

LARP Portal®

The Gateway for Managing your LARPs

USER MANUAL - Player



Publication Notes:

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1. INTRODUCTION TO LARP PORTAL®

Welcome to LARP Portal! We are excited to provide a centralized logistics system for you to manage your games and gaming experience.

LARP Portal® is an application that brings LARP players and campaigns together. It provides players a single interface to find new campaigns and manage existing games whether they PC, NPC or Staff. LARP Portal® gives game owners a tool to securely manage players, events, and character logistics with the benefit of cross campaign functionality for shared calendars, character point exchange, reporting, and analytics tools.

LARP Portal® provides critical player and staff functionality to support Events, Registration, Character Build, Character Points, and Post Event Letters or surveys. In April 2018, LARP Portal completed a new responsive user interface. This manual has been updated to provide guidance on the new website.

We are sincerely grateful to our board of advisors and the numerous larpers who have provided suggestions and feedback during our planning sessions and development. We encourage the LARP community to continue to provide feedback and suggestions on how we can improve the system. Please contact us at support@larportl.com with any questions or suggestions.

This version of the manual will provide instructions for functionality that is specific to players who are PCing or NPCing. Campaign owners and staff managing a game should refer to the Staff version.

Regards,

LARP Portal Staff

2. LARP PORTAL FEATURE SUMMARY

HOME	<ul style="list-style-type: none"> • Player MENU 		
PLAYER	<ul style="list-style-type: none"> • Add Player Info • Add User Security • Add Medical Info • Add Player Resumes • Add LARP Resume • Add Player Preferences • Add Campaign Waivers • Add Props/ Inventory 		
CAMPAIGN	<ul style="list-style-type: none"> • Receive Notification of New Player • Add Campaign Info • Add Player Requirements • Add Contact Info • Add Campaign Policies • Add "Custom Fields" • Add Defaults/ Events • Receive Reg Notification • Manage Registrations; view/ approve • Record Payment • Process PayPal • Print Check in/out • Print Character Cards • Assign Housing • Send PEL Notifications • Approve PELS • Add Campaign Inv/Props 	Initial Set Up: <ul style="list-style-type: none"> • Campaign Info • Campaign Roles • Staff Roles to Player • Payment / PayPal • Housing Types • PEL Templates 	<ul style="list-style-type: none"> • Manage Messages • Event Marketing
CHARACTER	<ul style="list-style-type: none"> • Add/ Maintain Character • Build Character Skills • Add and Maintain Teams • Add Character History • Add Relationships • Add Places • Add Items • Add Descriptors • Manage PELS & POINTS • Print Character Card 	Initial Set Up <ul style="list-style-type: none"> • Non-Cost Descriptors • Campaign Skill Rules • People/Places 	<ul style="list-style-type: none"> • Send In between Event Character Requests
POINTS	<ul style="list-style-type: none"> • View POINTS • Approve event POINTS • Approve PEL Points • Assign non-event points for donations, services, etc. • Add/Assign POINTS from other campaign • Auto Send POINTS to Other Campaign • Manage Banked POINTS 	Initial Set Up <ul style="list-style-type: none"> • POINTS Rules • POINTS Exchange with Other Campaigns 	<ul style="list-style-type: none"> • Publish Donation Request List (WIP) • Approve Donations • Sign Up for Donation • Transfer/ Move CP
CALENDAR	<ul style="list-style-type: none"> • Graphical Calendar • Calendar Report 		<ul style="list-style-type: none"> • Add Non-Event items
REPORTS (staff not player)	<ul style="list-style-type: none"> • Event Calendar Schedule • Registration • Check In/ Check Out • Housing Assignments • Character Cards • Character Skills • PEL Question Summary • PEL Search • Site History Search • Custom Fields • Player Contact Info 	<ul style="list-style-type: none"> • Character Traits • Donation Collection 	
FORUMS GALLERY MARKET PLACE			<ul style="list-style-type: none"> • FORUM • GALLERY • Market Place
SITES		<ul style="list-style-type: none"> • Site Set up • Location Set up 	

3. GENERAL USER/PLAYER INFORMATION

Users can access LARP Portal at www.larpportal.com.

As a Player you will utilize the features of LARP Portal based on a Campaign's participation level. While the system has many features and functions, the portal's primary objective is to support cross campaign logistics for scheduling and POINTS exchange.

Games or Campaigns can utilize some- or- all of the features of LARP Portal[®]. The purpose of this is to support games of all types with any logistical needs.

- **Basic** access will allow a campaign the benefits of cross campaign logistics such as schedule coordination and POINTS exchange. However, it does not support full registration functions, character generator, or PELs
- **Standard** access provides the ability to manage events, registration, PELs and provides a robust character generator and full suite of reports.

SECURITY

Only *** ONE *** account and log in, is needed regardless of how many games/campaigns you PC, NPC or staff. Members must provide a valid email address which is validated with a security access code. Once validated, players can change their log in and password from the PLAYER Module and add one or more security questions if desired.

Players can navigate between campaigns by selecting a campaign from their list. Based on the selected campaign and the role(s) that the player has associated with that campaign, the screens and menus change dynamically.

For example, if you play Campaign 1 and are on the staff of Campaign 2, you will have different menu options available to you for each campaign. When you select Campaign # 1 from your "My Campaigns" list, you will be able to build a character, register for an event, or submit a PEL. If you Select Campaign # 2- In addition to the PC options, you will also have access to building an NPC, submit a staff PEL, exchange POINTS, view or search all Players skills, and read or comment on player PELs.

"SELECT CAMPAIGNS" LIST

Once a player signs up for a campaign, the campaign appears in their "Select Campaigns" list. Only the campaigns that you select to participate in will appear in this list. You are encouraged to select all games that you play in -even if the campaign uses other databases- to support cross campaign logistics such as POINTS.

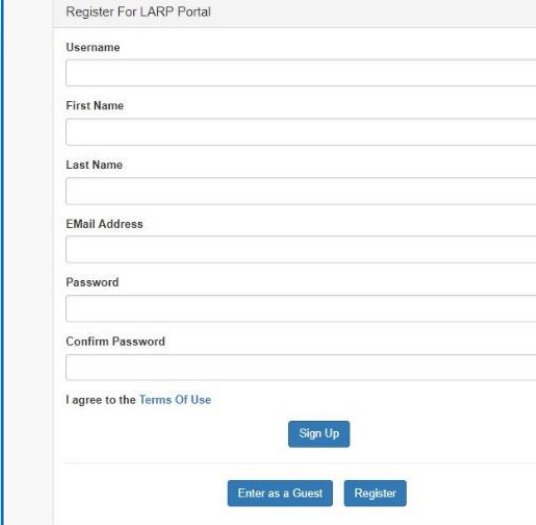
"SELECT CHARACTER" LIST

Players create and manage their Characters for all campaigns from the Character Module. Once you create a character, the character is added to your personalized list. The Character Module menu is consistent for all campaigns. The policies, skill structure, and requirements; however, are unique and customized to each participating Campaign based on their participation level.

4. GETTING STARTED: FIRST TIME USERS

Signing Up for a LARP Portal Account

1. Enter an email or user name
2. Enter your first and Last Name
3. Enter a valid email address
4. Enter a password and validate
5. Agree to the terms & Conditions
6. Check Sign Up
7. The system will send an activation code via email
8. You will receive a Welcome to LARP Portal Screen with instructions.
9. Click “log In” from the top navigation bar to continue



The screenshot shows a registration form titled "Register For LARP Portal". It contains the following fields: Username, First Name, Last Name, EMail Address, Password, and Confirm Password. Below the fields is a checkbox labeled "I agree to the Terms Of Use". At the bottom of the form are three buttons: "Sign Up", "Enter as a Guest", and "Register".

Accessing LARP Portal

First time users receive an email from the system with an activation code.

On Thu, Jun 30, 2016 at 7:59 PM, <support@larportal.com> wrote:

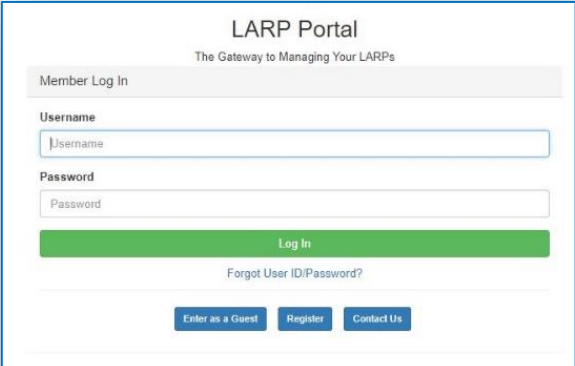
Hi Rick,

Welcome to LARP Portal. The activation key for your new account is h5t9i6. To activate your account return to www.larportal.com. Enter your username and password into the Member Login section and click the Login button. When the site prompts you for your activation key, enter it and click the Login button again.

If you have any questions please email us at support@larportal.com.

