

# 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 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 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. Please contact us at [support@larportl.com](mailto:support@larportl.com) for 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

Module	Self-Serve Features	Supported Features	Not Yet Available
HOME	<ul style="list-style-type: none"> <li>Player MENU</li> </ul>		
PLAYER	<ul style="list-style-type: none"> <li>Add Player Demographics</li> <li>Add and Maintain User Security</li> <li>Add and Maintain Resume</li> <li>Add and Maintain Preferences</li> <li>Complete a Waiver or consent</li> <li>Add and Maintain Medical info</li> <li>Add and Maintain Player Inventory</li> </ul>		<ul style="list-style-type: none"> <li>Player Preferences (WIP)</li> <li>Waivers (WIP)</li> <li>Medical (WIP)</li> <li>Player resumes</li> <li>Props/ Inventory</li> </ul>
CAMPAIGN	<ul style="list-style-type: none"> <li>Receive Notification of New Player</li> <li>Add Campaign Demographics</li> <li>Add Player Requirements</li> <li>Add Contact Info</li> <li>Add Campaign Policies</li> <li>Add Character "Custom Fields"</li> <li>Add Event Defaults/ Events</li> <li>Receive Notification of Player Reg</li> <li>Manage Registrations; view/ approve</li> <li>Record Payment /Process PayPal</li> <li>Print Check in Check Out Report</li> <li>Print Character Cards</li> <li>Assign Housing</li> <li>Notification/ Approve PELS</li> </ul>	<ul style="list-style-type: none"> <li>Initial Public Set Up</li> <li>Campaign Role Set Up</li> <li>Add Staff Roles to Player</li> <li>Set Up Payment / PayPal</li> <li>Set Up Housing Types</li> <li>Add PEL Templates</li> </ul>	<ul style="list-style-type: none"> <li>Manage Messages</li> <li>Register NPC player</li> <li>Add nonevent Calendar</li> <li>Campaign Inv./ Props</li> <li>Manage In between Event Character Requests</li> <li>Event Marketing Defaults</li> <li>Event Marketing</li> </ul>
CHARACTER	<ul style="list-style-type: none"> <li>My Char: add NPC (Limited to features available to PCs)</li> <li>Review and Approve Histories</li> </ul>	<ul style="list-style-type: none"> <li>Traits/ Non Cost Descriptors</li> <li>Skill Set up: Attributes, Headers, Descriptions, Dependencies, Exclusions, Point Pools, Cost, Hidden</li> <li>Team Set Up</li> <li>Campaign People/Places</li> </ul>	<ul style="list-style-type: none"> <li>Access to and ability to Update PC characters; death, traits, notes etc.</li> <li>Manage NPC characters; no cap, visible/not, Actors</li> </ul>
POINTS	<ul style="list-style-type: none"> <li>View player/ character POINTS</li> <li>Approve event CP</li> <li>Approve PEL CP</li> <li>Assign non- event CP; donations, services</li> <li>Add/Assign CP from other</li> </ul>	<ul style="list-style-type: none"> <li>CP Point Defaults Set Up</li> <li>CP Exchange Set up</li> </ul>	<ul style="list-style-type: none"> <li>Publish Donation Request List (WIP)</li> <li>Approve Donations</li> <li>Auto Send CP to Other</li> <li>Sign Up for Donation</li> <li>Manage Banked CP</li> <li>Transfer/ Move CP</li> </ul>
REPORTS	<ul style="list-style-type: none"> <li>Event Calendar Schedule</li> <li>Registration</li> <li>Check In/ Check Out with Housing assignment</li> <li>Character Cards</li> <li>Character Skills</li> <li>PEL Question Summary</li> <li>PEL Search</li> <li>Site</li> </ul>	<ul style="list-style-type: none"> <li>Character Traits/ Custom Fields</li> <li>History Search</li> <li>Player Contact Info</li> <li>Donation Collection</li> </ul>	
FORUMs GALLERY MARKET PLACE			<ul style="list-style-type: none"> <li>FORUM</li> <li>GALLERY</li> <li>Market Place</li> </ul>
SITES		<ul style="list-style-type: none"> <li>Site Set up</li> <li>Location Set up</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

### 3. GENERAL USER/PLAYER INFORMATION

Users can access LARP Portal at [www.larportal.com](http://www.larportal.com).

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

- **Basic** access will allow a campaign the benefits of cross campaign logics such as schedule coordination and CP exchange but it does not support full registration functions, a 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 1or 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 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 read and 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- in order to support cross campaign logistics such as POINTS.

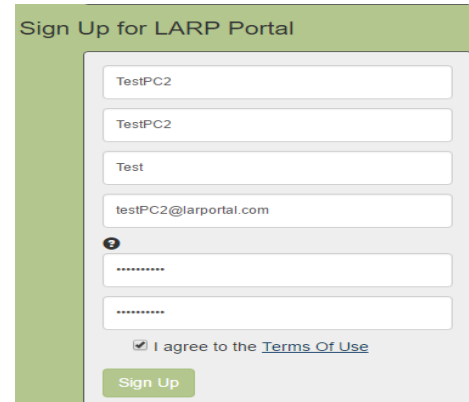
#### "SELECT CHARACTER" LIST

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 and 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 web form titled "Sign Up for LARP Portal". It contains several input fields: "TestPC2" for username, "TestPC2" for first and last name, "Test" for email address, and "testPC2@larportal.com" for a second email field. Below these are two password fields, both containing "\*\*\*\*\*". A checkbox labeled "I agree to the Terms Of Use" is checked. A green "Sign Up" button is at the bottom.

