

Club GM Event Submission Instructions:

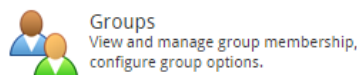
PLEASE READ THROUGH THESE INSTRUCTIONS COMPLETELY BEFORE BEGINNING FOR BEST RESULTS. WE RECOMMEND USING MOZILLA FIREFOX OR GOOGLE CHROME FOR BEST RESULTS. PLEASE BE SURE TO TURN ANY POP-UP BLOCKERS OFF OR ALLOW POP-UPS FOR HMGS.SITE-YM.COM

HMGS has created a private area for your club. This area is used to submit Club events for all HMGS Conventions. You will need to sign in to your account in the HMGS Online Community in order to join this group. Please visit <https://hmgs.org/> – if you need assistance with your username or password, please use the Contact Us form link at the top right side of any site page (just under the G in Gaming).

Club Group Access: Your Club Point of Contact or “POC” may have added you to the group area or you may have to request access

STEP 1. Sign In to the HMGS Online Community

STEP 2. Under My Profile (right sidebar) click Groups (3rd field down) or Under Manage Profile > click Groups Icon under Community



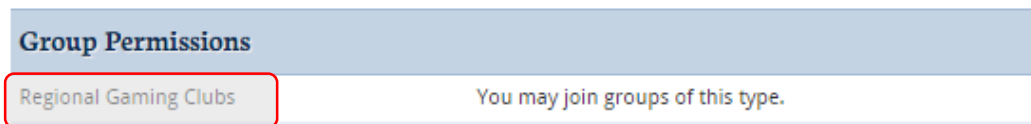
You will see a list of Groups you are already a member of – Look for a Regional Gaming Club link with your club Name and Click on the link

Actions	Group Type: Name
	Communities: Game Masters 
	Communities: Legion of Honor
	Members: HMGS Members 
	Regional Gaming Clubs: GM Sandbox

Note: GM Sandbox is the Sample Club Name. Please substitute your Club Name for GM Sandbox going forward.

IF YOU SEE THE CLUB AS ABOVE SKIP TO THIS SECTION “TO SUBMIT A CLUB EVENT FOR A CONVENTION” ON PAGE 3 – IF NOT CONTINUE BELOW:

STEP 3. If you do not see your Club Name with a Green Plus  in this list, go to the Group Permissions section at the bottom of the page and Click Regional Gaming Clubs – YOU WILL ONLY HAVE TO DO THIS ONCE, THE VERY FIRST TIME




You will see several Clubs listed – find yours and click the Club Name >>



Club GM Event Submission Instructions:

Click Request Membership

Regional Gaming Clubs: GM Sandbox

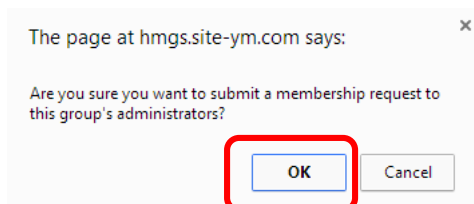
 Request Membership

The group you are attempting to access is private. You must be a member of this group in order to access this page.

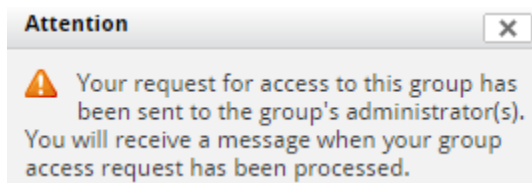
Private Group

This group allows for membership requests. If you would like to request membership to this group click "Request Membership" above.

You will get a Pop-up "Are you sure you want to submit a membership request to this group's administrators?"
Click the OK button



You will then see this pop-up – it goes by fairly quickly in the upper left side of the screen.



YOUR CLUB POC WILL NEED TO APPROVE YOU FOR THE GROUP – **You will not have access to the group area until you have been approved** and approval is not guaranteed. Please make sure that you whitelist database@hmgs.org to ensure that you receive system emails.

Once approved you will receive an email with this subject:
Historical Miniatures Gaming Society, Inc. - You have received a new message.
The email messages states:

To view your messages, please sign in to the site:
<http://hmgs.site-ym.com/messaging/view.asp?id=2106537&box=Inbox>

Thanks!


Historical Miniatures Gaming Society, Inc.

Click the link (you will need to sign in to system) – You have an Inbox in your Site Message Center

Message Center	Details
Your Inbox	1 Messages Total, 0 Unread
Sent Messages	7 Messages Total

Club GM Event Submission Instructions:

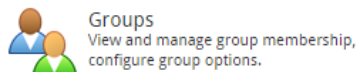
Click on Your Inbox – the From will be your name – you can click the Message Subject to Open

	From	Subject
<input type="checkbox"/>	 Gregory Zuniga	Membership Request Approved - Regiona...

