

SETTING UP YOUR GAME

Login to Event Management here:

http://www.swordnsorcery.com/wp-admin/edit.php?post_type=event

You must be registered on the site to setup a game.

<<Insert Registration Instructions>>

Username

Avatar

Password

••••••

Remember Me

Log In

You will see a list of all current events.

Events are sorted by Start Date/Time by default.

Use the Add Event or Duplicate Event to setup your new Event

Events **Add Event** Screen Options ▾

All (5) | Published (5) | Trash (3) Add Event or Duplicate Event Search Events

Bulk Actions ▾ Apply Future events ▾ Filter 5 items

<input type="checkbox"/>	Title	Location	Date and Time	Owner
<input type="checkbox"/>	The Kings Sword	None	December 1, 2012 7:00 am - 11:00 am	Castle Keeper
<input type="checkbox"/>	Castles & Crusades <small>View Duplicate</small>	None	December 1, 2012 8:30 am - 12:30 pm	Castle Keeper
<input type="checkbox"/>	We Be Goblins <small>Duplicate Event</small>	None	December 1, 2012 9:30 am - 1:30 pm	Castle Keeper
<input type="checkbox"/>	Arkham Horror	None	December 2, 2012 4:30 am - 8:30 am	Castle Keeper
<input type="checkbox"/>	Before the Dawn Pt1: The Bloodcove Disguise	None	December 2, 2012 11:00 am - 3:00 pm	Castle Keeper

Title Location Date and Time Owner

Fantasy Grounds Virtual Con 2

www.fg-con.com

ADD EVENT

The following Screens will show you how to Add Event. If you are running multiple sessions you may find it easiest to setup your first event and once you have it 100% right use the Duplicate Event as the starting point for your other sessions.

Step 1

Event Name: Adventure / Session Name

Please edit Permalink to your NIC/Handle-Session # eg: Avatar-1

Add a brief blurb about the session. Avoid changing fonts or font sizes. If unsure paste a single paragraph into the HTML Tab to strip formatting.

Alpha Centauri

Permalink: <http://www.swordnsorcery.com/events/avatar-1/>

Visual HTML

B **I** **ABC**

Poised just beyond the frontier of the Imperium stand the war fleets of the Zhodani Consulate. Four times in the last five hundred years, they have attacked in campaigns to wrest control of the vital resources and rich worlds of the Spinward Marches from the Third Imperium. Now they strike again, and the Fifth Frontier War begins in earnest. Fifth Frontier War is a Traveller campaign game portraying the progress of a far-reaching interstellar war and its effect on the many worlds that are its battlefield.

Step 2

Visit <http://www.timeanddate.com/worldclock/fixform.html> and create a **Time Announcer** Link. Enter the same Adventure / Session Name as above, Set your **City** or **Time Zone** and the **Start Time** in your **Local Time** and the **Duration** and **Show Result**.

Name your event

(optional)

Quick selection: [Live Online Webinar](#) [Live Webcast](#) [Premiere](#) [Game times](#) [Deadline](#)
[Grand Opening](#) [Live Broadcast](#) [Release](#) [Match times](#) [Scheduled Maintainer](#)

City or time zone

Location: or choose:

Date and time the event starts

Day: Month: Year:

Hour: Minutes:

Duration

If you want to display how long the event lasts, select the duration below

Hours: Minutes:

Fantasy Grounds Virtual Con 2

www.fg-con.com

Step 3

On the Show Result page scroll down to the bottom of the City listings and locate the UTC Time and use that back in the Event Setup page. Don't close the **Time Announcer** just yet.

UTC (GMT/Zulu)-time: **Sunday, 25 November 2012 at 07:00:00**
UTC is [Coordinated Universal Time](#), GMT is [Greenwich Mean Time](#).

When

From to

Event starts at to All day

This event spans every day between the beginning and end date, with start/end times applying to each day.

Step 4

Tick **This event does not have a physical location**

Where

This event does not have a physical location.

Step 5

Tick to **Enable registration for this event**. Set the Total Spaces to the maximum number of players you will accept for this game. Click on Edit and Adjust Available spaces to the same as maximum number of players. You may adjust other fields but do not enter anything on Cost.

Bookings/Registration

Enable registration for this event

Tickets

You can have single or multiple tickets, where certain tickets become available under certain conditions, e.g. early bookings, group discounts, maximum bookings per ticket, etc. Basic HTML is allowed in ticket labels and descriptions.

Ticket Name	Price	Min/Max	Start/End	Avail. Spaces	Booked Spaces	es
■ Standard Ticket	Free	- / -	-	10/ 10*	0	Edit Delete

[Add new ticket](#)

Total Spaces

Individual tickets with remaining spaces will not be available if total booking spaces reach this limit. Leave blank for no limit.

Booking Cut-Off Date 12:00 AM

This is the definite date after which bookings will be closed for this event, regardless of individual ticket settings above. Default value will be the event start date.

Fantasy Grounds Virtual Con 2

www.fg-con.com

Step 6

Untick **Allow comments** and **Allow trackbacks and pingbacks**

Copy the URL from your **Event Announcer** page and add it in **TIMEANDDATE** field. Add your **RULESET** and enter the **MINPLAYERS** (minimum players) that you will accept to allow this game to proceed. For this event it would be good if you can set this number as low as possible to ensure a many games as possible go ahead. You may have to boost the level of your pre-gens or give them better magic items for the session.

Discussion

Allow comments.

Allow [trackbacks and pingbacks](#) on this page.

Attributes

Attribute Name	Value
TIMEANDDATE	<input type="text" value="http://www.timeanddate"/>
RULESET	<input type="text" value="Traveller"/>
MINPLAYERS	<input type="text" value="2"/>

Step 7

Scroll back up the page and choose **Submit for review**. All events will initially need to be reviewed before Publishing.

[Submit for Review](#)

For support please email support@fg-con.com and the first available team member will respond to your query.