LARP Portal ®

The Gateway for Managing your LARPs

USER MANUAL - Campaign Staff

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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 gives 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 ® is currently in Phase I of development with an expected completion date in early 2017. It currently provides critical player and staff functionality to support Events, Registration, Character Build, CP and PELs.   A full list of available and planned phase 1 features is provided with explanation of which are available self-serve and which are supported by our staff.

We are sincerely grateful to our board of advisors and the numerous larpers who have provided suggestions and feedback during our planning sessions and during development. We encourage the LARP community to continue to provide feedback and suggestions on how we can improve the system. In Phase 2 we plan to expand to provide PLOT logistic support.

This manual will provide instructions for functionality that is specific to campaign owners and staff managing a game.

Regards,

LARP Portal Staff

2. LARP PORTAL® FEATURE SUMMARY

Module	Self-Serve Features	Supported Features	Not Yet Available
HOME	• Player MENU		
PLAYER	• Add Player Demographics • Add and Maintain User Security • Add and Maintain Resume • Add and Maintain Preferences • Complete a Waiver or consent • Add and Maintain Medical info • Add and Maintain Player Inventory		• Player Preferences (WIP) • Waivers (WIP) • Medical (WIP) • Player resumes • Props/ Inventory
CAMPAIGN	• Receive Notification of New Player • Add Campaign Demographics • Add Player Requirements • Add Contact Info • Add Campaign Policies • Add Character "Custom Fields" • Add Event Defaults/ Events • Receive Notification of Player Reg • Manage Registrations; view/ approve • Record Payment /Process PayPal • Print Check in Check Out Report • Print Character Cards • Assign Housing • Notification/ Approve PELS	• Initial Public Set Up • Campaign Role Set Up • Add Staff Roles to Player • Set Up Payment / PayPal • Set Up Housing Types • Add PEL Templates	• Manage Messages • Register NPC player • Add nonevent Calendar • Campaign Inv./ Props • Manage In between Event Character Requests • Event Marketing Defaults • Event Marketing
CHARACTER	• My Char: add NPC (Limited to features available to PCs) • Review and Approve Histories	• Traits/ Non Cost Descriptors • Skill Set up: Attributes, Headers, Descriptions, Dependencies, Exclusions, Point Pools, Cost, Hidden • Team Set Up • Campaign People/Places	• Access to and ability to Update PC characters; death, traits, notes etc. • Manage NPC characters; no cap, visible/not, Actors
POINTS	• View player/ character POINTS • Approve event CP • Approve PEL CP • Assign non- event CP; donations, services • Add/Assign CP from other	• CP Point Defaults Set Up • CP Exchange Set up	• Publish Donation Request List (WIP) • Approve Donations • Auto Send CP to Other • Sign Up for Donation • Manage Banked CP • Transfer/ Move CP
REPORTS	• Event Calendar Schedule • Registration • Check In/ Check Out with Housing assignment • Character Cards • Character Skills • PEL Question Summary • PEL Search • Site	• Character Traits/ Custom Fields • History Search • Player Contact Info • Donation Collection	
FORUMs GALLERY MARKET PLACE			• FORUM • GALLERY • Market Place
SITES		• Site Set up • Location Set up	•

3. GENERAL USER/PLAYER INFORMATION

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

LARP Portal® has 2 access types; Public and Member/Player.   The public access does not require the user to have a LARP Portal® account.   It simply provides the ability for anyone to view public campaign information and to search for campaigns by descriptive filters. It also provides general information about LARP Portal®.

To gain Member access, a user must sign up for an account. Members have the ability to create and maintain user name and password and to manage the security of their account.   Members are approved based on the roles they have as a Campaign Player, Vendor or administrator. Members need only ** ONE ** account and log in regardless of role and how many games/campaigns they PC, NPC or staff.

Members must provide a valid email address which is validated with a security access code. The   Player Module will provide   – opt in - type of communication and information sharing features that if completed can be shared across all game and campaigns.

Once a player signs up for a campaign, the campaign appears in their **"Select Campaigns"** list. 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 for Plot for Campaign 2, you will have different menu options available to you for each game. When you select game # 1 from your "My Campaigns" list, you will be able to build a character, register for an event and submit a PEL. If you Select Campaign # 2- you also will be able to build an NPC or monster character register for an event, submit a PEL, but you will also be able to select another campaign to exchange CP and view or search all Players skills and PELs.*

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 logistics needs.
- **Basic** access will allow a campaign the benefits of cross campaign logics such as event calendars and CP exchange
- S**tandard** access provides the ability to manage events, registration, PELs and provides a robust character generator.

Players create and manage their Characters for all campaigns from the Character Module. All of a Player's Characters are listed in a **"Select Characters"** List. The character Module menu is consistent for all campaigns, the policies and Skill structure and requirements; however, are unique and customized to each Campaign.

4. INITIAL CAMPAIGN SET UP
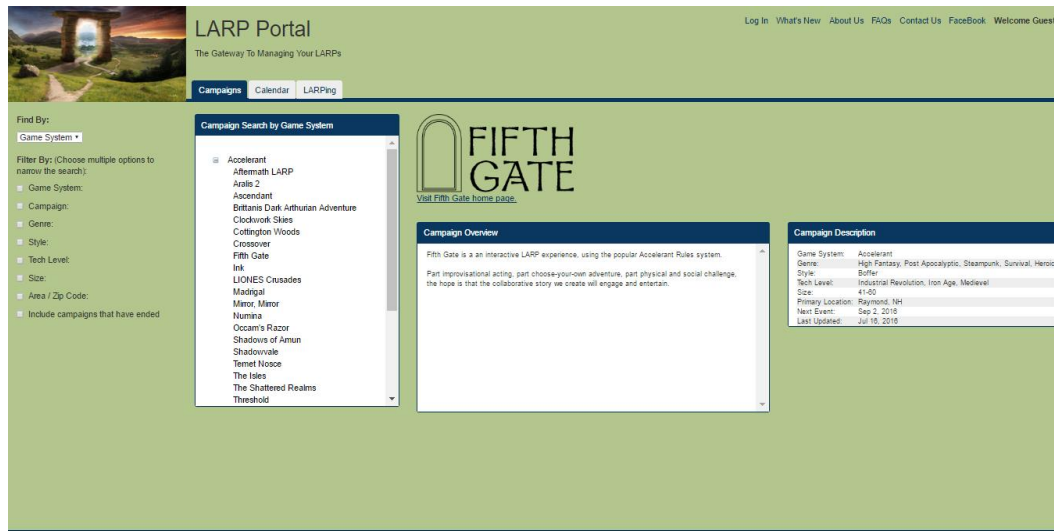
To list a campaign on LARP Portal®, a representative of the campaign must have an account that can be associated with the primary role. Interested Campaigns must contact us at ownerservices@larportal.com and provide the following basic description information.

- Game/ Campaign Name
- Owner Name and contact email
- Game System (if applicable)
- Game/ Campaign Description
- Genre(s)
- Style
- Tech Level
- Weapon Type(s)
- Time Period(s)
- Game Size
- Primary Location zip code
- LARP Portal Access level
- Logo (optional)
- Website/ Facebook page link (optional)

Once the campaign has been added the owner has access to maintain the descriptions above and to manage the games Contacts, Player Requirements, and Policies.

4.1 DESCRIPTION VALUES

ID	Genre
1	High Fantasy
3	Low Fantasy
4	Adventure
5	Cyberpunk
6	Fairy Tale
9	Heroic
11	Horror
15	Mystery
17	Mystical
18	Mythical
19	Post-Apocalyptic
20	Re-Enactment
21	Science Fiction
22	Steampunk
23	Supernatural
24	Survival
25	Vampire
26	Wargames
27	Zombies
28	Goth
29	Political
30	Dystopian
31	Utopian
32	Dark Fantasy
33	Urban Fantasy

ID	Period
1	Antiquity (700BC- 600AD)
2	Ancient Greece (3300 BC-31AD)
3	Ancient Rome (500 BC-476 AD)
4	Medieval (600-1600)
5	Renaissance (1300-1600)
6	Baroque (1600-1750)
7	Ming Dynasty (1368-1644)
8	Qing Dynasty (1466-1912)
9	Feudal Japan
10	Civil War (1860s)
11	Victorian (1837-1901)
12	Progressive (1890-1920)
13	Machine Age (1880-1945)
14	World War II (1940s)
15	Post/Cold War (1950s)
16	Space Age (1960s)
17	Early Modern (1970-1990)
18	Modern (1990- today)
19	Modern Post-Apocalyptic
20	Futuristic
21	Any/All

ID	Tech Level
1	Stone Age
2	Bronze Age
3	Iron Age
4	Medieval
5	Age of Sail
6	Industrial Revolution
7	Mechanized Age
8	Nuclear Age
9	Digital Age
10	Micro Tech Age
11	Robotic Age

ID	Style
1	Boffer
2	Theater
3	Live Combat
4	War Games
5	Re-Enactment
6	Freeform

ID	Weapon
1	Foam
2	Latex
3	Spell Packets
4	NERF
5	Rattan
6	Blunt Steel
7	Laser
8	Paintball
9	Dice/Cards/Coin Toss

ID	Size (PC Players)
1	<20
2	20-40
3	41-60
4	61-80
5	81-100
6	101-150
7	151-250
8	251-500
9	501-1,000
10	1,001-5,000
11	5,001-10,000
12	10,000+
13	No limit

4.2 CAMPAIGN ROLES

Access to features is controlled by campaign role. Each campaign decides what roles are required and if they can be requested by players and if they need approval. Specific roles such as Owner or General Manager (GM) allow the activation and assignment of other roles.   Roles can be defined very specifically in order to make available just what is needed for each logistics function.

