



# User Guide

*Introduction to V-MAST*

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## Overview

V-MAST is an online application that enables translation to be accomplished in a web browser. This makes it possible for geographically dispersed teams to work together, performing translation and checking in parallel while being managed by a virtual facilitator.

You can access V-MAST at the following URL: <https://v-mast.com>.

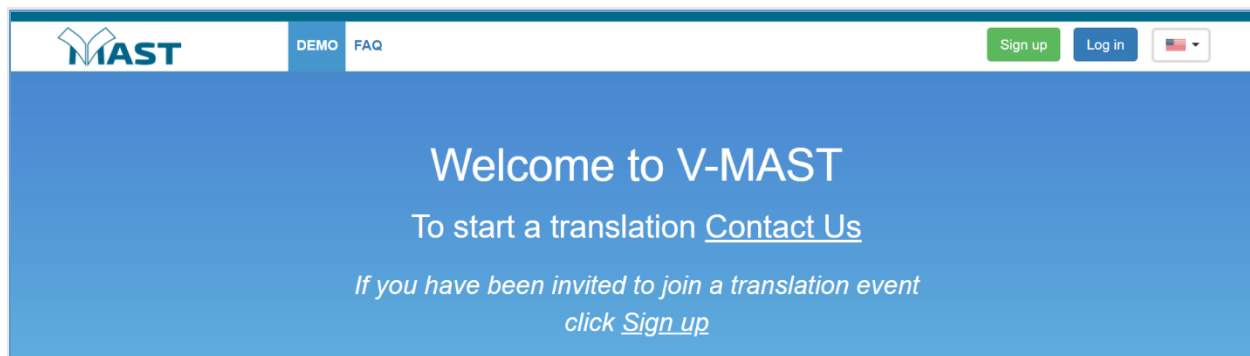
This introductory manual explains elements and tasks that are common to all users of V-MAST, regardless of the type of translation being done.

There are a couple of things to keep in mind to avoid problems when using V-MAST:

1. Don't use the back button on your browser. You should navigate in V-MAST by using the navigation elements within the application.
2. Don't open multiple V-MAST screens on multiple browser tabs. Close all V-MAST tabs except the one you are using.

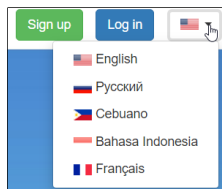
## Getting Started

When you enter the [V-MAST web site](#), you are presented with a Welcome page:



On this page, without even logging in you can:

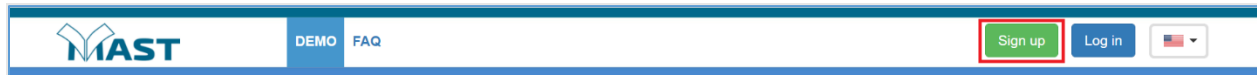
- Click **DEMO** to view demos of the various processes that can be accomplished with V-MAST. These demos are described in the [Demo](#) section below.
- Click **FAQ** to view frequently asked questions as described in the [FAQ](#) section below.
- Click the flag icon to select a different language for the user interface. This invokes a drop-down list of available languages. Click a language to select it.



To begin working in V-MAST, you must first create an account. Once your account has been created, you can log in and then update your user profile.

## Creating an Account

Click **Sign up**.



Fill out the *Sign Up* page to create an account. All fields are required.

The image shows the 'Sign Up' form on the MAST website. The form has a title 'Sign Up' and a link 'Already a member? Log in'. It contains several input fields: 'Username', 'First name', 'Last name', 'Email', 'Password', and 'Confirm Password'. Below these are two dropdown menus: 'Select the project' and 'Select the project language'. There are two checkboxes: 'Terms of use' and 'Statement of faith'. At the bottom, there is a reCAPTCHA widget with the text 'I'm not a robot' and a 'Sign up' button.

**Username:** Enter your username. It is best to include your name in the username because other translators/checkers will see this. Username must be all lowercase, at least 5 characters, and without spaces.

**First name:** Enter your first name.

**Last name:** Enter your last name.

**Email:** Enter a valid email address. A link to confirm your sign-up will be sent to this address.

**Password:** Enter a password for your account.

**Confirm Password:** Re-enter your selected password.

**Select the project:** Select your project type from the drop-down.

- *8 Steps MAST* – Translating the Bible into a target language.
- *vSUN* – Translating the Bible into Symbolic Universal Notation.
- *Our Daily Bread* – Translating Our Daily Bread into a target language.
- *Revision Check* – Revising an existing translation.
- *L3 Check* – Reviewing a newly created translation.
- *Translation Notes* – Translating Translation Notes into a gateway language.
- *Translation Questions* – Translating Translation Questions into a gateway language.
- *Translation Words* – Translating Translation Words into a gateway language.

**Select the project language:** Type the name of the target language for your project. Select the appropriate language from the generated list.

