

# User Guide



# User Guide

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Welcome to the User Guide! This guide is designed to help you navigate and make the most of 1WP Platform. Whether you're a new user or an experienced one, you'll find helpful information and tips here.

The One World Project platform is designed to empower individuals and communities by facilitating the creation and management of Decentralized Autonomous Organizations (DAOs). Through this platform, users can establish DAOs, participate in projects, and collaborate within a decentralized ecosystem.

## Getting Started

### First-Time Login Process

A new user must log in using **MetaMask** or **Wallet Connect** to access the platform. If you don't have a **MetaMask** account, you will need to create one first. This acts as an account creation step, as the wallet is required to interact with the platform.

If you're new to MetaMask, you can learn how to create an account [here](#).

<https://support.metamask.io/start/getting-started-with-metamask/>

### KYC Process

To ensure platform security and compliance, complete the Know Your Customer (KYC).

Once you have an account, you should get verified and get KYC to be able to create DAOs. This process involves submitting identification documents and may include a brief identity verification video.

\*Note - This data can be requested to be removed from the Onfido platform once you have successfully collected (minted) your identity NFT.

At oneworldproject.io, we know KYC can feel intrusive or unnecessary. Yet, it's a vital step in creating a safe, inclusive, and impactful platform for everyone. Here's why:

<https://www.oneworldproject.io/blog/why-kyc>

## Key Features

- **DAO Listing:** Browse and explore existing DAOs, view key details, and find one that aligns with your interests.
- **DAO Creation:** Create your own DAO by defining its purpose, governance model, and token structure.
- **User Profile & Settings:** Manage your profile, update account settings, and connect your wallet for seamless platform interactions.
- **Joining an Existing DAO:** Purchase a tier to become a member, gain voting rights, and help shape the DAO's future and direction.

## 1WP Platform Anatomy

### Top Bar Navigation Overview

1. Link to Main Page (DAO Listing) – Click to return to the main DAO listing page.
2. Search Icon – search bar (Wallet ID's / Members / DAO Name)
3. Bell Icon – Displays notifications
  - a. **New Proposals Listed**  
Notify users when new proposals are submitted to the DAO to encourage participation in decision-making processes.

- b. **Proposal Status Updates**  
Notify users about the status of proposals, including when they are under review, approved, rejected, or pending voting.
  - c. **Voting Commencement**  
Alert users when voting begins on proposals to ensure timely participation in governance activities.
  - d. **Voting Deadline Approaching**  
Remind users of impending voting deadlines to encourage timely decision-making and participation.
  - e. **Membership Purchase**  
You'll be notified when your DAO membership purchase is successful
  - f. **KYC Updates**  
Notify users when KYC verification is required for new members to join the DAO.
  - g. **NFT Profile Creation**  
Notify users when new NFT profiles are created to foster community engagement and collaboration.
  - h. **User Role Assignment**  
Notify the members once the user role is assigned.
  - i. **Major DAO Changes**  
Notify the members when a major change happens on the DAO.
4. User Menu – Click on your avatar to open the user menu.
- a. User Details – Shows your photo, name, and wallet address (click the icon next to the wallet number to copy it).
  - b. My Profile – Direct link to your user profile page.
  - c. Settings – Link to your account settings and preferences.
  - d. Nominations – View and or accept trustee nominations within the DAOs you're part of.

- e. Learn More – A link to the 1WP marketing website for additional information.
- f. Logout – Sign out of your account.

## DAO Listing – Main Page

### 1. DAO Listing

#### DAO Card Overview

Each DAO card provides a snapshot of the most important details, making it easy to browse and select a DAO to explore or join.

\*Expanded and detailed DAO information available by clicking the pointer.