> *For example, a campaign can identify that they need a housing logistics person and this can be assigned to a player character without giving access to other staff logistics information*

Player Character (PC) and Non Player Character (NPC) roles are automatically approved when a player signs up for a campaign. Campaigns have the ability deactivate this if they not accepting new players or require approval to join the campaign. Staff roles must be added manually to the player.

Below is a list of roles that can be activated for a campaign. The Campaign Role set up and initial assignment of logistics roles to specific players is currently handled by LARP Portal Staff as part of the campaign onboarding process using a data collection template.

For new players or changes in roles, please contact support@larportal.com and provide the role and player info needed.   Future development plans include creating a user interface to allow the owner and GM to create and assign roles.

1. Choose the Campaign Roles that are appropriate for your campaign needs.
2. Decide if players can request the role and if you will want to auto approve the role- (sample recommendations are included below)
3. Provide player names to be assigned to each logistics role (Players must have account)

Campaign Roles	Role Assess Description	Request-able	Auto Approve	Players to add role
This field identifies a specific campaign role that a player may be assigned to manage site access permissions	Review possible campaign roles and indicate if this will be used for your campaign.	This field identifies if a specific campaign role can be requested	should this role be auto approved or does it need approved	Add name of anyone who should have this role
Campaign Owner	Assign Roles and total access	No	No	
GM	Assign Roles, all Logistics/Approvals, Notifications	No	No	
Campaign Disciplinary	Add and Manage confidential Player comments	No	No	
Campaign Finances	Manage financial transactions	No	No	
Campaign Role Manager	Assign Roles below	No	No	
Event Scheduling	Add and Update event data	No	No	
Plot Staff	CAMPAIGN , Registration, CHARACTER, POINTS, PELS + submissions,	No	No	
Plot Staff, Adjunct	Plot	No	No	
Logistics, Check-In	Registration reports	No	No	
Logistics, Check-Out Approval	Registration reports	No	No	
Logistics, CP Assignment	CP Player Summary, Assignment, Approval	No	No	
Logistics, Donations	CP Opportunities	No	No	
Logistics, Food	Event Menu and Registration reports	No	No	
Logistics, Housing	Housing Assignment and Reg reports	No	No	
Logistics, Inventory/Props	Add and Manage Inventory	No	No	
Logistics, Monster Master	Plot and registration view only; PC and NPC reports	No	No	
Logistics, NPC Coordinator	Ability to register an NPC, Reg reports	No	No	

Campaign Roles	Role Assess Description	Request able	Auto Approve	Players to add role
Logistics, Production Skills	Production requests, character	No	No	
Logistics, SKILLS and UPDATES	Characters, skills	No	No	
Logistics, World/Setting Updates	Campaign Info, People, Places,	No	No	
Medical	Player Medical Info- ability to log incidents	No	No	
NPC, Permanent	Limited Plot- read only any dedicated NPC?	No	No	
NPC, Event	Campaign Info, Registration, PEL, POINTS	Yes	Yes	
NPC	Campaign Info, Registration, PEL, POINTS	Yes	Yes	
PC	CAMPAIGN(PC), CHARACTER (PC), Registration, PEL, POINTS	Yes	Yes	

5. CAMPAIGN INORMATION

Once the campaign has been added to the portal, the owner and GM have access to add and maintain campaign information.

Select CAMPAIGN Tab and use the left navigation bar to navigate to one of the following pages:
- Campaign Demographics
- Contact Email and URL addresses; external contacts
- Player Requirements
- Campaign Policies
- Campaign World Description
- Character Custom Fields

5.1 CAMPAIGN INFO: DEMOGRAPHICS

In addition to the public demographic information that is available when the campaign is added to the portal, staff with the appropriate roles can maintain the below info and communicate start and end date of the campaign, and expected # of Events. This information is available to all players signed up for the campaign.

5.2 CAMPAIGN IFO: EXTERNAL CONTACT ADDRESSES

This is the section where email groups are set up for system notifications or to provide contact info to players. Games may also choose to share URL links to external content to users.

1. From the CAMPAIGN Tab, select "Set Up Contacts"
2. Add an email and/or URL to the screen to enable email notifications.
3. Check the box to make this information available to all Campaign Players
4. SAVE changes

5.3 CAMPAIGN INFO: PLAYER REQUIREMENT

Membership Fee:		Frequency: ▼
Minimum Age:		Supervised Age:
Waiver: ▼		

To Set up Player Requirements:

1. Select "Set up Player Reqs." from the left Navigation bar in the CAMAPIGN module.
2. Add the dollar amount that is required for Campaign Membership, if one is applicable
3. Add the membership fee frequency – annual, one time etc. if one is applicable.
4. Add the minimum age a player must be to attend events.
5. If the campaign will allow younger players if supervised, add the minimum age that is appropriate. Leave blank if not applicable.
6. Select one or more waivers that are required to be completed by player. This is for informational purposes.
   > In future, campaigns will be able to collect electronically signed waivers and track when they were last completed and warn players when it is past due.
7. SAVE changes

5.4 CAMPAIGN INFO: POLICIES

Campaigns	Characters	Points	Calendar	Reports	LARPing

gn Setup Information

Allow Character Rebuilds: ☑		Allow CP Donation: ☐	
Share Location Use Notes: ☐		NPC Approval Required: ☐	
Use Campaign Characters: ☐		PC Approval Required: ☑	
PEL Approval Level:	No approval required ▼	Character Approval Level:	No approval required ▼
Earliest Point Application Year:	2016	Event Character Cap:	0
Max Points Per Year:	0	Total Character Cap:	70
Cross Campaign Posting:			

Save

This is the section where a campaign can add and maintains polices and approval requirements.

1. From the CAMPAIGN Tab, select "Set Up Policies"
2. Check "Allow Character Rebuild" if you would like players to be able to sell back skills. This is most frequently used at the beginning of a campaign or after a major skill revision.
3. Check "Share Location Notes" if you are willing to allow other campaigns to see your notes of how you use a specific location at a site and any comments about that location
4. Check " Use Campaign Characters" if you allow characters from other campaigns to be brought into play within your campaign
5. Check "Allow CP Donations" if you allow a player to donate CP to another Player.
6. Check " NPCs Approval Required" if you do not want NPC role to be auto approved
7. Check " PCs Approval Required" if you do not want PC role to be auto approved for new player
8. From the drop down, select the appropriate PEL approval level;
   - We don't use PELs
   - No approval required
   - Staff approval required only for PC PELs
   - Staff approval required for PC and NPC PELs
   - Staff approval required for all PELs
9. From the drop down, select the appropriate Character approval level;
   - No approval required
   - Staff approval required
10. Enter the earliest date where CP can be applied. This is used to accept incoming CP from anther campaign before a game starts
11. Enter the maximum number of POINTS that can be earned at an event
12. Enter the maximum number of POINTS that can be applied on an annual basis
13. Enter the TOTAL maximum number of POINTS a character may earn.
14. Enter your campaign's policy on allowing other campaigns to post requests and notifications to your player base.
15. SAVE changes

5.5 CAMPAIGN INFO: GAME/WORLD DESCRIPTION

To set up a Campaign World or Setting:

1. Select "Set up Campaign Description" from the left Navigation bar in the CAMAPIGN module.
2. Enter your description and Save. The content box can be expanded.
3. SAVE changes

5.6 CAMPAIGN INFO: CUSTOM CHARACTER FIELDS

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 a character has, or what they fear most, add "Character Goals" and "Character Fears" as 2 campaign custom fields. The player will access these from the character module and Staff can run reports on info the player provides.

To set up your Campaign's Custom Character Fields:

1. Select "Set up Campaign Fields" from the left Navigation bar in the CAMAPIGN module.
2. Enter a name of topic or category that you want the character to describe or explain.
3. Check the box
4. Enter up to 5 topics
5. Leave any unused fields unchecked.
6. Uncheck any previously used topics that you no longer want to monitor
7. SAVE changes

6. EVENTS and REGISTRATIONS

Event Registration is one of the most critical logistics function supported within LARP Portal. It provides the foundation for planning the event, opening a PEL and for auto assigning Event and PEL POINTS.   LARP Portal has been designed to provide flexibility and automation.

 There are 6 Event Logistics screens:

1. Setup EVENT Defaults: predefine event components that are consistent from event to event such as primary site, start and end times, price, due dates, PEL templates and set the default registration status. The default options give flexibility to campaigns in how they want to manage their events and registration and makes event scheduling simpler by limiting the amount of data entry.
2. Setup EVENTS: select this link to manage existing events or to schedule a new event.
3. Setup EVENT Marketing: *This is planned development that has not been started.*   Similar to the event defaults, campaigns will be able to set up standard templates and to customize content for event communications to their player base. Examples include event teasers and requests for NPC.
4. Register/ RSVP for an EVENT: Staff must register for an event in order to take full advantage of the POINTS automation and to enable the appropriate PEL questions. The registration options set by the campaign control how and when a player can preregister. If registration is not yet open or closed for registration, the player may RSVP to communicate their intent.
5. Registration Approval: manage registration status and record payments. The Registration lists include player and character names as well as team- and are the basis of check in and check out reports.
6. Housing Assignment: Staff with housing access can update registration with housing assignment. This info will print on check-in reports.

