

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.

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://hmgssiteym.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.

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).

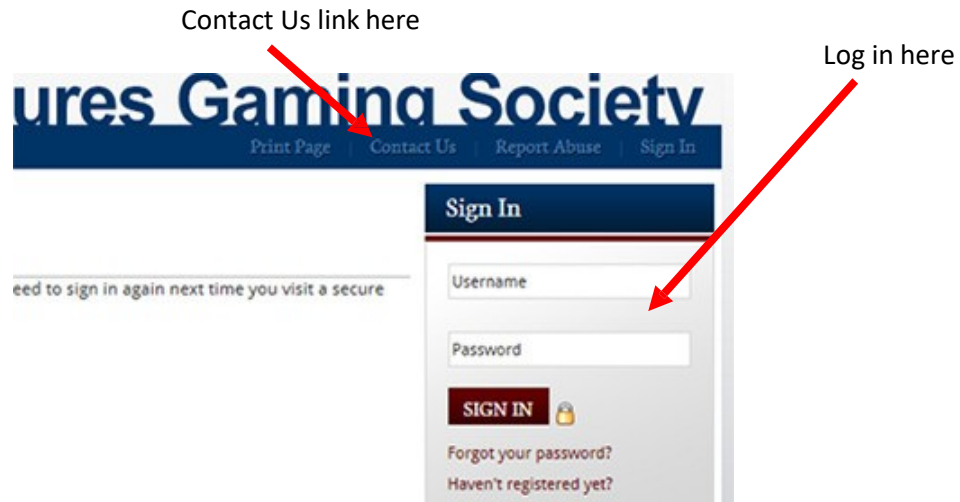
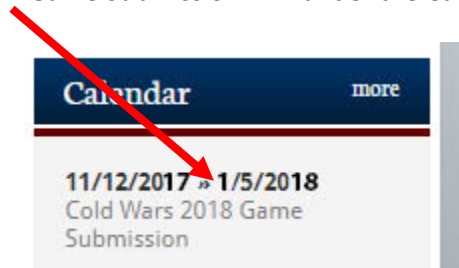


Image 1

III. To Submit an Event for a Convention

1. Click on the convention Game Submission Link under the Calendar in the right sidebar



2. 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*.

Registration Information

* Required Fields

Event Name: Historicon 2017 Game/Event Submission

Your Name *
Heather Blush

Email Address *
h/blush@gmail.com

Phone Area Code * 856 Phone * 3177197

Event Title - DO NOT USE QUOTATION MARKS OR FOREIGN CHARACTERS *
Theme Game?

Club Name: DO NOT USE THIS FORM FOR CLUB EVENTS
Sponsor (if any):

Price (if any, state type):

Running Time of Game (Hours): *
Period: *
Event Scale *
Rules Used: *

Event Description - Do not use double quotes or foreign characters *
Comments - THIS WILL BE PUBLISHED IN PROGRAM AND PEE
Special Requirements:

Table Size: *
Day Requested (Primary): *
Alternative Day
ADMIN USE ONLY:
Event#

Table Size - Special Request:
Start Time (Primary): *
Alt Time

Table #

SAVE & ADD ANOTHER ATTENDEE SAVE & FINALIZE REGISTRATION

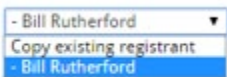
Update any contact information needed

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

3. 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)

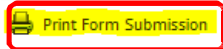
This will bring up an additional form. If you are running the exact same game you can use the copy existing registrant (meaning game – sorry, can't change name again) from the drop-down to copy the game info into the form. You can then change the day and/or time for the subsequent game. If you want to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

- 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@hmgs.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).

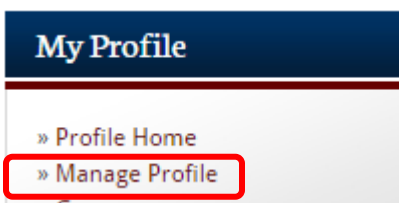


Image 5

c. This will take you to the Profile page where you will see image 6 below. Click Payments & History and then Event Registrations link (highlighted, circled in red):

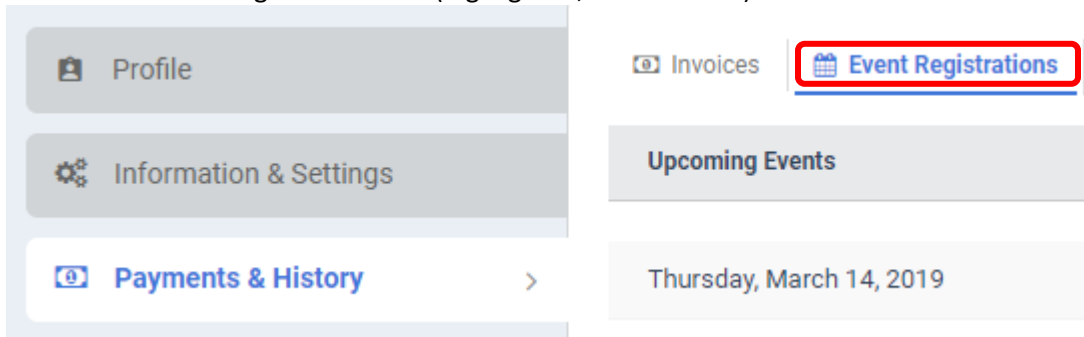


Image 6

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



Monday, November 12, 2018		Cold Wars 2018 Game Submission
Attendee Name (Sessions)	Registration ID	Print
[REDACTED]	10262030	
[REDACTED]	10262031	

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.