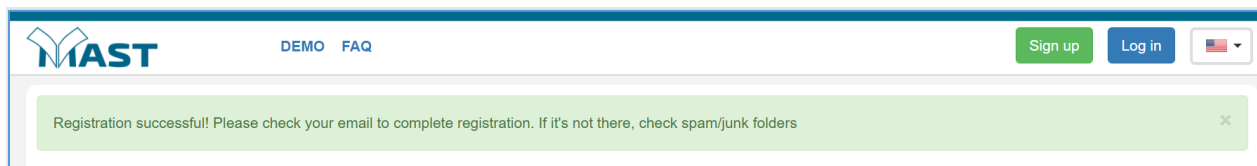
**Terms of Use:** Click the check box next to Terms of Use. A pop-up will appear containing the Terms of Use. Review and click the green Accept button to accept the terms. If you do not accept, click the red Cancel button, and contact your event leader.

**Statement of Faith:** Click the check box next to Statement of Faith. A pop-up will appear containing the Statement of Faith. Review and click the green Accept button to accept the statement. If you do not accept, click the red Cancel button, and contact your event leader.

**I'm not a robot:** Select the check box.

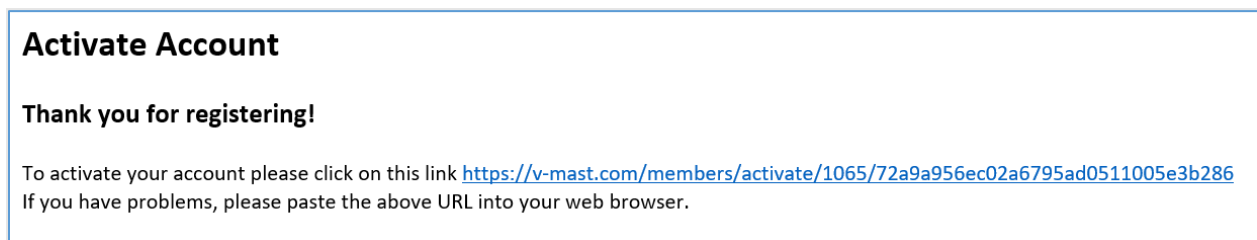
Click **Sign Up** to create the account.

After you have created an account, a confirmation page will appear.

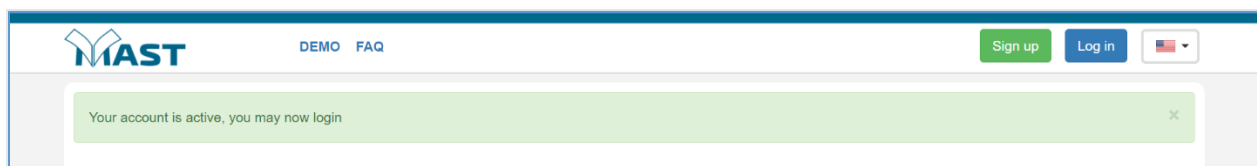


## Activating an Account

After creating an account, you will receive an account activation email.



Click on the link in the email. You will be brought to a confirmation page.



You will then be able to log in and complete your profile.

## Logging in

Click **Login** on the Welcome page.



Enter your Username and Password and click **Login**.

The screenshot shows a 'Log in' form. It has a title 'Log in' at the top. Below it are two input fields: 'User Name or Email' and 'Password'. The 'Log in' button is a blue rectangle with white text, highlighted with a red rectangular box. To the right of the button are two links: 'Forgot password?' and 'Don't have an account? Sign up'.

## Completing Your Profile

Upon first-time logging in you will automatically be directed to the Profile tab.

- Personal Section

Complete the *Personal* section.

The screenshot shows the 'Personal' section of a profile completion form. It includes fields for 'Username' (pre-filled with 'johnsmith'), 'First name' (pre-filled with 'John'), and 'Last name' (pre-filled with 'Smith'). Below these is an 'Choose avatar:' section with a preview of a male avatar and two buttons: 'Men' (blue) and 'Women' (pink). To the right of the form is a panel displaying a grid of 20 different avatars, with red arrows pointing from the 'Men' and 'Women' buttons to the respective rows of avatars.

**Username:** Pre-filled with information provided upon account creation.

**First name:** Pre-filled with information provided upon account creation.

**Last name:** Pre-filled with information provided upon account creation.

**Choose avatar:** Choose an avatar for your account. Men or women selections are available.

- Common Section

Complete the *Common* section.


Common

Save

Preferred roles:

☐ Translator
 ☐ Facilitator
 ☐ L2/L3 Checker

Add languages that you know:



Years of Bible Translation:

☒ 0
 ☐ 1
 ☐ 2
 ☐ 3+

Years of Other Translation or Interpretation:

☒ 0
 ☐ 1
 ☐ 2
 ☐ 3+

Degree of Bible Knowledge:

☒ weak
 ☐ moderate
 ☐ strong
 ☐ expert

In how many MAST events have you participated:

☒ 0
 ☐ 1
 ☐ 2
 ☐ 3+

What MAST roles have you executed before: check all that apply:


☐ Translator
 ☐ Facilitator
 ☐ Revision
 ☐ Level 3 Checking

How often have you worked in teams to produce something:

☒ rarely
 ☐ some
 ☐ much
 ☐ frequently

**Preferred roles:** Indicate whether you are a translator, facilitator, Revision, and/or Level 3 Checking.

**Add languages that you know:** Add all languages with which you will be working.

Click  to add a new language.

