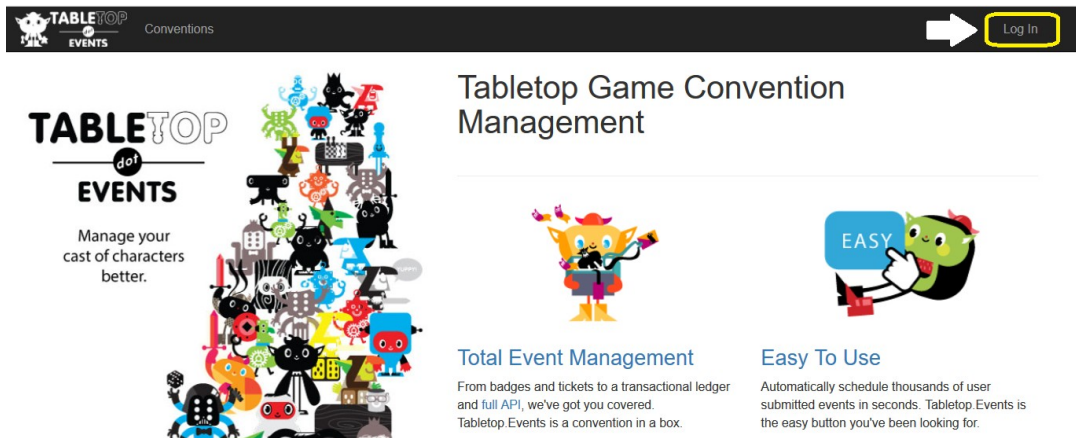# How-to Guide for submitting games on Tabletop.Events for 1d4Con 2019

This guide is meant to be a resource to anyone who wants to submit a game for 1d4Con 2019.

1) Go to http://tabletop.events and click *Login* to create a free site account.



2) Fill out the information on the right side of the screen and then click *Create Account* to submit.



1) Or connect using Facebook
    1) You can optionally link the accounts in the Account Settings page.

3) Once your account is created, go to our Event Page: http://tabletop.events/conventions/1d4con-2019 or search for it in their convention list.



4) There you will see the event home page a long with options on the right-hand side. Click the "**Submit Events**" button:

1) Alternately, you can click on the "Host" menu, located under the Convention Banner in the top left of the screen, and select the **Select Events** option.
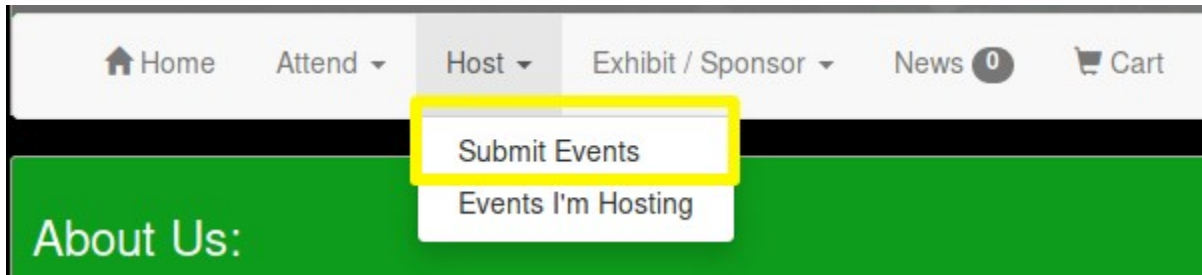


5) On the new page, click the "**New Submission**" button to get started:
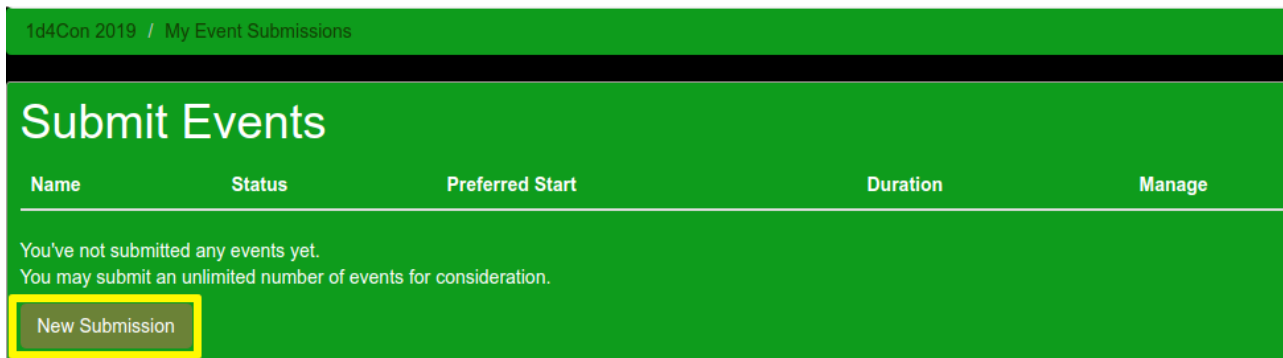


6) Next, you'll have to select your Event Type:



