

Guild Master and Officer Guide

How to run your guild's private space on ONN: letting people in, invite links, picking officers, posting plans, events, polls and guild master elections.

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olympusnewsnetwork.com/guide/officers

1 What your guild gets

Every Olympus guild has a private **Guild Space** on ONN, a place to organize away from the public site. Only people you approve can see inside; signed-out visitors and search engines just get "not found".

- **Board:** announcements, plans and discussion, with replies, pinned posts and "needs a decision" flags.
- **Events:** runs, raids and meetups with Going / Maybe / Can't sign-ups. Everyone sees times in their own timezone.
- **Polls:** quick votes for your guild, and optional guild master elections.
- **Members:** approve who gets in, make invite links, pick your officers.
- **Guild status:** live numbers from the Olympus addon census: size, who's online, levels and leadership activity.
- **Guild chat and voice:** your guild's own channel in **Chat**, with voice calls.

GUILD SPACES

A private space for each Olympus guild. Only members the guild approves can see what's inside. Posts and events stay in the guild unless whoever posts them chooses to share.

YOUR GUILDS

OLYMPUS XII
GUILD MASTER
1 waiting to join

JOIN A GUILD SPACE

Your request goes to that guild's leader and officers. They'll check you're really in the guild before letting you in.

SEARCH

OLYMPUS XIV 640 in guild [Ask to join](#)

OLYMPUS XVI [Ask to join](#)

WHO SEES WHAT

- **Guild only:** approved members of that guild. This is the default.
- **Officers only:** that guild's leader and officers.
- **Shared:** that guild plus the other guilds picked when posting.
- **All guild leaders:** that guild plus the leaders and officers of every Olympus guild, for cross-guild plans.

Signed-out visitors, search engines and people outside those groups get "not found." ONN admins can see everything to keep the site running, so keep truly sensitive things off the site.

As a leader or officer you can also see what other guilds share with all guild leaders, under "Shared with you".

Guild Spaces: your guilds (with waiting join requests) on the left, who sees what on the right.

2 Getting set up

1. Go to olympusnewsnetwork.com and click **Sign in** at the top right. Sign in or create an account with **Archway ID**.
2. Pick your display name, then fill in **your profile**: your characters (mark your main and set their guild), your timezone and when you usually play. See **How to use ONN** for the details.
3. **Guild masters:** send an ONN admin your display name and your guild's name, and they'll make you guild master of its space. If your guild already has officers on ONN but no guild master, an officer can make you guild master (see **Roles**).
4. **Officers:** ask your guild master to make you an officer. You need to have signed in to ONN once first.

5. Open [Guild Spaces](#) in the top menu. Your guild shows under **Your guilds** with your role badge.

3 Roles and what they can do

Role	What they can do
Guild master	Everything officers can do, plus add and remove officers, change anyone's role, turn guild master voting on or off, and confirm an election result.
Interim guild master	When a guild has no guild master on ONN, its officers act as interim guild masters: they can approve people, manage members, add officers and make someone guild master. Once there is a guild master, officers go back to normal.
Officer	Approve or decline join requests, add or remove members, make invite links, see officer-only posts and events, start polls and elections, close or delete polls, and manage your guild's guild-only raids. Officers also see what other guilds share with all guild leaders.
Member	Read and reply to posts, sign up for events, make their own posts, vote in polls and run for guild master when an election is open.
Waiting	Asked to join but not approved yet. Sees nothing inside.

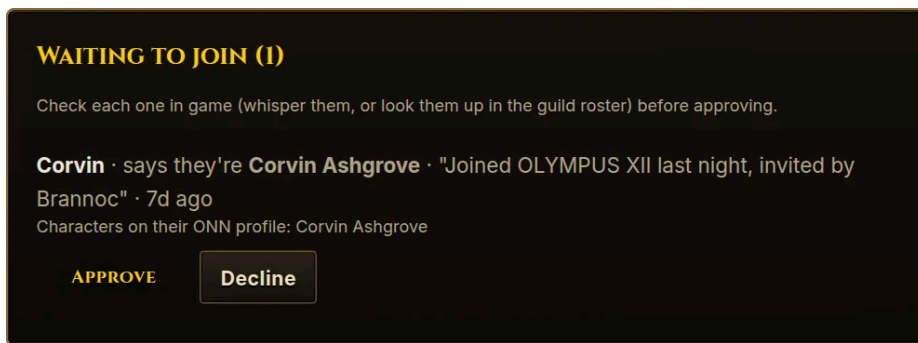
Handing the guild over? Ask an ONN admin to set the new guild master, or let the guild elect one (see [Guild master elections](#)). When an election result is confirmed, the old guild master becomes an officer.