Select language:

Select an option or use search

Select fluency level of this language:

☐ none
 ☐ moderate
 ☐ strong
 ☐ fluent
 ☐ native
 ☐ expert

Add language

**Select Language:** Type the language name or code into the language dialog box. Select the language you wish to add.

**Select language:**

Select an option or use search

ab

- [aah] Abu' Arapesh ( Arapesh, Abu' )
- [aaq] Eastern Abnaki ( Abenaki, Eastern )
- [aau] Abau
- [ab] аҧсуа бызшәа, аҧсуәа ( Abkhaz )
- [aba] Abé
- [abb] Bankon
- [abc] Ambala Ayta ( Ayta, Ambala )
- [abd] Manide
- [abe] Western Abnaki ( Abenaki, Western )
- [ahf] Ahai Sungai

**Select fluency level of this language:** Indicate your fluency level.

Click **Add language** to add the language.

Click the **X** to remove a language from the list of languages you know.

**Add languages that you know:**

+ [en] English X [lzz] Laz X [bac] Badui X [hwc] Hawai'i Creole English (Hawai'i Pidgin) X [ceb] Cebuano X

[laa] Southern Subanen (Subanen, Southern) X [abf] Abai Sungai X

**Years of Bible Translation:** Select how many years you have been involved in Bible translation.

**Years of Other Translation or Interpretation:** Select how many years you have been involved in other translation or interpretation work.

**Degree of Bible Knowledge:** Indicate how well you know the Bible.

**In how many MAST events have you participated:** Select how many MAST events in which you have participated.

**What MAST roles have you executed before (check all that apply):** Check all MAST roles in which you have operated.

**How often have you worked in teams to produce something:** Indicate how often you have worked in teams.



- Education Section

Complete the *Education* section (NOTE: only visible if “Translator” was selected as a preferred role).

### Education

What Church-related roles have you held: check all that apply:

☐ Elder ☐ Bishop ☐ Pastor ☐ Teacher ☐ Denominational Leader ☐ Seminary Professor

Rate yourself on strength of original language:

Hebrew: ☒ none ☐ limited ☐ moderate ☐ strong ☐ expert

Greek: ☒ none ☐ limited ☐ moderate ☐ strong ☐ expert

If you have formal theological education check all that apply:

☐ BA ☐ MA ☐ PHD

Check all areas that apply:

☐ Theology ☐ Pastoral Ministry ☐ Bible Translation ☐ Exegetics

Institution of education:

**What Church-related roles have you held (check all that apply):** Check all church-related roles you have held.

**Rate yourself on strength of original language:** Indicate your proficiency in Biblical Hebrew and/or Greek.

**If you have formal theological education (check all that apply):** Check all levels of education that you have completed.

**Check all areas that apply:** Check all areas of Biblical Studies of which you have obtained education.

**Institution of education:** Type the name of the institution where you received your education.

- Facilitation Section

Complete the *Facilitation* section (NOTE: only visible if “Facilitator” was selected as a preferred role).

### Facilitation

Have you been trained in MAST facilitation:

☐ Yes ☒ No

Which organization do you represent:

☐ Other ☐ WA EdServices

Reference Person Name:

Reference Person Email:

**Have you been trained in MAST facilitation:** Indicate whether you have been formally trained in MAST facilitation.

Complete the following information if the above answer was **Yes**.

**Which organization do you represent:** Select which organization you represent.

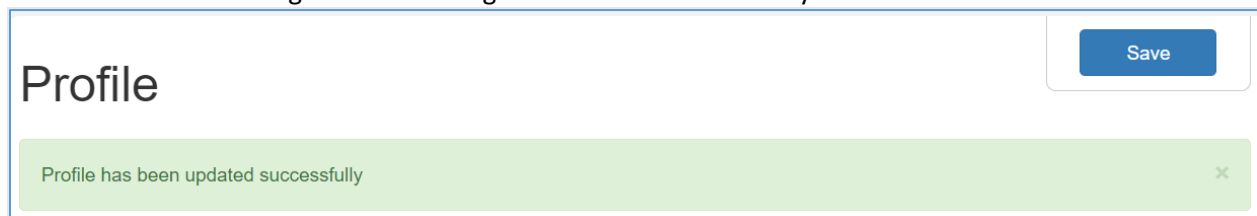
**Reference Person Name:** Type the name of the person who referred you.

**Reference Person Email:** Type the email of the person who referred you.

Click **Save** after completing your profile to save your changes.