6.1 EVENTS: SET UP DEFAULTS

This is the section where a campaign can add and maintains event defaults that will be used each time an event is added. Event defaults will allow you to set event policy consistently across all events and save time. The "add event" screen will allow you to change any defaulted value for a specific event.

1. From the CAMPAIGN Tab, select "Setup Defaults" from the left navigation bar.
2. Add the routine "Start and End times" for your events and select AM or PM for each.
3. Enter a number into "Maximum PC count" that represents your event cap for player characters. This value can be used with other default values to manage your registration processes and to communicate to players.
     - Auto Approve registration up to this count and add "waitlist" for others over the count.
     - Set a custom registration status up to this count and a different one after this count.

4. From the drop down, select your "primary site". If the site you will use for the majority of your events is not listed, send a request to add the site to support@larportal.com.
5. Enter a number into "Base NPC count" that represents the minimum number of NPCs needed before your PC max can be extended as an exception. This value can be used with other default values to manage your registration processes and to communicate to players
     - Auto Approve registration up to this count and add "waitlist" for others over the count and use PC to NPC ratio to approve waitlist registrations if the NPC registration exceeds this number.
6. From the drop down select the "Default Registration (Reg) Status" that you would like to be defaulted when a player registers. This will be applied until the PC cap has been reached. If registration is done by lottery, this will be the default status on all registrations.
7. Add a number in "NPC override ratio" that represents how many PC registrations can be changed from waitlist to approved for every 1 NPC over the base count number in step 5. This step is optional and used when registration counts are managed by the system.
8. The "Open Registration (Reg) Date" field is a numeric value representing the number of days before an event start date that registration should be automatically open. In combination with hour, the system will open registration and players will be able to register for the event. The date will appear on the registration screen based on this info.

For example:
- If your event date is Sept 1 and you enter "30" as your value, The registration open date will appear on the registration as Aug 2
- If your events are always open for registration, enter "365" as your value

9. Select Yes or No from the "CAP Near Notification" dropdown to describe your preference for event status communication.
10. The "Open Registration (Reg.) Hour" field is a time to open registration. In combination with date, the system will open registration and players will be able to register for the event.
11. Enter the number of PC registrations in "CAP Near Notification" field to describe when event status communication should be sent. For example if your Max PC is 60 and you want to communicate that you are near the cap you can have an email sent to all campaign players that are not yet registered indicating the cap is near when you are at 55 PC registrations.
12. The "Pre-Registration Deadline" field is a numeric value representing the number of days before an event start date that registration should be considered has been made in advance for payment and bonus POINT consideration. The deadline date will appear on the registration based on this info.

   For example, if your event is on Aug 15 and you enter 14 into the file, the preregistration payment amount will be due if the player registered on August 1st or before. If bonus POINTS are awarded for preregistration then the same applies to POINT assignment. A player that registers on August 7th would not be entitled for the bonus.

13. Select Yes or No from the "Auto Approve Waitlist" dropdown to describe your policy for waitlist. Select "Yes" if the waitlist is cleared based on first in first out and select "No" if the waitlist is handled by staff. Select "No Default" if the system should ignore NPC ration and waitlist status.
14. The "Payment Date" field is a numeric value representing the number of days before an event start date that payment is due. The due date will appear on the registration based on this info.
15. Select Yes or No from the "PC Food Service" dropdown to describe if PCs will be able to purchase food at the event.
16. Enter a dollar amount that represents the "pre-registration price" for an event if paid before the "pre-registration date" This allows a campaign to incentivize players to pay early.
17. Select Yes or No from the "NPC Food Service" dropdown to describe if NPCs will be provided any food service at the event.
18. Enter a dollar amount that represents the "registration price" for an event if paid after the preregistration date but before the day of the event. This allows a campaign to incentivize players to pay early.
19. Enter a dollar amount that represents the "at door price" for an event if paid on the day of the event. This allows a campaign to penalize players that do not pay in advance. Enter same price in all fields if there is no difference.
20. Enter any "Payment Instructions" that the campaign would like to share with players. This can include where to send payment and a link to Pay Pal.
21. The "Info Skills Due Date" field is a numeric value representing the number of days after an event that Info requests are due by in order to be considered for the next event.
22. The "PEL Date" field is a numeric value representing the number of days after an event that PELs are due by in order to be considered for POINTS. This applied to all players.
23. Check which of your PC PEL templates should be used for events
24. Check which of your NPC PEL templates should be used for events
25. Check which of your Staff PEL templates should be used for events
26. SAVE changes.

6.2 EVENTS: SCHEDULE an EVENT

To Update an EVENT:

1. Select "Set up Campaign Fields" from the left Navigation bar in the CAMAPIGN module. A list of all previously scheduled events will be presented with options to Edit, Cancel, or Mark Complete.
2. Select Edit to change any event Criteria (# 2 on screen shot above)
3. Select Cancel if you would like to cancel and event
4. Select "Delete" an event if added in error. Deleting an event will remove from list but nothing is ever completely deleted from LARP Portal.
5. SAVE changes.

To Add a New EVENT:

1. Select "Create New Event" button on the top right (#1) of the Setup Event Screen.
2. Enter "Start and End dates". The start and end times are prepopulated from your defaults. Modify these if needed.
3. Confirm the Site location
4. Enter an "Event Name" and "Event Description" These will appear on the event registration for all players.
5. Enter an " In Game Location" This will appear on the event registration for all players
6. Confirm Default Registration Status
7. Verify all Event default dates, prices and instructions and edit if needed.
8. Select Y/ N from drop Down on Auto Approve Wait List
9. Confirm PEL template choices. This is where a campaign could deploy event specific PELs
10. SAVE changes

6.3 EVENTS: MANAGE REGISTRATION

Staff will utilize the Event Registration/RSVP screens to both add their own registration for an event as well as to manage the registration process for all players.

6.3.1 To Register as Staff for an EVENT

This section describes the steps to register for an event.

To Add a Registration

1. From the CAMPAIGN Tab, select "Event/Registration RSVP 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. The system will default to the last campaign you were in.
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, your current event registration status will be displayed.
3. Review the Event Status

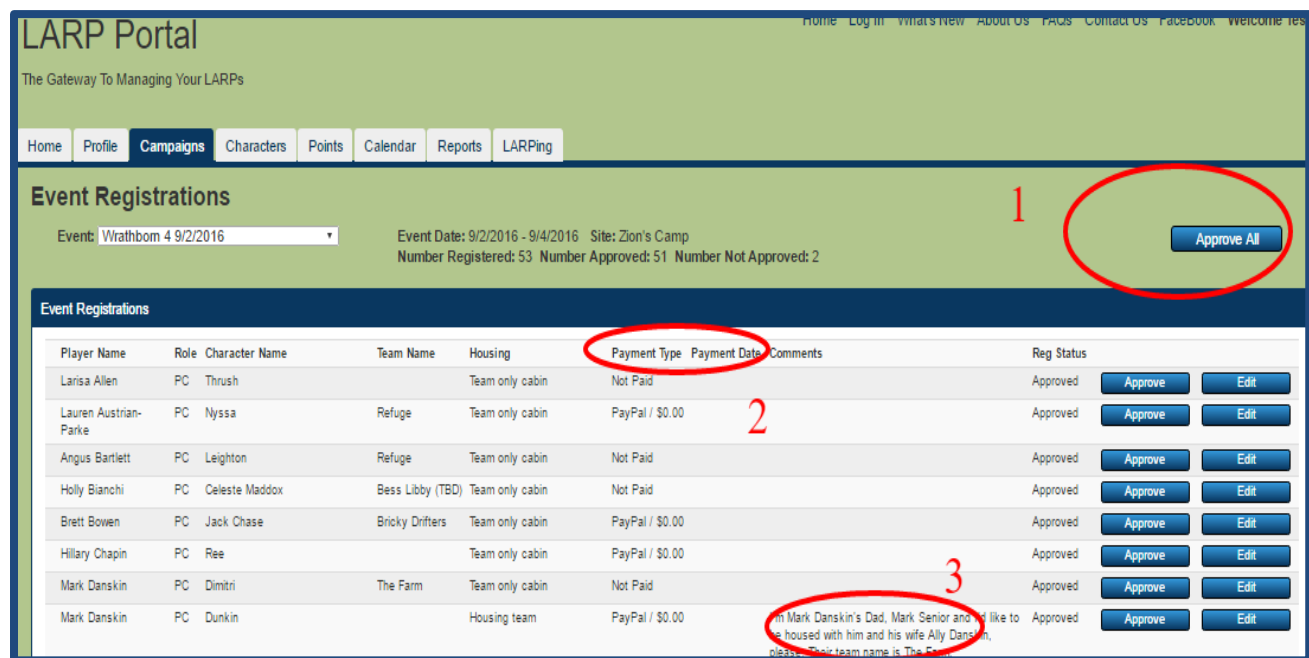| If Status Is	Description
OPEN	Verify your role; select the correct role for the event if more than one option is available. See "how do I add a new role" if a role does not exist. **For PCs** 1. Confirm your event attendance plans. If you plan to attend: • the entire event, leave the default Y • a partial event, Select N and enter your planned arrival date and time and your planned departure date and time 2. Select 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. **For Staff and NPC** 1. Confirm your event attendance plans. If you plan to attend: • 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 CP earned at this event to be sent to.
Not Yet Open:	Players are invited to provide an RSVP. This is not a preregistration. It is intended to capture the availability of players for planning purposes. 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

To Update 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. Change one or more fields; role, full/partial event, housing, meal or payment options
4. Select the "Update 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.

