

**From:** Midshipwoman LadyHoit

**Date:** 2/8/26

**Subject:** Squad Report Instructions

Frequency Minimum 1st & 15th of each month

1) Open Google Doc Link.

This link has been shared with necessary personnel and pinned in the Illustrious SL Chat.

[Ancient Isles Fleet Sheet](#)

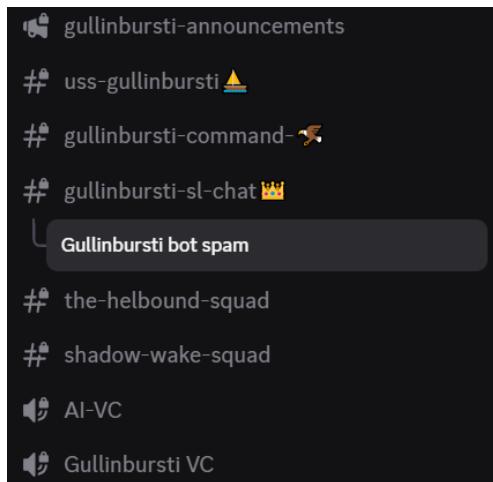
2) Click on the USS Gullinbursti Tab at the bottom of the sheet



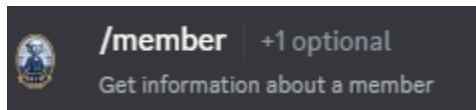
3) Go to your squad on the squad report. You will put in the date that it was updated. Put your name in the appropriate cell. Add any important notes.

Xana Squad	last update:	30 Jan 2025	Completed by:	JPO Lady Rav
Notes from SL:	Squads are temporarily under one squad			

4) Open Discord. Go to the Gullinbursti Bot Channel



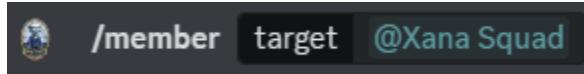
5) Run a command that correlates to your squad's name.



Choose Target

target

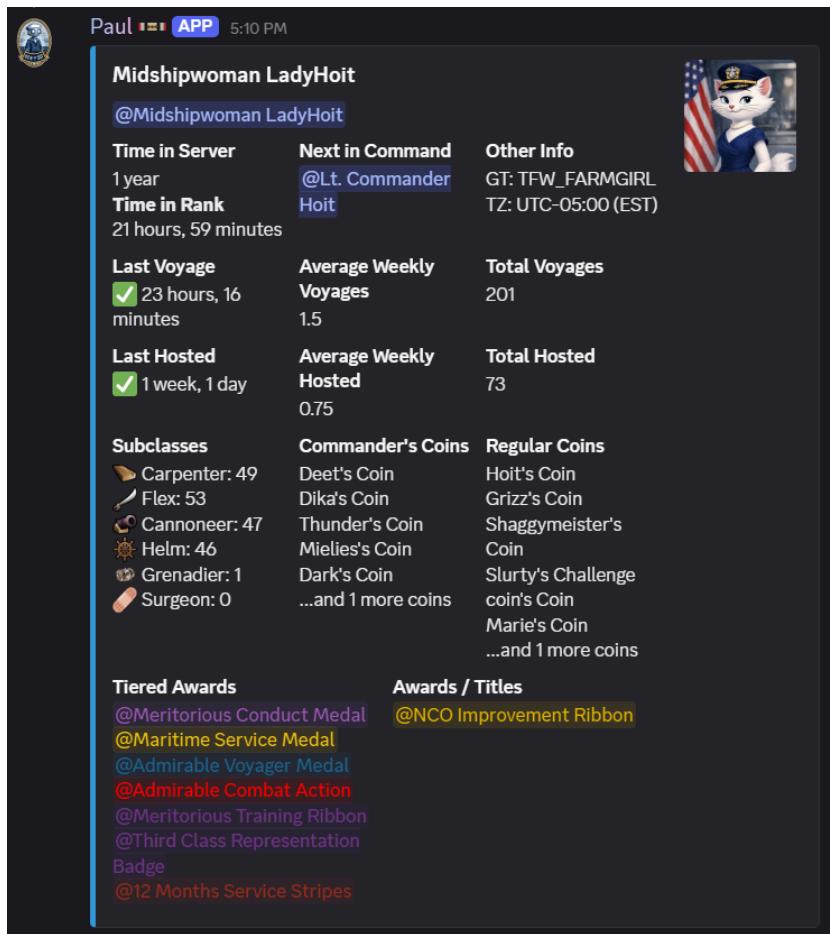
@(insert your squad role name)



Press "Enter"

The bot should return member reports for each member of the squad. If a member is missing, contact the Chief of Ship for correction.

6) You will use the member report to gather most of the information needed in the Squad Report.