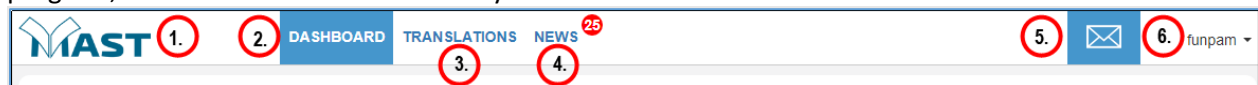
A screenshot of the V-MAST 'Profile' page. The word 'Profile' is on the left. On the right, there is a blue 'Save' button highlighted with a red rectangular box.

You should see a message that the changes were saved successfully.

A screenshot of the V-MAST 'Profile' page after saving. The 'Save' button is still present. Below the profile title, a green message box states 'Profile has been updated successfully' with a close icon (X) on the right.


## Exploring the User Interface

The V-MAST user interface contains several elements that you can use regardless of the type of project on which you are working. The bar across the top, which is visible no matter where you navigate in the program, contains 6 useful sections that you can click to see different information.

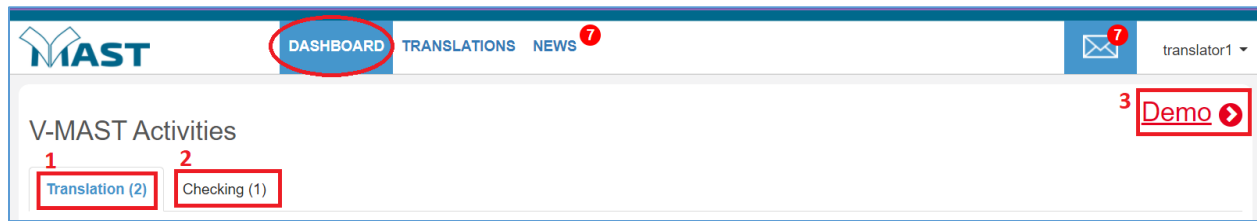


### 1. V-MAST Logo

The V-MAST logo is visible no matter where you are in the system.

Click the  logo at the left of the top bar to return to your Dashboard.

## 2. Dashboard Tab

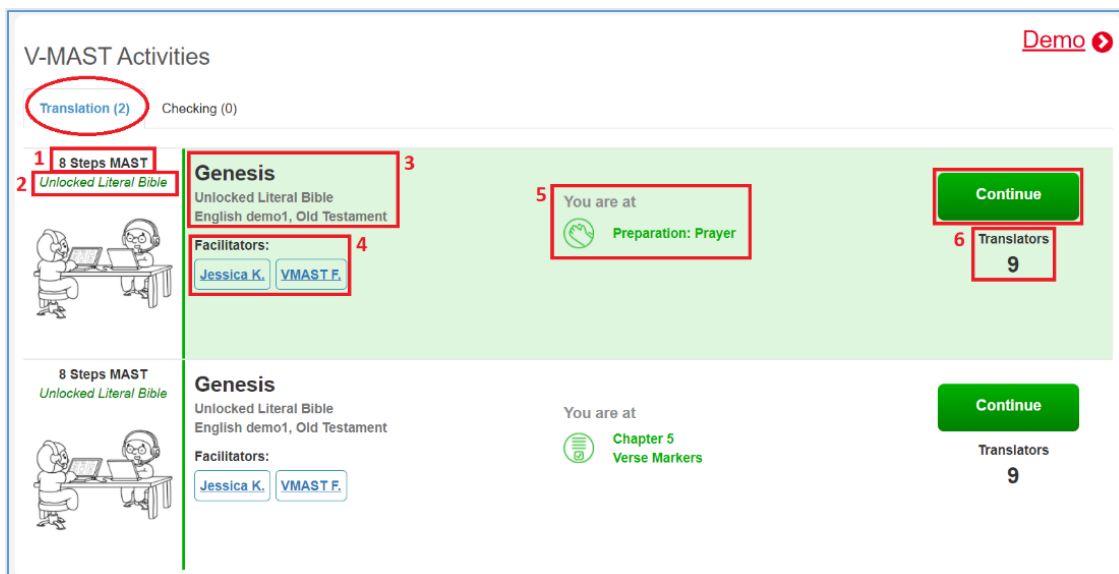


Click **Dashboard** on the top bar to display your Dashboard, which shows the current V-MAST activities assigned to you. The Dashboard contains information on different tabs for 1) Translation and 2) Checking and has a link to the 3) Demo.

- Translation Tab

The Translation tab of the Dashboard shows your current V-MAST translation activities.

Viewable information includes: 1) the project type, 2) the source text, 3) the target text, 4) the facilitator(s), 5) the current step for the chapter, and 6) the number of translators for the event.



