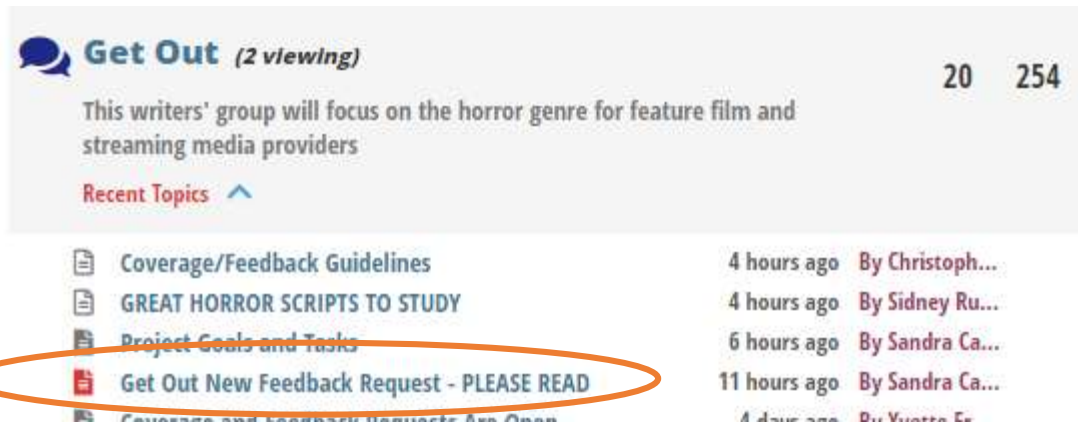


Instructions for How to Provide Notes/Feedback

Step One: Your Moderator will post in your Writer Group Forum that there is a new request for feedback. (Below is an example from the Get Out group.)



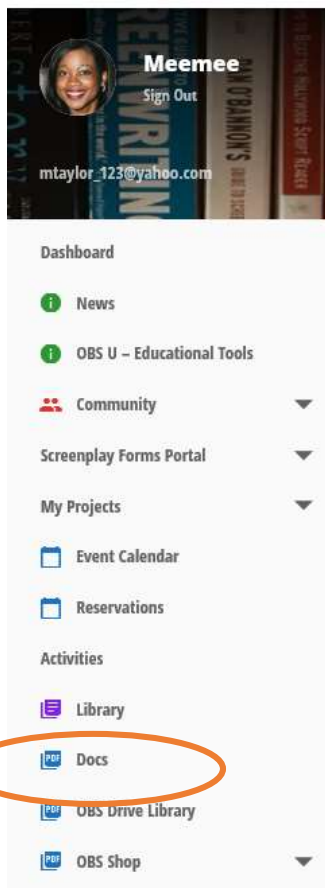
Get Out (2 viewing) 20 254

This writers' group will focus on the horror genre for feature film and streaming media providers

Recent Topics ^

| | | |
|---|--------------|-----------------|
| Coverage/Feedback Guidelines | 4 hours ago | By Christoph... |
| GREAT HORROR SCRIPTS TO STUDY | 4 hours ago | By Sidney Ru... |
| Project Goals and Tasks | 6 hours ago | By Sandra Ca... |
| Get Out New Feedback Request - PLEASE READ | 11 hours ago | By Sandra Ca... |
| Coverage and Feedback Requests for Open | 4 days ago | By Yvette E... |

Or your Moderator may announce the request under “Docs”. (Some Moderators do both.)

