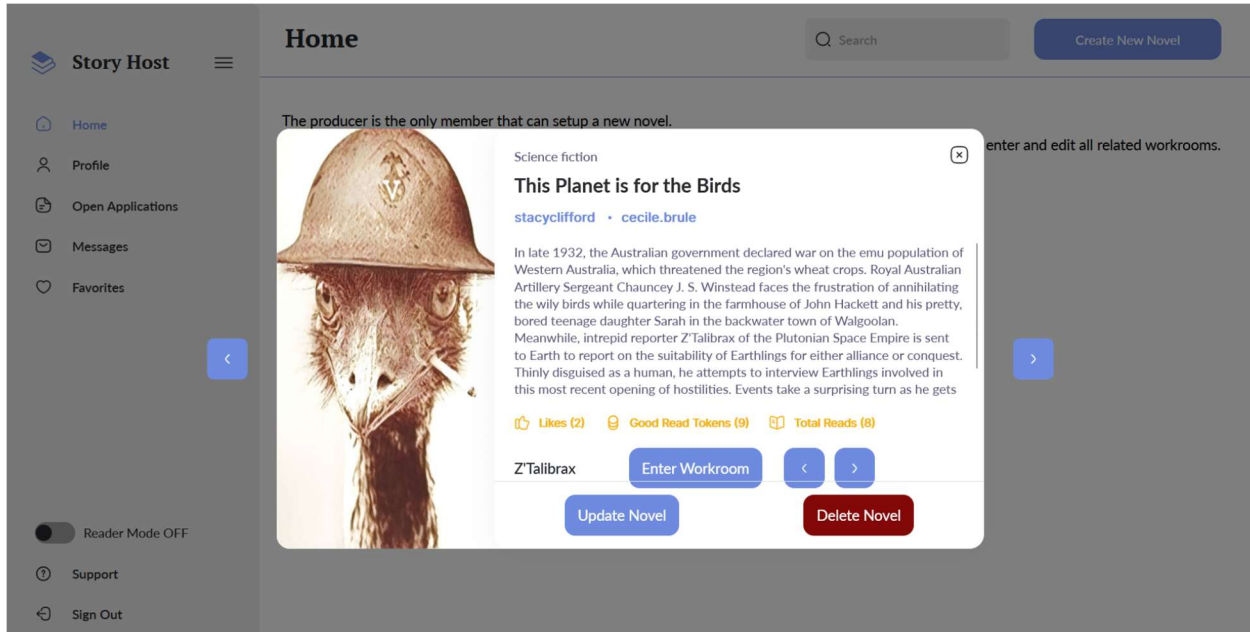
The final section of the form is "Add Additional Info." The box that says "Upload Thumbnail" allows you to add a small image that will be displayed to readers to represent your novel in the list of available stories, and on all editing screens for project participants. "Enter Genre" allows you to define the category of story you are telling for readers searching for a particular type of tale.

Finally, "Set the Opening Scene" is where you write the opening scene for your story. This section introduces major characters, gets the plot rolling, and should be designed to draw in both readers wanting to know more and writers who want to participate in creating the story.

Once you have filled out all your story information, just hit the blue “Submit & Create” button at the bottom of the form. This will add your story to the list of available projects for writers and make your characters available for writers to apply.

Editing an Active Novel

The list of active novels on your home page will show you thumbnails representing each of the novels you have created so far. Click on one to open a pop-up window with the controls for that novel.



The pop-up window will show the synopsis for the novel, the thumbnail image you chose, the workrooms for the characters, and buttons to update and delete the novel.

To update any of the information you entered when creating the novel, click the “Update Novel” button, which will open up the original form used to create the new novel. This will allow you to edit and create new characters, edit the opening scene or the synopsis, or replace the thumbnail with a new one. Scroll to the bottom and click the “Update” button to save your changes.

If you want to cancel a project and remove your novel from the site (for instance, if you created a dummy project just to see how the site works), click the “Delete Novel” button. Please be sure you want to do this before clicking this button, since the deletion is not reversible.

As a Producer, you have the same editing privileges over individual character submissions that an Editor has. Below the synopsis in the pop-up window, you will see the name of a character on the left, an “Enter Workroom” button in the middle, and left and right arrows on the right. Clicking on the arrows will scroll back and forth through your list of characters, changing the name that appears on the left. Clicking “Enter Workroom” will take you to the workroom screen for the character whose name is currently displayed, allowing you to edit any of the chapters submitted by the writer in charge of that character (see Editor’s Manual for instructions).

OPEN APPLICATIONS

“Open Applications” is the Producer’s portal to review applications for the various positions open in a new project.

The screenshot shows the 'Open Applications' page in the Story Host interface. The sidebar on the left contains navigation options: Home, Profile, Open Applications (highlighted), Messages, and Favorites. At the bottom of the sidebar are a Reader Mode toggle (OFF), Support, and Sign Out. The main content area is titled 'Applications' and has a search bar. Below the title are four tabs: Writers, Editors, Producers, and Saved. The 'Writers' tab is active. The application details for 'Edie the Emu' are shown, including the applicant's name 'cecile.brulle', the title 'This Planet is for the Birds', the role 'Writer', and a message from the applicant. Three buttons are visible: 'Save Candidate', 'Accept', and 'Reject'.

On this page you will see tab headings for Writers, Editors, Producers, and Saved. Each of the first three tabs will contain applications for that position to be reviewed. Each application consists of a box containing the writer’s name or handle, the title of the project they are applying for, a message from the applicant, and three buttons: Save Candidate, Accept, and Reject.

Accepting an application immediately gives that person access to the functions their position permits them to use, and they may begin working on the project. Rejecting an application is self-explanatory.

If you have a lot of open applications and not much time, or perhaps a tough choice between good candidates, you may wish to “Save Candidate” to make them easier to locate later when you have more time to decide. Clicking this button will move their application over to the “Saved” tab, where your choice of buttons will be reduced to Accept or Reject.

The screenshot shows the 'Open Applications' page in the Story Host interface, with the 'Saved' tab selected. The sidebar and navigation options are the same as in the previous screenshot. The main content area is titled 'Applications' and has a search bar. Below the title are four tabs: Writers, Editors, Producers, and Saved. The 'Saved' tab is active. The application details for 'Edie the Emu' are shown, including the applicant's name 'cecile.brulle', the title 'This Planet is for the Birds', the role 'Writer', and a message from the applicant. Two buttons are visible: 'Accept' and 'Reject'.

Once you have accepted or rejected an application, it will be cleared from the Open Applications board.