

Worksheet for Newsroom Charter

Update 11/20/2019

Preparation is everything. Please use this worksheet as a guide so that you have everything ready when you apply to the Civil Registry. After you complete the worksheet, [join the community](#) on Discourse, and share it for feedback from the Civil community. When you're ready, [submit your charter here](#).

Instructions

- Fill out each section below
- If you need any help, please reach out to support@civil.co and a staff member will get in touch within 24 hours.

Sections:

[Newsroom Information](#)

[Newsroom Roster](#)

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[Set up your MetaMask wallet](#)

Newsroom Information

Newsroom Name	
Logo (link)	
Newsroom URL (link)	
Twitter (link)	
Facebook (link)	
Youtube (link)	
Instagram (link)	

Newsroom Roster

Journalist #1 Name	
Role	

Brief Biography (max 240 characters)	
Photo Profile (link)	
Twitter Handle (link)	

Journalist #2 Name	
Role	
Brief Biography(max 240 characters)	
Photo Profile (link)	
Twitter Handle (link)	

Newsroom Charter

Describe your newsroom's mission and purpose

What is your newsroom's ownership structure? E.g. Non-profit, privately owned, commercial enterprise etc.

What are your current or planned revenue sources?

Do you have any conflicts of interest that may impact your editorial independence?

Is there anything else the Civil community should know?

Set up your MetaMask wallet

You'll need to set up a "digital wallet" to set up an account on Civil. and add your newsroom to the Civil Registry.

During the setup process, a public wallet address will be generated. This address is where you'll send and receive ETH, the cryptocurrency for Ethereum blockchain. It is also where you'll receive any ETH funds from your crowdfunding Boosts.

You will use your wallet to set up and manage your Newsroom Smart Contract, manage your Civil tokens, as well as sign transactions to the Ethereum blockchain.

While there are different kinds of digital wallets, we recommend using MetaMask for the following reasons:

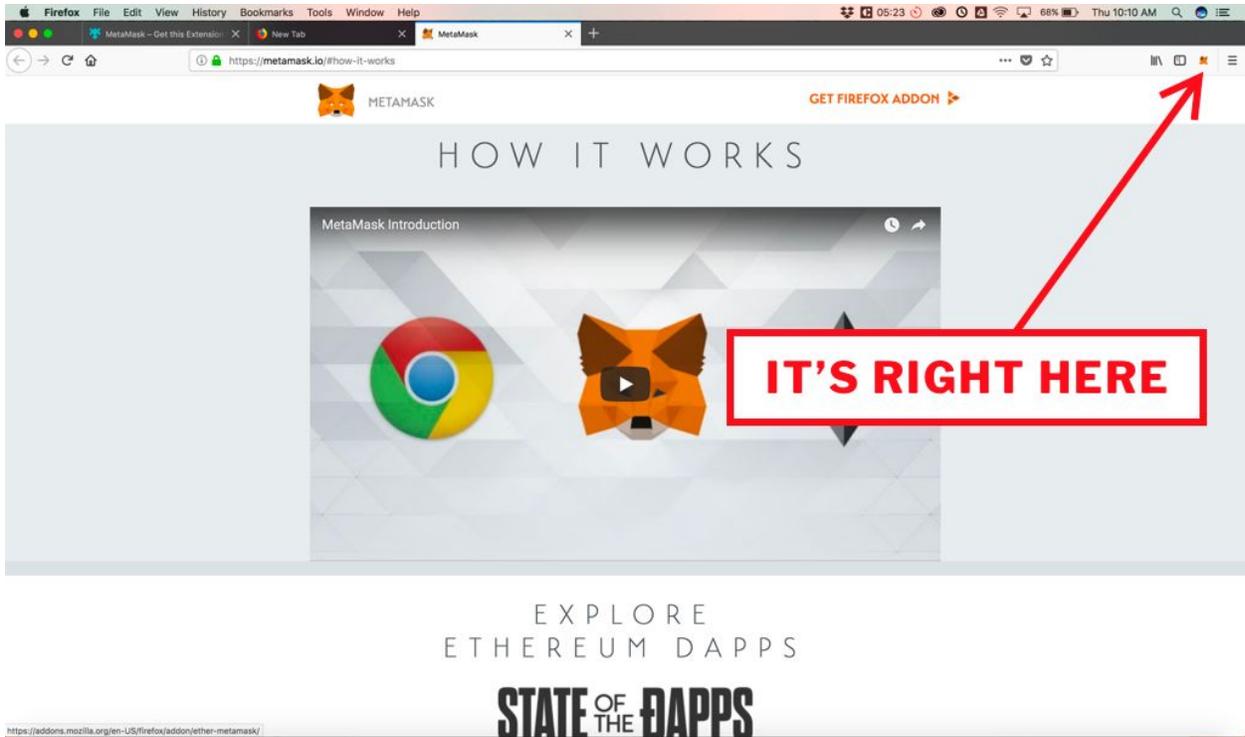
- Decentralized identity
 - You can take your tokens, ETH transactions, and wallet address information with you.
- Focus on security
 - Only you have access to your wallet. No one can sign any transactions without your consent and no one can lock your account or prevent you from making transactions. Please make sure to back up and save your MetaMask phrase to a safe place. You are the only one who knows it. Civil doesn't know it and MetaMask services don't either. Civil can not help you regain access if you lost it.