### 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:*

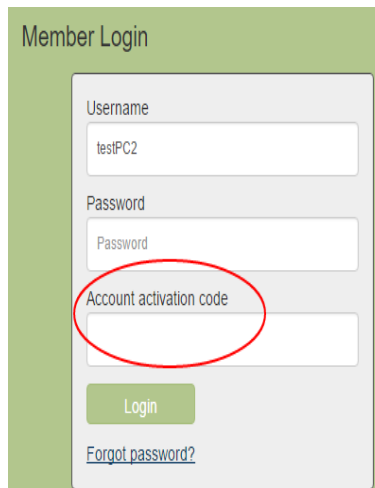
*Hi Rick,*

*Welcome to LARP Portal. The activation key for your new account is h5t9i6. To activate your account return to [www.larportal.com](http://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.*

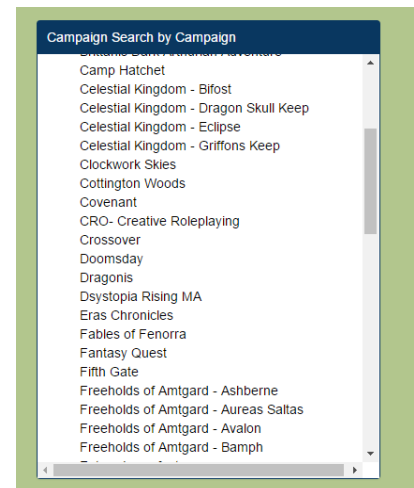
*If you have any questions please email us at [support@larportal.com](mailto:support@larportal.com).*

### 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 a screen to select your first Campaign



The screenshot shows a web form titled "Member Login". It has three input fields: "Username" with "testPC2", "Password" with "Password", and "Account activation code" which is circled in red. Below the fields is a green "Login" button and a blue link "Forgot password?".



The screenshot shows a scrollable list titled "Campaign Search by Campaign". The list contains various campaign names such as "Camp Hatchet", "Celestial Kingdom - Bifrost", "Celestial Kingdom - Dragon Skull Keep", "Celestial Kingdom - Eclipse", "Celestial Kingdom - Griffons Keep", "Clockwork Skies", "Cottingham Woods", "Covenant", "CRO- Creative Roleplaying", "Crossover", "Doomsday", "Dragonis", "Dsystopia Rising MA", "Eras Chronicles", "Fables of Fenorra", "Fantasy Quest", "Fifth Gate", "Freeholds of Amtgard - Ashberne", "Freeholds of Amtgard - Aureas Saltas", "Freeholds of Amtgard - Avalon", and "Freeholds of Amtgard - Bamph".

## 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

**LARP Portal**  
The Gateway To Managing Your LARPs

Home Profile Campaigns Characters Points Calendar

### My Profile - Security

Username: ryulin

First: Richard MI:

Password: Password Password

**Security Questions:**  
Please enter 1 or more security questions for use in future email and password validation

Q 1: Favoritest of all composers ever?

Q 2: Second favoritest composer of all times?

Q 3: Third favoritest composer?

## 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.

**LARP Portal**  
The Gateway To Managing Your LARPs

Home Profile

Select Campaign: Fifth Gate

Campaign Info

Campaign Messages

Calendar

Event Registrations/RSVP

Roles

PELs

Inventory/Props

**LARP Portal**  
The Gateway To Managing Your LARPs

Home Profile Campaigns Characters Points Calendar

### Character Info

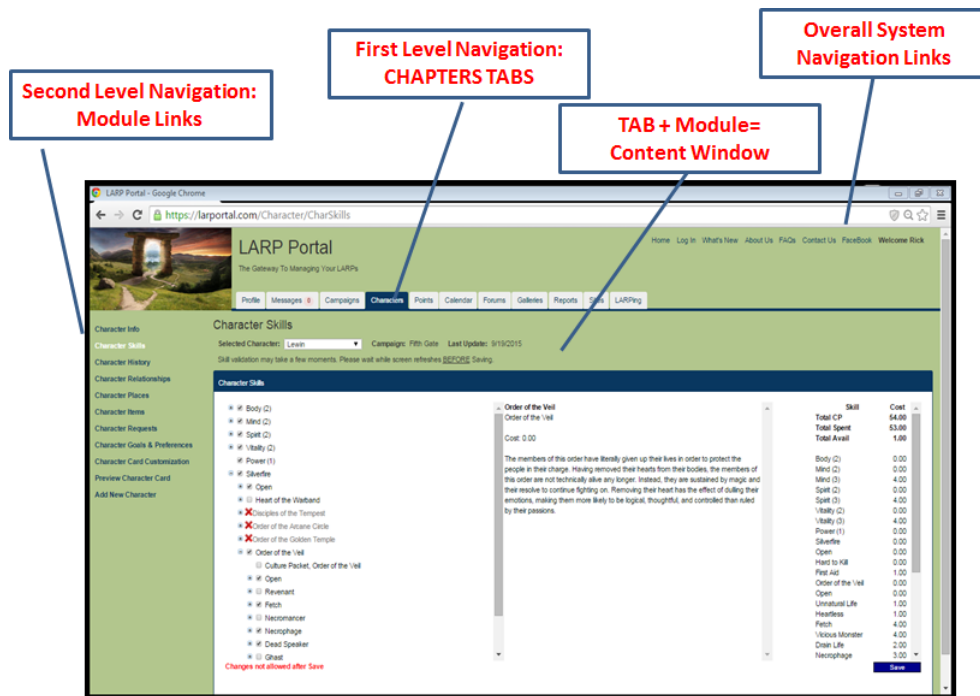
Selected Character: Zephyr Campaign: Madrigal