Log into LARP Portal

1. Enter your user name
2. Enter your password
3. The system will prompt you for the activation code provided in your Welcome to LARP Portal email
4. Enter your “activation code” and select Log In
5. The system will navigate you to the screen to select your first Campaign

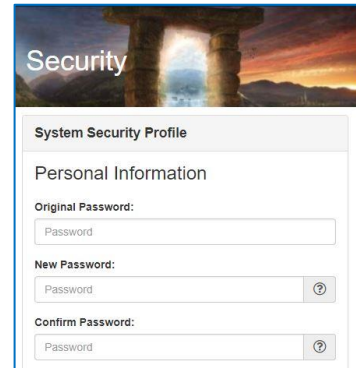


The screenshot shows the "LARP Portal" login page. The header includes the title "LARP Portal" and the tagline "The Gateway to Managing Your LARPs". Below this is a "Member Log In" section with two input fields: "Username" (containing the placeholder ".username") and "Password" (containing the placeholder "Password"). A green "Log In" button is positioned below the fields. Below the button is a link for "Forgot User ID/Password?". At the bottom of the page are three buttons: "Enter as a Guest", "Register", and "Contact Us".

To Reset your Password or add Security Questions

If you are logged in:

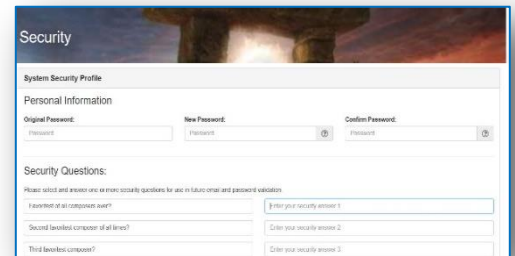
1. Select the player PROFILE tab
2. Select the SECURITY link from the left nav bar
3. Change USER NAME and click SAVE
4. Change you Name
5. Change your password
6. Add or change a security question



The screenshot shows the 'Security' page with the 'System Security Profile' section. Under 'Personal Information', there are three password fields: 'Original Password:', 'New Password:', and 'Confirm Password:'. Each field has a 'Password' label and a question mark icon. The 'New Password' and 'Confirm Password' fields also have a small circular icon with a question mark.

If you are not logged in:

1. Select FORGOT PASSWORD link on Login Screen
2. Enter your EMAIL ADDRESS
3. Enter your current USERNAME *
4. Enter your LAST NAME
5. Select GET PASSWORD
6. if you have forgotten your user name, select FORGOT Username button



The screenshot shows the 'Security' page with the 'System Security Profile' section. Under 'Personal Information', there are three password fields: 'Original Password:', 'New Password:', and 'Confirm Password:'. Each field has a 'Password' label and a question mark icon. Below this, there is a 'Security Questions:' section with a note: 'Please select and answer one or more security questions for use in future email and password validation.' There are three input fields for security questions, each with a label: 'I remember an old campaign name?', 'Second levelled character of all times?', and 'Third levelled character?'. Each field has a 'Enter your security answer' label and a question mark icon.

Campaigns and Characters

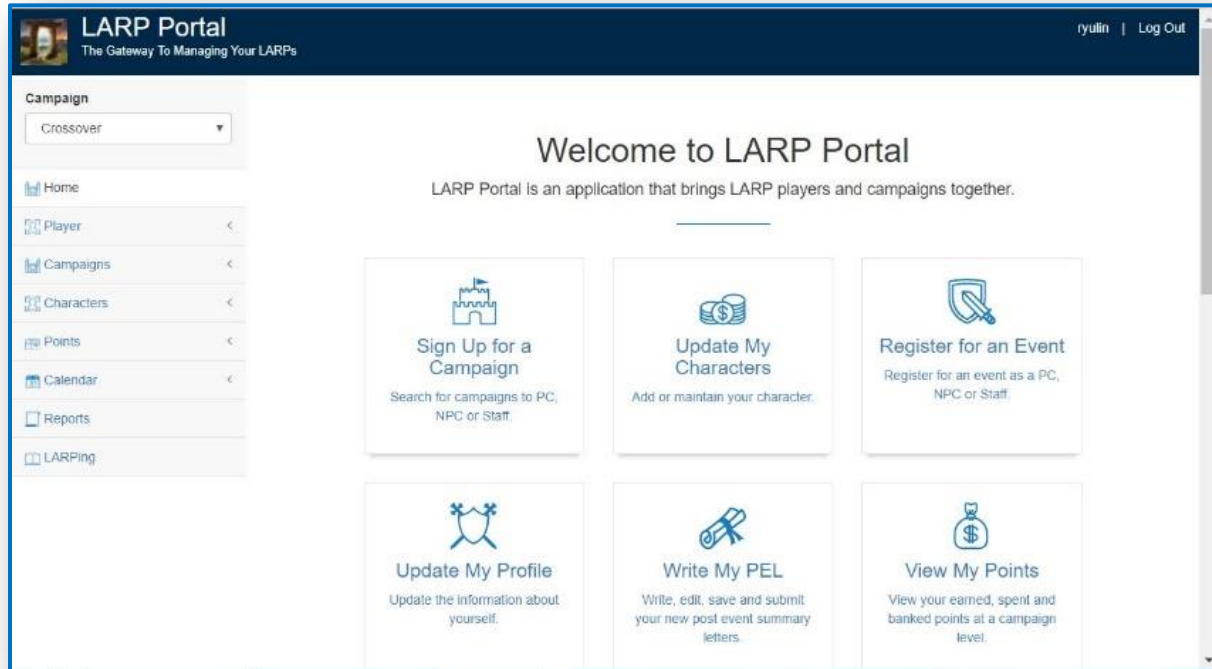
As a player you may use LARP Portal for multiple Campaigns and Characters. The system will remember where you were last and the menus will change if you staff one game but play another. The list of Campaigns that you have signed up for will appear at the top of the Left Navigation bar. Select which one you want to review or select “add a new Campaign” at the bottom of the drop down to add a new one.

The same is true for Characters. The List of Characters will be available at the top of the content window. Select the Character you want to review or select “add a new character” from the bottom of the drop down.



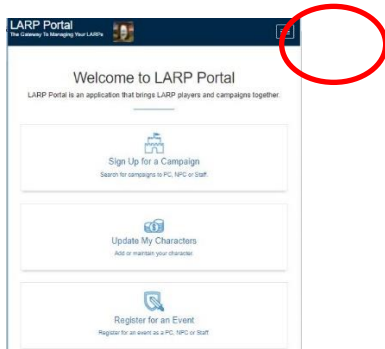
The screenshot shows the LARP Portal interface. The top navigation bar includes 'Campaign' and 'Character Info'. The 'Campaign' dropdown menu is open, showing 'Madrigal' as the selected option. The 'Character Info' section shows 'Selected Character:' with a dropdown menu showing 'Zephyr'. Below this, there are radio buttons for 'My Characters', 'Campaign Characters', and 'Campaign: Madrigal'. The 'My Characters' radio button is selected. The bottom of the page has a light blue bar with the text: 'Fill in information to describe your character. Some items are automatically updated after save'.

4.1. Navigating LARP Portal



- **First Level Navigation: “Home”** Players can navigate quickly to the most frequently accessed pages from each of the system modules. *(The system will “remember” the last Campaign and Character that you reviewed.)*
- **Second Level Navigation: “Menu Bar”** located to the left of the content is a menu driven navigation bar that is dynamic based on the user’s campaign(s) and roles within a campaign. Each module represents a specific topic and will expand or collapse to provide links to specific features and functions.
- **Overall System Navigation:** located in the Header and Footer are quick links/ access to:
 - Contact Us: see the best way to reach us quickly
 - FAQs: review our most common questions and answers
 - About us: meet our development and leadership team
 - What’s New: learn about new campaigns, features, and tools
 - Facebook: link to LARP Portal’s Facebook page
 - Log Out: to exit application

LARP Portal has been designed to allow the user to navigate quickly between modules and functions with minimal clicking. The system is responsive for viewing on mobile devices. Menus will collapse and expand while scrolling has been limited to just those screens with complex tables.



The Menu Bar will collapse when screen size is minimized


4.2. Home

The HOME tab provides a player with a menu to the functions most commonly used by a Player.

- **Sign up for a Campaign:** Search for campaigns to PC, NPC or Staff. To sign up, select a PC and/or NPC role (bottom right). Use this same screen to add a secondary role to a campaign you are already enrolled in, in order to register and play both sides of a campaign.
- **Update My Character:** Add or maintain your characters. You can describe your character, buy skills, define your relationships, provide plot with information, and customize or print your character card.
- **Register for an Event:** Register for an event as a PC, NPC, or Staff. Each role is prompted to provide specific information needed for logistics. You can also link to Paypal to complete your transaction.
- **Update My Profile:** Manage your security, add contact info or player preferences
- **Write my PEL:** Write, edit, save, and submit your new post event summary letters (PELs) and view your historical submissions. You may also submit an addendum.
- **View My POINTS:** View your earned, spent and banked POINTS at a campaign level.

5. PLAYER PROFILE

There are 8 functions within the Player Profile Module. Many of these features are for optional use and intended to centralize key information that a player may share with other players and/or campaigns that they play. Add and maintain your contact info, waivers, security and preferences once for all campaigns.



The screenshot shows the LARP Portal interface. At the top, it says "LARP Portal" and "The Gateway To Managing You". Below that is a "Campaign" dropdown menu set to "Crossover". A navigation menu on the left includes: Home, Player (selected), Profile, Roles, Preferences, Waivers & Consent, LARP Resume, Work Resume, Medical Info, System Security, and Player Inventory. Below the navigation menu are sections for Campaigns, Characters, Points, Calendar, Reports, and LARPing.

