



Purpose: Documentation of the steps on how to create Hunts as an Admin and invite players to the hunts. As a player, how to login and join the hunt

Admin:

Create a new Hunt

Title

Start Date/Time
 

End Date/Time
 

Invitation Text

Invitation Body Text
Use %user to refer to the user's name, and %code to refer to their access code

Theme

1. Login as an Admin
2. Click "Admin Portal" at the Top Right
3. Click "Create New Hunt"
4. On the "Create a new Hunt" screen
 - a. Fill out the information of the Hunt
 - b. After filling the information click "Create Hunt"
5. Next will be adding the tasks to the hunt
 - a. Find the hunt that was created
 - b. click "View Hunt"
 - c. In the middle of the page, click "Add Tasks"
 - d. Find the tasks you want to add/remove
 - e. Click "Back to Hunt" when done
6. Adding players
 - a. Click "Add a user to this Hunt"
 - b. Fill out the player information
 - c. Access code is noted at the bottom
 - d. Click "Add"
7. At the time 4/4/2024 there is an exception thrown and won't be able to email the player
 - a. **EVEN IF EXCEPETION IS THROWN IT STILL ADDS PLAYER**

Player:

Add player to Hunt To Huntpt2

*will create user if not registered

Email

First Name

Last Name

PhoneNumber

Access Code

Add

[Back to List](#)

1. Login as Player
2. Enter an access code
 - a. Access code is the players phone number/Huntname
 - i. EX:4149204808/HuntToHuntPt2
3. Click "Login"
4. Tasks will be prompted and can be completed