Fill in Information to describe your character. Some items are automatic

**Character Information**



## 4.1 NAVIGATING LARP PORTAL



LARP Portal has been designed to allow the user to navigate quickly between modules and functions with minimal clicking. There are three major navigation tools:

1. **Overall System Navigation:** located at the top of EVERY screen, these are quick links/ access to:
  - Home: Player Menu of the most common functions
  - Log In: to log back in if you have times out
  - About us: meet our development and leadership team
  - Contact Us: see the best way to reach us quickly
  - FAQs: review our most common questions and answers
  - Facebook: link to LARP Portal's Facebook page
2. **First Level Navigation:** located to the right and bottom of our logo, each module is accessed by selecting the tab. These tabs are dynamic- and will change based on the user that has logged in. Players will most often access HOME, Player, Campaign, Character and Points. *The system will "remember" the last campaign and Character that your reviewed*
  - Home: provides a menu of the most common actions a player needs to take
  - Player: provides access to information about you, your preferences and system security
  - Campaign: provides access to all campaign related information and functions
  - Character: provides access to all aspects of your characters
  - Points: provides access to a summary of your points
3. **Second Level Navigation:** located under the picture, the left navigation bar provides links to specific content within a module. The content is displayed under the tabs. For instance, if you select the Character tab and Character Skills from the left nav, the system navigates you to where you will add and maintain your character skills.



## 5. HOME

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

1. **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.
2. **Update My Character:** Add or maintain your characters. You can describe your character, buy skills, define your relationships, provide plot with information, and customize and print your character card
3. **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.
4. **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.
5. **View My Points:** View your earned, spent and banked points at a campaign level.



## 6. PLAYER PROFILE

There are 8 functions within the Player Profile Module. Many of these features are optional use and not yet active. If a screen has not yet been completed, the user will get a “Page under construction” message.

1. **Player Demographic:** Describe yourself, add addresses and contact information to share with campaign owners.
2. **Security:** manage your log in name, password and security questions
3. **Personal Resume:** When this screen is complete, user will be able to share personal career/ work history
4. **LAPP Resume:** Players will be able to share a history of LARPing
5. **Medical:** When this screen is complete players will be able to voluntarily describe medical conditions to make available for medical staff on site during a game
6. **Waivers and Consents:** When this screen is available, players will be able to manage all of their campaign and site waivers and consents.
7. **Player Preferences:** when this screen is available, players will be able to describe personal preferences for NPC roles, holidays they would prefer games not be scheduled on and personal choices about photos, sharing contact info with other campaigns, etc.
8. **Player Inventory:** This screen when available will allow a player to store and share a list of personal props, costumes and items that they are willing to share with others... or just to keep an active inventory of their LARP stuff.

### 6.1 DEMOGRAPHICS

Enter Name, Address and contact information that you would like to share with all Campaign staff. You may add one or more addresses, phone numbers, and email addresses. Add a photo if desired. This info will not be used by LARP Portal for any non portal business.

**LARP Portal**  
The Gateway To Managing Your LARPs

Home | Player | Campaigns | Characters | Points | Calendar | Reports | LARPing

### My Profile - Demographics

**Personal Information**

Name: Richard Pierce  
Gender: Other | DOB: 05/23/1960 | Birthplace:   
User Name: Fyulin | Nick Name: Rick | Pen Name: DilliaMan  
Forum Name: Jumi-k9  
Emergency Contact Info: Name: Monique Pierce | Phone: 2034143751

To add a profile picture, use the browse button below.  
Choose File | No file chosen  
Upload  
Clear Picture

**Addresses**

Address 1	Address 2	City	State	Postal/Zip Code	Country	Type	Primary
972 Monroe Turnpike		MONROE	CT	06468		Home	Yes
483 Monroe Turnpike	Box 161	MONROE	CT	06468		Mailing	No
35 Nutmeg Dr		Trumbull	CT	06666		Work	No

**Phone Numbers**

Area Code	Phone Number	Extension	Type	Primary
203	2604282		Mobile	Yes

**Email Addresses**

Email Address	Type	Primary
rgpierce@earthlink.net	Home	Yes
rgpierce0523@gmail.com	Home	No

## 6.2 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 'LARP Portal' interface with the tagline 'The Gateway To Managing Your LARPs'. A navigation bar includes links for Home, Profile (which is active), Campaigns, Characters, Points, and Calendar. The main heading is 'My Profile - Security'. Below this, there are input fields for 'Username' (containing 'ryulin'), 'First' (containing 'Richard'), and 'MI' (containing a redacted value). There are also two 'Password' fields, both containing 'Password'. A help icon (?) is next to the second password field. Under the 'Security Questions' section, a note says 'Please enter 1 or more security questions for use in future email and password validation'. Three questions are listed: 'Q 1 Favoritest of all composers ever?', 'Q 2 Second favoritest composer of all times?', and 'Q 3 Third favoritest composer?'. Each question has a corresponding input field.

