

## Welcome to our new online registration system!

Though it will take a little getting used to we think you will really enjoy all the things our new online registration system will be able to do. This also automates what was a very labor intensive and to be honest very buggy manual system we have employed for years.

### Getting Started

The system is hosted by Tabletop Events and we will use their tools.

<https://tabletop.events/conventions/hurricon-2017>

A link to the registration page will be posted on both the HMGS-South website and our Yahoo group. Clicking on it will bring you to our very own spot on Tabletop's site. In the upper right you will note a Log In prompt. While you are free to browse to actually do anything you will need to log in. This means, on your first visit, setting up your account. This is simple and free and you will use this same sign in for all subsequent conventions.

The screenshot shows the website for HURRICON 2017. At the top left is the 'TABLETOP EVENTS' logo. To its right is the word 'Conventions'. In the top right corner, the text 'Log In' is circled in red. Below this is a large blue banner with the word 'HURRICON' in a stylized font, with a star in the letter 'O'. Below the banner is a navigation bar with a home icon, 'Attend', 'Host', 'Exhibit', 'News', and a shopping cart icon. The main content area is split into two columns. The left column has a blue background and contains the text 'Hurricon 2017', '28 Sep to 1 Oct', and 'Park Inn by Radisson Resort & Conference Center'. The right column has a blue background and contains the text 'Registration', 'Badges', and 'Tickets'.

The registration page is shown below. Enter the data requested. HMGS-South is not using the newsletter feature. After filling in the information click on create account.

**TABLETOP**  
EVENTS

Conventions

Log In

## Please Log In

### Login

Username or Email Address

Password

**Login**

[I forgot my password.](#)

**f** Connect Using Facebook

### Create An Account

Username   
(Required)

Real Name   
(Required)

Email Address   
(Required)

Password   
(Required)

Verify

### Attend Tab

There are six sub-tabs under this section.

Attend ▾ Host ▾ E

- Get Your Badge
- Events Schedule
- My Schedule
- Get Merch
- Venue
- Exhibitors / Sponsors

The first is "Get your badge". Click on this and you will be given two choices, Member and Non-Member badges. Yup, this is the admission section. A word on fees. Tabletop charges 99 cents

for a transaction which has a price other than "0". It also adds in a 2.5% processing fee and a 3.5% credit card fee so a total of 99 cents and 6%. As an example you click on Member tab to pay for the convention. You will be charged \$25 plus the 99 cents plus \$1.50 for a grand total of \$27.49 charged to your card.

The next tab is the "Events Schedule". This is the PEL folks. Games will be listed by time by date with a single line. The event name will be selectable. Clicking on a game you are interested in learning more about brings up a full page with all the information to include a short description, a longer description if still interested, GM, rules, all that you are used to. If you have bought your badge (paid your admission) you can also "buy" tickets for a specific game. You will notice ticket prices are "0" so you are not charged money. But if you are pre-registered you can select up to 3 games and this is the way you select those 3, you "buy" a ticket to the event. The program will NOT allow you to buy a ticket to a game if you are not registered or you already have spent your 3 tickets. If a game is cancelled you will be notified and the ticket returned to your pool of 3. GMs you will instantly be able to see, in real time, how many sign ups you have and who has signed up for your game.

Next is the My Schedule. Love this one! It summarizes for you any and all games you have signed up for as well as any games you have submitted as a GM. It also puts up a chart for you with your sign ups and games you are running displayed graphically. For example if you are running a game on Friday from 9-1 you will have a colored bar under Friday from 9-1 with your event title in the field.

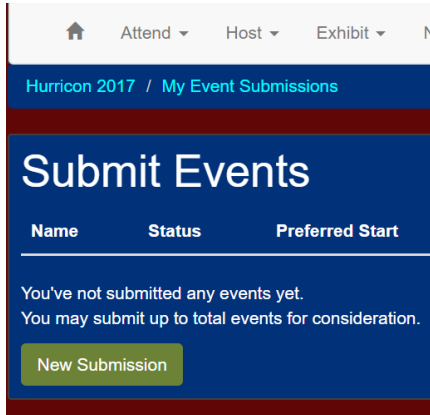
Next is Get Merch (for merchandize). This one isn't intuitive but under it you can pay for a flea market table or pay your dues.

Next is Venue and brings up a map of the main ballroom, or any of the sub rooms you click on from the drop down menu, and table set up.