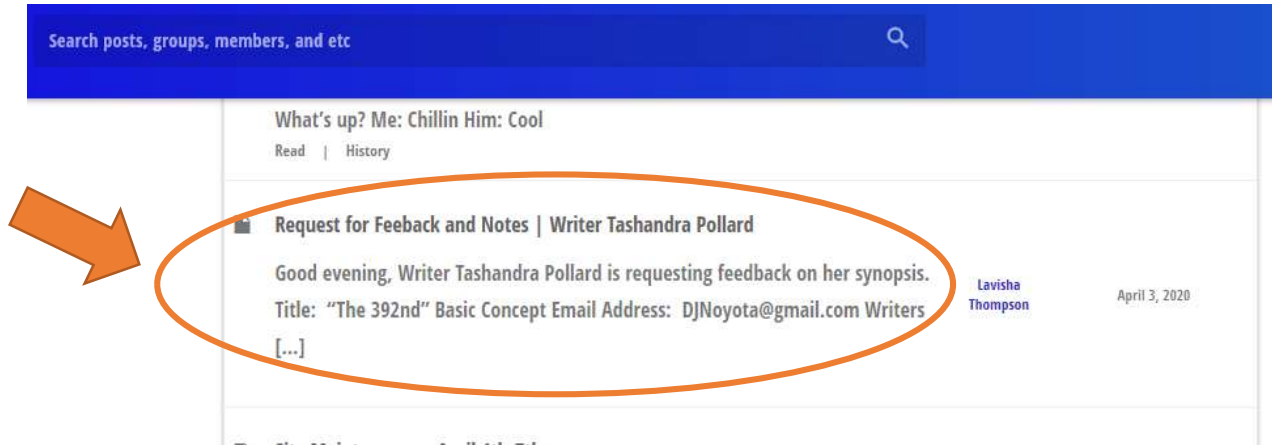


Meemee
Sign Out
mtaylor_123@yahoo.com

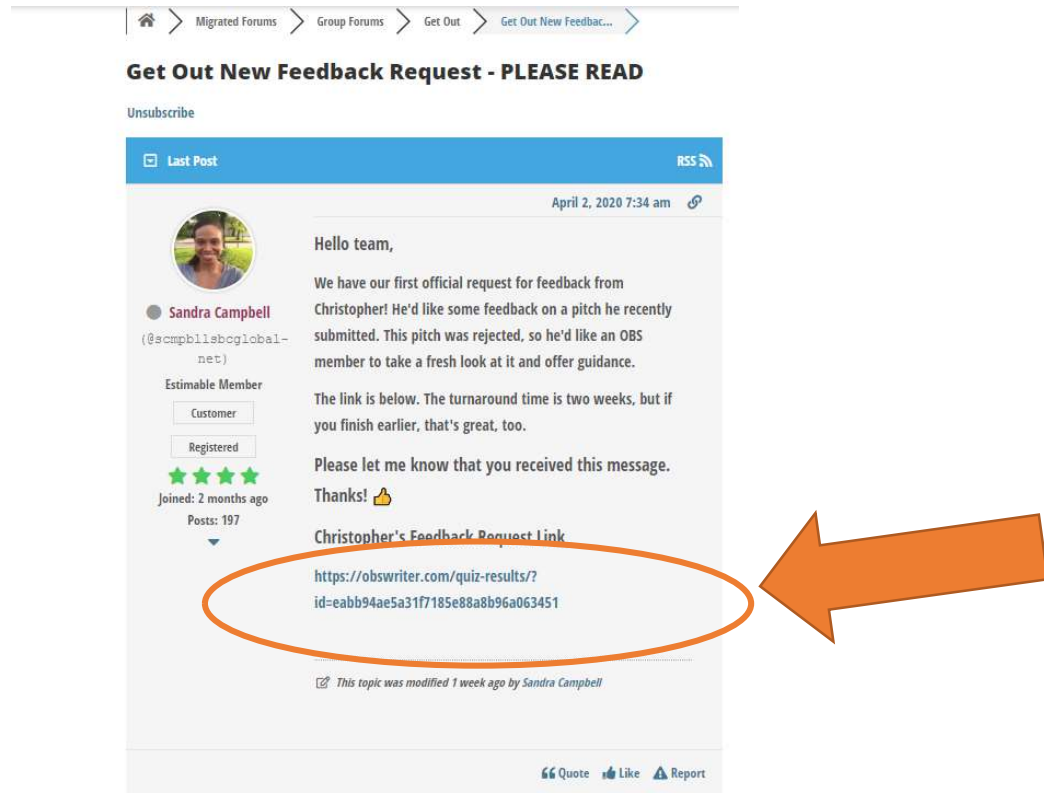
- Dashboard
- News
- OBS U - Educational Tools
- Community
- Screenplay Forms Portal
- My Projects
- Event Calendar
- Reservations
- Activities
- Library
- Docs**
- OBS Drive Library
- OBS Shop

Instructions for How to Provide Notes/Feedback

(Example of a post under “Docs”)



Step Two: If you're viewing the Moderator's post in the Group Forum, click the link in the post.