- **Player Demographic:** describe yourself, add addresses, and contact information to share with campaign owners.
- **Security:** manage your log in name, password, and security questions.
- **Personal Resume:** player is able to share personal career/ work skill history.
- **LARP Resume:** player is able to share their personal history of LARPing
- **Medical:** players can voluntarily describe medical conditions and make available for medical staff on site during a game
- **Waivers and Consent:** players can manage any enabled campaign and site waivers and consent requirements.
- **Player Preferences:** players may set personal preferences for notifications they wish to receive. They may choose between receiving notification via email or, if a cell phone number is added to the player's profile, via text message. At this time the preferences can be set. The messaging/notifications will be enabled with our next major release
- **Player Inventory:** This screen allows a player to store and share a list of personal props, costumes, and items to keep an active inventory of their LARP stuff. The Player can also indicate if they are willing to share with others. In a future release players will be able to search for inventory that is available for sharing.

5.1. PLAYER DEMOGRAPHIC

Enter Name, Address and contact information that you would like to share with all Campaign staff. Add a photo if desired. This info will not be used by LARP Portal for any non portal business.

The screenshot shows a 'User Profile' form with the following sections:

- Personal Information:** Fields for First Name (Richard), Middle Name, Last Name (Pinto), Gender (Male), Date of Birth (8/23/1980), Forum Name (sum48), User Name (rydin), Nick Name (Rick), and Pen Name (Dylan).
- Emergency Contact Info:** Name (Monique Pinto) and Phone Number (203-4143751).
- Addresses:** A table with columns: Address 1, Address 2, City, State, Postal/Zip Code, Country, Address Type, and Primary. It lists three addresses: 1170 Union St, 483 Monroe Turnpike, and 30 Nunning Dr.
- Phone Numbers:** A table with columns: Area Code, Phone Number, Extension, Type, Primary, and Provider. It lists one number: 203-2804292.
- Email Addresses:** A table with columns: Email Address, Type, and Primary. It lists four email addresses: rgp@larp.net, rgp@larp.net, rydin@larp.net, and rgp@larp.net.

5.2. SECURITY

Players manage their own username, passwords and security questions. This information is not provided to any campaigns.

To Reset your Password or add Security Questions

If you are logged in:

1. Select the player PROFILE tab
2. Select the SECURITY link from the left nav bar
3. Change USER NAME and click SAVE
4. Change you Name
5. Change your password
6. Add or change a security question

If you are not logged in:

1. Select FORGOT PASSWORD link on Login Screen
2. Enter your EMAIL ADDRESS
3. Enter your current USERNAME *
4. Enter your LAST NAME
5. Select GET PASSWORD

* if you have forgotten your user name, select FORGOT Username button

The screenshot shows the 'Security' page with a 'System Security Profile' section. The 'Personal Information' sub-section contains three password fields: 'Original Password:', 'New Password:', and 'Confirm Password:'. Each field has a 'Password' placeholder and a question mark icon for help.

5.3. Player Resume

This screen allows a player to share personal career and skill details with other LARPerS. The player will have ability to indicate with whom the info can be shared. The user can select Add New to create an entry or edit/delete to modify existing entries.

The screenshot displays the 'Work Resume' interface. It features two main sections: 'Professional Skills' and 'Professional Affiliations'. Both sections contain a table with columns for the skill/affiliation name, level/role, and comments, along with edit and delete icons. An 'Add Skill' button is located below the skills table, and an 'Add Affiliation' button is below the affiliations table.

Professional Skill	Skill Level	Comments
.Net Programmer	Intermediate	

Organization Name & Affiliation	Role	Comments
Flute Orchestra	Flute Member	

5.4. LARP Resume

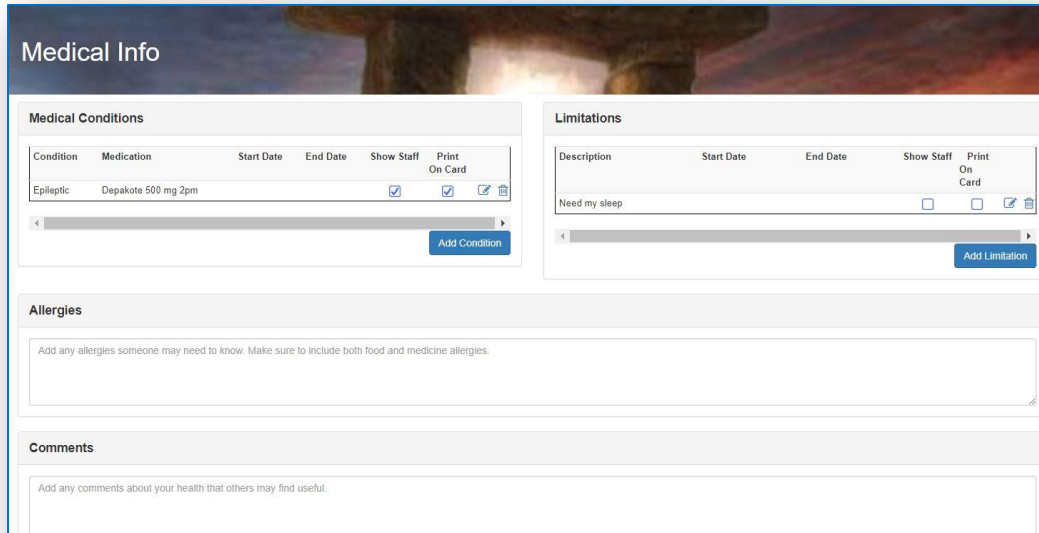
This screen allows a player to share LARP and Gaming history details with other LARPerS. The player will have ability to indicate with whom the info can be shared. The user can select Add New to create an entry or edit/delete to modify existing entries.

The screenshot displays the 'LARP Resume' interface. It features a 'Player LARP Resume' section with a table listing LARP history. Below the table is an 'Add Item' button. A 'Comments' section contains a text area for adding comments and a 'Save' button.

Start Date	End Date	Game System	Campaign	Author GM	Style	Genre	Role	Comments
05/01/2015	12/30/2017	Accelerant	Fifth Gate	James Marston	Boffer	High Fantasy	PC	
01/01/2009	12/31/2017	Accelerant	Seven Virtues	Melissa Caruso	Boffer	High Fantasy	Staff	
10/01/1989	10/01/2009	NERO	Ravenholt	Ford Ivy	Boffer	High Fantasy	PC	

5.5. Medical Info

This screen allows a player to share medical information including prescription medications to the campaign and medical staff and to optionally print on character cards. The player will have ability to indicate with whom the info can be shared.



Condition	Medication	Start Date	End Date	Show Staff	Print On Card
Epileptic	Depakote 500 mg 2pm			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Description	Start Date	End Date	Show Staff	Print On Card
Need my sleep			<input type="checkbox"/>	<input type="checkbox"/>

Allergies

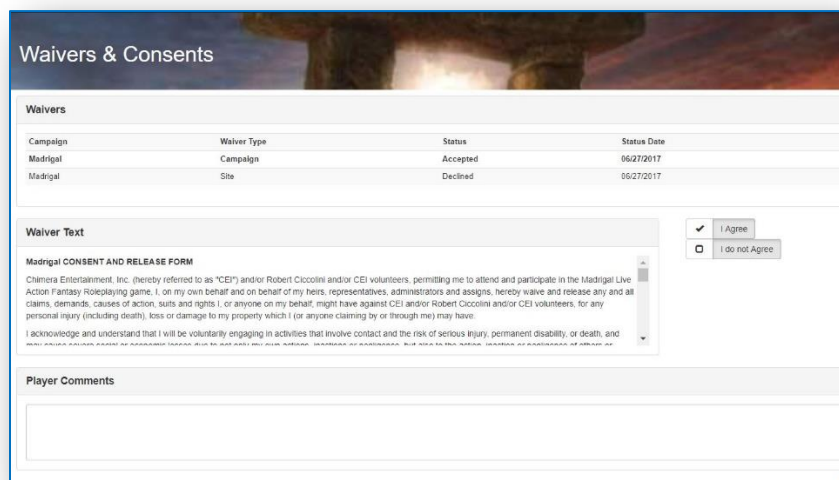
Add any allergies someone may need to know. Make sure to include both food and medicine allergies.

Comments

Add any comments about your health that others may find useful.

5.6. Waiver and Consents Requirements

This screen allows a player to read and sign any campaign or site waivers that are required to play at a game or event. The system will keep track of player's compliance by campaign and by date.



Campaign	Waiver Type	Status	Status Date
Madrigal	Campaign	Accepted	06/27/2017
Madrigal	Site	Declined	06/27/2017

Waiver Text

I Agree
 I do not Agree

Madrigal CONSENT AND RELEASE FORM

Claimera Entertainment, Inc. (hereby referred to as "CEI") and/or Robert Ciccolini and/or CEI volunteers, permitting me to attend and participate in the Madrigal Live Action Fantasy Roleplaying game. I, on my own behalf and on behalf of my heirs, representatives, administrators and assigns, hereby waive and release any and all claims, demands, causes of action, suits and rights I, or anyone on my behalf, might have against CEI and/or Robert Ciccolini and/or CEI volunteers, for any personal injury (including death), loss or damage to my property which I (or anyone claiming by or through me) may have.

I acknowledge and understand that I will be voluntarily engaging in activities that involve contact and the risk of serious injury, permanent disability, or death, and

Player Comments

5.7. Player Preferences

This screen will allow a player to provide preferences for notifications and permissions. It is currently configured to allow a player to indicate what activity they would like to receive notifications for and to choose how they will receive the notification- via email or text for things like registration, history and PEL approvals, and Point assignments. The system will default to email if no cell phone number is added to the player's profile.