- a. Logo – The DAO's logo, selected by the creator also doubles as the NFT image
- b. DAO Name – Displayed in bold text next to the logo.
- c. Description – A high level description of the DAO.
- d. Total Raised:
  - i. Blue Number – The total funds raised.
  - ii. Black Number (after "/") – The fundraising goal.
- e. DAO Category – A colored chip representing the category (each category has a specific color).
  - i. Yellow – Energy
  - ii. Pink – Entertainment
  - iii. Orange – Wellness
  - iv. Blue – Education
  - v. Green – Environmental

- vi. Teal – Social Welfare
- f. DAO Type – A grey-bordered chip indicating whether the DAO is;
  - i. Public,
  - ii. Private, or;
  - iii. Sponsored.
- g. Max. Members – The maximum number of memberships (ownerships) within in the DAO.
- h. Date of Creation – The date when the DAO was established.
- i. Your Tier / Join a DAO
  - i. If you are a DAO member – Your purchased Tier(s) will be displayed. If you have multiple tiers, a label "Multiple Tiers" will appear.
  - ii. If you are not a member – A "Join a Tier" button will be displayed, allowing you to join the DAO after completing KYC

### **DAO Listing Features**

The DAO Listing page provides tools to help users easily find, filter, and manage DAOs.

Key Features:

- j. Sorting – Organize DAOs based on different criteria, such as creation date, total funds raised, or number of members.
- k. Filtering – Narrow down the list by selecting specific categories, size, or other relevant attributes.
- l. "Create a New DAO" Button – Click this to start the process of creating your own DAO, customizing its structure, rules, and membership options.

## 2. My DAOs

- a. Displays a list of DAOs where you are a member and have property rights within. Provides quick access to DAO details, governance, finances, and proposals.

Note – Governance, Finances, and Proposals are locked to members only

- b. Shows your membership tier and the category of each DAO
- c. Click on a DAO to navigate directly to its page.

## 3. Recent Proposals in Your DAOs

- a. Lists the latest proposals made within the DAOs you belong to.
- b. Includes details like proposal title, voting status, and deadlines.
- c. Allows you to vote or track progress directly from the dashboard.

## User Profile

Can be access from top menu bar – click on user avatar – go to my profile

On the My Profile page, you can view and manage your personal information within the platform. Here's what you'll find:

### Header (Top section)

#### 1. Profile Information:

- a. Name: Your full name is displayed
- b. Wallet Address: Your wallet address is shown
- c. About: A brief personal statement or description

#### 2. Profile Actions:

- a. Edit Profile: Click the pen icon to make changes to your profile.



- b. Share Profile: Click the share icon to generate a link and share your profile with others.

## Tabs

1. About – Personal Details:
  - a. Contact: Displays your email address
  - b. Location: Shows your country and city
  - c. Professional Experience: Shows your Industry, Job Title, Area of Expertise, Higher Education, Skills: A list of skills you have, such as technical and professional competencies.
2. My DAOs with the number of DAOs you're part of (in brackets).
3. My Proposals with the number of Proposals submitted by you (in brackets)
4. My Roles – Displays the Trustee roles you hold within the DAOs, if applicable.

This profile page serves as your personal dashboard where you can easily manage your account details, career information, and DAO activities.

## DAO Creation

Easily launch your own DAO by following a simple step-by-step process. Define your DAO's mission, governance structure, and token system. Customize membership tiers, set voting mechanisms, and configure treasury management. Once set up, your DAO will be listed on the platform, allowing others to discover, join, and contribute to your vision.

### Start DAO Creation

Click on 'Create New DAO' button on the [main page \(DAO Listing\)](#)

- **Carefully review all fields and information submitted while you will be creating your DAO!**
- **After creating a DAO, any changes need a proposal and a vote with at least 2 members.**

- **You will need some Matic cryptocurrency to create your DAO.**
- **Plan your DAO rules and regulations ahead—it'll save time and make setup way easier.**

## Navigation

1. Click "**Start Creating DAO**" to begin the DAO creation process.
2. As you fill in the details, click "**Next**" in the bottom right corner to move forward.
3. To return to the previous step, click the "**Back**" button in the bottom left.
4. To cancel the DAO creation, click the "**X**" in the top right corner. A confirmation prompt will appear, as exiting will result in losing all entered information.