Instructions for How to Provide Notes/Feedback

If you're looking at the Moderator's post in "Docs", click the link.

Step Three: After you click the link, it will open the *Request of Notes and Feedback form*. Scroll to the end of the page where it says "File Upload Title" and click the link. This will open the document that you are going to review.

Request of Notes and Feedback Data

Request for Notes and Feedback Form

Screenwriter's First Name
Nat

Screenwriter's Last Name
Douglas

Email Address
Oscarwinner@yahoo.com

Enter title, type and draft # *
Example: My Great Short Story/Treatment/ Draft 1
Write Here
An Oscar Script

Associated Writers Group *
Enter the Screenwriter's Writers Group (case sensitive)
Write Here
Get Out

Type of Content *
(For what are you giving notes or feedback)
Pitch

What type for feedback/notes are you seeking? *
Provide your fellow member with guidance on where you'd like them to focus their attention. For example: do you think these scenes are paced well?
Effe

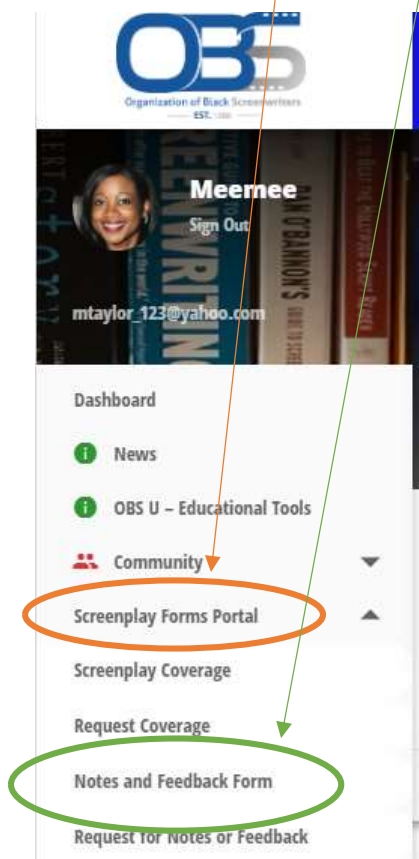
File Upload Title

Max file size: 976.55 KB | Allowed file types: pdf, doc, docx, fdx, msw | Min number of file: 1

REV-WELLS-OBS-PITCH.pdf 359.86 KB

Instructions for How to Provide Notes/Feedback

Step Four: After you have finished reviewing the submitted materials and have typed up and saved your notes, go to the OBS Website, click on “Screenplay Forms Portal.” It will show you several options. Click on “Notes and Feedback Form”.



Step Five: The form will automatically populate your first and last name and email address. You will need to change this to the screenwriter’s name and email address and you will fill in the blank spaces with the following information:

- “*Screenwriter’s First Name*” and “*Screenwriter’s Last Name*” – REMOVE your name and type in the requester’s name.
- “*Email Address*” – REMOVE your email address and type in the requester’s email address which you can get from the form discussed in Step Three.
- “*First and Last Name (No nicknames or abbreviations)*” – Type in your name
- “*Date Time Title*” – Add the current date.
- “*Associated Writers Group*” – Type in the name of **your** Writers Group. (For example, “Soul Food” or “Get Out.”)


Instructions for How to Provide Notes/Feedback

- “Enter title, type, and draft#” – Type in the name of the project.
- “Type of Content” – There’s a scroll down box. Select the appropriate choice.
- “Enter your notes and feedback here” – Paste your actual comments/feedback here. (Sometimes the form cuts off your notes so be sure to save them elsewhere and not just here.) Then hit Submit!


Notes and Feedback Form

Screenwriter's First Name *
Enter the first name from original request form


Screenwriter's First Name


 MEEMEE


Screenwriter's Last Name

 TAYLOR


Email Address

 mtaylor_123@yahoo.com


 First and Last Name (No nicknames or abbreviations)

 Email Address


Date Time Title *

 Select Date

Associated Writers Group *
Enter the Screenwriter's Writers Group (case sensitive)

 Write Here


Enter title, type and draft # *
Example: My Great Ghost Story/Treatment/ Draft 1

 Write Here

Type of Content *
(For what are you giving notes or feedback)

