Club GM Event Submission Instructions: *Updated Nov. 2017*
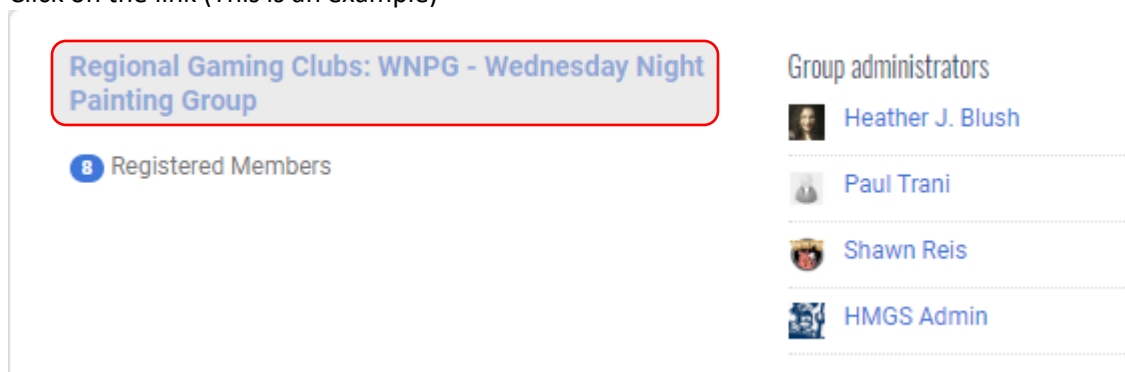
PLEASE READ THROUGH THESE INSTRUCTIONS COMPLETELY BEFORE BEGINNING FOR BEST RESULTS. WE RECOMMEND USING MOZILLA FIREFOX OR GOOGLE CHROME FOR BEST RESULTS. PLEASE BE SURE TO TURN ANY POP-UP BLOCKERS OFF OR ALLOW POP-UPS FOR HMGS.ORG

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).

STEP 1. Sign In to the HMGS Online Community

STEP 2. Under My Profile (right sidebar) click Groups (4th field down)

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 (This is an example)

Note: Please substitute your Club Name 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:
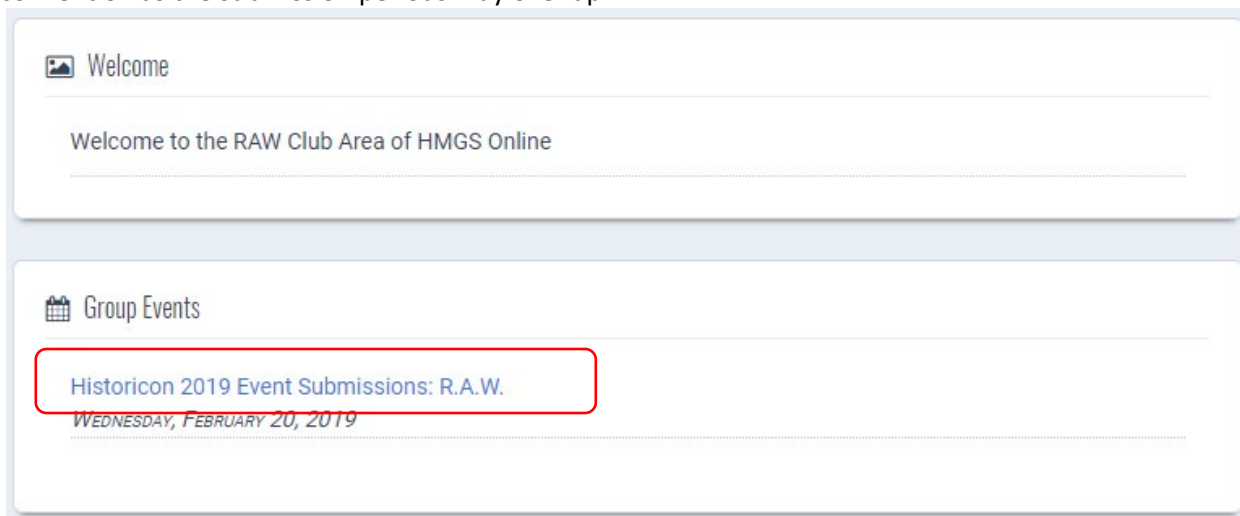
STEP 3. If you do not see your Club Name, email or Message the Club POC and ask to be added.

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

Club GM Event Submission Instructions: *Updated Nov. 2017*
TO SUBMIT A CLUB EVENT FOR A CONVENTION:

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

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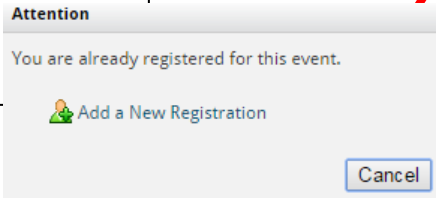

STEP 3. The Event Submission form will load - Your account information will pre-populate the beginning section of the form. Fill out the form completely – items marked with a red astericsk are required.

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**

Club GM Event Submission Instructions:

Registration Information

* Required Fields

Event Name   Sandbox Event Submissions

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:
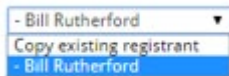
Comment:

ADMIN USE ONLY:

Time/Day   Table #

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

SAVE & ADD ANOTHER ATTENDEE   **SAVE & FINALIZE REGISTRATION**   More Actions ▾

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

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.

- Bill Rutherford ▾
Copy existing registrant
- Bill Rutherford

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

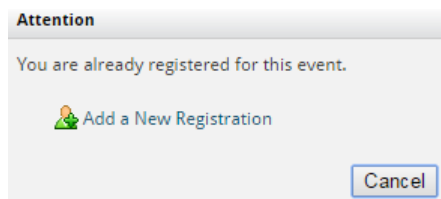**Export Event to Your Calendar:**
Sandbox Event Submissions

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

Attention

You are already registered for this event.

Add a New Registration

Cancel

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.