## 7. CAMPAIGN INFORMATION

The screenshot shows the LARP Portal interface. At the top, there's a header with the site name 'LARP Portal' and a tagline 'The Gateway To Managing Your LARPs'. Navigation links include Home, Log In, What's New, About Us, FAQs, Contact Us, FaceBook, and Welcome Test. Below the header is a secondary navigation bar with links: Home, Profile, **Campaigns**, Characters, Points, Calendar, Reports, and LARPing. The main content area is titled 'Campaign Information - Crossover'. On the left is a sidebar with a 'Select Campaign' dropdown set to 'Crossover' and a list of links: Campaign Info, Set Up: Demographics, Set Up: Player Reqs, Set Up: Contacts, Set Up: Policies, Set Up: Campaign Description, Set Up: Custom Fields, Campaign Messages, Calendar, Event Registrations/RSVP, Roles, Approve Character Histories, Character Build Points, PELs, and Inventory/Props. The main area contains four panels: 'Demographics' with fields for Name (Crossover), Started (May 6, 2016), Expected End, # Events (0), Game System (Accelerant), Genres (Heroic, High Fantasy, Science Fiction), Style (Boffer), Tech Level, Size (01-80), and Average # Events (0); 'Setting Description' with a text area containing a paragraph about the world of Anath; 'Contacts' with a table listing Campaign Info, Campaign URL, Information Email, Character History, Character History Email, PEL, and PEL Email; and 'Requirements' with fields for Membership Fee (0), Minimum Age (18), Supervised Age (18), Waiver 1 (Waiver source TBD), Waiver 2 (Waiver source 2 TBD), Consent (Consent TBD), and a Waiver Link.

Players will access the Campaign Tab to view Campaign info and complete Event Registration and PELs.

1. **Campaign Descriptions:** View the campaign setting, genre, period, weapon style etc.
2. **Campaign Contact Info:** provides url and email addresses for key contacts from the campaign
3. **Campaign Player Requirements:** provides info on a campaign's player policies including age, membership waiver and consent requirements.
4. **Campaign Messages:** When available this screen will allow staff and players to send and receive messages.
5. **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
6. **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 an submitted responses
  - View approved PELs
  - Add addendums to already an submitted PEL

## 7.1 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. 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 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
<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><b>For PCs</b></p> <ol style="list-style-type: none"> <li>1. Confirm your event attendance plans. If you plan to attend: <ul style="list-style-type: none"> <li>• the entire event, leave the default Y</li> <li>• a partial event, Select N and enter your planned arrival date and time and your planned departure date and time</li> </ul> </li> <li>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.</li> <li>3. Select your meal choices (If available). This information will be provided to the kitchen.</li> <li>4. Select your payment method. Payment is not collected through LARP Portal; however, payment instructions and links are provided.</li> <li>5. Add any comments for staff such as special requirements and/or preferences</li> <li>6. Select Register button; confirmation will be sent to staff/registration status is updated.</li> </ol> <p><b>For Staff and NPC</b></p> <ol style="list-style-type: none"> <li>1. Confirm your event attendance plans. If you plan to attend: <ul style="list-style-type: none"> <li>• the entire event, leave the default Y</li> <li>• a partial event, Select N and enter your planned arrival date and time and your planned departure date and time</li> </ul> </li> <li>2. Select from the drop down of your “Campaigns” the campaign where CP earned at this event to be sent to.</li> </ol>

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"> <li>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.</li> <li>2. Select either “I Plan to Attend” or “I Cannot Attend” button; as appropriate</li> </ol>
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.

## 7.2 MANAGE My PELS

Post Event Letters are used to provide immediate feedback to staff about an event. Campaigns may assign POINTS as incentive to PC, NPC and Staff to complete.

1. Select CAMPAIGN tab 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.

## 8. CHARACTERS

The Character Module is used to create and maintain your characters and includes the following screens/functionality and features:

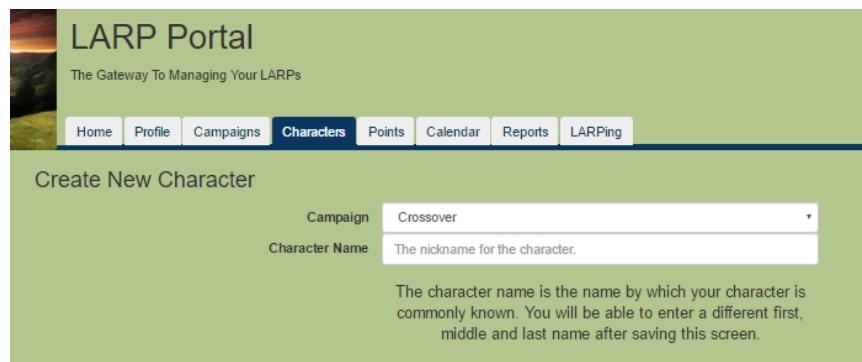
1. Character Info: includes Character Demographics, Photos, Traits or other campaign specific categories that provide description but do not cost the Player POINTS.
2. Skills: this is the screen where the player builds or generates their character from a skill and attributes perspective.
3. History: 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 used for NPCs too.
7. Requests: This screen will allow players to send between event requests such as info skills or production. This screen is not yet available.
8. 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.
9. Character Card: Players have the ability to customize and print their own Character Card.