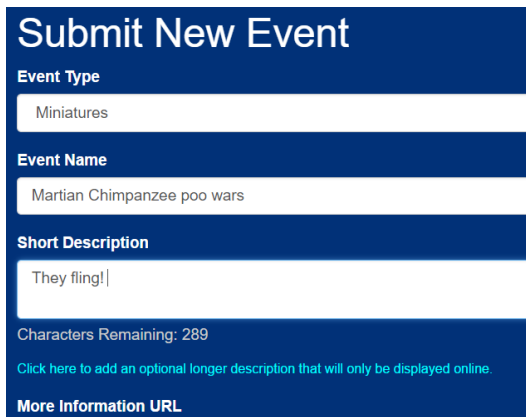
Last is Exhibitors/Sponsors and as name implies is a list of vendors attending and if provided a link to contact them with.

## Host Tab

Only one tab under this and it is Submit Events. It will bring up this screen for event submission:



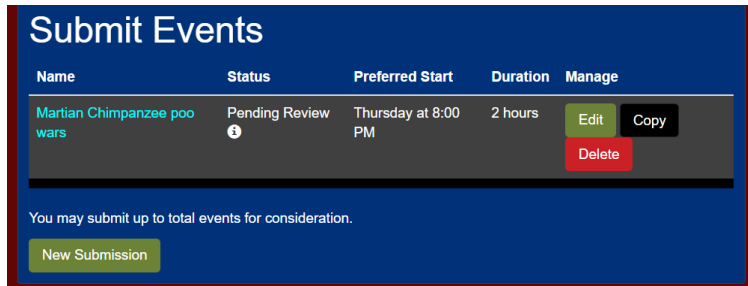
Probably guessed by now this is where GMs register their games. After clicking New Submission, this screen is presented. All Event Type games are Miniatures, we can reclassify your name on request. Make sure you choose the right time and four hours. Other times will come up, please only select 9AM, 2PM or 8PM. (growing pains)



If you have submitted a game already it will show the status of that game (such as awaiting approval).

To start things use the drop down tab under event type and choose the only choice, miniatures. There will be a slight pause and then table size field will also be enabled. Some of the fields are just fill in the blank while some are drop down boxes. It is pretty explanatory. You will actually be able to have 2 descriptions. The first one, which is mandatory, limits you to 300 characters/spaces. This will be the description in the hardcopy program. Right below it will be a selectable link which allows you a detailed description. That description will only be seen online. Remember tickets? Here a GM will put in the number of tickets they want available for

their game which means the number of players the game is designed for. You will find this form pretty darn clear and easy to fill out. If you have a custom table configuration you would like please indicate the table size closest to what you want and then drop a line to the Convention Coordinator via our website explaining what you need/want. We do NOT guarantee we will be able to meet your special needs.



**Submit Events**

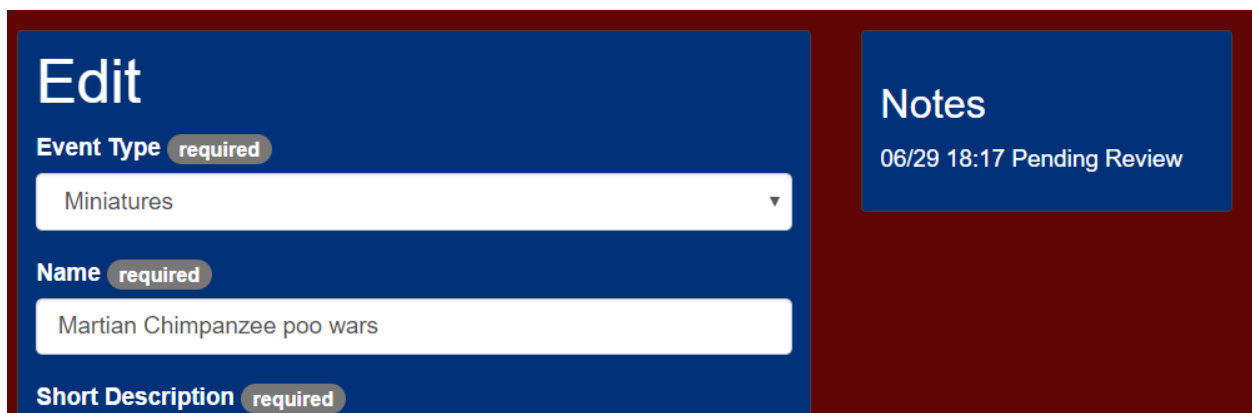
| Name                        | Status         | Preferred Start     | Duration | Manage  |
|-----------------------------|----------------|---------------------|----------|---|
| Martian Chimpanzee poo wars | Pending Review | Thursday at 8:00 PM | 2 hours  | <a href="#">Edit</a> <a href="#">Copy</a><br><a href="#">Delete</a> |

You may submit up to total events for consideration.