MetaMask setup takes only a few minutes

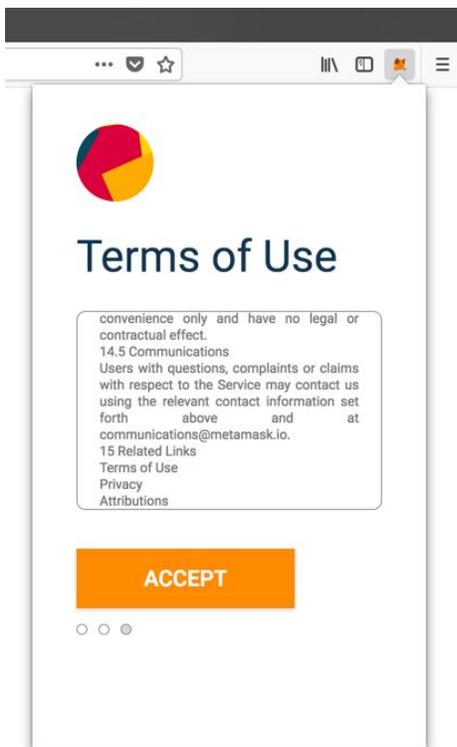
[Watch this 3-minute explainer video](#), and then follow these instructions

Step 1: Download MetaMask

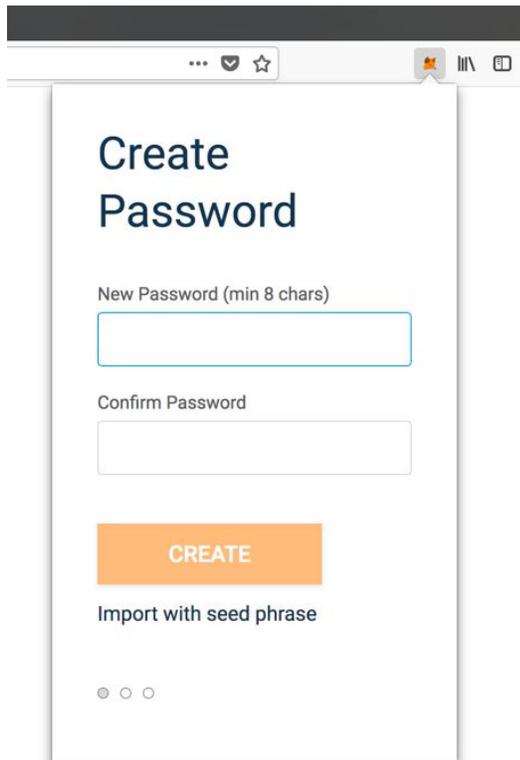
To download it from the Chrome web store, [click here](#). For Firefox, [click here](#). In Brave browser, you will be prompted to install MetaMask when you visit our website. When you are done, you should see it in the top right of your browser, next to the address bar.



Step 2: Opt-in to the beta and click through a series of compliance screens.



Step 3: Create a password



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Create Password

New Password (min 8 chars)

Confirm Password

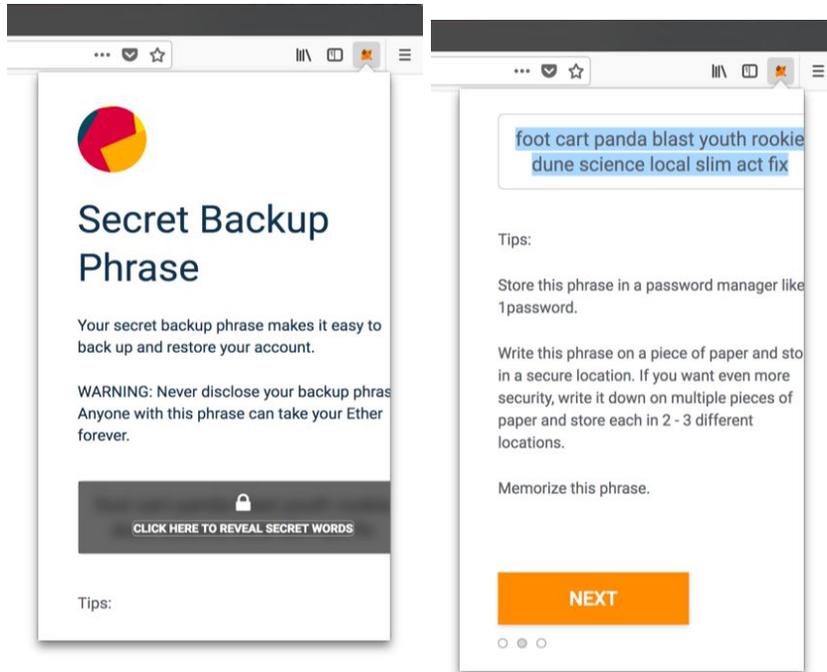
CREATE

[Import with seed phrase](#)

