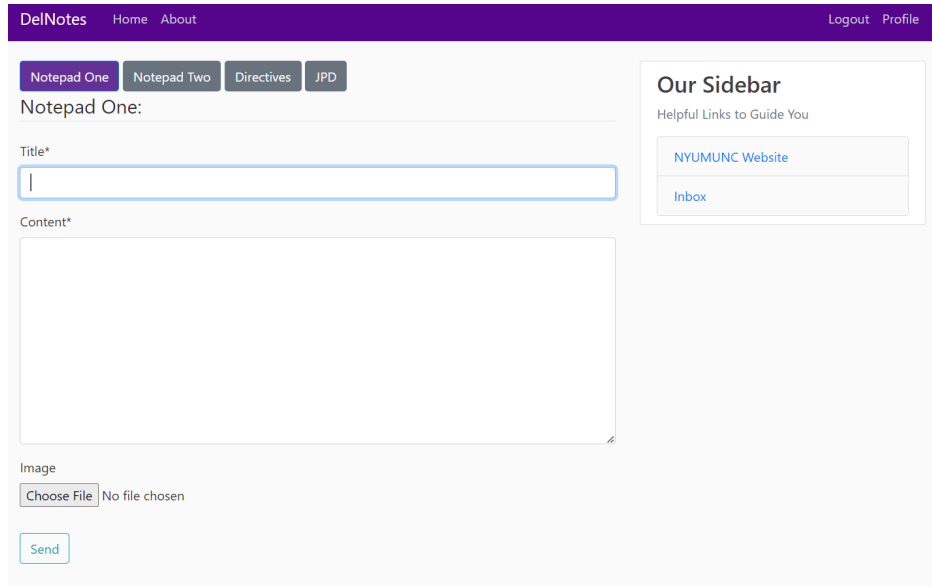


Delnotes Guide - Delegate Edition

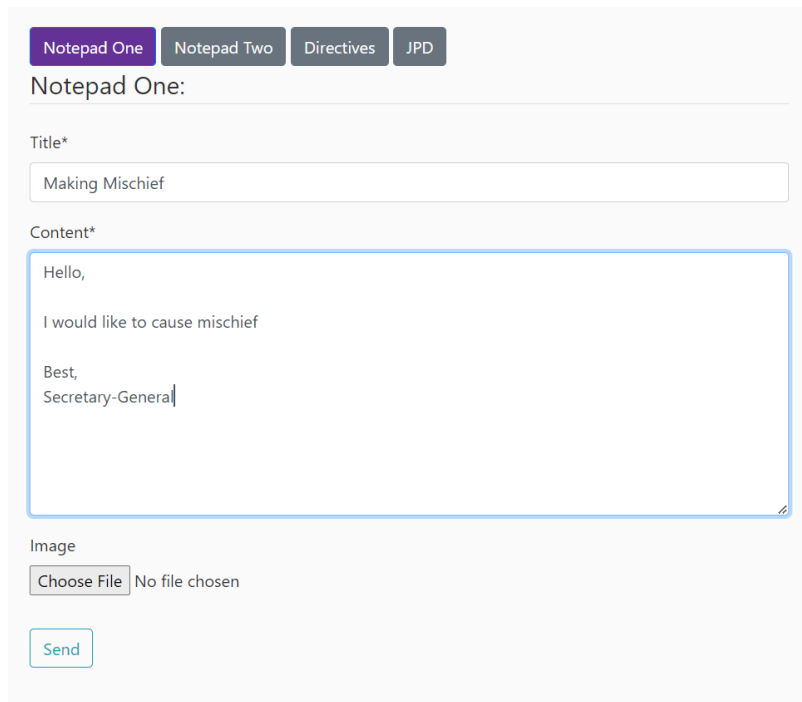
How to write a crisis note

Step 1: Open the “Inbox” Tab and click on the notepad (notepad one or two)



The screenshot shows the DelNotes web application interface. At the top, there is a purple navigation bar with 'DelNotes', 'Home', 'About', 'Logout', and 'Profile'. Below this, there are tabs for 'Notepad One', 'Notepad Two', 'Directives', and 'JPD'. The 'Notepad One' tab is active. The form is titled 'Notepad One:' and has two main input areas: 'Title*' and 'Content*'. The 'Title*' field is empty, and the 'Content*' field is a large text area. Below the text area, there is an 'Image' section with a 'Choose File' button and the text 'No file chosen'. At the bottom of the form is a 'Send' button. To the right of the form is a sidebar titled 'Our Sidebar' with the subtitle 'Helpful Links to Guide You'. It contains two links: 'NYUMUNC Website' and 'Inbox'.