6.3.2 To Manage Registration for an EVENT

The following section describes how staff with registration approval will manage the event registration process. All registrations will be available via a list that identifies the player, role (PC, NPC or Staff) character name, the player's housing preference, Payment method (#2) and any comments (#3) that the player provided when they registered.

1. From the CAMPAIGN Tab, select "Registration Approval" from the drop down under EVENT Registration/RSVP on the left navigation bar.
2. Select the "Event date" from the drop down. This date selection will populate the registrations that are associated for review , update, and approval
3. Select "approve all" button (# 1) in top right if all pending registrations should be approved
4. Select the "Approve" button for each player to individually approve the registration
5. Select "Edit" button for each player to make a change in registration once it has been approved.
6. SAVE changes

6.4 EVENTS: RECORD PAYMENT

To Record Payment and Payment Date:

1. Select "Registration Approval" from the drop down under EVENT Registration/RSVP on the left navigation bar.
2. Select the "Event date" from the drop down. This date selection will populate the registrations that are associated to update payment
3. Select the player from the list and Select "EDIT" Button. The edit button will open the line and make the Payment Method drop down and display a lender to select payment date.
4. Select the payment Method from the drop down.
   - The Payment Methods in the drop down are specific to each campaign. The values are set up as part of the initial Campaign onboarding. To add or change a payment method, contact support@larportal.com
5. Select the Payment Date from the calendar.   This info will be available for check in and reporting.
6. Select UPDATE to save changes

6.5 EVENTS: ASSIGN HOUSING

This section describes how staff can assign housing assignment.

To Assign Housing:
1. Select "Assign Housing" from the drop down under EVENT Registration/RSVP on the left navigation bar.
2. Select the "Event date" from the drop down. This date selection will populate the player registrations that are associated with that event.
3. Sort The list by any column; Player name, Role, Character Name, Team Name. Assigned Housing
4. Enter or edit the assigned housing for any unassigned player.
5. SAVE Changes

6.6 EVENTS: SET UP PEL TEMPLATES

Post Event Letters (PELs) are surveys that provide games with direct player feedback about the game and/or a specific event. A Campaign can establish 1 or more recurring survey for all players or design specific questions based on Player role; for PCs, NP and Staff. PEL questions can be routine and used for each event or staff can create an event specific set of questions.

PEL questions are stored in a PEL template that is named and displayed on event creation screens and can be selected when an event is setup.   The campaign can choose how many templates and how many questions or topics they want to include.

PEL templates are initially set up as part of a Campaign Onboarding. To add or change a template, contact support@larportal.com.

Sample Templates

PELQuestionID	PELTemplateID	Question	SortOrder
1	1	Which plots were you involved with?	1
2	1	What goals or unfinished business does your character have?	2
3	1	What actions did you take towards those goals?	3
4	1	What was the highlight of your weekend?	4
5	1	Which NPCs were particularly memorable or enjoyable?	5
6	1	Do you expect follow up from plot or an NPC in the coming events?	6
7	1	Do you have any other comments about the game?	7
8	1	Did you assist with Clean-Up?	8
9	1	If yes, please include what you did for clean-up:	9
10	1	Did you stay in a tent?	10
11	2	Which NPC did you play and what plots were you involved with?	1
12	2	Which Roles were your favorites?	2
13	2	Did any of your NPC have unfinished business or goals?	3
14	2	Which Player Characters were particulrly memorable or enjoyable?	4
15	2	Which roles would you like to play again at a future event?	5
16	2	Do you have any other comments about the game?	6
17	2	Which game would you like to apply your CPs to?	7
18	2	Did you assist with Clean up? If Yes, please include what you did for clean up	8

6.6 EVENTS: MANAGE PELS

Campaign Staff with Specific Roles have access to review, add comments and approve PEL submissions from Players. If a Staff member is part of the email group associated with Campaign PELs they receive notification each time a PEL is submitted. The email includes the PEL content. In addition the User also receives an email each time another staff person comments on the PEL submission.

Staff PEL Comments must be added in LARP Portal and PELs must be approved in order for the PEL POINTS to be assigned.

To Access PELs:
1. Select CAMPAIGN Tab and Select the "Campaign" you wish to access all associated PELs. If the player has Staff status for that campaign, they will be able to manage their own PELs and to access all PELs
2. Select "PEL" from the left Navigation bar to view personal PELs
3. Select "PEL Approval" from the drop down under PEL on the left navigation bar to view other Player PELs. Several filter options will allow the staff to filter to specific PELs.
4. Select the "EVENT date" by clicking into the event date window; the PELs associate with that event date will be listed.
5. Select "Character Name" to view all the PELS for a specific Character.
6. Select Event Name to view the PELs associate with that event.
7. Select PEL status to review all PEL that are not yet approved.
8. Select the "all Approve" button to approve all PELS. Staff will still be able to add and respond to comments. Players are not able to see any staff comments.

To Add Comments to PEL

1. Select "add Staff only Comments" to 1 or more questions and add comment. See example below. Each comment is logged with the staff player name, date and comment.
2. SAVE changes
3. An email will be sent to the distribution group

7. CHARACTERS

The following instructions describe each component of the character module and how to setup the infrastructure needed by players to create and maintain their characters.   It will also include player instructions for how to add and maintain character specific for each component as staff can add NPC characters in much the same way a player builds a PC character.   This manual will also describe the skill setup process that is part of the campaign onboarding.

The Character Module includes the following screens/functionality and 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. Skills: this screen is where the player builds or generates their character from skills and attributes perspective.
3. History: Players provide character background describing how they interact with the world and others.
4. Relationships: This screen allows players to identify character relationship to other players characters and to name family, friends etc. even if they are not players. This is a plot device.
5. Places: Players can identify places that are important to a character even if they are not names within the rulebook. This is a device to help plot
6. Items: Players can describe their Character in game items and costume and makeup criteria. This may be for NPC too.
7. Requests: This screen will allow players to send between event requests such as info skills or production. It is not yet available.
8. Custom Campaign Topics: player are able to provide specific details for up to 5 campaign specific topics that can be used as a Plot device.
9. Character Care: Players have the ability to customize and print their own Character Card.

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.

Character information is maintained by the player. Staff will have access to make updates in future. There are setup requirements to provide the players with selection options.

7.1.1 Campaign Setup needed to support Character Info

Staff must define races and the Game/ campaign specific traits or categories that a player will use to describe their characters. These are called non- cost descriptors (NCD). There is no limit to the number of non-cost descriptors a campaign may use and there is or a limit to the number of values that can be listed within a drop down.   Campaigns decide if the player can choose one value or multiple values within a specific topic or category.

For example, if a campaign decides to track a player's race and trait. The campaign can decide that a character can have only one race but allow multiple traits to be selected by the player

Examples of NCD include the following:

- Race
- Traits
- Religion
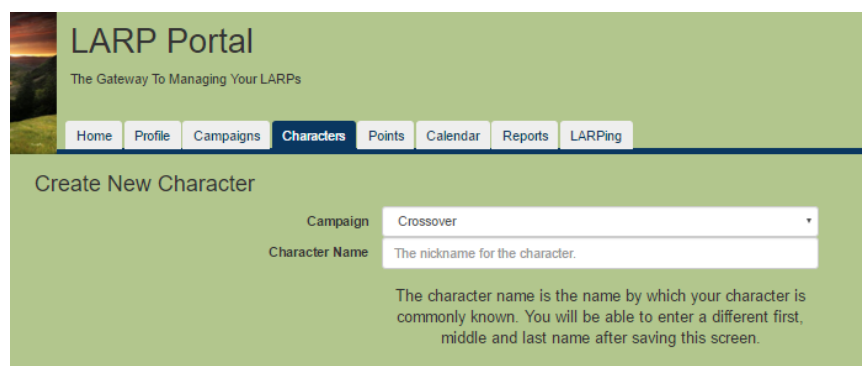- Nationality
- Profession
- Experience Level

NOTE: Staff functionality to add NPC or update character Info is not yet available. See below for alternative support options.

1. NCD set up is completed during the campaign onboarding process by LARP Portal staff. To add a category or values to any drop down, contact support@larportal.com.
2. Character Info: several fields are greyed out on the character info screen These will be available in future
    a. Team- Send a request to support and alrportal.com to create a team and add members to the team.
    b. Last event: the system will populate this based on registration
    c. # of Deaths: Send a request to support@larportal.com to add death and date of death
3. Adding non cost descriptors like trait to a character: Send a request to support@larportal.com to add death and date of death.

7.1.2 How to Add a Character and Update Character Info

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.
1. Select the campaign
2. Add the name the character will be known as. This will create the character.
3. SAVE

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

1. Enter any character demographics you wish to provide
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.
3. Load a photo of your character if available/desired.
4. SAVE to update your character.

7.2 CHARACTER SKILLS

Skill Set up is a multiple step process.   The first step involves defining 5 types of information; Master and High level headers, skill types, cost types and skill properties.   Based on the campaign skill rules, a Skill template is created to capture and validate the required information for each skill. Once validated, the skills are imported into LARP Portal in a sequenced process that creates the structure and policies to enforce the campaign rules.