NOTE: Players can set preferences and the messaging will be enabled in a future enhancement.

None	EMail	Text	Event
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Events: new dates added to Calendar
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	History: Feedback has been sent
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	History: Feedback has been sent
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	History: Feedback has been sent
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	History: has been approved
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Housing: has been assigned
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	PEL: due in 1 day
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Points: have been assigned
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Registration: is Opening in 1 hour
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Registration: has been approved
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Registration: is Closing in 1 hour
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Registration: is Opening in 1 day

5.8. Player Props and Inventory

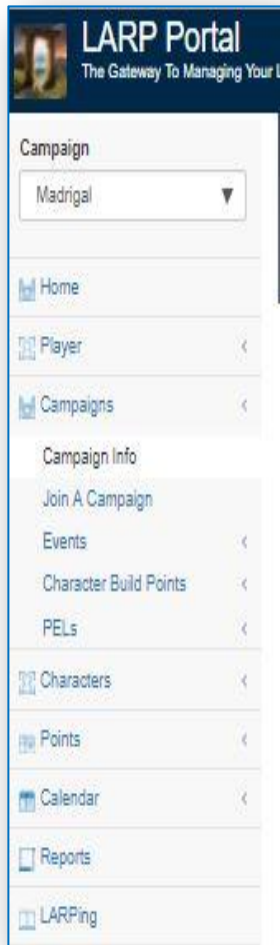
This screen allows a player to log and track their personal props and inventory that may be used in one or more games. Users can indicate type, quantity, size, location, and description and even include photos. This is identical functionality offered to campaigns. Player's may indicate their willingness to share props/inventory with others.

Name	Description	Type	Quantity	Size	Location	Power	Will Share	Comments
	Hanging flaming cauldron	Lighting	6	12" across		Electricity	<input checked="" type="checkbox"/>	
	Flickering candles	Lighting	12	4" - 8" tall		Batteries	<input checked="" type="checkbox"/>	
	Wood Coffin	Prop	1	full size		No Power Needed	<input checked="" type="checkbox"/>	Large Heavy full size wooden coffin

[Add Item](#)

6. CAMPAIGN INFORMATION

Players will access the Campaign Tab to view [Campaign Info](#) and complete [Event Registration](#) and [PELs](#).



1. Campaign Info

- Campaign Demographics: View the campaign setting, genre, period, weapon style etc.
- Campaign Contact Info: provides url and email addresses for key contacts from the campaign
- Campaign Setting
- Campaign Player Requirements: provides info on a campaign's player policies including age, membership waiver and consent requirements.

2. Event Registration: provides details about each event and allows the player to:

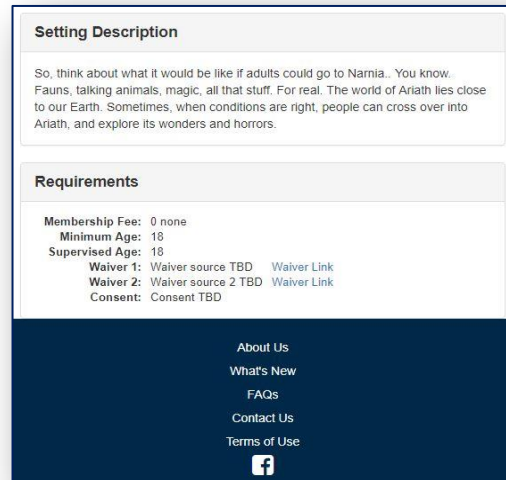
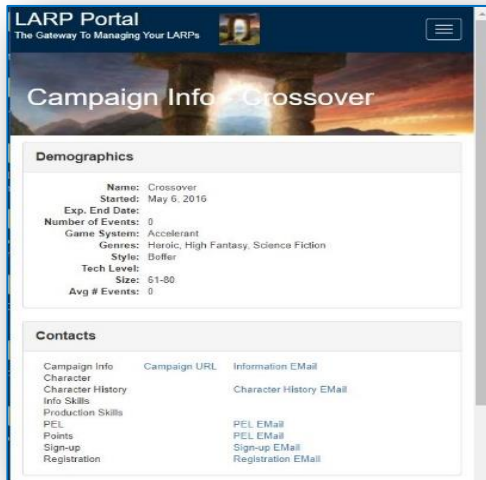
- RSVP when the event registration is not yet open
- Preregister
- Update registration – cancel, change to a partial event
- Select housing
- Select Campaign to send POINTS
- Select Payment option and link to PAYPAL
- Add comments for staff

3. PELs: provides a survey from staff to players about a specific event. Players can

- Add responses to questions
- Save and come back later to complete
- Edit and submit responses
- View approved PELs
- Add addendums to an already submitted PEL

6.1. Campaign Info

Campaign Info is informational only. Only Staff with the permission can update.



6.2. Register for an Event

To Add a Registration

1. From CAMPAIGN, select “Event and Event Registration from the left navigation bar.
Select the “Campaign” you wish to register for an event from the “Select Campaign” Drop down that is at the top of the Left Navigation bar. If you have only one campaign it will default. If you have more than one, the system will default to the last campaign you reviewed.
2. Select the “EVENT date” by clicking into the event date window; the event details will display in the bottom window. The details include all relevant dates, locations, and pricing. In the top window, your current event registration status will be displayed.
3. Review the Event Status

If Status Is	Description
<u>OPEN</u>	<p>Verify your role; select the correct role for the event if more than one option is available. See “how do I add a new role” if a role does not exist.</p> <p><u>For PCs</u></p> <ol style="list-style-type: none"> 1. Confirm your event attendance plans. If you plan to attend: <ul style="list-style-type: none"> • the entire event, leave the default Y • a partial event, Select N and enter your planned arrival date and time, as well as, your planned departure date and time 2. Select your housing preference. The options are campaign specific and may include options for team only, anywhere, tenting, offsite, etc. This info assists with housing. 3. Select your meal choices (If available). This information will be provided to the kitchen. 4. Select your payment method. Payment is not collected through LARP Portal; however, payment instructions and links are provided. 5. Add any comments for staff such as special requirements and/or preferences 6. Select Register button; confirmation will be sent to staff/registration status is updated. <p><u>For Staff and NPC</u></p> <ol style="list-style-type: none"> 1. Confirm your event attendance plans. If you plan to attend: <ul style="list-style-type: none"> • the entire event, leave the default Y • a partial event, Select N and enter your planned arrival date and time and your planned departure date and time 2. Select from the drop down of your “Campaigns” the campaign where POINTS earned at this event to be sent to.
Not Yet Open:	<p>Players are invited to provide an RSVP. This is not a preregistration. It is intended to capture the availability of players for planning purposes.</p> <ol style="list-style-type: none"> 1. Verify your role; select the correct role for the event if more than one option is available. See “how do I add a new role” if a role does not exist. 2. Select either “I Plan to Attend” or “I Cannot Attend” button; as appropriate
Closed	Registration updates are not allowed
Cancelled:	Registration updates are not allowed

Event Details	
Event Status:	Scheduled
Event Name:	Spring 1 2018
Description:	Spring 1 2018
In Game Location:	Nocturn
Start Date:	04/27/18 11:00 PM
End Date:	04/29/18 02:00 PM
Site Location:	Camp Woodstock 42 Camp Road Woodstock Valley CT, 06282
Reg Open Date:	01/14/18 12:00 AM
Reg Close Date:	04/27/18 12:00 AM
Pre Reg Price:	\$80.00
Pre Reg:	03/28/18
Reg Price:	\$80.00
Payment Due:	04/13/18
At Door Price:	\$80.00
Info Skill Due:	04/13/18
PEL Due:	05/11/18
Available:	<input checked="" type="checkbox"/> PC Food Services <input checked="" type="checkbox"/> NPC Food Services <input checked="" type="checkbox"/> Cooking Allowed <input checked="" type="checkbox"/> Refrigerator <input checked="" type="checkbox"/> Menu Prices

To Update a Registration

1. Select EVENT REGISTRATION from the left navigation bar on the CAMPAIGN Tab
2. Select the "EVENT date" by clicking into the event date window; the event details will display in the left window. The details include all relevant dates, locations, and pricing. In the right window, the player's current event registration status will be displayed
3. Change one or more fields; role, full/partial event, housing, meal or payment options
4. Select the "Change registration" button - confirmation will be sent to staff and registration status is updated.

To Cancel a Registration

1. Select REGISTRATION from the left navigation bar on the CAMPAIGN Tab
2. Select the "EVENT date" by clicking into the event date window; the event details will display in the left window. The details include all relevant dates, locations, and pricing. In the right window, the player's current event registration status will be displayed.
3. Select the "Cancel Registration" button – confirmation will be sent to staff and registration status is updated.

6.3. Manage My PELS

Post Event Letters (PEL) are used to provide immediate feedback to staff about an event. Campaigns may assign POINTS as incentive to PCs, NPCs and Staff to complete a PEL.

1. Select CAMPAIGN and select the "Campaign" you wish to access all associated PELS
2. Select "PEL" from the left Navigation bar to view a list of your personal PELS

3. Select **“Add”** to start a new PEL, **“Edit”** to continue working on a saved PEL or **“View”** to review a previously submitted PEL.
4. If you attended an event and do not see a PEL ready to start, click the **“Missing PEL”** button, to post-register for the event. Complete the quick registration and you will return to an available PEL
5. Select **“Add Addendum”** to add additional information for staff after a PEL has been submitted.