Outline ▾

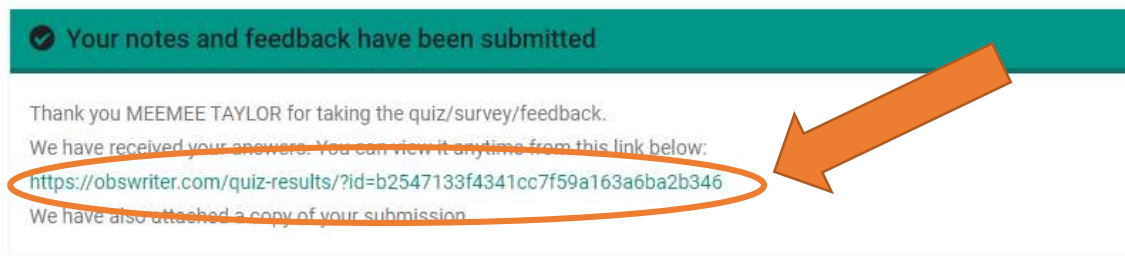
Enter your notes and feedback here *

 Write Here

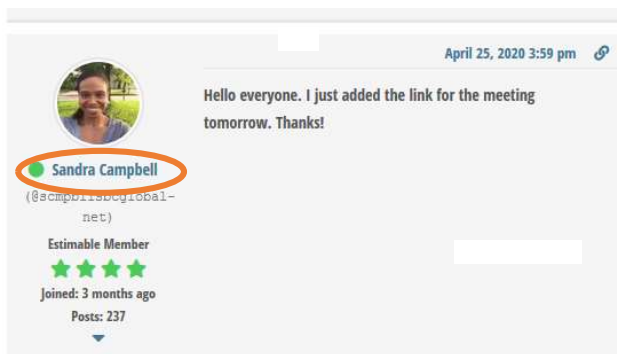
SUBMIT

Instructions for How to Provide Notes/Feedback

Step Six: After you submit your feedback, a screen will pop up providing you a link to your feedback. Copy this link. The system is supposed to send an email to the requester with your feedback, but it doesn't always happen. To ensure the requester gets your feedback, you should also send the link directly to them. Find the requester's email address from Step Three's *Request of Notes and Feedback form* and send him/her the link to your feedback.



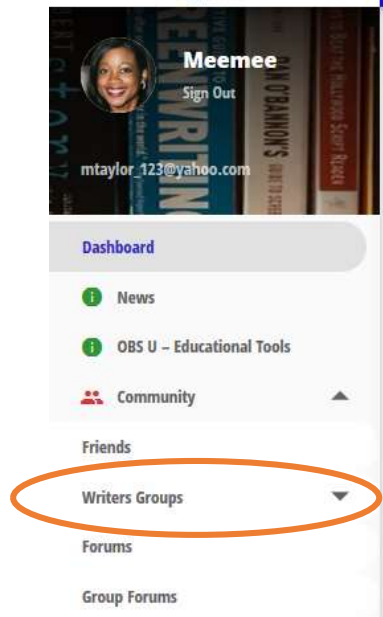
You can also find the requester's OBS page and send them a message with this link to your feedback. You can find their page in several ways, such as go to a post in the Writers Group Forum where they've commented on, and simply click their name under their photo to go to their page.



They haven't posted lately? Well here is one sure way to find ANY member of your group. (I'll use A Question of Faith's Group as an example but this works for any group.)