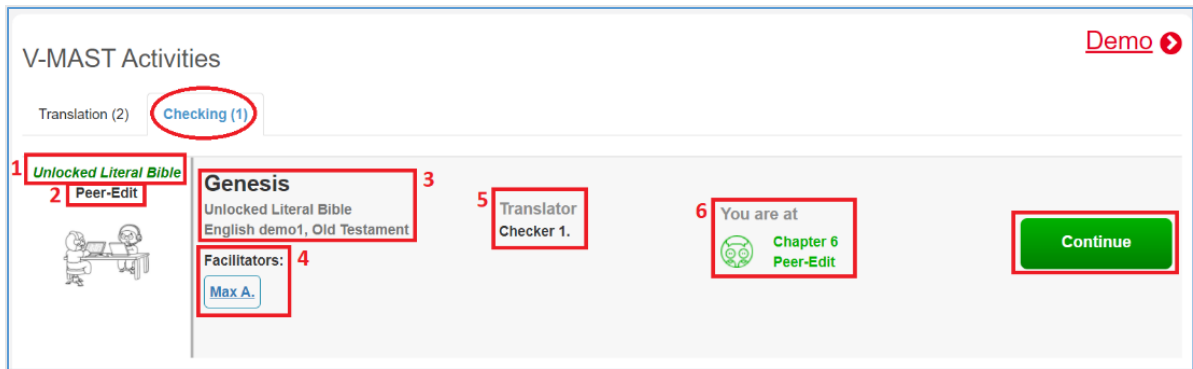
Click the facilitator's name to send them an email, if needed.

Click **Continue** to begin working on an activity or to continue the step from where you left off.

- Checking Tab

The Checking tab of the dashboard shows all checking steps that are assigned to you.

Viewable information includes: 1) the source text, 2) the checking step, 3) the target text, 4) the facilitator(s), 5) the translator, and 6) the current checking step for that chapter.



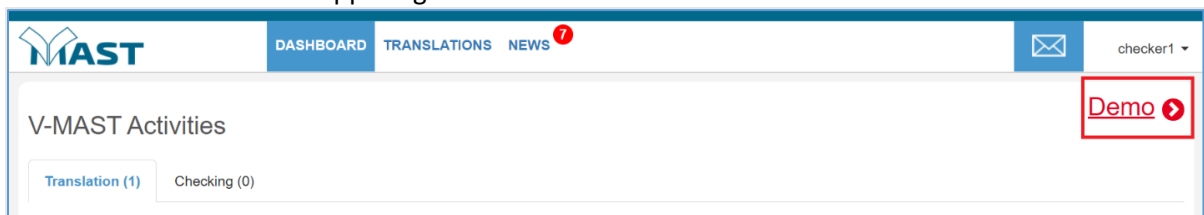
Click the facilitator's name to send them an email, if needed.

Click **Continue** to start or continue working on that step.

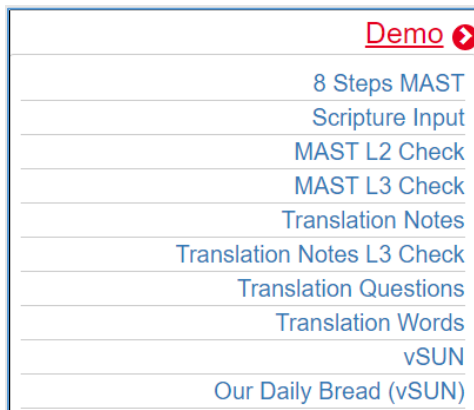
- Demo Link

The Demo link allows you to practice navigating through the process without affecting live data.

Click the **Demo** link at the upper right corner of the dashboard to run an interactive demo.




There are several demos to choose from:



Select a demo to practice navigating through the steps of that workflow.

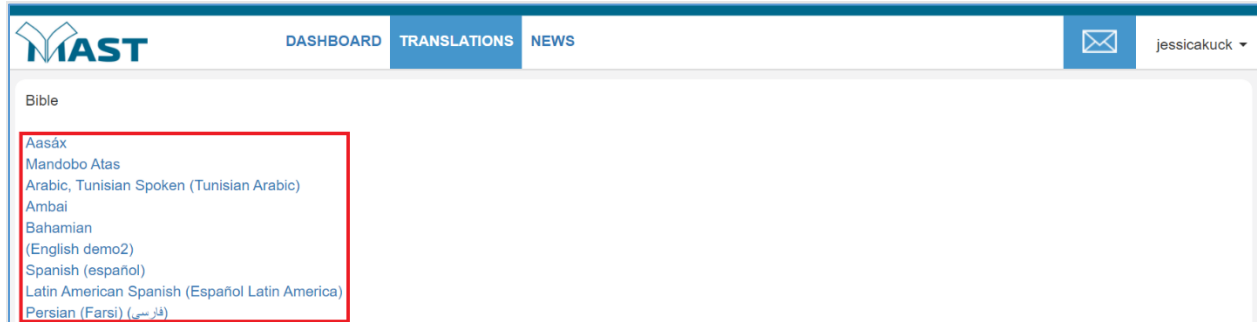
NOTE: The words "Demo (*Type of Demo*)" appear in red at the top left of each page to differentiate this mode from the actual process steps within the system.

Click the **Dashboard** tab or the  logo to return to your Dashboard in normal mode.