PEL List Missing Event?

Event List

Campaign	Event Date	Character	Event Name	Event Description	Status	
Madrigal	02/02/2018	Zephyr	Madrigal Revel 2018	Madrigal Revel 2018		Create
Madrigal	11/03/2017	Zephyr	November, 2017	November, 2017	Approved	Add Addendum View

PEL Edit

This PEL was approved on 11/27/2017 and cannot be edited.
Event: November, 2017 **Event Date:** 11/3/2017 **Character:** Zephyr

Question: Which plots were you involved with?

Friday night:
 - Shadow hound fight
 I had no idea at the time what we were doing except for fighting shadow hounds;

- Tapestry – Fenrick, Khorso, Co delia, Sadie
 Strength – spirit
 World – Sollos
 High Priestess – Celestial faith
 Hanged Man – I don't remember
 Judgement – I don't remember
 Tower – I don't remember
 One of the above was Orphan, don't remember which one, mostly because I knew none of them and this one most re
 atmosphere. I loved the representation of the cards in the Tapestry and that our threads wove through the ones appro

PEL Edit

Event: Madrigal Revel 2018 **Event Date:** 2/2/2018 **Character:** Zephyr

Question: Which plots were you involved with?

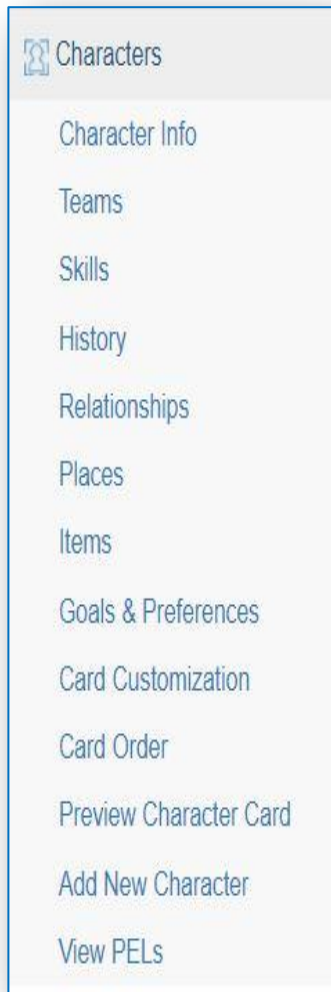
Question: What goals or unfinished business does your character have?

Question: What actions did you take towards those goals?

[Cancel](#)

7. CHARACTERS

The Character Module is used to create and maintain your character(s) and includes the following features:



1. Character Info: includes Character Demographics, Photos, Traits or other campaign specific categories that provide description but do not cost the Player POINTS.
2. Teams: this screen allows players to self-manage, create, or join a team.
3. Skills: this screen is where the player builds or generates their character from a skill/attribute perspective.
4. History: Players provide character background describing how they interact with the world and others.
5. Relationships: this screen allows players to identify character relationships to other player's characters and to name family, friends etc. even if the "person" is not a player. This is a plot device.
6. Places: Players can identify places that are important to a character even if they are not named places within the rulebook. This is a device to help plot
7. Items: Players can describe their Character in game items, costume, and makeup criteria. This may be used for NPCs as well.
8. Requests: this screen will allow players to send between event requests such as info skills or production. This screen is not yet available.
9. Goals & Preferences (Custom Campaign Topics): players are able to provide specific details for up to 5 campaign specific topics that can be used as a Plot device.
10. Character Card: Players can customize and print their own Character Card. There's also the option to hide standard descriptions, add custom incants, and even create a specific sort order
11. Add New Character:
12. View PELs- this is an additional link conveniently added to this menu to allow players to quickly navigate when reviewing a character.

7.1. Character Info

There are two types of information included in this component. The first is demographic information about the character; Name, DOB, race, birthplace, etc. The second type of information includes character traits or categories that describe the character in some game specific way.

Add a Character: The system defaults the user to “Character Info”. If a player does not have any characters they are prompted to create one. If a player has at least one character, they will have a list of available characters and option in the drop down box to add a new character.

Select the campaign and add the name that the character will be “known as”. This will create the character. SAVE

Add or Update Character Info: Select “Character Info” from Left Navigation bar.

1. Enter any character demographics you wish to provide. AKA name will be how your character will be listed for others to see on the relationship screen
2. Select any “Non-Cost descriptors” that are applicable to your character. SAVE and repeat for each descriptor. The list above will grow. You may add or delete as many as you would like. Note: Non-Cost Descriptors are defined by the campaign. These are typically trait like descriptions that add flavor and role-playing opportunities.
3. Load a photo of your character if available/desired. Select Browse, find and attach. This photo will be made available to Plot staff
4. Some items are grayed out for future use or they are Plot driven and will be entered by staff.
 - Character type can be managed by Plot
 - Character Rebuild can be enabled by Plot Staff for an individual for specific time frame
 - Deaths can be added by plot and viewed by Players
5. **SAVE** to Update your Character

Non Cost Character Descriptions

Select criteria that describes your character.

Character Descriptor	Value	
Trait	Champion	
Trait	Undead	

Character Descriptor

Trait

Name

Undead

[Add](#)

Character Deaths

[Add](#)

[Save](#)

7.2. Teams

Players create and manage teams using this screen.

Characters <

Character Info

Teams ▾

Create A Team

Join A Team

Manage A Team

1. From Character, select Teams and an action to create, join or manage
2. Select Create a Team to add a new team to the campaign. You will be able to invite players and assign update rights to one or more players
3. Select Join a Team if you want to request a spot on an existing team. An approver will be notified via email and will be able to approve
4. Select Manage a Team to invite, approve, and remove players from a team

Current Members

Character	Approver	
Feran Ral	<input type="checkbox"/>	Revoke
Friedrich	<input type="checkbox"/>	Revoke
Jayden	<input type="checkbox"/>	Revoke
Kaelin	<input type="checkbox"/>	Revoke
Kalden	<input checked="" type="checkbox"/>	Revoke
Kalden Armored	<input type="checkbox"/>	Revoke
Kalka	<input type="checkbox"/>	Revoke
Khalem	<input type="checkbox"/>	Revoke
Kit	<input type="checkbox"/>	Revoke

Join a Team

Select Character: Rick Crossover Test ▾ My Characters Campaign Characters Campaign Crossover

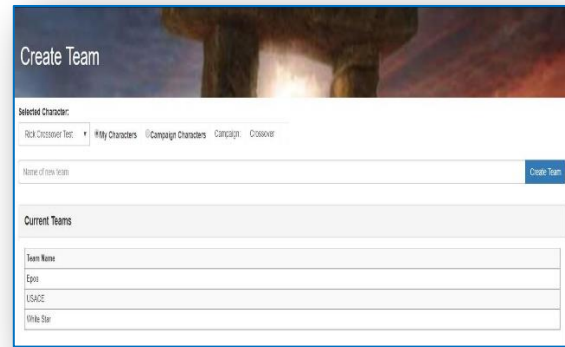
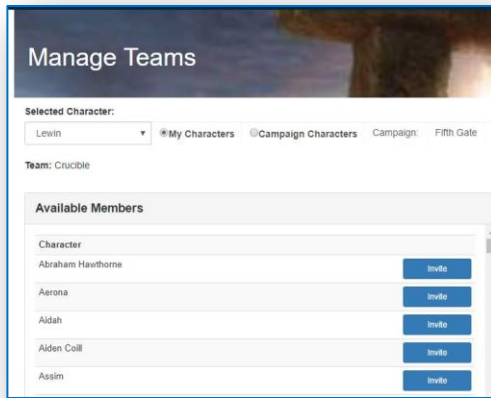
Teams

Epos [Join Team](#)

USACE [Join Team](#)

White Star [Join Team](#)

Current Teams



7.3. Character Skills

Character Skills manages all Campaign rules related to skills. It will enforce prerequisites, exclusions, and open hidden skills to players. Hover over the name of a skill, and the middle panel will display cost, short and long description from the rule book. Selected skills will be displayed in the right window with the total POINTS.

Character Skills

Selected Character: Lewin | My Characters | Campaign Characters | Campaign: Fifth Gate

Show Exclusions

Skill validation may take a few moments. Please wait while the screen refreshes **BEFORE SAVING**.