Prerequisites to Loading Skills to LARP Portal:

1. Master Headers (Tree View layout): Campaigns must define the Master Headers that will be included as the highest level organization within the tree view. And define any limitation on how and when these can be bought. Limitations can be managed through "Pools"
2. High Level Headers: Campaigns must identify High Level Headers that will be considered the Parent of a group of Skills.
3. Skill Type: Campaigns design the skills around types or categories such as header, weapon, armor, melee, info etc. User can define as many categories or types of skills that skills can be classified as in order to ensure balanced distribution across character types and to support reporting.

4. <u>Cost Type:</u> Campaigns need to define what criteria are needed to acquire a skill. This is referred to as the cost of a skill. The cost of a skill is most commonly traditional character POINTS. A campaign can also identify other criteria/ currency or "Pool" of points as the cost to purchase.

5. <u>Skill Properties:</u> Campaigns must define general skill properties that may be applied

- Purchasable under multiple headers
- # times can be purchased
- hidden or open to all players
- prerequisites: other skill, # of Points, # of other skills
- exclusions: other skills
- cost type
- cost
- variable cost based on some character aspect

7.2.1 How to Define and Add Skills

1. **Define Master Headers**

Add Name and short description of all Level 1 Headers- these will be the top 1-2 levels in the tree view and represent concepts that you will want to use as filters when reporting on event registrations etc. This is the highest level in your "Outline" of skills. Master Headers can have a cost or no cost. Every skill or ability that can be bought using POINTS or other "currency" must be related to one of these Master Headers.

Master Header Name	Description	Cost

2. **Define Primary Headers**

Add "name and short description" of all Level 2 Headers. These will be the primary grouping of skills or abilities under each Master Header and will be the "parent" to other sub headers or skills. This is the next Level your "Outline" of skills. Every skill or ability that can be bought using POINTS or other "currency" must be related to one of these Primary Headers.

Primary Header Name	Description	Cost

3. **Define Skill Types:**

Skills are defined as something that must be purchased using POINTs or are required as a prerequisite for something that must be purchased. Skills are categorized into types based on similarity of purpose or how they are used by characters. Below is a list of commonly used skills types. Campaigns can use any or all of these and to define their own.

Skill Types	Check Y if Used	"Other" Name
Header, Open		
Header		
Armor		
Weapon		
Melee		
Spell		
Info		
Production		
Craftsman		
Attribute		
Trait		
Race		
Religion		
Other 1		
Other 2		
Other 3		
Other 4		

4. **Define Cost Type**

Define the criteria needed to acquire a skill. This is referred to as the cost of a skill. The cost of a skill is most commonly traditional character "POINTS". A campaign can also identify other criteria/ currency or "Pool" of points as the cost to purchase. Add the name and description of any other "pool" that will have points that can be used to "pay" for a skill. Indicate if the pool can only be used for specific skills or used as an alternative to the more traditional Character, Experience or build POINTS.

This structure can also be used to limit players to only be able to purchase a specific number of master or primary level headers.

#	Name	Description	Only Specific skills can be bought by this pool? Yes /No
1	CP	Points that are earned by player for event participation, donations, services, etc.	N
2			
3			

5. **Define Skill Properties Policies**

Define the relative properties or policies that apply to the campaign skills. LARP Portal has been designed to apply and validate complex skill rules.

#	Campaign Policy	Yes/ No
1	Can any SKILL be bought under multiple headers?	
2	Does the Campaign have hidden SKILLS?	
3	Do SKILLS have Prerequisites? (one or more)	
4	Do SKILLS have Exclusions (other skills cannot be purchased) (one or more)?	
5	Are there quantity requirements associated with prerequisites or exclusions? Examples • minimum of # Skills needed before can but • maximum # of skills that can be ought • # Points that must be spent first • maximum # of points that can be spent within a group of skills	
6	Can any SKILL be bought numerous times?	
7	Is the cost of the additional levels at a fixed cost?	
8	Do any other SKILLS have variable costs based on some other aspect?	

After defining the above, a template is created to capture the required information for each skill. LARP Portal staff will work closely with a campaign to create the structure and import the data in a phased approach to create the character generator for players.

7.2.2 How to Add Skills to My Character

Select "Character Skills" from the Left Navigation bar in Character Tab

1. **Open** the tree view sections for any Master headers or headers that you wish to purchase
2. **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
3. **Select** Skills at any level of the tree view.
   a. 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 CP rolled up.
   b. 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. .
4. **Review** your available CP (top).
5. **Select** the skill(s) desired (any prerequisite will be selected if not already chosen)
   a. **WAIT** for the screen to refresh and calculate available CP. The system will provide updated CP totals when refreshed.
   b. **Pick** one skill at a time, especially when close to the max.
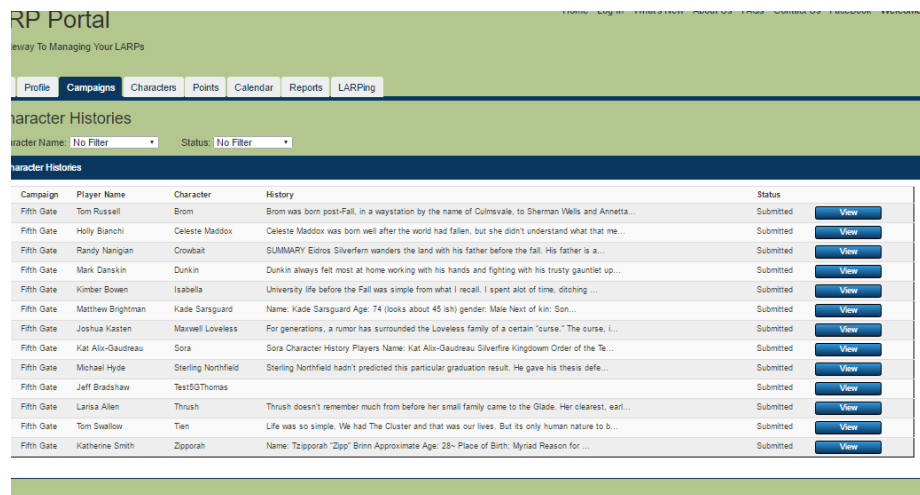6. **SAVE** at any point and at end to update your character.
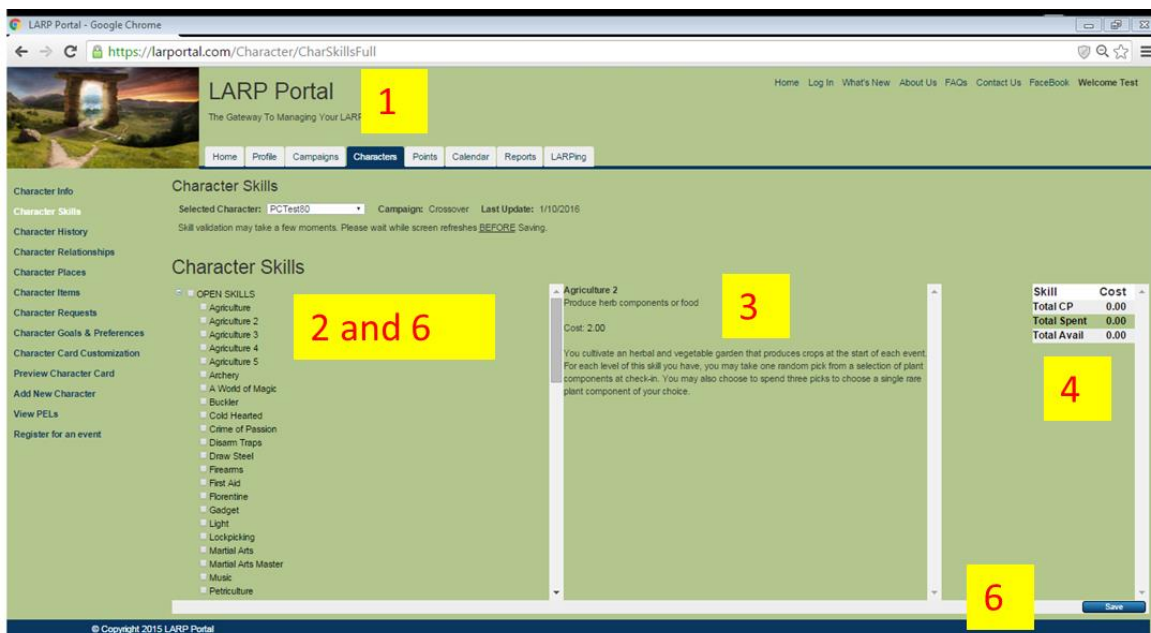
7.3 CHARACTER HISTORY

Campaign Staff who have access to histories can review and approve or ask for revisions. If a Staff member is part of the email group associated with Character Histories they receive notification each time a History is submitted. The email includes the History content. Histories must be approved to award POINTS.

To Access Character Histories:
1. Select CAMPAIGN Tab and Select the "Campaign" you wish to access all associated histories.
2. Select "Approval Character Histories" from the left Navigation bar .A list of Submitted histories will be displayed.
3. Select "Character Name" to view a specific Character or Select "unapproved" from the Status drop down to see outstanding histories that require review and approval.
4. Select "Approve" button to approve and assign POINTS.