1) **Event Types**
   1) Board Games
   2) Card Games
   3) Charity Games – These are games that cost an extra fee to participate in. 100% proceeds go to charity
   4) D&D Adventurers League – Should only be used by Staff or DDAL PoC to designate games.
   5) D&D Adventurers League Charity Games - As above, costs an extra fee to participate in.
   6) LARP – Live Action Role-playing games
   7) Miniatures Games
   8) Pathfinder Society – Should only be used by Staff or PFS PoC to designate games.
   9) Pathfinder Society Charity Games - As above, costs an extra fee to participate in.
   10) Rogue Cthulhu – Should only be used by Staff or Rogue Cthulhu members to designate games.
   11) Tabletop RPG

7) Now you'll open a new page with all of the submission dialog questions to answer about your scenario:

## Submit New Event

**Event Type** required

Tabletop RPGs ▼

**Event Name** required

**Short Description**

Characters Remaining: 1500

Click here to add an optional longer description that will only be displayed online.

**More Information URL**

http://

**Preferred Start Time** required

▼

**Alternate Start Time** required

▼

**Duration** required

▼

Keep in mind your event must end 10 minutes early for transition to the next event.

**Max Tickets** required

▼

**Age Range** required

▼

**What genre/theme best describes your game?** required

▼

**What Game System are you using (include edition/version number)?** required

**Who is this game intended for?** required

▼

**If you are participating in our Games of Charity, what Boons are available for ticket holders?**

**Are Pregen characters provided?** required

▼

**Event Submission Rules**

We're seeking Game Masters (GMs) to run events.

GMs have the option to run events as a bystander or play in their own event. If the event sells out and the GM has not purchased a ticket to reserve their seat they are expected to participate as a GM only.

As a GM you agree to tidy your event space before you leave and to vacate it in advance of the next event so they may set up.

☐ I agree to the event submission rules.

[ Create ]  [ Cancel changes ]

Note: You'll be able to edit your submissions after you hit "Create", so don't worry too much if you make a mistake.

1) *Event Type* – Will be pre-filled, but you can change it here if you need to.
2) *Event Name* – The title of your game/scenario.
3) *Short Description* – Give the audience an idea of what your game is about without spoilers. *We've changed the default to 1500 characters.*
   1) *Optional Longer description. If you need more than 1500.*
4) *More Information URL* – Use this to link to your Organized Play group, LARP site, Game Publisher, or anything that is informative about your game.
5) *Preferred Start Time* – What **Day and Time slot** you would like your game to be hosted at.
6) *Alternate Start Time* – What **Day and Time slot** you would like to host your game if the preferred slot is unavailable.
   1) Remember that we are going back to a Block/slot schedule this year so the only selectable times are:

      **Friday (May 3rd):**
      Slot 1: 2pm to 6pm
      Slot 2: 7:30pm to 11:30pm

      **Saturday (May 4th):**
      Slot 3: 9am to 1pm
      Slot 4: 2pm to 6pm
      Slot 5: 7:30pm to 11:30pm

      **Sunday (May 5th):**
      Slot 6: 10am to 2pm

   2) *Please note that certain events may go outside of this like board games, LARPs, etc, but that will only be with Staff permission.*
7) *Duration* – How long is your game supposed to run. *Defaults are 2 and 4 hours, but different events may require more or less time.*
8) *Max Tickets* – What is the maximum amount of players you would like to have before others are wait listed. For instance, if you want 4 players, you would set this to 4 tickets.
9) *Age Range* – What is the ideal age group appropriate for the content in your game.
10) **What genre/theme best describes your game?** This allows potential players to get an idea of the theme or maybe even tone of your game.
11) **What Game System are you using (include edition\version number)?** This tells the player what rules system to expect. Be as specific as possible: D&D 5th Edition, Call of Cthulhu 7th Edition, D&D Basic Set (Moldvey Ruleset), etc.
12) **Who is this game intended for?** Are you looking for Beginners or for Veterans?
13) *If you are participating in our Games of Charity, what Boons are available for ticket holders?* **(Completely Optional even if designated as a Charity game***)* – List the boons that players can gain by spending "*Games of Charity*" tickets sold at the Registration Table.
    1) Participation in Games of Charity is completely optional by the GM. It is a way for players to gain benefits (aka boons) in participating games and give to Charity by purchasing designated tickets from the Registration Table.
14) *Are Pregen characters provided?* Tell potential players whether you will provide characters, have them build characters at the table, or require that they bring characters.
15) *Event Submission Rules* – This is the default in the Event Management system, you must agree to the these rules in order to submit your game.

8) Once a game is submitted, you may go back into it and make some changes if necessary.

9) The game is then either Approved, has a Change Request attached, or Declined by the Staff.
   1) Approved means the game is ready to be assigned to a table or area of play.
   2) Change Request means that there is an issue with the submission, such as start time and duration don't fit into the designated gaming time.
   3) Declined means that there is something very wrong with the submission or it does not fit into the event schedule.

# Thank you for your interest in GMing for 1d4Con. We welcome all of your games!