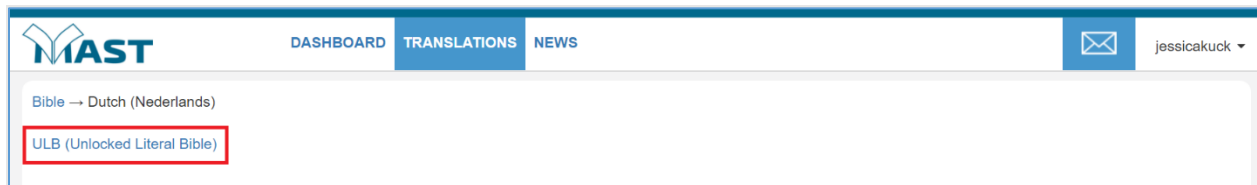
### 3. Translations Tab

The Translations Tab enables you to see translations that have been done in V-MAST for each language. This is helpful for reviewing an entire translation in one place. It is also where one can manually download or upload a translation. The translations stored here also serve as a backup storage location.

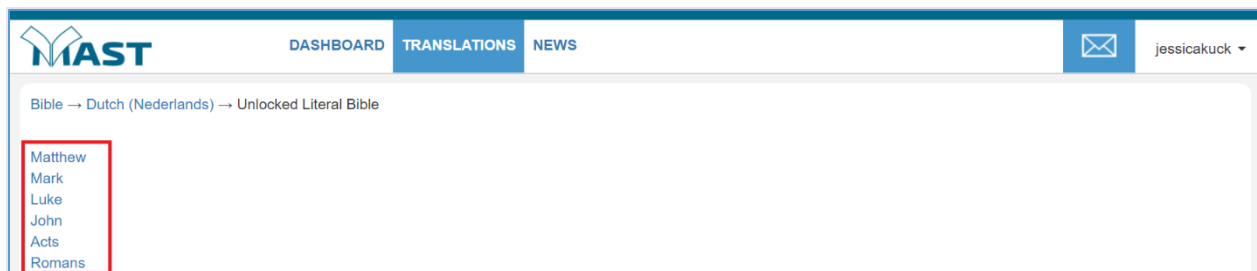
Click the **Translations** tab and select the desired language.



Next select the type of material that has been translated. If there is only one item, select that one.



The next page shows what has been translated for that language and material. Select the item you want to view or download.




The translated text appears. Copy and paste into another document OR Download as USFM or tStudio file OR Upload to the WACS or DCS servers.

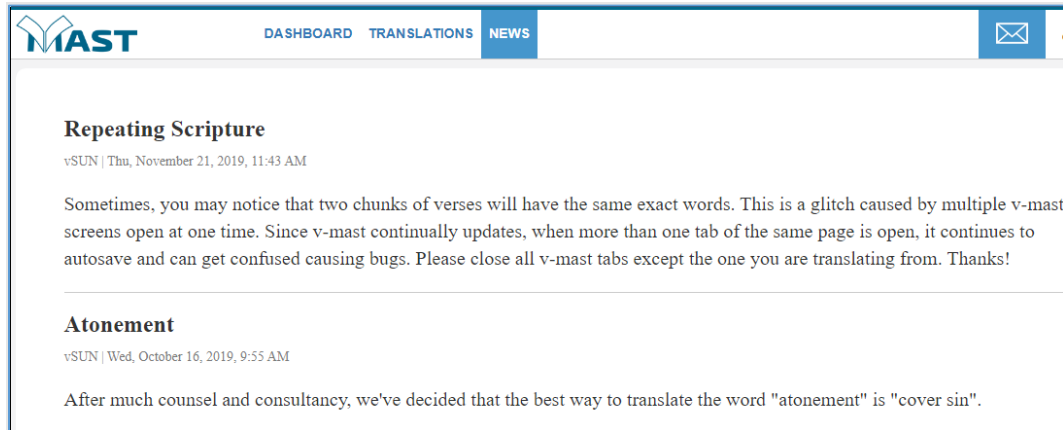


Click the **Dashboard** tab or the  logo to return to the dashboard.


## 4. News Tab

The News tab displays news about V-MAST, such as new features or decisions about how to translate something. A red notification dot appears  when there are unread news updates.

Click on the **News** tab to see the various posted news updates.



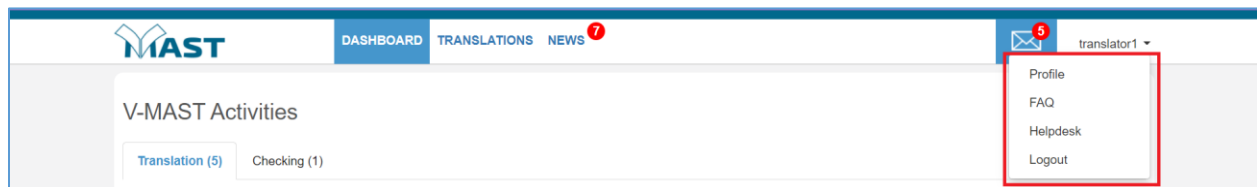
## 5. Notifications Icon

The Notifications icon allows you to view the items that are ready for checking. A red notification dot appears  and displays the number of notifications that are unassigned.