Character Skills

<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Body (2) <input checked="" type="checkbox"/> Mind (2) <input checked="" type="checkbox"/> Spirit (2) <input checked="" type="checkbox"/> Vitality (2) <input checked="" type="checkbox"/> Power (1) <input checked="" type="checkbox"/> Silverfire <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Open <input type="checkbox"/> Heart of the Warband <input checked="" type="checkbox"/> Scavenger <input checked="" type="checkbox"/> Disciples of the Tempest <input checked="" type="checkbox"/> Order of the Arcane Circle <input checked="" type="checkbox"/> Order of the Golden Temple <input checked="" type="checkbox"/> Order of the Veil <ul style="list-style-type: none"> <input type="checkbox"/> Culture Packet, Order of the Veil <input checked="" type="checkbox"/> Open <input checked="" type="checkbox"/> Sacrificial Nature 	<p>Order of the Veil Order of the Veil</p> <p>Cost: 0.00</p> <p>The members of this order have literally given up their lives in order to protect the people in their charge. Having removed their hearts from their bodies, the members of this order are not technically alive any longer. Instead, they are sustained by magic and their resolve to continue fighting on. Removing their heart has the effect of dulling their emotions, making them more likely to be logical, thoughtful, and controlled than ruled by their passions.</p> <p>This skill requires you already have Silverfire</p> <p>You cannot buy this skill if you already have Disciples of the Tempest, Order of the Arcane Circle, Order of the Golden Temple, Primarch, Servant of the Horned Goddess</p>	<table border="0" style="width: 100%;"> <thead> <tr> <th>Skill</th> <th>Cost</th> </tr> </thead> <tbody> <tr><td>Total CP</td><td>92.00</td></tr> <tr><td>Total Spent</td><td>91.00</td></tr> <tr><td>Total Avail</td><td>1.00</td></tr> <tr><td>Body (2)</td><td>0.00</td></tr> <tr><td>Body (3)</td><td>4.00</td></tr> <tr><td>Mind (2)</td><td>0.00</td></tr> <tr><td>Mind (3)</td><td>4.00</td></tr> <tr><td>Spirit (2)</td><td>0.00</td></tr> <tr><td>Spirit (3)</td><td>4.00</td></tr> <tr><td>Vitality (2)</td><td>0.00</td></tr> <tr><td>Vitality (3)</td><td>4.00</td></tr> <tr><td>Power (1)</td><td>0.00</td></tr> <tr><td>Power (2)</td><td>0.00</td></tr> <tr><td>Silverfire</td><td>0.00</td></tr> <tr><td>Open</td><td>0.00</td></tr> <tr><td>Hard to Kill</td><td>0.00</td></tr> <tr><td>First Aid</td><td>1.00</td></tr> <tr><td>Scavenger</td><td>3.00</td></tr> <tr><td>Securing the Bottom of</td><td>3.00</td></tr> </tbody> </table>	Skill	Cost	Total CP	92.00	Total Spent	91.00	Total Avail	1.00	Body (2)	0.00	Body (3)	4.00	Mind (2)	0.00	Mind (3)	4.00	Spirit (2)	0.00	Spirit (3)	4.00	Vitality (2)	0.00	Vitality (3)	4.00	Power (1)	0.00	Power (2)	0.00	Silverfire	0.00	Open	0.00	Hard to Kill	0.00	First Aid	1.00	Scavenger	3.00	Securing the Bottom of	3.00
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Hard to Kill	0.00																																									
First Aid	1.00																																									
Scavenger	3.00																																									
Securing the Bottom of	3.00																																									

Changes not allowed after Save

1. **Select** Character Skills from the Left Navigation Bar on the Character Tab
2. **Open** the tree view sections for any Master headers or headers that you wish to purchase
3. **Review** the skill descriptions and costs. Costs are tied to Character POINTS unless a different "Pool" type is identified within the description of the skill
4. **Select** Skills at any level of the tree view.

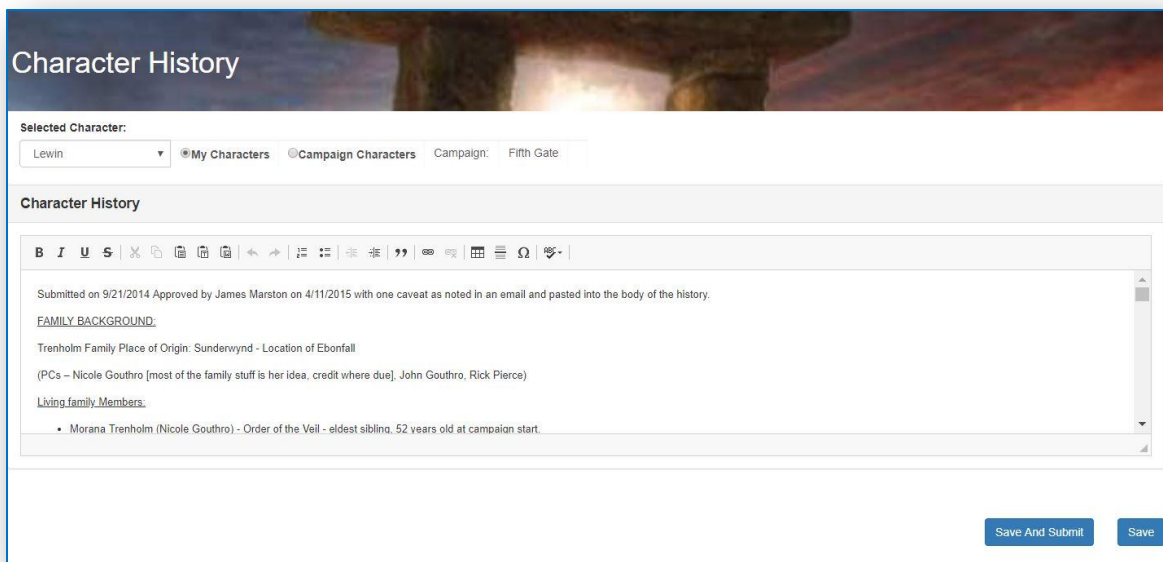
- For example if a skill is listed 3 or 4 levels deep, under a master header and header with prerequisites, the required skill, header, and master header will also automatically be selected and POINTS rolled up.
 - Skills may require a specific # of other skills or limit the # of points that a player can purchase within a specific header. The system will enforce these requirements as you purchase the skills. Some of the System checks will occur upon ****save**** to ensure the speed of the system.
5. **Review** your available POINTS (top).
 6. **Select** the skill(s) desired (any prerequisite will be selected if not already chosen)
 - **WAIT** for the screen to refresh and calculate available POINTS. The system will provide updated POINTS totals when refreshed.
 - **Pick** one skill at a time, especially when close to the max.
 7. **SAVE** at any point and at the end to update your character.

NOTE: Performance of the system has been enhanced. Exclusions (skills that are not available to the character based on purchase skilled- have been hidden to improve loading speed and simplify the Skill screen. Click "Show Exclusions" to view.

7.4. Character History

To Add a Character History

1. Select CHARACTER and "Character History" from the left navigation bar.
2. Write your Character History. You may cut and paste or format your history within the portal. The history will auto save every 5 minutes to ensure that work is not lost if the system is idle.
3. SAVE and exit if you want to finish at a later time
4. SAVE and Submit to send to staff for review.
5. The system will notify the staff via email with the content of your history.
6. If Staff:
 - approves, no further action is required
 - does not approve, they will reset the History to a status of "Revisions is needed" and you will receive an email notification with details.
 - i. Add responses to questions
 - Save and come back later to complete
 - Edit and resubmit
7. Players may add addendums to an already submitted History if desired.

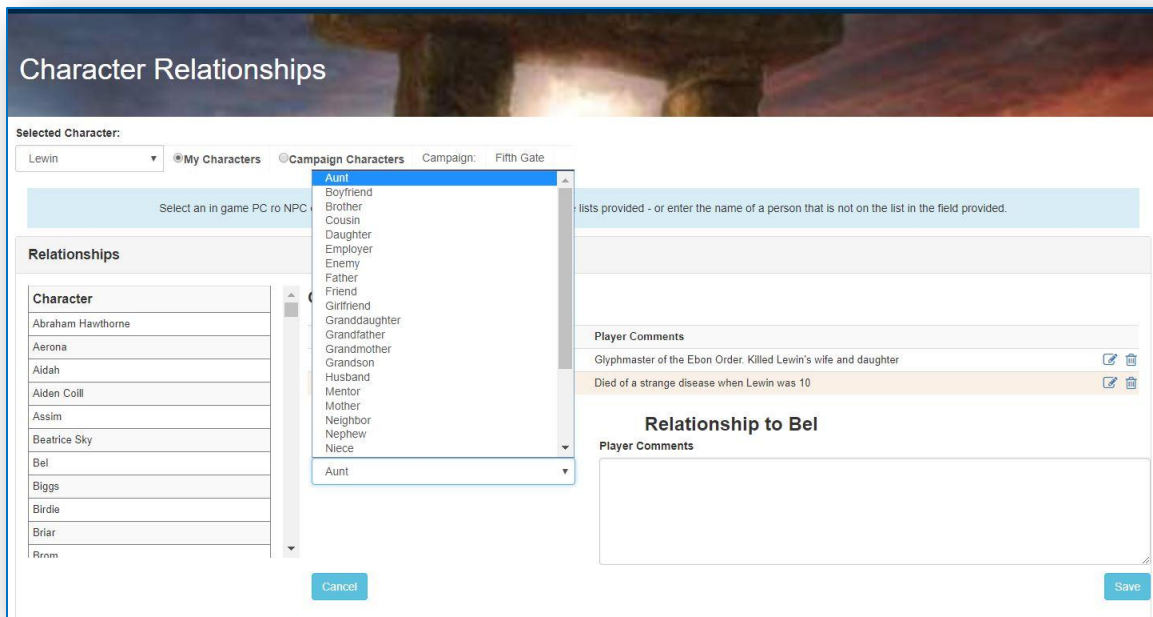


7.5. Character Relationships

This Character component allows Players and Staff to identify character relationships. Players are encouraged to define relationships not just in their histories but within the relationship tables in order to provide staff with information that can be used for plot. Staff can add relationships for NPC characters as well.

NOTE for NEW GAMES: This step should be completed after PC and NPC characters are entered. The list of PC and NPC will grow as characters are added.

