

Game Master Event Submission Instructions [non-club]

THESE INSTRUCTIONS ARE FOR GAME MASTERS WHO WILL SUBMIT THEIR GAMES VIA HMGS ONLINE WHO ARE *NOT* SUBMITTING THEIR GAMES THROUGH A CLUB GROUP

If you are a Club Game Master – that is, one who is trying to register your game through one of the HMGS Online Club Groups for the upcoming convention please do **NOT** use these instructions but rather, use the “Club GM Event Submission Instructions” available from your convention’s Events Manager.

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I. Introduction and Lessons Learned

1. Please read these instructions completely before trying to enter your events into HMGS Online! They seem long but that's because they're fully illustrated, in order to help guide you through the event registration process.
2. Web browser:
 - a. We recommend using the Mozilla Firefox or Google Chrome web browser for best results. They both "play better" with HMGS Online than Microsoft Internet Explorer does.
 - b. Also, please be sure to turn off any pop-up blockers, *OR* set your browser to allow pop-ups for <https://hmgs.site-ym.com>.
3. You are reading this because you are a non-Club Game Master. I.e. you are submitting your event(s) through the regular HMGS Online user interface *not* as part of a group using your club's event entry form.
4. What does this mean? Club GMs have a special events form that they get to through their Club Group. You need not worry about this but can, when you arrive at the convention web page, go to that ochre/yellow menu on the left side, select the appropriate convention name on that menu (Historicon, Cold Wars or Fall-In), on the convention Home page, click the Game Master Information Link (in the blue link area)
5. **IMPORTANT!** This is also mentioned further down in the instructions, but when you finish entering information for a game, **BE SURE TO** click on the Submit button in order to save your event information. If you don't click on the button your event will *NOT* be saved!
6. **IMPORTANT!** If you qualify for free admission (i.e. 16 or more gamer-hours, you're an HMGS (or affiliated club) member, and you submit your game(s) by the PEL cutoff date, your Convention Registrar will register you for your convention! You should *NOT* register yourself! When your registration's complete, the Registrar will contact you to confirm this and at that time you can go in and get your spouse a spouse badge, order T-shirts, pre-register for games, and things like that. The Registrar should contact you before online attendee pre-registration starts, so you shouldn't wind up being shut out of any games or anything.

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II. Log into your HMGS Online account

1. Go to <https://hmgs.org>
2. Log into the website using your HMGS Online username and password. If you need help 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).

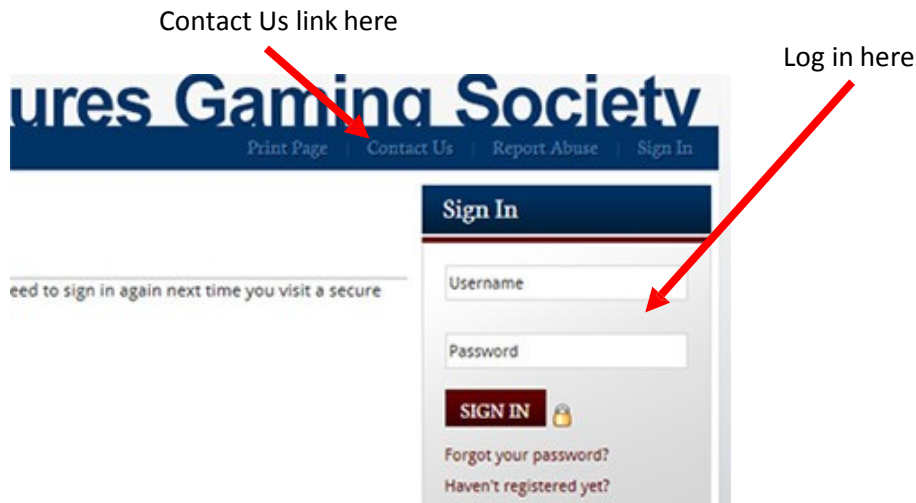


Image 1

III. To Submit an Event for a Convention

1. Click on the convention for which you're submitting a game (in the example in image 2, below, "Historicon"), then on "Game Master Information":



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2. Then click either Event Submission: Member or Event Submission: Guest (as appropriate)

GAME MASTER EVENT SUBMISSION INFORMATION

OPENS: February 26, 2017
PEL DEADLINE : March 31, 2017
Program DEADLINE: TBD

IMPORTANT INFORMATION!!!

You must have an account in the system and be signed in to submit an event. Please submit a Contact Us form if you need assistance with your account, username or password.

In order to submit a game as a member and qualify for a free GM badge, your membership must be unexpired and valid through the end of the convention - July 17th 2016. To check your expiration date Under My Profile click Membership Info. If you are within 90 days of expiring you will see "renew" in red next to Membership Info.

Once you are signed in select:

Event Submission IS OPEN!
Follow all directions on the page.

3. The Registration Information form will now load. The top of the page, not shown, will contain instructions and information specific to the convention for which you're submitting a game; the main part of the page, shown in image 3 below, is the form you will complete.

When completing your event information you can type your title, rules used, description, and other wordy items directly into the form or you can cut and paste them. Please note that if you *do* cut 'n paste, you should use a program that doesn't add special characters to your words. That is, Note Pad provides clean text that HMGS Online understands. Some other programs like Microsoft Word or Word Pad can cause oddly corrupted output files so please avoid using them.