Your facilitator will communicate with you about whose work you should be checking. **DO NOT ASSIGN YOURSELF AS CHECKER UNTIL DIRECTED TO DO SO BY YOUR FACILITATOR.**

## 6. User Links

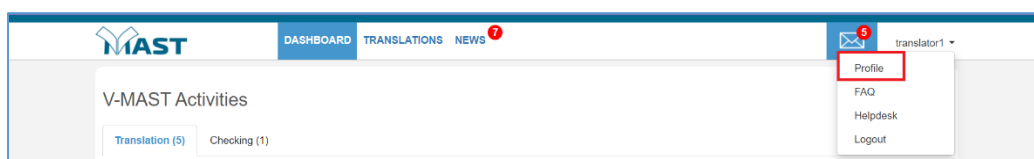
The right-most element of the top bar is your username, which you can click to open a drop-down menu with four different options: *Profile*, *FAQ*, *Helpdesk*, and *Logout*.



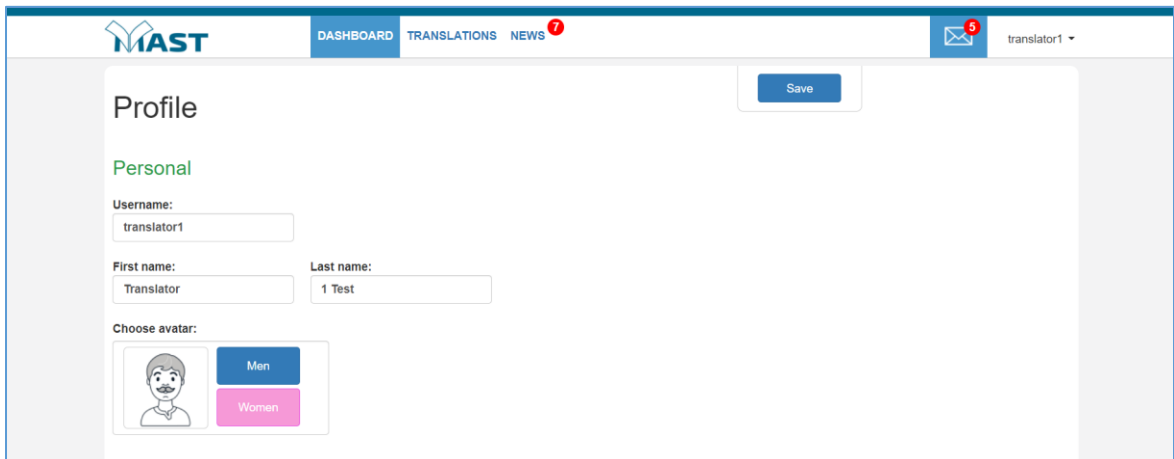
- Profile

How to complete your Profile was covered in the [Completing Your Profile](#) section above.

Click **Profile** to edit your Profile.




You will be brought to the Profile page.



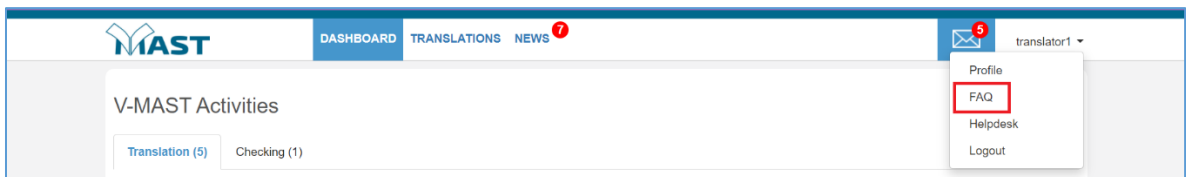
Make the desired changes, using the scroll bar to view more information.

Click **Save**.

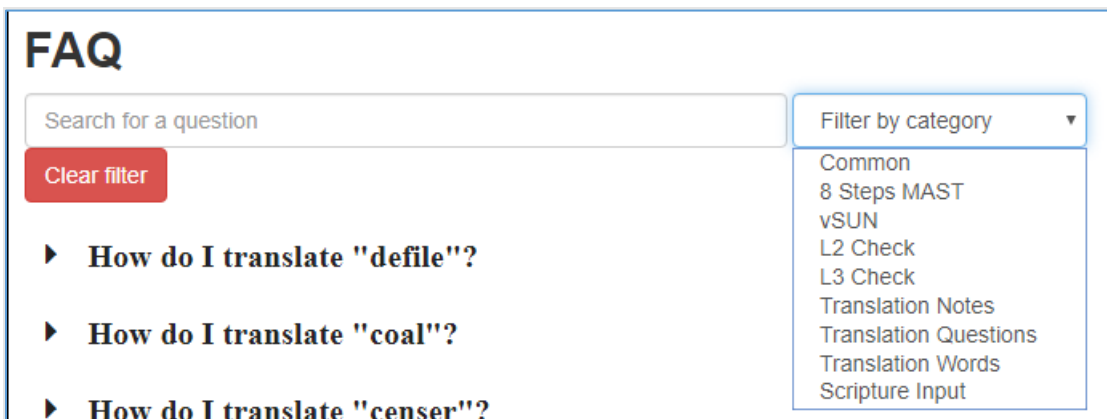


- **FAQ**

Click **FAQ** to view a set of questions and answers that are mostly related to translating for SUN.