### 1. DAO Details

a. **DAO Name** REQUIRED

Choose a unique and meaningful name for your DAO that represents its purpose and vision. This will be the primary name displayed in the DAO Listing.

b. **1WP DAO Domain** REQUIRED

Create a unique identifier for your DAO without spaces or special characters, ensuring easy recognition on the platform. This ID is used to identify and share your DAO, appearing in URLs and other references for easy access.

c. **Description** REQUIRED

Provide a concise yet detailed summary of your DAO's mission, goals, and key functions to attract potential members. This should be limited to 5000 characters and will act as the business case overview for your project or community organisation.

d. **Type** REQUIRED

Select whether your DAO will be:

- **Public** (open and visible to all and listed on the platform)

- **Private** (restricted membership, by invitation only via URL issued by the creator or members and is not listed on the platform).
  - **1WP DAO Structure** (A public DAO that follows a preset number of members and NFT pricing structure).
- e. **Category** REQUIRED
- Choose from the predefined categories available for your DAO. These categories help users easily identify and understand the focus of your DAO. The list of categories is fixed and cannot be modified:
- **Energy**
  - **Environmental**
  - **Education**
  - **Entertainment**
  - **Social Welfare**
  - **Wellness**
- f. **Header Image** REQUIRED
- Upload a high-quality image (1440x260 resolution, max 1MB in JPG, PNG, or GIF) to visually represent your DAO's identity. Alternatively, you can choose an image from our image library.
- g. **Logo** REQUIRED
- Upload a recognizable logo (1024x1024 resolution, max 1MB in JPG, PNG, or GIF) to enhance your DAO's branding.
- h. **Website and Social Links** Optional
- Provide links to your DAO's website, X (Twitter), Discord, and other external platforms for community engagement and updates.
- i. **External URL** Optional
- Add an additional relevant link (up to 3 links) to direct users to more detailed information about your DAO.

## 2. DAO Settings

### Blockchain

- a. This platform utilizes the Polygon Network to securely record all DAO transactions on the blockchain, ensuring transparency and immutability.

- b. **Treasury Asset Coin:** Choose a single coin type to be held in your DAO's treasury and used for purchases. Options available:
  - i. WBTC
  - ii. WETH
  - iii. USC (Least Volatile Recommended)

## Rules & Regulations

- a. This section allows you to define and manage the rules that govern your DAO. It includes both pre-configured default rules provided by the platform for compliance, as well as custom rules that you can create, edit, and delete to fit your DAO's unique needs. Ensure your DAO operates smoothly by setting clear guidelines and regulations.
- b. Each rule should have a title and description to clearly explain what it's about. Think of providing clear and understandable explanations to ensure anyone who wants to join your DAO fully understands the rules.
- c. **Default Rules:** This section displays a list of pre-configured rules set by the platform to ensure compliance with its core guidelines and regulations.
  - i. You can toggle these rules on or off using checkboxes—when selected, the rule will be applied to your DAO.
  - ii. To edit a predefined rule, click the checkmark to save changes; clicking the "X" will discard any changes.
  - iii. Clicking "Reset to Default" will remove all changes and revert the rules to their original settings, causing any modifications to be lost.
  - iv. The default rule cannot be deleted. When the checkbox is unchecked, the rule will not be included in your DAO's rules.
- d. **Custom Rules:** The Custom Rules section allows you to create and manage your own rules.
  - i. Click on the "Add New" button to create a new rule.
  - ii. Two fields will appear—both the title and description are required.

- iii. Click the check mark to save the rule or the "X" to discard it.
  - iv. When you click the check mark, the rule is saved and can be edited by clicking the pen icon or deleted by clicking the trash bin icon.
  - v. Once a rule is deleted, it cannot be recovered.
  - vi. Custom rules can be edited or deleted, providing full flexibility to tailor them to your DAO's specific needs.
- e. When you click next on the button right you will see **the summary**. Please review it carefully. The rules set by you that will appear in DAO are displayed in the box with a grey border. You can go back to editing by clicking 'go back to rules'.