### 8.1 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.

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



The screenshot shows the 'LARP Portal' interface with the tagline 'The Gateway To Managing Your LARPs'. A navigation bar includes links for Home, Profile, Campaigns, Characters (which is highlighted), Points, Calendar, Reports, and LARPing. Below this is the 'Create New Character' section. It features a 'Campaign' dropdown menu currently set to 'Crossover' and a 'Character Name' text input field with the placeholder text 'The nickname for the character.'. A note below the input field states: 'The character name is the name by which your character is commonly known. You will be able to enter a different first, middle and last name after saving this screen.'



**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.
5. **SAVE** to Update your Character

The screenshot shows the LARP Portal website in a Google Chrome browser. The URL is https://larportal.com/Character/CharInfo. The page has a green header with the LARP Portal logo and navigation links. A left sidebar contains a list of navigation items. The main content area is titled "Character Info" and shows details for a character named "PCTest00".

**Callout 1:** Points to the "Character Relationships" link in the left sidebar.

**Callout 2:** Points to the "Register for an event" link in the left sidebar.

**Callout 3:** Points to the "Upload" button for the character's profile picture.

**Callout 4:** Points to the "Save" button at the bottom right of the form.

**Form Fields:**

- Selected Character: PCTest00
- Campaign: Crossover
- Last Update: 1/10/2016
- Character Information section includes:
  - Character: PCTest00
  - AKA: PCTest00
  - Type: PC
  - DOB: [empty]
  - Birthplace: Silverline
  - Home: [empty]
  - Team: Team
  - Race: [dropdown]
  - Status: Active
  - Last Event: [empty]
  - # of Deaths: 0
  - DOO: [empty]
- Non Cost Character Descriptors section includes a table with columns "Character Descriptor", "Value", and a status column with red X marks.

## 8.2 CHARACTER SKILLS

The Character Skills module manages all of the Campaign rules related to skills. It will enforce prerequisites and 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 spent.

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 CP 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 CP (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 CP. The system will provide updated CP totals when refreshed.
  - **Pick** one skill at a time, especially when close to the max.
7. **SAVE** at any point and at end to update your character.

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### Character Skills

Selected Character: Levin Campaign: Fifth Gate Last Update: 8/6/2016

Skill validation may take a few moments. Please wait while screen refreshes [BEFORE](#) Saving.

**Character Skills**

- ☒ Body (2)
- ☒ Mind (2)
- ☒ Spirit (2)
- ☒ Vitality (2)
- ☒ Power (1)
- ☒ Silverfire
  - ☒ Open
    - ☒ Hard to Kill
    - ☐ Light Armor
    - ☐ Archery
    - ☐ Armor Repair
    - ☐ Courier
    - ☒ First Aid
    - ☐ Melee weapon training
    - ☐ Rogue Skills
    - ☐ Steady Hand
    - ☐ Strong-Arm
    - ☐ Thrown Weapon
    - ☐ Weapon Repair
    - ☒ Fade to the Periphery
  - ☐ Heart of the Warband

**Silverfire**

Silverfire

Cost: 0.00

You were a soldier.

The Great War lasted a hundred years. Kingdoms fell, or became obsolete, in the face of the battle for survival against the Ebon Order and their Inhuman Allies.

In that time, numerous groups found ways to empower and enhance their greatest warriors. Men and women who through training, insight, or faith were able to tap into powers beyond those available to the common man, became the shock troops of the Great War. They became Warriors of unique power, wielding magic, blade, and faith with deadly effect.

You became a Warrior.

You battled a force of darkness and destruction that had subjugated nations. You beheld atrocities of flesh and violence, and stood strong against them. You battled legions of inhuman abominations and their hooded keepers, fighting to keep the light from fading from the world.

You became a Champion.

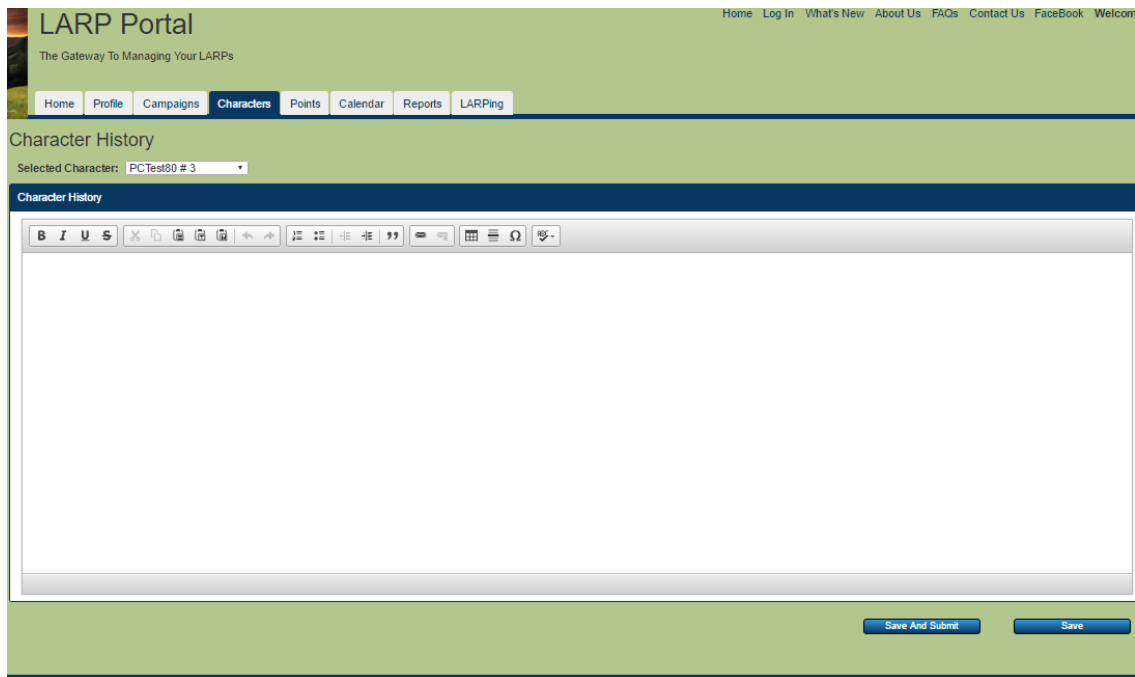
At great cost, the Great War was won, due in no small part to the leadership of Field Marshal Corbin Durandel of the Silverfire Forge. At the conclusion of the war, the command structure of the unified army became the only still intact organizational