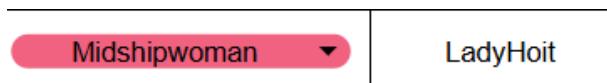


A detailed member report card for Midshipwoman LadyHoit. The report includes:

- Time in Server:** 1 year
- Time in Rank:** Hoit (21 hours, 59 minutes)
- Last Voyage:** 23 hours, 16 minutes
- Last Hosted:** 1 week, 1 day
- Subclasses:** Carpenter: 49, Flex: 53, Cannoneer: 47, Helm: 46, Grenadier: 1, Surgeon: 0
- Commander's Coins:** Deet's Coin, Dika's Coin, Thunder's Coin, Mielies's Coin, Dark's Coin, ...and 1 more coin
- Regular Coins:** Hoit's Coin, Grizz's Coin, Shaggymeister's Coin, Slurty's Challenge coin's Coin, Marie's Coin, ...and 1 more coin
- Tiered Awards:** Meritorious Conduct Medal, Maritime Service Medal, Admirable Voyager Medal, Admirable Combat Action, Meritorious Training Ribbon, Third Class Representation Badge, 12 Months Service Stripes
- Awards / Titles:** NCO Improvement Ribbon

The report also features a small cartoon cat wearing a captain's hat and holding an American flag.

7) Ensure Rank is current with user's name.



8) Verify that Gamertag and Time Zone are added in the Discord Server. If so, boxes on the squad report should be checked and filled. If not, contact the Chief of Ship.

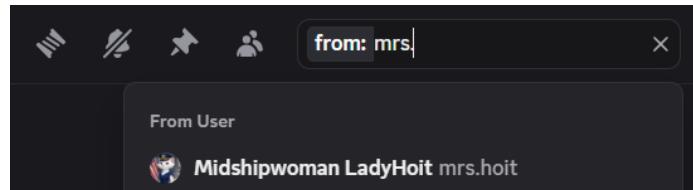
**Other Info**  
**GT: TFW\_FARMGIRL**  
**TZ: UTC-05:00 (EST)**

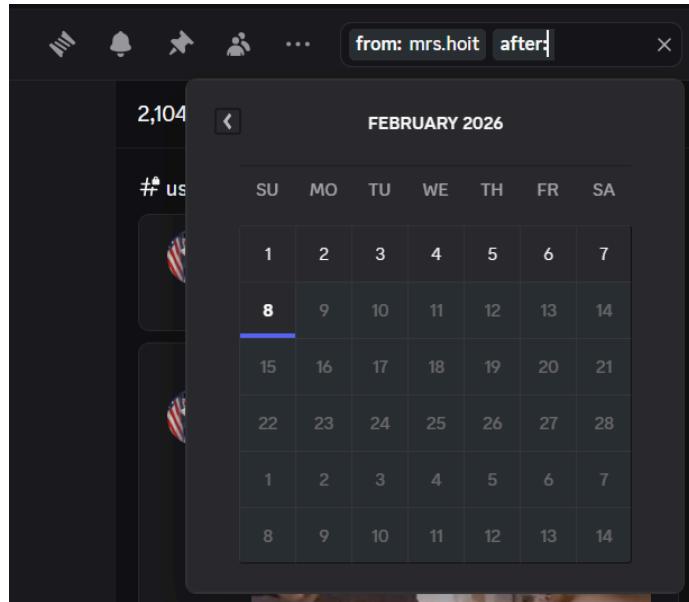
PaulBot entries			
Is Gamertag added?	Gamertag	Is Timezone added?	Timezone
<input checked="" type="checkbox"/>	TFW FARMBOY	<input checked="" type="checkbox"/>	UTC-5 (EST)
<input checked="" type="checkbox"/>	TFW FARMGIRL	<input checked="" type="checkbox"/>	UTC-5 (EST)
<input checked="" type="checkbox"/>	YaBoiMacho3912	<input checked="" type="checkbox"/>	UTC±0 (UTC)

9) Check LOA Status. As Squad Leader, most LOA updates will be your responsibility. LOA is a drop down with options for Active Duty, LOA 1 & 2. Choose which is appropriate for that sailor. If they are on LOA, enter the date they agreed to return. If the date has passed, message the member, and make a note in the note section at the end of the row.