4 Letting people in

People can ask to join in three ways:

- From [Guild Spaces](#), with **Ask to join**.
- **Automatically** when they add a character in your guild to their ONN profile.
- With an [invite link](#) set to "Require approval".

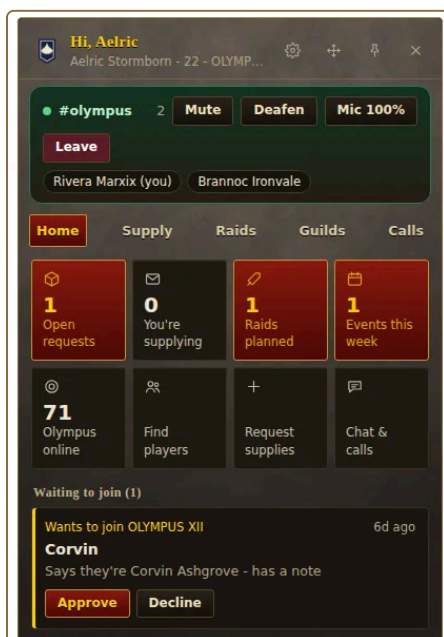
Requests show on the **Members** tab under **Waiting to join**, with the character they say they are, any note they left and the characters on their ONN profile (with a *verified* mark once Olympus HR has checked them in game). The tab label and your guild card show how many are waiting.



A join request on the Members tab: who they say they are, their note and their characters.

Always check in game before approving. Whisper the character or look them up in your guild roster. ONN can't prove someone owns a character until Blizzard adds WoW: Forever to its API. If it doesn't add up, decline.

Officers can approve requests too, so you don't have to be online for every one. If you use the **ONN Companion** desktop app, waiting requests also show in its panel, where you can approve or decline without leaving the game.



ONN Companion: join requests and your raids in a panel over the game.

5 Invite links

Invite links let you bring people in straight from Discord or in-game chat. Officers and the guild master make them at the bottom of the **Members** tab.

1. Give the link a name if you like (for example "Discord" or "New recruits"), and pick when it expires and how many people can use it.
2. Tick **Require approval** if people who use it should land in *Waiting to join* for you to check. Leave it unticked to let them in as members straight away.

3. Press **Create invite link**, then **Copy** and share it.

Each link shows how many times it's been used and when it expires. You can switch it between "Joins straight away" and "Needs approval" at any time, and **Revoke** it to turn it off.

INVITE LINKS

Share a link in game or on Discord. Whoever opens it and signs in to ONN joins OLYMPUS XII's space as a member **without needing approval**, unless you tick *Require approval* (then it just sends you a join request).

Name	Expires	Uses
Optional, e.g. Discord, ne	After 7 days	No limit

☐ Require approval (people who use it go to Waiting to join)

CREATE INVITE LINK

Discord recruits

Needs approval

0/25 used · expires Oct 13 · by Aelric

Copy

Let them straight in

Revoke

Pugs

Needs approval

1 used · expires Oct 9 · by Aelric

Copy

Let them straight in

Revoke

Discord

Joins straight away

1/5 used · expires Oct 9 · by Aelric

Copy

Require approval

Revoke

Invite links: make one, then copy, change or revoke it.

Links that let people straight in skip your in-game check. Use them for places you trust (your guild's own Discord), keep the number of uses low, and revoke them when you're done.