## Voting & Proposal

- a. All governance decisions, rule modifications, and treasury fund releases require a vote within the DAO. This section allows you to customize voting visibility, participation thresholds, and governance protocols to align with your DAO's decision-making process.
- b. **Voting:** Configure voting preferences, whether to hide the vote count during the voting period or keep it visible.
- c. **Proposal:** Adjust the percentage of votes and participant requirements needed for a proposal to pass. Two values need to be set:
  - i. **Minimum Member Participation:** Define the percentage of members that must participate for a proposal to be considered valid and passed.
  - ii. **Minimum Vote Percentage Needed to Close a Proposal:** Define the percentage of total votes required to finalize a decision.
  - iii. A DAO has two types of decisions—**Finance** and **Governance**—each with its own participation and approval percentage settings. These can be customized separately to align with your DAO's structure and priorities.
    - 1. **Finance:** Determines how voting power is distributed for **financial proposals**, based on **members' contribution** tiers.

- Recommended: A 51% approval threshold for financial decisions ensures a fair and balanced process.
- 2. **Governance Protocols:** Establish the DAO's core rules, ensuring that each NFT holder has one equal vote, regardless of the number of tiers they own. This maintains fairness in structural and governance decisions within the community.

### 3. Membership Plan

- a. **Customize Your DAO Plan:** Create a structured and transparent DAO by defining membership tiers and distributing tokens or coins. This setup ensures clarity and organization from the start.  
DAO tiers are levels of membership that determine a member's voting power, access, and influence within the DAO. Each tier can have different privileges, with higher tiers having more voting power. Tier 1 members may have the highest voting power, while Tier 2 and Tier 3 are cheaper, but members have less influence.

The membership plan defines the distribution of members across different tiers and how tokens or coins are allocated to them. This plan outlines **how many members can join each tier, the total number of coins or tokens distributed to each tier, and how the voting power is assigned.** The membership plan ensures a clear structure by defining which tier a user can purchase, the cost of each tier, and how decisions are managed within the DAO.

The **tiers** define the levels of participation and influence, while the **membership plan** sets the rules for how those tiers are structured and how members are allocated across them.

- b. **How to Set Up Your DAO Plan:**
  - i. **Enter the Number of Tiers** – Define different tiers with unique voting power. Higher tiers have more influence, while lower tiers are more accessible. Voting power starts at 64 points for Tier 1 and halves for each lower tier.

- ii. **Set Maximum Members** – Specify the total number of members, who will be distributed across tiers based on predefined rules.
- iii. **Define Total Coins** – Enter the total number of coins representing the project's value. Coins are allocated across tiers, and the price per tier is calculated by dividing its total value by the number of members.
- iv. As you input these values, a table will be generated step-by-step. Once created, you can further customize it to fit your DAO's unique structure, vision, and goals.

#### 4. Summary

- a. Here you can find a summary of your DAO, all the things you've entered in the previous step
- b. **Before finalizing, review your DAO summary below carefully!**
  - i. Once you click "Confirm & Purchase," your DAO will be created and recorded on the blockchain and you need to purchase a Tier to make your DAO live.
  - ii. All information can only be changed through voting within the DAO
  - iii. Make sure you have enough MATIC in your wallet to cover the gas fee for the transaction.
- c. **You need to confirm your DAO information at this stage, as it's the last moment to edit any details submitted in the form. After confirmation, changes can only be made through voting within the DAO.**
- d. **Pay the DAO Listing Fee:** This payment covers the gas fees required to permanently secure your DAO's creation on the blockchain. It includes deploying the smart contract, registering all variables on-chain, and formally establishing a fully structured DAO on the platform. The payment will be made in the currency you selected earlier.  
**Please do not navigate away during this step. This process may take several minutes, depending on the current blockchain speed.**

**If your payment is not successful, you need to try again and check if you have enough MATIC in your wallet.**

## 5. Tier Purchase

- a. Choose a tier to purchase and click on "**Buy a Tier.**"
- b. You will see the **MetaMask window**, where you need to confirm the payment.
- c. Then you need to sign your transaction in MetaMask by clicking on the 'Sign' button in MetaMask Window
- d. Once the payment is confirmed, you will see the modal, you need to click the button 'Explore your DAO' to redirect to your newly created DAO.