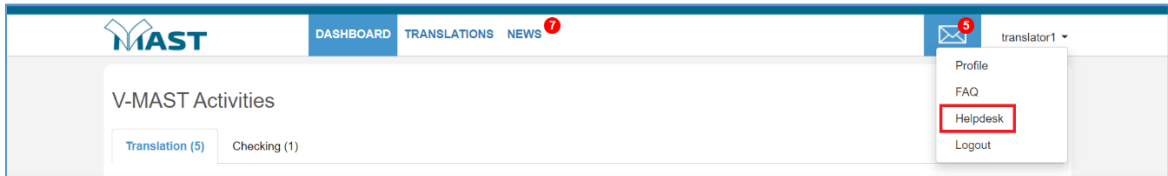


You can search for a specific question, or you can filter the questions by category. (Currently the primary category that has questions is the vSUN category, but in the future other questions may be added to other categories.)



- Helpdesk

Click **Helpdesk** to report issues or questions to the V-MAST support team.



You are directed to a Contact Us page.

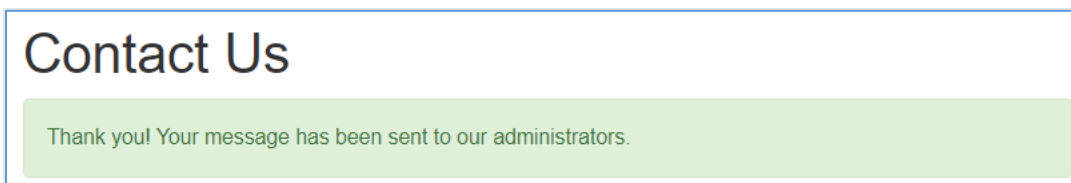
 A screenshot of the 'Contact Us' form. It contains input fields for 'Name' (filled with 'Jessica Kuck (jessicakuck)'), 'Email' (filled with 'jessica\_kuck@wycliffeassociates.org'), and a language dropdown set to '[en] English'. Below these is a large text area for the 'Message'. At the bottom, there is a checkbox for 'I'm not a robot' next to a reCAPTCHA widget, and a blue 'Submit' button.

Complete your message.

Click **I'm not a robot** and then click **Submit**.

 A close-up screenshot of the bottom section of the contact form. The checkbox for 'I'm not a robot' is highlighted with a red rectangle. Below it, the blue 'Submit' button is also highlighted with a red rectangle. The reCAPTCHA widget is visible to the right.

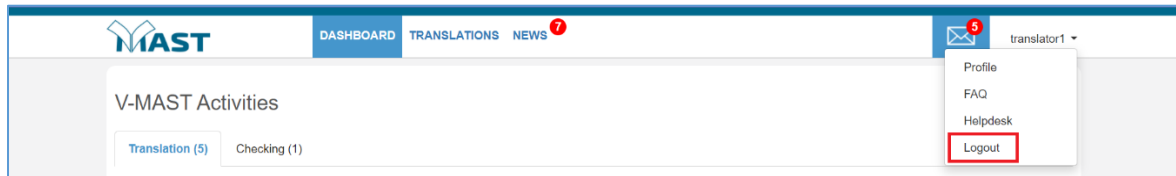
A confirmation message displays to let you know your message has been sent.



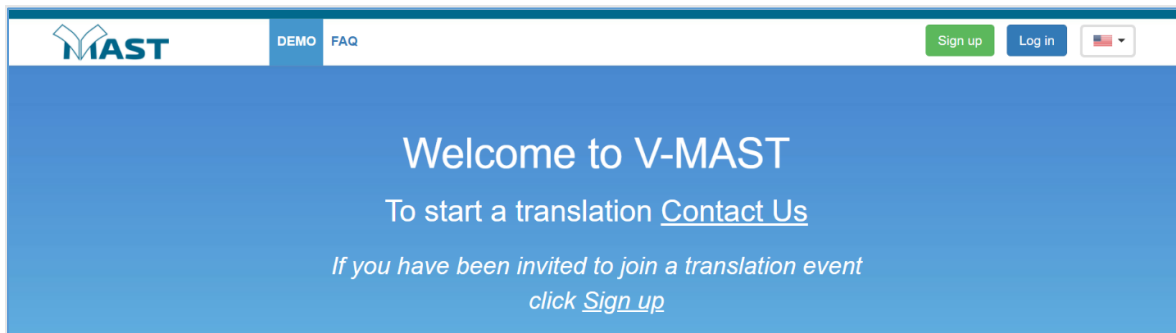


- Logout

Click **Logout** to be logged out of the application.



The system returns you to the Welcome page.



You can then close your browser window.