6 Officers and roles

Making someone an officer

1. Open the **Members** tab of your guild space.
2. Under **Assign officers**, search for their ONN display name or character name and press **Find**.
3. Press **Make officer**, or **Add as member** to just let them in. No join request is needed. They must have signed in to ONN at least once to show up.

ASSIGN OFFICERS

Add an ONN member straight in as an officer, no join request needed. They need to have signed in to ONN once.

Sylwen Sylwen Ashleaf · OLYMPUS XII · already Member

MAKE OFFICER

Assign officers: find a member and make them an officer.

Changing or removing someone

In the **Members on ONN** list, use the menu next to a person's name and press **Save**. Pick *Remove from space* to take someone out. Officers can manage members; only the guild master (or interim guild masters) can change officers.

MEMBERS ON ONN (4)

Aelric Online GUILD MASTER
America/Chicago

Brannoc Online OFFICER
America/New_York

Sylwen 5d ago MEMBER
In guild as Sylwen Ashleaf · Europe/London

Tamsin Online MEMBER
America/Chicago

Officer

▼

Save

Member

▼

Save

Member

▼

Save

The guild master adds and removes officers. Officers approve requests and manage members.

[Leave this guild space](#)

The roster: everyone in the space, who's online and the role menu.

7 Posting on the board

Open the **Board** tab and press **New post**. Choose who can see it before you post:

Who can see it	Who that is
Your guild only	Approved members of your guild. The default.
Officers and guild master only	You and your officers.
Share with other guilds I pick	Your guild plus the other Olympus guilds you tick.
Leaders and officers of every Olympus guild	Your guild plus the guild masters and officers of every Olympus guild. Good for cross-guild plans.

Tick **Pin to top** to keep a post above the rest, or **Needs a decision** so it stands out. Every post shows a label saying who can see it.

NEW POST

Title

What is this about?

Post

Plain text. Links work.

Who can see this

☒ OLYMPUS XII only

☐ Officers and guild master only

☐ Share with other guilds I pick

OLYMPUS XIV OLYMPUS XVI

☐ Leaders and officers of every Olympus guild

☐ Pin to top ☐ Needs a decision

POST

The New post form, with the choice of who can see it.

Shared with you: when another guild shares a post or event with your guild (or with all guild leaders), it shows under *Shared with you* on the Guild Spaces page. You can read it and reply; it stays owned by the guild that posted it.

8 Events

On the **Events** tab, press **Plan an event**. Add a title, the start time, how long it runs and any notes (meeting spot, roles needed, loot rules), and pick who can see it, with the same choices as posts. Members press **Going**, **Maybe** or **Can't**, and each event shows how many are going.

Everyone sees event times in their own timezone, so a run set for 8 PM Central shows as 9 PM for someone on Eastern. Upcoming events also show on the side of your board and in the ONN Companion app.

Deadmines run, Thursday
THU Oct 8 8:00 PM · 2 h · Aelric
Guild only 2 going
Going Maybe Can't

Officer meeting
FRI Oct 9 7:30 PM · 1 h · Brannoc
Officers only 1 going
Going Maybe Can't

Launch night: Northshire meetup
TUE Oct 13 6:00 PM · 3 h · Aelric
All guild leaders 2 going
Going Maybe Can't

Upcoming events with who can see them and sign-ups.

For raids with a roster (tanks, healers, DPS and a bench), use the **Raid planner** instead. Guild-only raids are visible to your guild, and your officers can help manage them.

9 Polls

Officers and the guild master can run polls on the **Polls** tab of your guild space:

1. Press **New poll**, write the question and the choices (one per line, 2 to 10).
2. Tick **People can pick more than one** if it's a multiple-choice poll, and choose how long it stays open (1 to 30 days, or until you close it).
3. Press **Post the poll**. Members of your guild space can vote, one vote per account, and can change or take back their vote while it's open.

Members see the totals once they've voted; officers always see them. Votes are private: only ONN admins can see who voted for what, in case of a dispute. You can **Close** a poll early or **Delete** it.