**If your payment is not successful**, your DAO will still be created, but it will only be visible in 'Your DAOs.' in your profile. You need to go there, open the newly created DAO and buy a tier to make it live and allow other community members to join.

**e. Explore your DAO!**

Your DAO is now ready! Your **Tier** is marked with a purple chip in the top right, indicating your membership level.

You can explore your DAO and invite other people to join.

If your DAO is **public** or **1WP DAO Structure**, it will be visible to everyone.

If your DAO is **private**, you will need to invite members to join it.

## DAO Details Anatomy

### Header (Top Section)

1. Header Image – A banner image chosen by the DAO creator, displayed at the top.
2. Left Side
  - a. Logo – The DAO's logo, selected by the creator.



- b. DAO Name – Displayed in bold text next to the logo.
- c. Status – A status indicator represented by a dot with a label.
- d. Date of Creation – The date when the DAO was established.
- e. DAO Category – A colored chip representing the category (each category has a specific color).
- f. DAO Type – A grey-bordered chip indicating whether the DAO is Public, Private, or Sponsored.

### 3. Right Side

- a. Max. Members – The maximum number of members allowed in the DAO.
- b. Currency – The currency used within the DAO.
- c. Total Raised:
  - i. Blue Number – The total funds raised.
  - ii. Black Number (after "/") – The fundraising goal.
- d. Your Tier / Join a DAO
  - i. If you are a DAO member – Your purchased Tier(s) will be displayed. If you have multiple tiers, the label "Multiple Tiers" will appear.
  - ii. If you are not a member – A "Join a Tier" button will be displayed, allowing you to join the DAO.

## Menu tabs

### Visible for everyone

#### 1. Overview

- a. Description – An overview of what this DAO is about.
- b. Rules & Regulations – The DAO's core rules; read them carefully before joining.
- c. Tier Plan – Defines the membership structure, including:

- i. Membership Levels – Different tiers with varying benefits and voting influence.
    - ii. Pricing – The cost to join a specific tier, as set by the DAO.
    - iii. Voting Power – Higher tiers grant more influence in decision-making.
  - d. Voting Weights – Determines how decisions are made:
    - i. Governance & Protocol Decisions – One-to-one voting, where each NFT membership equals one vote.
    - ii. Financial Decisions – Weighted voting based on stakeholder investment, ensuring fair financial decision-making (this cannot be changed).

#### **Visible only for DAO Members**

- 2. Proposals
- 3. Finances
- 4. Members
- 5. Settings

## **How to join a DAO**

- 4. Navigate to DAO Listing:
  - a. Go to the Main Page – DAO Listing.
  - b. Choose the DAO you want to join.
- 5. Access the DAO:
  - a. Click on the DAO card to open its details.
  - b. Inside the DAO, carefully read the Rules & Regulations (found in the Overview tab below the Description).
- 6. Join the DAO:

- a. Click on the blue "Join Now" button on the right side of the header (below the header image) or "Join this DAO to see more" next to the menu tabs.
  - b. Confirm that you have read and accepted the DAO Rules & Regulations to proceed. You cannot join the DAO without accepting them.
7. Purchase a Tier
  - a. Choose a tier to purchase and click on "**Buy a Tier.**"
  - b. You will see the **MetaMask window**, where you need to confirm the payment.
  - c. Then you need to sign your transaction in MetaMask by clicking on the 'Sign' button in MetaMask Window
8. Finalizing the Process:
  - a. Once the payment is confirmed, a modal window will appear. Click "Explore your DAO" to be redirected to your newly joined DAO.
  - b. Congratulations! You are now a DAO member. Your Tier is marked with a purple chip in the top right, indicating your membership level.
9. Buying Additional Tiers:
  - a. You can buy more tiers anytime by clicking "Buy a Tier" in the Tier Plan table (found in the Overview tab).

## Additional Resources

- **Website:** <https://www.oneworldproject.io/>

## Feedback

We value your feedback! Please let us know how we can improve this user guide or the product/service itself.