Skill	Cost
Total CP	67.00
Total Spent	65.00
Total Avail	2.00
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
Silverfire	0.00
Open	0.00
Hard to Kill	0.00
First Aid	1.00
Order of the Veil	0.00
Open	0.00
Unnatural Life	1.00
Heartless	1.00
Fetch	4.00
Vicious Monster	4.00
Drain Life	2.00
Necrophage	3.00
Death Eater	3.00
Renew the Blood	1.00

## 8.3 CHARACTER HISTORY

### To Add a Character History

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.
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.



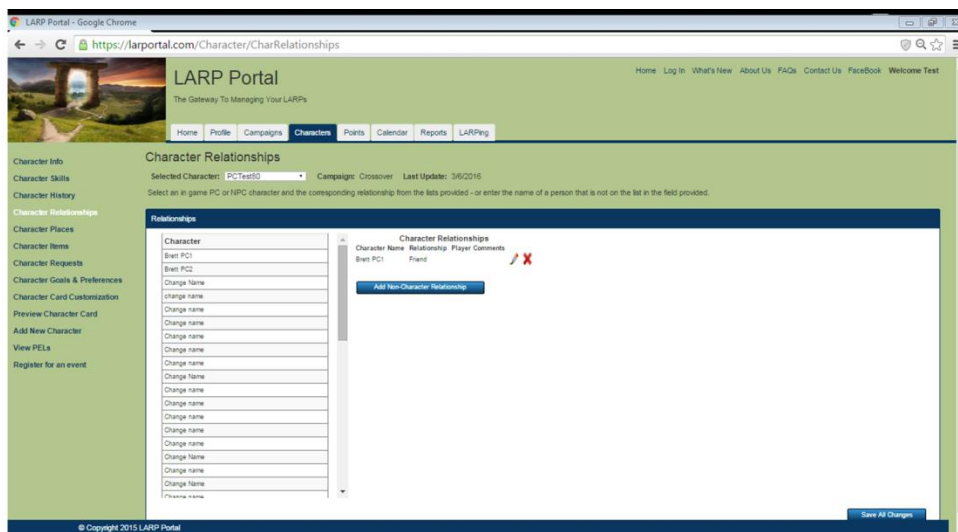
The screenshot shows the LARP Portal interface. At the top, there's a header with the site name and navigation links. Below that is a secondary navigation bar with tabs for Home, Profile, Campaigns, Characters, Points, Calendar, Reports, and LARPing. The 'Characters' tab is selected. Underneath, there's a 'Character History' section with a dropdown menu showing 'Selected Character: PCTest80 # 3'. Below this is a large text area for writing the history, equipped with a rich text editor toolbar. At the bottom right of the page, there are two buttons: 'Save And Submit' and 'Save'.

## 8.4 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 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 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.

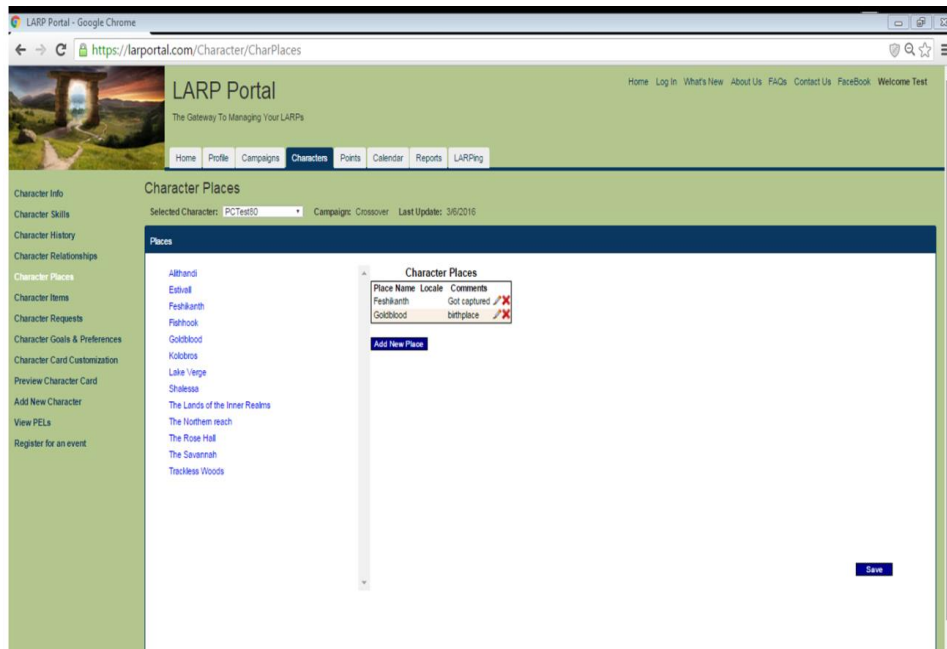


## 8.5 CHARACTER and CAMPAIGN PLACES

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 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 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.