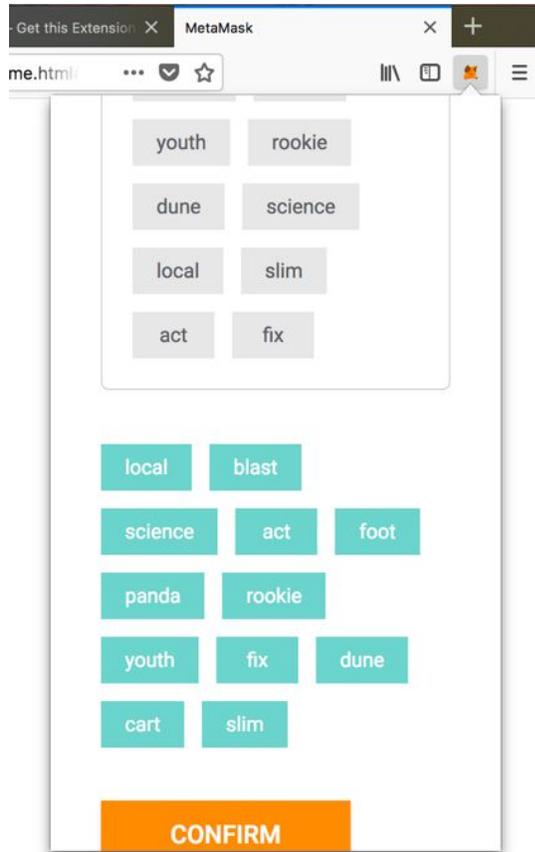
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Step 4: Copy your seed phrase somewhere safe.

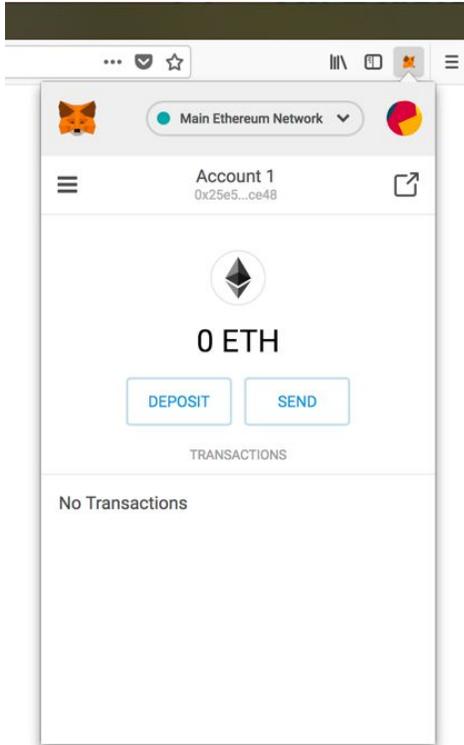
Only you have access to your wallet. You are the only one who knows it. Civil doesn't know it and MetaMask services don't either. Civil can not help you regain access if you lost it. Please make sure to back up and save your MetaMask phrase to a safe place.



Step 5: Repeat back your seed phrase to prove that you have copied it somewhere.

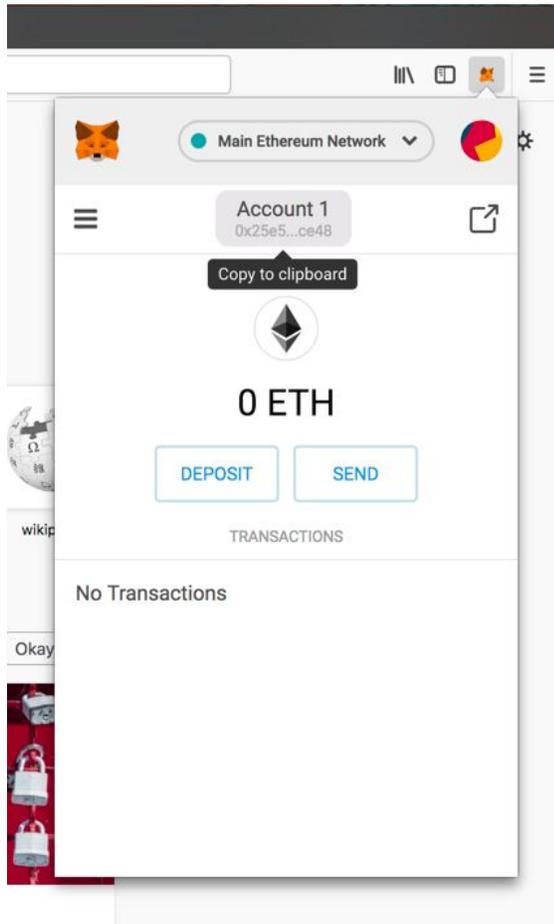


That's it! You have a wallet. You don't have to buy ETH at this time.



How do you get your wallet address?

In MetaMask, you can copy your wallet address to your clipboard by clicking on "Account 1."



Again, if you need any help, please reach out to support@civil.co and a staff member will get in touch within 24 hours.