To Send a History Back to Player for Revisions:

1. Select "Needs Revision" button at bottom of History (instead of approve)
2. A box opens with a preformatted message addressed to the player that states the history needs revision and the history status has been reset to "Not Submitted".
3. In the space provided, add specific comments or suggestions to the player.
4. Select "Send Message". AN email is sent to the Player's email address and the status is reset

To Add a Character History for an NPC Character

1. Select CHARACTER Tab and Select the "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 and approval to gain the CP bonus.
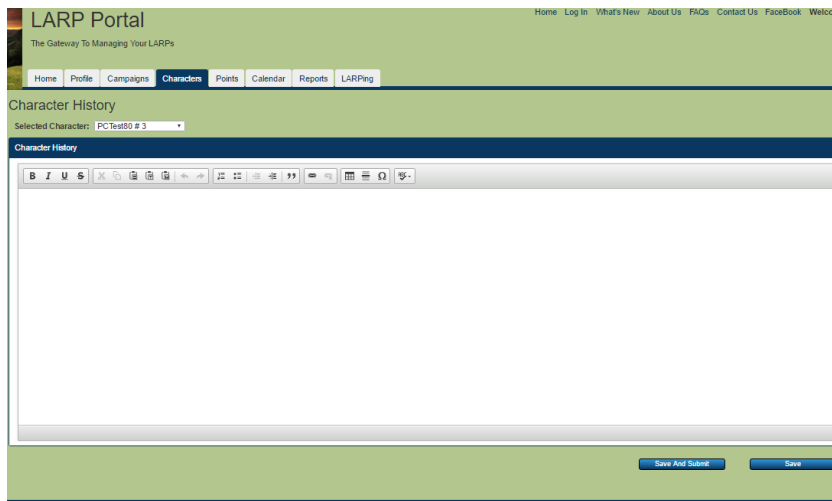
7.4 CHARACTER RELATIONSHIPS

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 may need to be done after PC and NPC characters are entered by players if the relationship is another PC on NPC. The list of PC and NPC will grow as characters are added

1. Select CHARACTER Tab and Select the "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.
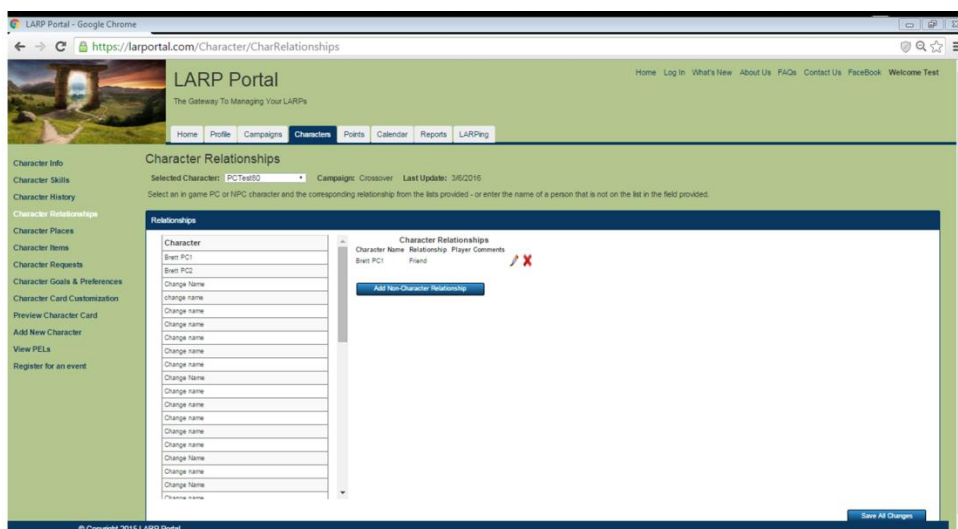
7.5 CHARACTER and CAMPAIGN PLACES

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 the fought a big battle. This can be information that is included in their 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. The setup of places is currently supported by LARP Portal Staff. Send updates to support@larportal.com.

To Add Places to the Campaign Places List:

1. In the template provided , define the Places and Locale(other related places) included in your world
2. Name the place
3. Select a Place Type from drop down
4. Name the locale that the place is part of (another place)
5. Add description of the place- might be rule book description
6. Add staff /plot person responsible

Place types

Id	Type	Id	Type	Id	Type
1	City	11	River	21	Ruin
2	Town	12	Root	22	Land
3	Country	13	Mountain Range	23	Desert
4	Building	14	Mountain	24	Capitol
5	Field	15	Tavern/Inn	25	Waystation/Junction
6	Forest	16	Sea	26	Canyon
7	Cave	17	Island	27	Dream
8	Kingdom	18	Continent	28	Marsh
9	Room	19	Jungle	29	School
10	Barony	20	Region	30	Church/Temple
				31	Oasis

To update a Character with a Campaign Place:

1. Select CHARACTER Tab and Select the "Character Places" from the left navigation bar.
2. SELECT a Place from the list on left –or—add a name of a place not on list
3. Add the reason the place is important from the drop down list.
4. Add Player comments are needed.
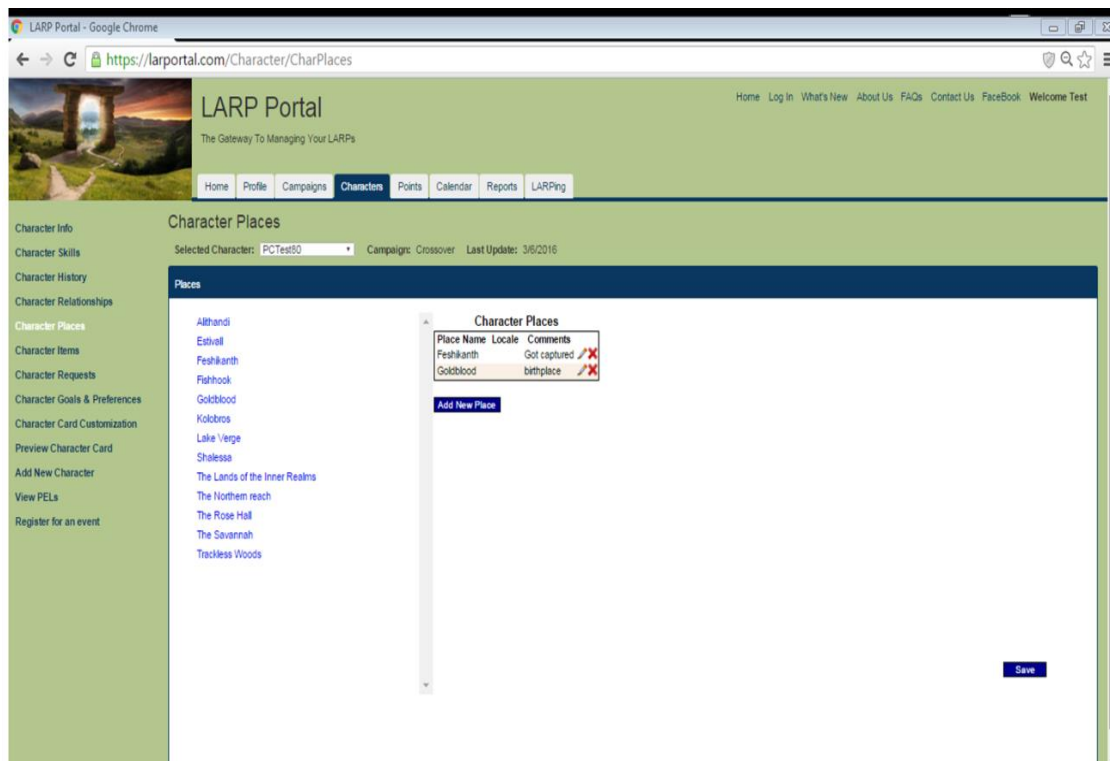
7.6 CHARACTER ITEMS

Players can describe their Character in game items and 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.

7.7 CHARACTER REQUESTS

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

7.8 CHARACTER PREFERENCES – CAMPAIGN CUSTOM FIELD

This section is duplicated from Campaign Info. Staff sets up the values from Campaign Info but Players access the info to add in the character module.
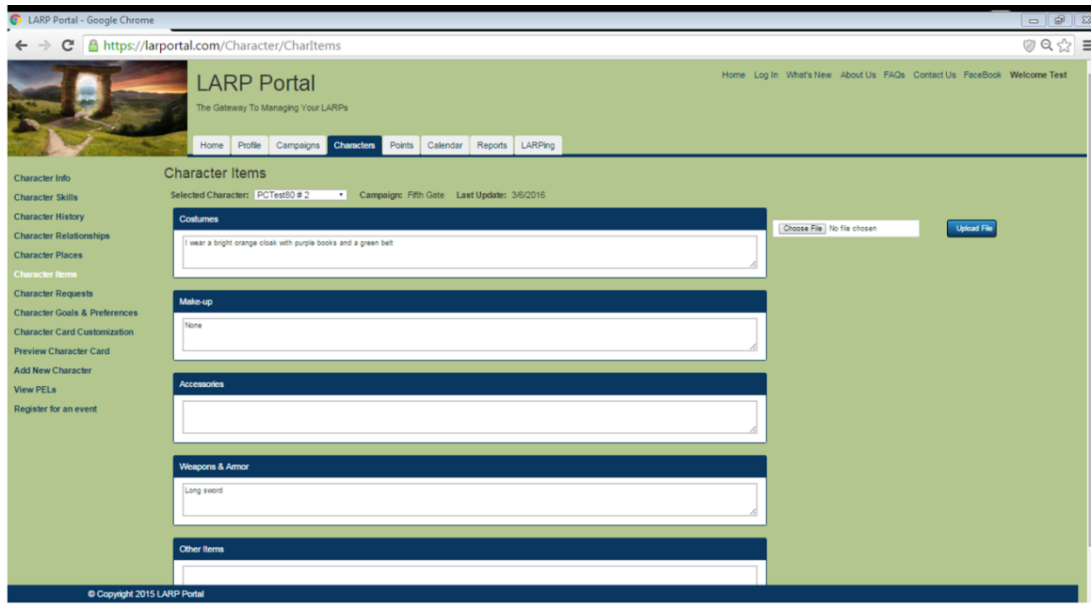
7.8.1 How to Setup Campaign Custom Fields

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 a character has, or what they fear most, add "Character Goals" and "Character Fears" as 2 campaign custom fields. The player will access these from the character module and Staff can run reports on info the player provides.