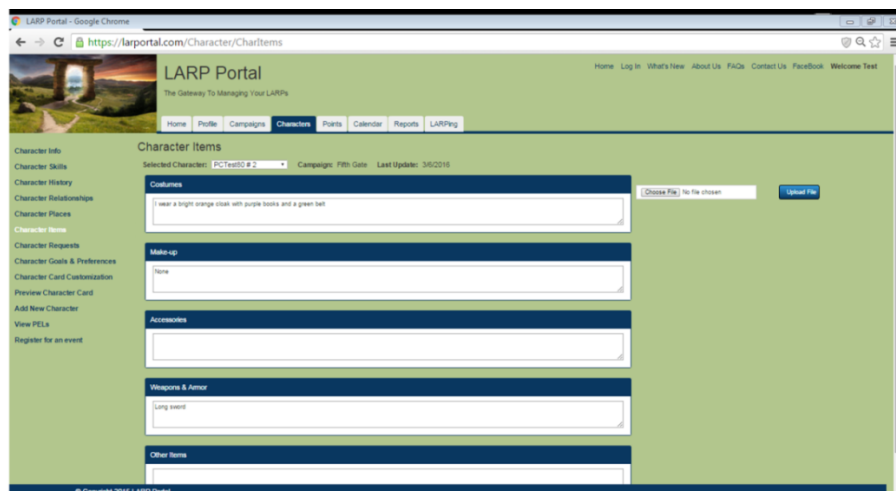


## 8.6 CHARACTER ITEMS

Players can describe their Character in game items and costume and makeup. This may also 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.



## 8.7 CHARACTER REQUESTS

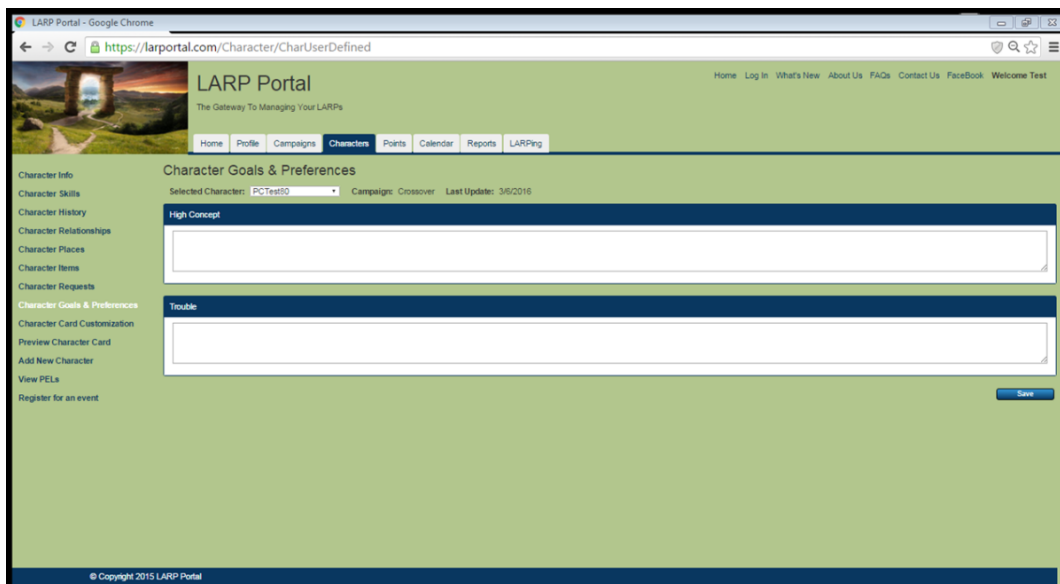
This Character component is not yet available. You will find a “Page under Construction” message. This page will eventually allow players to submit info and production skill requests through the system.

## 8.8 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 shows the LARP Portal website in a Google Chrome browser. The URL is https://larportal.com/Character/CharUserDefined. The page title is "LARP Portal" with the tagline "The Gateway To Managing Your LARPs". The navigation bar includes links for Home, Profile, Campaigns, Characters, Points, Calendar, Reports, and LARPing. The left sidebar lists various character management options: Character Info, Character Skills, Character History, Character Relationships, Character Places, Character Items, Character Requests, Character Goals & Preferences (selected), Character Card Customization, Preview Character Card, Add New Character, View PELs, and Register for an event. The main content area is titled "Character Goals & Preferences" and shows a dropdown for "Selected Character" set to "PCTest0" and a "Campaign" set to "Crossover". It features two large text input fields labeled "High Concept" and "Trouble". A "Save" button is located at the bottom right of the form. The footer indicates "© Copyright 2015 LARP Portal".