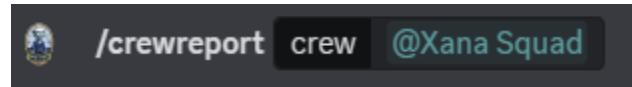
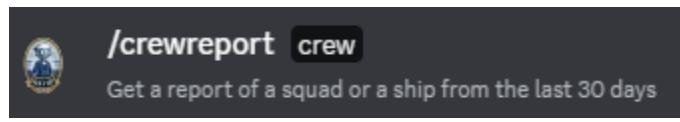
LOA Status	LOA End Date
Active Duty	LOA-1 ~ Jan 22 LOA-2 Jan 28

10) Chat Activity is rated 0-5 stars. The metric is .5 points (rounded down) for every post made that was NOT an award, or voyage related (e.g. Logs, @Looking for patrol) within 14 days. The best way to do this is to go to the search bar on Discord. Type from: (sailor's name). Once you have chosen their name, type after: A calendar will pop up. Choose the date two weeks ago. To rerun this function, just change the sailor name. Their most recent posts will appear. Count back, if they had 1 post in 14 days – 0 Stars, if they had 2 posts in 14 days 1 star, etc.





11) Sailing requirements. Sailing is required once per month for Junior Enlisted. You can check through each member report, or you can use a Paul Bot command.



This report will provide you with a quick overview, but will not show you those sailors who are heading toward the overdue line.

**Crew Report for Xana Squad**

<b>Attended voyages</b> Total: 127	<b>Hosted voyages</b> Total: 21
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**Members missing monthly voyage requirement** 

Seaman Wasp - Last voyage: 42 days, 18:06:59.627682  
 Seaman Case - Last voyage: N/A  
 Seaman Mr. Tuski - Last voyage: 31 days, 4:48:44.627739

**Members missing biweekly hosting requirement** 

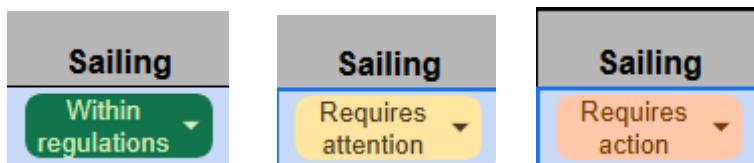
All members have hosted 

There are four drop-down choices in this category. They are: Within Regulations, Requires Attention, Requires Action, and N/A.

If a sailor has been on an official voyage within 2 weeks, choose “Within Regulations”.

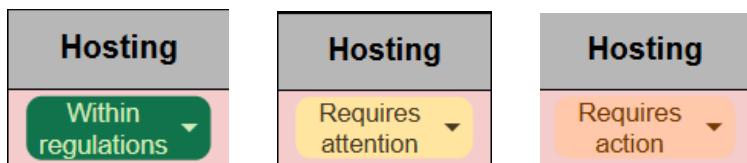
If a sailor is over two weeks sail time and not on LOA, mark them as “Requires attention”. Send them a DM at that time and note it in the notes section of their report.

If a sailor is over 30 days and not on LOA, has not responded or acted upon previous DMs, mark them as “Requires action” and note it in the notes section of the report.



All new sailors will be added as “Requires attention” until they get on their first voyage.

12) Hosting has the same drop downs as Sailing. However, there are different requirements for E-4 and above. As a voyage host, they are expected to host once every two weeks. So, if they have hosted below that two-week window, they are “Within Regulation”. If they are at or over two weeks, but less than three weeks, they “Require Attention”. If they are at or over three weeks, they “Require Action” (again unless they are on LOA)



13) Birthdays are optional. It is a way for you to engage with your squad. Ask the members if they want to share. Never put the birth year in.

**Birthday**

14) The last column is for comments that you need to make about that member. It may be DMs, expectations, or anything else that you want to keep track of.

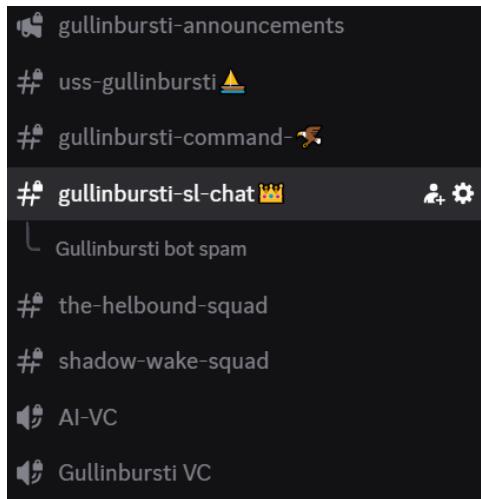
**Comments**

Put notes on DM comments, interests, etc in this section.

15) The next seven categories are maintained by the Chief of Ship.

Discord User ID	SPDs	Which SPD?	Service Stripe	Service Stripe Current?	Eligible for Promotion	COS Notes:
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17) Lastly, post a message in the Gullinbursti SL Chat to let the Chief of Ship know that the Squad report has been completed.



You will see other information on the Gullinbursti sheet. You are not expected to fill it all out. The responsibilities are divided and delegated among the leadership of the ship. When in doubt, contact your chain of command for support or clarification.