Your account information will pre-populate the first section of the form. Fill out the form completely and note that items marked with a red asterisk are *required*.

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The screenshot shows a registration form titled "Registration Information" for a "Historicon 2017 Game/Event Submission". The form includes fields for "Your Name" (Heather Blush), "Email Address" (hblush@gmail.com), "Phone Area Code" (856), and "Phone" (3177197). It also has sections for "Event Title", "Theme Game", "Club Name", "Sponsor", "Price", "Running Time of Game", "Period", "Event Scale", "Rules Used", "Event Description", "Comments", "Special Requirements", "Table Size", "Day Requested", and "Alternative Day". At the bottom, there are two buttons: "SAVE & ADD ANOTHER ATTENDEE" and "SAVE & FINALIZE REGISTRATION". A red arrow points from the "Update any contact information needed" box to the "Phone" field, and another red arrow points from the "You MUST click on the Save & Finalize button..." text to the "SAVE & FINALIZE REGISTRATION" button.

Update any contact information needed

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

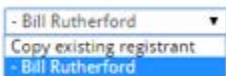
The comment field is strictly limited to **150** characters. The system will truncate submissions longer than this.

You MUST click on the Save & Finalize button after entering your game or your game will NOT be saved!

4. If you want to submit a second (or additional) game you can do by clicking Save & Add Another Attendee.

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 you want to submit a new/different game, skip this step and just enter the new event information.

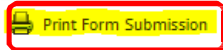


5. You may find it useful to print your submitted game information, as a receipt, for posterity, or for any other reasons you may think of.

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- a. After submitting your event, on the next page, near the upper left corner, you will see a small printer icon as shown in image 4 below:

Historicon Events Submission



Thank you for submitting your event. We look forward to seeing you at Historicon 2015
6598922

Image 4

- b. Click on this icon to print a copy of your game submission.
- c. After printing your game submission, you can submit additional games by going back to step III above.

IV. Congratulations you have submitted your game(s) for the convention!

1. You will receive an emailed confirmation of submission.
 - a. Please check your spam folder and/or whitelist database@hmg.org if you don't shortly receive the confirmation email.
5. If you wish to submit additional games at another point in time, just log back into HMGS Online per step II above and submit your new game per step III above.
6. If for any reason you did not print your submitted game information in step III.4 above and later want to, you may do so at any time by:
 - a. Log into HMGS Online as described in step II.
 - b. Click on the Manage Profile link under My Profile in image 5 below (this is a zoom-in of the upper right corner of image 2 on page 3 above).

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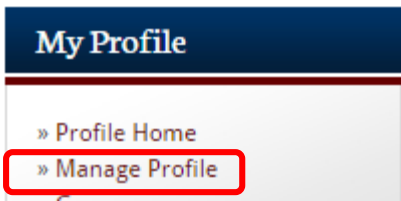


Image 5

- c. This will take you to the Profile page where you will see image 6 below. Click on the Event Registrations link (highlighted, circled in red):



Image 6

- d. You will now see a list of sessions that you have submitted as in image 7, below (this sample page refers to Fall-In! 2013, as an example). Click on the Printer icon (highlighted, circled in red) below for each event whose details you want to print.

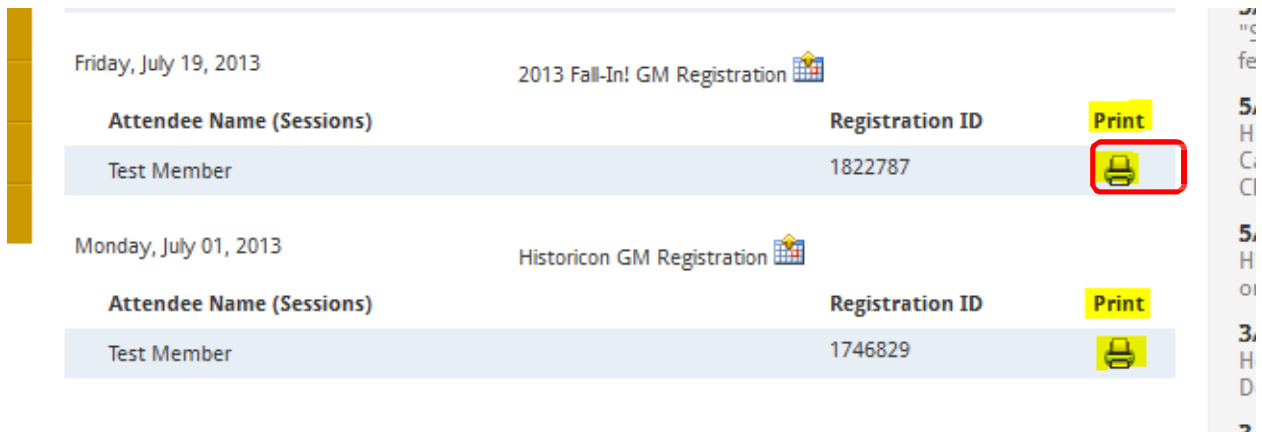


Image 7

V. Making Changes to Your Previously Submitted Games.

1. Unfortunately, You **CANNOT** make changes to already-submitted games.
2. If you need to change something in a game you've already submitted, please contact your convention's Events Coordinator with your changes and s/he will update your event in HMGS Online for you.