To set up your Campaign's Custom Character Fields:

1. Select "Set up Campaign Fields" from the left Navigation bar in the CAMAPIGN module.
2. Enter a name of topic or category that you want the character to describe or explain.
3. Check the box
4. Enter up to 5 topics
5. Leave any unused fields unchecked.
6. Uncheck any previously used topics that you no longer want to monitor
7. SAVE changes

7.8.2 How to Add Character responses to Custom Campaign fields

This screen allows a player to provide specific details for up to 5 campaign specific topics that can be used as Plot devices. The topics are selected by and unique to the campaign.

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.

7.9 CHARACTER CARDS

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

7.9.1 How Staff Can Print Character Cards

1. Select "Character Cards" from Reports Tab
2. Select "Campaign" if you want to print CC for all campaign Characters
3. Select "Event" if you want to print just the CC for players registered for a specific event. The system will prompt you to select the Event date
4. Select "Character" if you want to print a specific Character Card. This can be used to print cards for NPC characters.
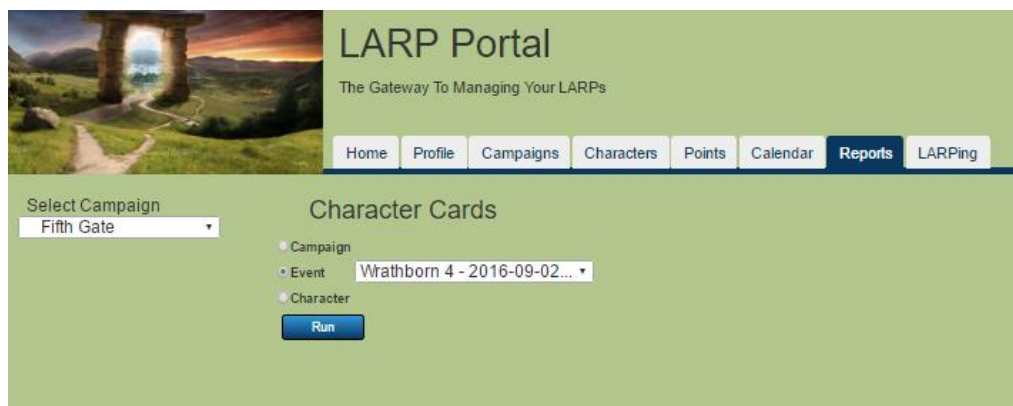
7.9.2 Players can Customize and Print Character Card

1. Select "Character Card Customization"" from the left Navigation bar in the CHARCATER 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.

Step 3 Customize

Step 4 Add Sort Preference

Step 5 Print Customized Character Card

8. POINTS

This section defines POINTS and explains how LARP Portal has introduced the first cross campaign functionality to eliminate many time consuming manual character updates.

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. Other games may refer to it as Build Points or Experience Points. PO INTS are used by players to build their characters. 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 POINTS including Cross Campaign 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 involving POINTS

1. Staff must define the POINT 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 applied. 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 (CP) policy and a list of one time CP 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 CP. Players earn, spend and transfer CP.

8.1 POINTS and OTHER CAMPAIGN EXCHANGE SETUP

There are four steps to Point Set up. The <u>first step</u> is to define the reasons that Points can be assigned to a character. This setup is currently performed during the campaign onboarding process. Staff can select from the common reasons below or add custom reasons. They also assign the point value and policies regarding approval levels.

Description	Number Of Instances	Reason ID	CP Value
reference	This field will indicate if One player can receive this multiple times per event		Add value to any that apply
New character CP	1	21	
Character History	1	24	
Campaign Support	1	18	
NPC 1 Day	1	26	0.5
NPC entire event	1	1	1
NPC partial event	1	7	0.5
NPC PEL	1	13	0.5
NPC referral	1	16	
NPC Setup/Cleanup	1	17	0.5
PC 1 Day	1	27	0.5
PC entire event	1	3	1
PC partial event	1	8	0.5
PC PEL	1	14	0.5
PC Set Up/Clean Up	1	23	0.5
Staff an event	1	12	2
Staff PEL	1	15	0.5
Pre-pay for an event	1	10	
Pre-register for an event	1	9	
Tenting	1	11	
Purchased		6	
Donations		2	TBD
Medical	1	20	
Check-in	1	19	
Received from another player		5	
CP Adjustment		4	
Database Transfer		25	
In-Game / Character assignment		22	
Miscellaneous Assignment		18	

The <u>second step</u> in the set up process is to define with which campaigns a game would like to exchange points. Campaigns may search from a list of campaigns based on game system, geographical area, size, etc. Below is a current list of campaigns that are identified in LARP Portal with their corresponding ID. This setup is also handled during the onboarding process and if changes are needed, staff can send a request to support@larportal.com.

	PUBLIC CAMPAIGNS					
1	Madrigal	29	Freeholds of Amtgard - Aureas Saltas	57	Witchwood
2	Aftermath LARP	30	Freeholds of Amtgard - Avalon	58	Legends of Asguard
3	Aralis 2	31	Freeholds of Amtgard - Bamph	59	Dragonis
4	Ascendant	32	WAR	60	AMTGUARD
5	Brittanis Dark Arthurian Adventure	33	Fifth Gate	61	CRO- Creative Roleplaying
6	Clockwork Skies	34	7th Kingdom	62	PRO- NERO Pittsburg
7	Cottington Woods	35	Bloodlines	63	Mystwood- MASI
8	Mirror, Mirror	36	Covenant	64	Mythical Journey
9	Numina	37	LIONES Crusades	65	Steam & Cinder
10	Occam's Razor	38	Doomsday	66	Alliance Calgary
11	Shadows of Amun	39	Dsystopia Rising MA	67	Alliance Deadland
12	The Isles	40	Eras Chronicles	68	Alliance Gettysburg
13	The Shattered Realms	41	Fantasy Quest	69	Kaurath- NERO Hartford
14	Zombies: Aftershock!	42	Future Imperfect	70	Legends: Legacy
15	Seven Virtues	43	Kingdoms of Novitas	71	Outpost
16	Endgame	44	Knight Blades	72	Camp Hatchet
17	Invictus	45	Kyranthia	73	Alliance CT Calderia
18	Ravenholt	46	Lovecraft Legacies	74	Lost Eidolons
19	Volta	47	Magestry LARP	75	Pirates
20	Fables of Fenorra	48	Melting Point	76	The Calling
21	Celestial Kingdom - Bifost	49	Middlehaven	77	Valhalla
22	Celestial Kingdom - Dragon Skull Keep	50	Realms of Conflict	78	Valiant
23	Celestial Kingdom - Eclipse	51	Requiem	79	Radiant Dragon
24	Celestial Kingdom - Griffons Keep	52	Second Dawn	80	Crossover
25	Kingdom of Crystal Groves - Ambient Forest	53	Shards of Massagon	81	Ink
26	Kingdom of Crystal Groves - Bandit Flats	54	Tales of Valor	85	Threshold
27	Kingdom of Crystal Groves - Black Widow	55	Terres Rising	92	Keystone
28	Freeholds of Amtgard - Ashberne	56	Terminal	96	Temet Nosce
				102	Shadowvale

The <u>third step</u> is to define the policies related to campaign exchange. These data are collected and imported via template during the onboarding process. Send a request to support@larportal.com for any additions or updates.

1. Campaign number to exchange with
2. Start Date of the exchange
3. End Date of exchange
4. Exchange multiplier (this will allow for a different scale between games)
5. Override event Cap Y/N
6. Override Annual Cap Y/N
7. Back Apply Y/N

Sample Template:

	CampaignExchangeID	CampaignToID	CampaignFromID	ReasonID	ExchangeStart Date	ExchangeEnd Date	DisableExchange	Exchange Multiplier	OverrideEventCap	OverrideAnnualCap	BackApply
reference		SAMPLE	SAMPLE	SAMPLE	SAMPLE	SAMPLE	SAMPLE	SAMPLE	SAMPLE	SAMPLE	SAMPLE
NPC 1 Day	System Generated	1	80	26	9/1/2015		FALSE	1	FALSE	FALSE	FALSE
NPC entire event	System Generated	1	80	1	9/1/2015		FALSE	1	FALSE	FALSE	FALSE
NPC partial event	System Generated	1	80	7	9/1/2015		FALSE	1	FALSE	FALSE	FALSE
NPC PEL	System Generated	1	80	13	9/1/2015		FALSE	1	FALSE	FALSE	FALSE
NPC referral	System Generated	1	80	16	9/1/2015		FALSE	1	FALSE	FALSE	FALSE
NPC Setup/Cleanup	System Generated	1	80	17	9/1/2015		FALSE	1	FALSE	FALSE	FALSE
PC 1 Day	System Generated	1	80	27	9/1/2015		FALSE	1	FALSE	FALSE	FALSE
PC entire event	System Generated	1	80	3	9/1/2015		FALSE	1	FALSE	FALSE	FALSE
PC partial event	System Generated	1	80	8	9/1/2015		FALSE	1	FALSE	FALSE	FALSE
PC PEL	System Generated	1	80	14	9/1/2015		FALSE	1	FALSE	FALSE	FALSE
PC Set Up/Clean Up	System Generated	1	80	23	9/1/2015		FALSE	1	FALSE	FALSE	FALSE
Staff an event	System Generated	1	80	12	9/1/2015		FALSE	1	FALSE	FALSE	FALSE
Staff PEL	System Generated	1	80	15	9/1/2015		FALSE	1	FALSE	FALSE	FALSE

8.2 ASSIGNING and APPROVING EVENT POINTS

This section explains how staff assigns and approves points.