A. Go to the Writers Group Page

Instructions for How to Provide Notes/Feedback

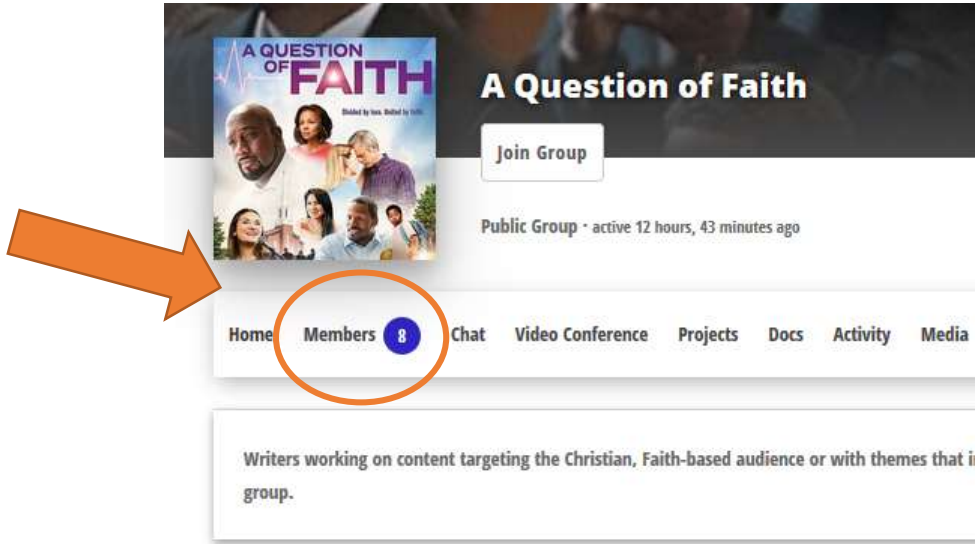


B. Find your group then click on the picture – not the “Join Group” button.

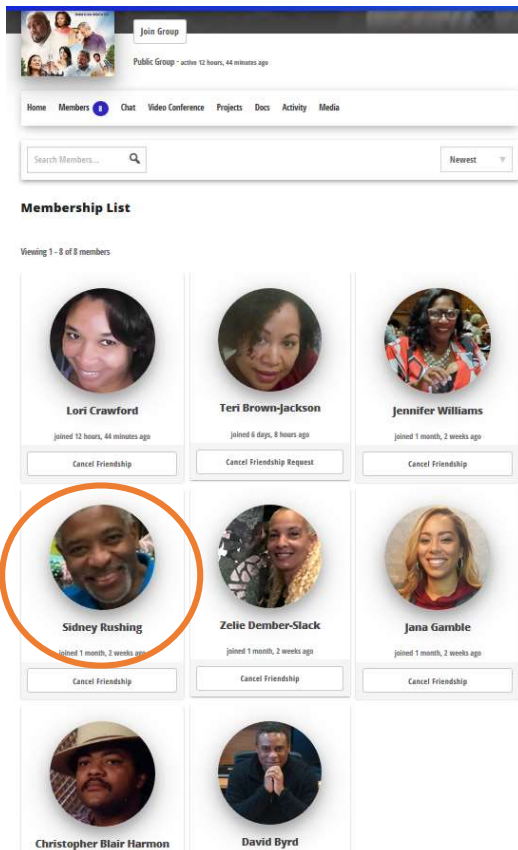


C. Near the top of the page, click on “Members”.

Instructions for How to Provide Notes/Feedback

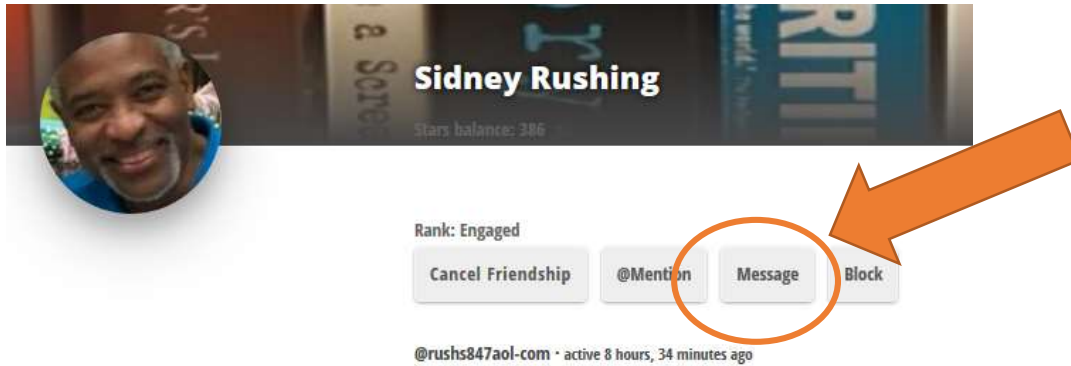


D. It will show you all the members in your group. Click on the requester's photo to go to their page.



Instructions for How to Provide Notes/Feedback

E. After you get to their page, click “Message”.



F. Fill in the information and paste the link to your feedback here and send it.

Send To (Username or Friend's Name)

Subject

Message

That's it! Congrats on helping a fellow writer work on his/her craft! And you will receive 15 points!