Step 2: Write your note, and optionally, attach an image



The screenshot shows the DelNotes web application interface with the 'Notepad One' form filled out. The 'Title*' field contains the text 'Making Mischief'. The 'Content*' field contains the text: 'Hello, I would like to cause mischief Best, Secretary-General'. Below the text area, there is an 'Image' section with a 'Choose File' button and the text 'No file chosen'. At the bottom of the form is a 'Send' button. The navigation bar and tabs are the same as in the previous screenshot.

Step 3: Send your note, and await a response. Responses will appear below the space to type your notes.

Image

Choose File No file chosen

Send

[AbbyCadabby](#) March 31, 2024, 11:19 p.m.

Making Mischief

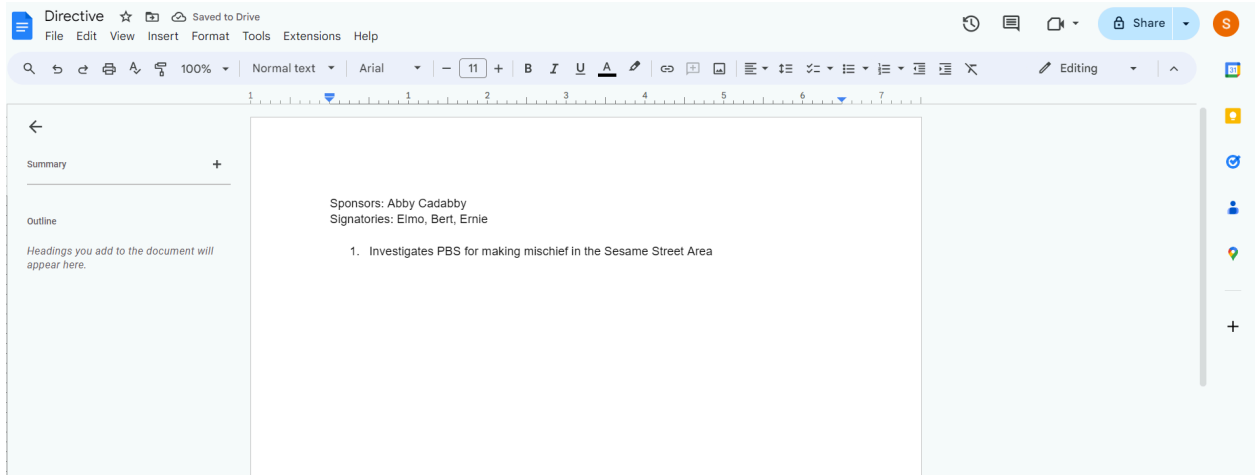
Hello,

I would like to cause mischief

Best,
Secretary-General

How to submit a directive

Step 1: Write a directive on google docs.



Step 2: Make sure that the sharing permissions are set to “everyone can view”

Share "Directive"




Add people, groups, and calendar events

People with access

 (you) Owner

General access

 Anyone with the link Viewer
Anyone on the internet with the link can view

 Copy link

Access updated

Done

Step 3: Copy the link

Step 4: Navigate to the “Directive” tab and fill out the form with the link

Notepad One Notepad Two **Directives** JPD

Directives:

Title*

Link*

Send

Your directive will appear on the “floor” as shown below

Notepad One Notepad Two **Directives** JPD

Directives:

Title*

Link*

Send

AbbyCadabby March 31, 2024, 11:25 p.m.

Directive

If the directive is passed it will turn green. If failed, it will turn red. Click on the title (Above, the title is “Directive”) to view the directive.

How to write a JPD

Step 1: Navigate to the JPD Tab and write your JPD

Notepad One Notepad Two Directives **JPD**

JPD Notepad:

Title*

Content*

Together, Elmo and I want to make mischief

Authors*

Send

Step 2: In the Authors field, select your collaborators from the drop down. They will also be able to view the JPD AFTER you submit it. Make sure to select yourself as an author.

JPD Notepad:

Title*

Making Mischief Together

Content*

Together, Elmo and I want to make mischief

Ernie

OscartheGrouch

Elmo

GuySmiley

TellyMonster

Frazzle

x Elmo

Send

Submit the the JPD. It will appear below the writing field.

Title*

Content*

Authors*

Send

[AbbyCadabby and others](#) March 31, 2024, 11:29 p.m.

Making Mischief Together

To check for a response, click on the Title of the JPD - any responses from staff will appear there.