There are three ways to assign points to a character: automatically via the system, approving prepopulated opportunities, and manually entering and assigning miscellaneous points. Campaigns define what process will be used based on their approval requirements.

1. **Systematically assigned:** the system can auto assign points for anything that does not require review or approval such as new character points and for things like History or PELs.

Note: if event points do not need to be approved, they can also be auto assigned

2. **Pre-populated Point Opportunities to APPROVE**: the system creates and pends points for all event related reasons. These are called "opportunities". These are created based on event registration. Staff can review check out reports to validate attendance and then apply an "approve all" to assign all pended "opportunity" points. Staff can send points to other campaigns based on the "opportunities" created for NPCs and Staff registrations. When a player registers as an NPC or Staff, they are asked to identify what game they would like their points to be assigned to.

To approve "event attendance" POINTS that are pre-populated in system as OPPORTUNITY:

1. Select "Assign Points" from the left Navigation bar in the POINTS module
2. Select one or more filters to control what is displayed.
3. Select View Points to view the players point history
4. Select edit and delete any opportunity that should not be applied
5. Apply points individually by selecting approve or "select the approve all
6. Add comments if applicable and **SAVE**

3. **Predefined Event or Activity POINTS to ASSIGN**: the staff user has the ability to add points to a character for additional participation. Examples of event Points that may need manually entry include
   - Set up/clean up bonus
   - At door registration as PC or NPC

To add "event attendance or participation" POINTS that have not been pended as opportunities:

1. Access Character Build Points on The Campaign tab and Select "Add View" in the top right
2. Select "Player" name from the drop down of all campaign players
3. Choose the "Campaign" where the points have been earned from the Campaign Source drop down
4. Select the "Earn Description" from list of campaign specific reasons Points can be earned
5. For event based Points, Select the "Event date" from the list of campaign dates. The system will prepopulate the default # points established for that opportunity. Staff may adjust these by entering a different value.
6. Select the "Character" from drop down of the player's characters where POINTS should be assigned to. The system will display if the player is over cap. Staff can assign the points to the player's bank.
7. Add comments if applicable and **SAVE**

8.3 ASSIGNING and APPROVING NON EVENT POINTS

The Assign Character POINT add screen is also used to add and assign POINTS for reasons that are unrelated to a specific event. Some examples include:

- Donations
- EMT/ Medical Support
- Services
- Check In
- Truck Packing

To Manually Assign POINTS:

1. Access Character Build Points on The Campaign tab and Select "Add View" in the top right
2. Select "Player" name from the drop down of all campaign players
3. Choose the "Campaign" where the points have been earned from the Campaign Source drop down
4. Select the "Earn Description" from list of campaign specific reasons Points can be earned
5. Add a name or describe the reason for the Points.
6. Add a "Received Date" associated with the assigned points
7. Add the number of POINTS that should be assigned to the player
8. Select the "Character" from drop down of the player's characters where POINTS should be assigned. The system will display if the player is over cap. Staff can assign the points to the player's bank.
9. Add comments if applicable and **SAVE.**

8.4 ASSIGNING and ACCEPTING CROSS CAMPAIGN/GAME POINTS

This POINTS component is not yet available.   You will find a "Page under Construction" message. This functionality is in development and expected to be released in Sept 2016. See below for description of the future functionality.

To Send/Distribute POINTS to Other Campaigns:

If the Other Campaign participates in LARP Portal, and assigns and accepts POINTS via the system:

1. Access Character Build Points on The Campaign tab and Select "ASSIGN Points" from left nav
2. Review list of all "Ready to Send" POINTS
3. Sort the list by any column; Player name, Role, Character Name, Campaign, Reason, Date
4. Select "approve all" button in top right if all pending POINTS should be sent to the Other Campaigns.
5. Select the "Approve" button for each player to individually Approve and Send the POINT assignment
6. Select "Edit" button for each player to make a change/ delete the Point assignment.
7. An email notification will be sent to each Campaign with one or more assignments and the system will add an entry in the ACCEPT POINTS view for approval
8. The Character's POINT Summary will display Point transactions as sent from your campaign.
9. **<u>SAVE.</u>**

If the Other Campaign is not in LARP Portal or does not assign or accept points via the system:

1. Access Character Build Points on The Campaign tab and Select "ASSIGN Points" from left nav
2. Review list of all "Ready to Send" POINTS
3. Sort the list by any column; Player name, Role, Character Name, Campaign, Reason, Date
4. Select "approve all" button in top right if all pending POINTS should be sent to the Other Campaigns.
5. Select the "Approve" button for each player to individually Approve and Send the POINT assignment
6. Select "Edit" button for each player to make a change/ delete the Point assignment.
7. An email list   will be sent to each Campaign with one or more assignments. The list will include Player name, Role, Character Name, Campaign, Reason, Date
8. The Character's POINT Summary will display Point transactions as sent from your campaign.
9. **<u>SAVE</u>**

To Accept POINTS from Other Campaigns:

If the Other Campaign participates in LARP Portal, and assigns POINTS via the system:

1. Access Character Build Points on The Campaign tab and Select "Accept Points" from left nav
2. Review list of all "received /waiting for approval" POINTS
3. Sort the list by any column; Player name, Role, Character Name, Campaign, Reason, Date
4. Select "approve all" button in top right if all pending POINTS should be assigned to your player characters.
5. Select the "Approve" button for each player to individually approve the registration
6. Select "Edit" button for each player to make a change in registration once it has been approved.
7. The Character's POINT Summary will display Point transactions as received from the Other Campaign.
8. Add comments if applicable and **SAVE**

If the Other Campaign is not in LARP Portal and sends you a manual list, manually add the Points using the Assign functionality;

1. Access Character Build Points on The Campaign tab and Select "Add View" in the top right
2. Select "Player" name from the drop down of all campaign players
3. Choose the "Campaign" where the points have been earned from the Campaign Source drop down
4. Select the "Earn Description" from list of campaign specific reasons Points can be earned
5. For event based Points, Select the "Event date" from the list of campaign dates. The system will prepopulate the default # points established for that opportunity. Staff may adjust these by entering a different value.
6. Select the "Character" from drop down of the player's characters where POINTS should be assigned to. The system will display if the player is over cap. Staff can assign the points to the player's bank.
7. The Character's POINT Summary will display Point transactions as received from the Other Campaign.
8. Add comments if applicable and **SAVE**

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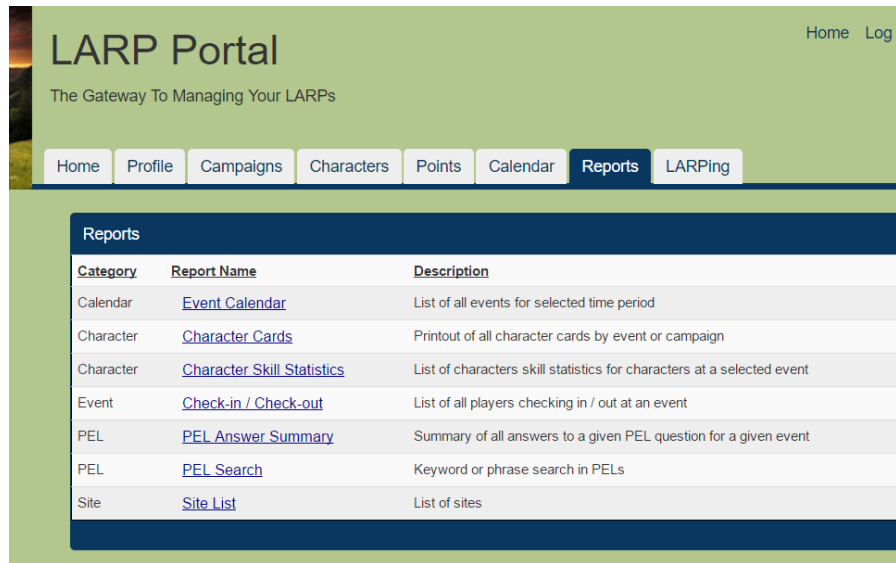
The Reports module provides Owners, GMs, Plot staff and staff with specific logistics roles with real time access to key data and information needed to manage campaign players, characters and events. . Access to the data and information is controlled based on a player's roles or roles with the campaign.

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.

For nonstandard queries, staff may submit a request via support@larportal.com.

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