1. Select CHARACTER and “Character Relationship” from the left navigation bar.
2. SELECT a character from the list on left –or– add a name and relationship not already on the list
3. Add the relationship from the drop-down list.
4. Add Player comments as needed.

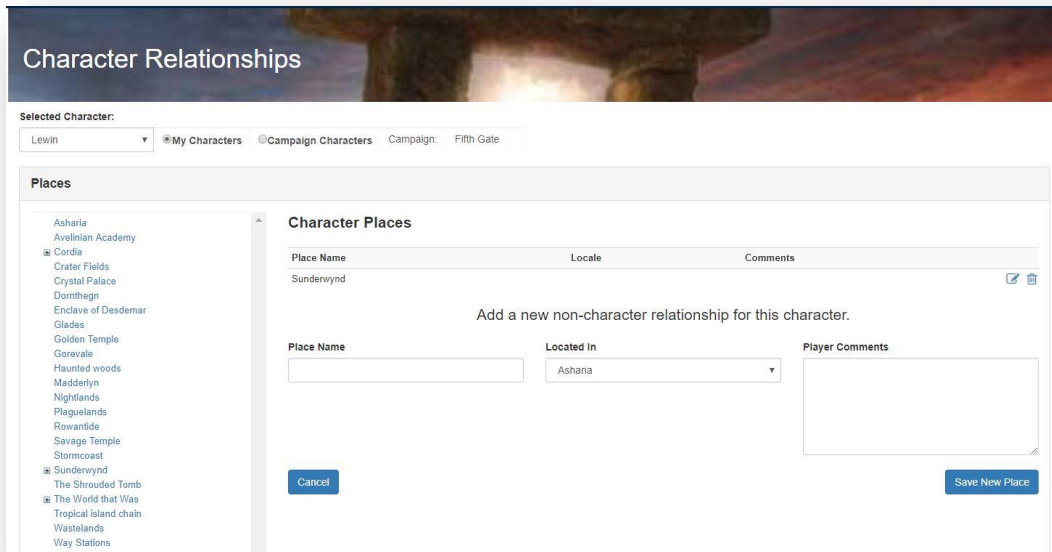


7.6. Character and Campaign Places

This Character component allows Players and Staff to identify campaign places that are important to a character. Players are encouraged to define the place and how it is important to them. For example, a place where they met their wife or a place where they fought a big battle. This can be information that is included in your history but is not reportable or coordinated across all players. Staff can add campaign specific places such as countries, cities, mountain ranges etc. for the players to select from.

To Update a Character with a Campaign Place:

1. Select CHARACTER and “Character Places” from the left navigation bar.
2. SELECT a Place from the list on left—or—add a name of a place not listed.
3. Add the reason the place is important from the drop-down list.
4. Add Player comments as needed.

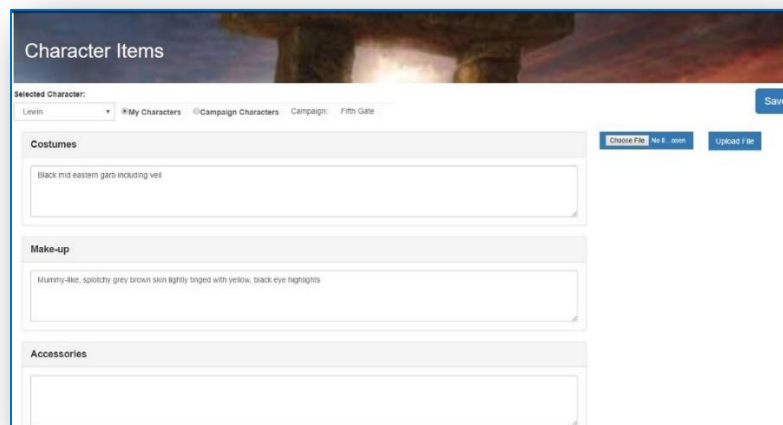


7.7. Character Items

Players can describe their Character in game items, costume, and makeup. This may be used for NPCs.

To Update Character Items:

1. Select CHARACTER Tab and Select the “Character Items” from the left navigation bar
2. Add info about your costuming, weapons, and special items that are in game.
3. Add Pictures of items if desired.
4. SAVE to update your character.



7.8. Character Requests

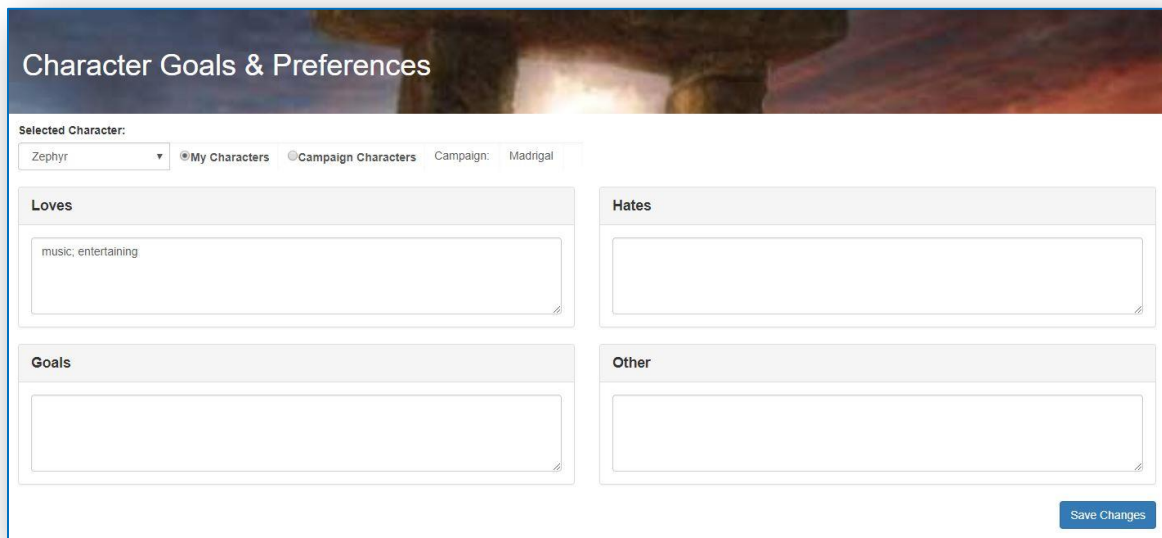
This Character component is not yet available. You will find a “Page under Construction” message or the link will not be available. This page will eventually allow players to submit info and production skill requests through the system.

7.9. Character Preferences – Campaign Custom Field

To accommodate variation in Campaign Character information, LARP Portal has included 5 “free text” fields that can be defined by the campaign and utilized by the player. For example, if your campaign wants to know what goals your character has, or what you fear most, the fields will be called “Character Goals” and “Character Fears” Players access these from the Goals and Preferences link on the left navigation bar on the Character tab.

Add Character Descriptions:

1. Select “Set up Campaign Fields” from the left Navigation bar in the CAMAPIGN module
2. Add details for campaign specific topics.
3. SAVE to update your character.



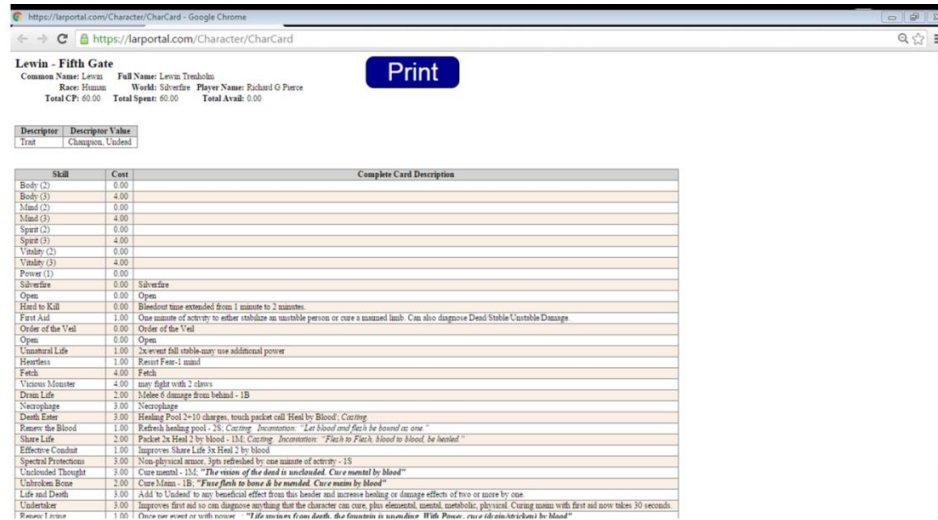
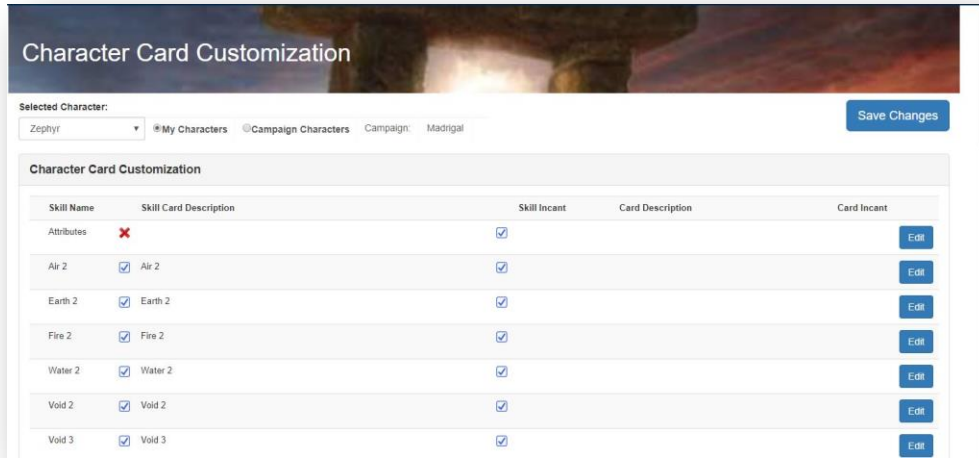
The screenshot displays the 'Character Goals & Preferences' interface. At the top, it shows the 'Selected Character' as 'Zephyr' and the campaign as 'Madrigal'. Below this, there are four text input fields: 'Loves' (containing 'music; entertaining'), 'Goals', 'Hates', and 'Other'. A 'Save Changes' button is positioned at the bottom right of the form.