[New Submission](#)

If you need to delete this game you merely select this tab.

If you need to edit details of the game, select the choices below. All items can be changed until it is approved. After approval you can only change the first three items.



**Edit**

**Event Type** **required**

Miniatures

**Name** **required**

Martian Chimpanzee poo wars

**Short Description** **required**

**Notes**

06/29 18:17 Pending Review

Notice this game is pending review. Once it is approved and on the events list you can cancel the old one.

After approval:

Hurricon 2017 / My Event Submissions / Edit

## Edit

**Name** required

**Short Description** required

Characters Remaining: 289

[Click here to add an optional longer description that will only be displayed online.](#)

**More Information URL**

### Event

Martian Chimpanzee poo wars

### Notes

06/29 18:17 Pending Review

06/29 18:22 Queued to be Scheduled

If you have submitted a game you can use one of 3 tabs (edit - copy - delete) for this game.

## Submit Events

| Name  | Status                  | Preferred S   |
|---|-------------------------|---------------|
| <a href="#">Martian Chimpanzee poo wars</a> | Queued for Scheduling ⓘ | Thursday a PM |

You may submit up to total events for consideration.

Edit allows the three fields, if you want to resubmit after approval, first press copy which copies the game:

## Submit New Event

### Event Type

Miniatures

### Event Name

Martian Chimpanzee poo wars

### Short Description

They fling!

After this the game goes on the schedule:

## Submit Events

| Name                        | Status      | Preferred Start     | Duration | Manage  |
|-----------------------------|-------------|---------------------|----------|---|
| Martian Chimpanzee poo wars | Scheduled ⓘ | Thursday at 8:00 PM | 4 hours  | <a href="#">Edit</a> <a href="#">Copy</a><br><a href="#">Delete</a> |

| Event # | Location                      | Start Time          | Duration | View                 |
|---------|-------------------------------|---------------------|----------|----------------------|
| 9       | Main Ballroom 4 x 6 Rectangle | Thursday at 8:00 PM | 4 hours  | <a href="#">View</a> |

After that delete the old approved game that is queued for scheduling:

| Name                        | Status                  | Preferred Start      | Duration | Manage  |
|-----------------------------|-------------------------|----------------------|----------|---|
| Martian Chimpanzee poo wars | Queued for Scheduling ⓘ | Thursday at 10:00 PM | 2 hours  | <a href="#">Edit</a> <a href="#">Copy</a><br><a href="#">Delete</a> |
| Martian Chimpanzee poo wars | Pending Review ⓘ        | Thursday at 10:00 PM | 2 hours  | <a href="#">Edit</a> <a href="#">Copy</a><br><a href="#">Delete</a> |

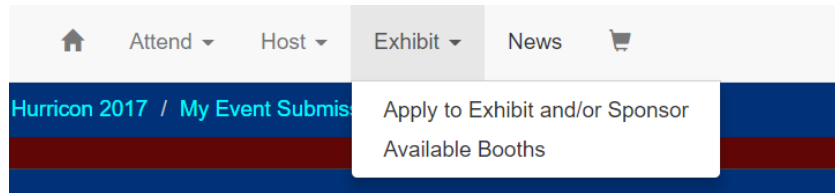
Periodically admins will clear cancelled games out.

Please get busy filling the schedule. There are options to have you review or change the event so please keep an eye on email until it is approved.



## Exhibit/Sponsor Tab

Under this are two tabs.



## Apply to Exhibit/Sponsor Tab

Vendors will start the application process here. You will enter your company name and agree to terms. Clicking on that will bring up the vendor application form. It will ask for business information, so please fill it out. You can also enter your website.

The application will require a logo, but any photograph will do. You can use a picture of the table, business logo, or anything you like. That logo will be displayed to everyone who looks at the show from the page.

Once we approve the application you can pay for your tables. Once paid for you are in!

We offer up to three types of booth, single, double, or triple. You can select booths and see whose booth is already purchased. If there is an area you need please contact us.

## Available Booths

This is the venue map again. If you have a specific area/table you want you will be given a chance to indicate it

That's it folks! It will take a time or two to get used to it. We are still discovering all the tools we can make use of and am sure you will be finding all sorts of helpful areas as well. We hope you like the new look. We give much of the control in registration to you.