If you are approved the Message will say -

Your request for membership to the Regional Gaming Clubs: GM Sandbox group has been approved and you are subscribed to the group newsletter.

You now have access to the Private Club group – Under My Profile (right sidebar) click Groups (3rd field down) or Under Manage Profile > click Groups Icon under Community



TO SUBMIT A CLUB EVENT FOR A CONVENTION:

STEP 1. From the Group Home Page -click the link under Upcoming Events to submit games. Make sure you select the correct convention as the submission periods may overlap.

Regional Gaming Clubs: I95 Gamers

 Directory & Features  Options  Join Group

 Group Admin Options  Change Homepage Layout

 Resource Manager

Welcome to the I95 Gamers Homepage. Your source of information for games the I95 club will be running at HMG5 conventions.


Upcoming Events

[Month View]

Cold Wars 2017 Event Submissions: I-95 Gamers
MONDAY, NOVEMBER 7, 2016

Historicon 2017 Event Submissions: I-95 Gamers
SUNDAY, FEBRUARY 26, 2017

 Group Directory

 Calendar

 Blogs


 Forums

 Photo Gallery

Club POC
Robert Evans

STEP 2. The Event Submission page will load – click Register



2/26/2017 to 6/3/2017

REGISTER

Online registration is available until: 6/9/2017

When: Dates subject to change - PEL DEADLINE March 31, 2017

Where: United States

Contact: Bob Evans
filmevans@live.com

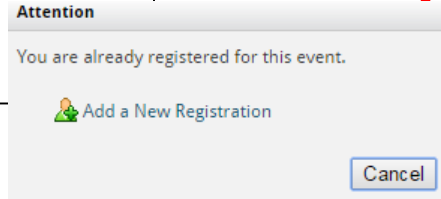
Club GM Event Submission Instructions:

STEP 3. The Event Submission form will load - Your account information will pre-populate the beginning section of the form. Fill out the form completely – items marked with a red asterisks are required.

YOU MAY SEE A POP-UP IF YOU'VE ALREADY SUBMITTED A GAME WHEN YOU CLICK REGISTER –

Click –
Add a New Registration to continue

Please change any information that is incorrect or out of date



Registration Information

* Required Fields

Event Name

Your Name *

Phone Area Code * Phone *

Email Address *

Address Line 1 *

Address Line 2

City * ST *

Zip/Postal Code * Country

Sponsor (if any):

Prize (if any, state type):

Event Title *

Event Description *

Event Scale * Scale - Other

Rules Used: *

Period: * Period - Other

Theme Game (Yes/No): Maximum Players (#): *

Running Time of Game (Hours): *

Day (Primary): * Start Time (Primary): *

Alternate Day/Time this game may be scheduled:

Table Size: *

Table Size - Special Request:

Special Requirements:

Comment:

ADMIN USE ONLY:

Time/Day Table #

Update the Personal Information section of my profile with the address and organization information entered above.

Your event description is strictly limited to **500** characters - the system will not cut you off but the export will truncate your submission - you are responsible for proofing your entry

The comment field is strictly limited to **150** characters. The system will truncate submissions longer than this.

Then check this box to update your profile and save the information

Club GM Event Submission Instructions:

STEP 3. If you want to submit a second game Click Save & ADD another Attendee (sorry, HMGS can't change the button name)

This will bring up an additional form. If you are running the exact same game you can use the copy existing registrant (meaning game – sorry, can't change name again) from the drop-down to copy the game info into the form. You can then change the day and/or time for the subsequent game.



If submitting a different game, enter the information without using the drop-down.

Repeat STEP 3 as needed to submit all games. When finished entering all games, click Save & Finalize Button


SAVE & FINALIZE REGISTRATION

You may then print you submitted game information


 View Event Details  View Registrations

Thank you for registering! If you have any questions about the event please contact the event coordinator. If there are any event-related items available for purchase they will be listed below.

When	1/1/2015
Contact	Club Poc ClubPOC@club.com

 View Printable Receipt

Export Event to Your Calendar:

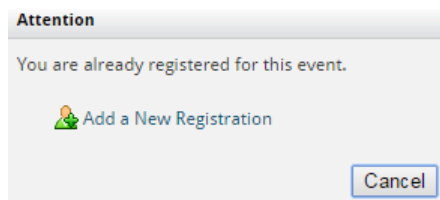
 Sandbox Event Submissions

Export Sessions to Your Calendar:

Congratulations you have submitted your Club games for the convention.

You will receive an emailed confirmation of submission – please check your spam folder and/or whitelist database@hmgs.org.

If you wish to submit additional games at another point in time follow the same steps and click Add a New Registration



MAKING CHANGES TO YOUR SUBMITTED GAMES –

Unfortunately, You CANNOT make changes to submitted games.

You may contact your Club POC or the Event's Manager and they can edit the game information for you.