7.10. Character Cards

Character cards (CC) include basic Character info and an inventory of the purchased skills. Players have the ability to customize the cards to meet your preferences for definitions, incants, and order of the skills. Both Players and Staff can print Character Cards.

1. Select “Character Card Customization” from the left Navigation bar in the CHARACTER module

2. Select edit to modify the specific skill
3. Check boxes to exclude standard descriptions and add your own.
4. Select "Character Card Order" to add a sort Preference
5. SAVE to update your character. This is what you AND staff will have available for printing.
 - a. Step 1 Customize
 - b. Step 2 Add Sort Preference
 - c. Step 3 Print Customized Character Card



8. POINTS

This section defines POINTS and explains how LARP Portal provides cross campaign functionality to eliminate manual character updates and get points posted to characters quickly and efficiently.

POINTS refer to the value or unit that a game awards a player for various activities in order for the player to build and develop their character. The Accelerant games call this currency CP or Character Points while other games may refer to it as Build Points or Experience Points. Skills and attributes will most commonly require a player to “SPEND” points in order to acquire.

POINTS may be awarded to a character for several reasons. There are 2 common categories of awards; those that are related to the “start of a character” including submitting a character history, and those that are earned by attending events. Some games or campaigns also award POINTS for donations of items or services. The following are examples of reasons for POINTS:

- New Character
- Character History
- Playing a Character at an Event = PCing an event
- Playing a Non-Character(s) at an event= NPCing
- Submitting Post Event Letter (survey) = PEL
- Setup and/or Clean up at an event

POINTS do not have any monetary value but they are valuable to players. Players are incentivized to play multiple games in a combination of roles- PCing, NPCing and Staffing. POINTS that are earned at one campaign can be accepted by another campaign. This is known as Point Exchange. LARP Portal is designed to support the logistics of Point Exchange. To simplify the point assignment process, “opportunities” are created for all standard reasons and staff simply needs to approve and assign in batches. This eliminates time consuming character updates.

Both Player and Staff have logistic needs related to POINTS:

1. Staff must define the POINTS rules. This includes completing a list of how a character earns POINTS, how many points can be earned for each instance, and defining any limitations that apply. This is called Point Setup.
2. Staff must define what other games or campaigns they are willing to exchange points with.
3. Staff must publish their recurring event (POINTS) policy and a list of one-time POINTS opportunities
4. Staff must assign and approve Points Opportunities after events and for any other opportunity
5. Staff must approve and send POINTS earned at their campaign to other campaigns
6. Players must manage their POINTS. Players earn, spend, and transfer POINTS.

8.1. Points

Players access the PONENTS tab to view and manage their POINTS between campaigns and characters.

1. **View POINTS:** allows the player to select a campaign and see all transactions to and from that campaign.
 - Earn Date
 - Reason Type
 - Description
 - # points
 - status – banked or spent
 - Spent Date
 - Earned at (Campaign)
 - Earned by
 - Spent at (Campaign)
 - Spent on (Character)
 - Transferred to
 - Approved date
2. **Earn POINTS:** not yet available. This screen will allow a player to sign up for posted donations or services requested by a campaign
3. **Spend POINTS:** not yet available. This screen will allow a player to move banked or unused points from one character to another as permitted by campaign rules.

Image

9. CALENDAR

There are 2 formats or views available for calendar information; graphical and report. All available dates for participating campaigns are included. Players can manage the views with filters.

Events Calendar

Campaign Calendar - Madrigal

< > today April 2018 month week day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13 Madrigal - Spring 1 2018 : \$ Due Madrigal - Spring 1 2018 : Info Due	14
15	16	17	18	19	20	21
22	23	24	25	26	27 Madrigal - Spring 1 2018 : Event Madrigal - Spring 1 2018 : REG Closes	28
29	30	1 Madrigal - Spring 2 2018 : PRE Reg	2	3	4	5
6	7	8	9	10	11 Madrigal - Spring 1 2018 : PEL Due	12

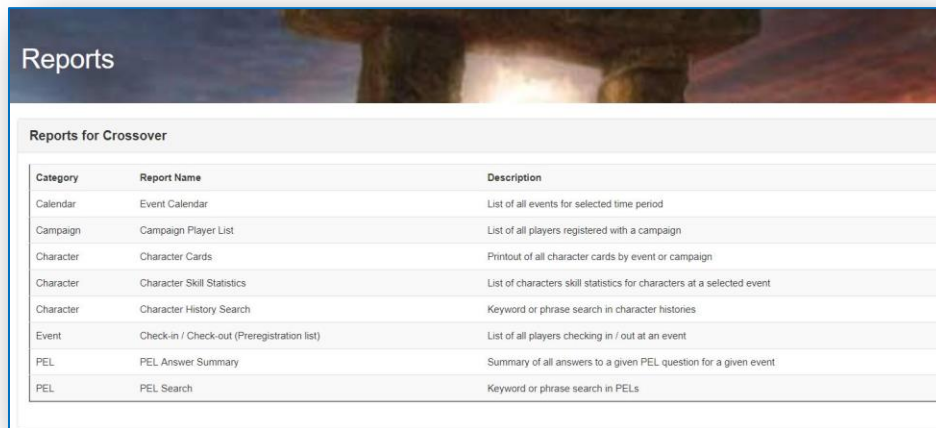
Events Calendar Report

Date Range: All scheduled Sort By: Campaign, Event Date Run Report Export To Excel

Campaign	Start Date	End Date	Event Description	Location	City	State	Role	Status
Crossover	2018-05-11	2018-05-13	Crossover Event #9	Camp Brantwood	Greenfield	NH		
Crossover	2018-06-08	2018-06-10	Crossover Event #10	Camp Brantwood	Greenfield	NH		
Crossover	2018-09-14	2018-09-16	Crossover Event #11	Camp Brantwood	Greenfield	NH		
Crossover	2018-10-12	2018-10-14	Crossover Event #12	Camp Brantwood	Greenfield	NH		
Madrigal	2018-04-27	2018-04-29	Spring 1 2018	Camp Woodstock	Woodstock Valley	CT	PC	Approved
Madrigal	2018-06-01	2018-06-03	Spring 2 2018	Camp Woodstock	Woodstock Valley	CT		
Madrigal	2018-09-28	2018-09-30	Fall 1 2018	Camp Woodstock	Woodstock Valley	CT		
Madrigal	2018-11-02	2018-11-04	Fall 2 2018	Camp Woodstock	Woodstock Valley	CT		

10. REPORTS

The Reports module provides Owners, GMs, Plot staff and staff with specific logistics roles with real time access to key data and information needed to manage campaign players, characters and events. Access to the data and information is controlled based on a player's roles or roles with the campaign.



The screenshot shows a web interface titled "Reports" with a sub-section "Reports for Crossover". It contains a table with the following data:

Category	Report Name	Description
Calendar	Event Calendar	List of all events for selected time period
Campaign	Campaign Player List	List of all players registered with a campaign
Character	Character Cards	Printout of all character cards by event or campaign
Character	Character Skill Statistics	List of characters skill statistics for characters at a selected event
Character	Character History Search	Keyword or phrase search in character histories
Event	Check-in / Check-out (Preregistration list)	List of all players checking in / out at an event
PEL	PEL Answer Summary	Summary of all answers to a given PEL question for a given event
PEL	PEL Search	Keyword or phrase search in PELs

Standard queries are available via a player specific Report Menu. Each report has an option to run and view results on the screen and results can be extracted to EXCEL. Report Parameters are provided as standard filters such as date range, sort order, and inclusion or search categories.

Players have access to an event calendar that allows filtering to just the campaigns you're interested in following.

Category	Report Name	Description	Access Level
Calendar	Event Calendar	Event List - User Defined filters	All Players
Character	Character Card	View or Print Characters cards by character name, event date or all characters	GM PLOT
	Character Skills	View or Print Character skills by character, skill type and characters registered for event	GM PLOT
Event	Check in/Out	View or print list of registered players for an event	GM
PEL	PEL Answer Summary	Summary of all responses to a specific PEL question	GM PLOT
	PEL Search	Key word or Phrase search of all PELs	GM PLOT
Player	Campaign Player Contact Info	Player demographic info and Email contact	GM PLOT
Site	Site List	Demographic info for Sites and Locations	Owner GM
Game System	Campaign Master & Contact	Campaign Info and Owner Contact Info	Owner