WHICH NIGHT WORKS BEST FOR OUR FIRST MOLTEN CORE?
Open · 7 days left · 3 votes

Thursday 8 PM	Your vote 33%	1 vote
Friday 9 PM	67%	2 votes
Saturday 7 PM	0%	0 votes
Sunday 6 PM	0%	0 votes

[Change your vote](#)

A guild poll with its results.

Site-wide polls for all of Olympus are run by ONN admins at **Polls**.

10 Guild master elections

If you want your guild to choose its leader, you can turn on **guild master voting**. The vote is advisory: when it ends, the current guild master or an ONN admin confirms the winner.

1. **Turn it on.** The guild master (or an ONN admin) presses **Turn GM voting on** at the top of the Polls tab.
2. **Start an election.** The guild master or an officer picks how long it runs (2 to 14 days), adds an optional note and presses **Start a GM election**. The current guild master is a candidate from the start.
3. **Candidates put themselves forward.** Any member can press **Run for guild master** (and **Withdraw my name** later).
4. **Members vote**, one vote per account. Like polls, members see totals only.
5. **Confirm the result.** When it closes, the current guild master or an ONN admin presses **Make [winner] guild master**, or **Don't apply the result**. The old guild master becomes an officer. A tie or an election with no votes changes nothing.



Guild master voting on the Polls tab, with an election open.



An election: candidates, the vote, and the rules on the right.

11 Guild status

The **Guild status** tab shows your guild from the latest Olympus addon census: how many are in the guild, who was online at the last upload, the average level online, how many have been inactive for 7+ days, the level spread and when your leader and officers were last seen. If enough members have been inspected, it also shows how many are wearing the guild tabard.

It updates on its own whenever someone in your guild runs **ONN Companion** with the Olympus Guild addon. If it says "hasn't been uploaded recently", ask an officer to install the app.



Guild status from the addon census.

12 Other tools for leaders

- **Guild chat and voice:** your guild has its own channel that only approved members can see, alongside #olympus for everyone. Start a voice call from the channel for runs and meetings.
- **Raid planner:** plan a raid for all of Olympus or just your guild, set the size and level, and fill tanks, healers and DPS. The raid leader confirms the roster.
- **Dungeon finder:** post or join dungeon groups, optionally for your guild only.
- **Supply board:** members ask for materials, potions, bags or gear, for all of Olympus or just your guild. Someone claims it, mails it in game, and the requester marks it received.
- **Find Players:** match people by when they play, level, interests, languages and region. Handy for recruiting people who are on at the same times as your guild.

13 Staying safe

- **Check people in game** before approving them, and before making anyone an officer.
- **Keep truly sensitive things off the site.** ONN admins can see everything to keep the site running.
- **Watch for bad actors.** A low-level character that joins, makes a big gold deposit into a guild bank and leaves can get a guild master flagged. Be wary of unexpected deposits from strangers and report them.
- **Fake "OLYMPUS" guilds** that impersonate Olympus are blacklisted on ONN. They can't get a guild space, and their census data is dropped. If you spot a new one, tell an ONN admin.
- **Review your officers and invite links** now and then. Remove anyone who has left the guild, and revoke links you no longer use.

Members can block or report others from their profile pages. Reports go to Olympus HR.

14 Quick answers

Someone can't find my guild to ask to join.

They need to be signed in. Guild Spaces lists every Olympus guild from the census, so a brand-new guild may only appear after the next census upload. You can also send them an invite link.

I can't find someone under Assign officers.

They have to sign in to ONN once first. Then search for their display name or a character on their profile.

Can officers let people in?

Yes. Officers approve and decline join requests, add and remove members and make invite links. Only the guild master can change officers.

Our guild master left and nobody can manage the space.

If the guild has no guild master on ONN, its officers act as interim guild masters and can make someone guild master. If there are no officers either, ask an ONN admin.

Someone was given the wrong role.

The guild master can fix it from the role menu on the Members tab. A guild's only guild master can't be demoted from there; ask an ONN admin.

Can people outside my guild see our posts?

Only if you choose to share them with other guilds or with all guild leaders when posting. Everything else stays inside your guild.

Who do I contact?

Ask in [#olympus](#) or reach an ONN admin in the Olympus Discord.