## 8.9 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.

### Step 1 Customize

Character Card Customization

Selected Character: Lewin

Campaign: Fifth Gate

Last Update: 8/6/2016

Save Changes

Character Card Customization					
Spectral Protections	Nonphysical armor, opts refreshed by one minute of activity - 15	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<a href="#">Edit</a>
Unclouded Thought	Cure mental - 1M	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Casting, Incantation: "The vision of the dead is unclouded."	<a href="#">Edit</a>
Unbroken Bone	Cure Maim - 1B	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Casting, Incantation: "Fuse flesh to bone and be mended."	<a href="#">Edit</a>
Life and Death	Add 'to Undead' to any beneficial effect from this header and increase healing or damage effects of two or more by one.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<a href="#">Edit</a>
Undertaker	Improves first aid so can diagnose anything that the character can cure, plus elemental, mental, metabolic, physical. Curing maim with first aid now takes 30 seconds.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<a href="#">Edit</a>
Renew Living	"With Power, Cure Drain/Stricken by Blood" - event/P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Casting, Incantation: "Life springs from death, the fountain is unending."	<a href="#">Edit</a>
Dead Speaker	Dead Speaker	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Once per event or with power... ***** Dead Speaker Skills *****	<a href="#">Edit</a>
Wisdom of the Departed	May ask a question between events.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<a href="#">Edit</a>
Beyond the Ravages of Time	Call no effect to any effect with the Aging trait.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<a href="#">Edit</a>
Forking Path	Whisper 'Inflict by Blood' to a mod hook to ask one yes or no question - event/P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<a href="#">Edit</a>

### To Change Descriptions and Incants:

1. Select "Character Card Customization" from the left Navigation bar in the CHARACTER module
2. Select edit to modify the specific skill
3. Checking or unchecking 'Display Desc' or 'Display Incant' will show or hide the standard description or incant respectively.
4. You can add your own custom description or incant by typing what you want in the respective columns.
5. You can keep the standard description and incant and add more description or more incant simply by leaving the standards checked and adding customs. The card will merge them all together.
6. Custom additions will show up italicized to indicate they're custom
7. Click the Update button to finish the line.
8. IMPORTANT: When you've made all the changes you want click the 'Save Changes' button at the top or bottom of the page. This is what you AND staff will have available for printing.



## Step 2 Add Sort Preference

Character Card Sort Order

Selected Character: Levin

Campaign: Fifth Gate

Last Update: 8/6/2016

Character Card Display Order

Skill Name	Skill Card Description	Sort Order
Body (3)		
Death Eater	Healing Pool (charges = 2+ number of skills in header), touch a packet to target and call 'Heal by Blood'	/Battle-
Drain Life	Melee 6 damage from behind - 1B	/Battle-Body
Unbroken Bone	Cure Maim - 1B	/Battle-Body
Heartless	Resist Fear - 1M	/Battle-Mind
Share Life	Packet 2x Heal 2 - 1M	/Battle-Mind
Unclouded Thought	Cure mental - 1M	/Battle-Mind
Spectral Protections	Non-physical armor; Spts refreshed by one minute of activity - 1S	/Battle-Spirit
Renew the Blood	Refresh healing pool - 2S	/Battle-Spirit (2)
Unnatural Life	If character falls to called damage, character can become stable - event/P	/Event
Renew Living	'With Power, Cure Drain/Stricken by Blood' - event/P	/Event
Forking Path	Whisper 'Inflict by Blood' to a mod hook to ask one yes or no question - event/P	/Event

### To Change the Order of the Skills on your Card:

1. In the Sort Order field, type in whatever you want to sort by.
2. This is a text field, not a number field. You can type in whatever you want, words, numbers, dashes, commas
3. Because it's not numbers, if you want to sort it numerically, "zero fill" the numbers. For example...001,002,003,004,010,208; not 1,2,3,4,10,208 (which would come out in the order of 1,10,2,208,3,4 to a computer)
4. Examples: Sort your "per long rest skills" together, your "short rest skills" together, your "particular attribute skills" together, all your "damage skills" together, whatever works best for you.
5. This does NOT appear on the card. It only changes the order.
6. **IMPORTANT:** When you've made all the changes you want click the 'Save Changes' button.

Changing size varies by browser. This is a web site, so you can adjust print size just like you would any print out from any other web site.

## Step 3 Print Customized Character Card

https://larportal.com/Character/CharCard - Google Chrome

https://larportal.com/Character/CharCard

Levin - Fifth Gate

Common Name: Levin

Race: Human

Total CP: 60.00

Full Name: Levin Tinschlin

World: Silverfire

Total Spent: 60.00

Player Name: Richard O Pierce

Total Avail: 0.00

Print

Descriptor	Descriptor Value
Trist	Champion, Unleash

Skill	Cost	Complete Card Description
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	
Silverfire	0.00	Silverfire
Open	0.00	Open
Hard to Kill	0.00	Bleedout time extended from 1 minute to 2 minutes.
First Aid	1.00	One minute of activity to either stabilize an unstable person or cure a named limb. Can also diagnose Dead Stable/Unstable Damage
Order of the Veil	0.00	Order of the Veil
Open	0.00	Open
Unnatural Life	1.00	Decreased fall stable may use additional power
Heartless	1.00	Resist Fear-1 mind
Fench	4.00	Fench
Vicious Monster	4.00	may fight with 2 claws
Drain Life	2.00	Melee 6 damage from behind - 1B
Neurophage	3.00	Neurophage
Death Eater	3.00	Healing Pool 2-10 charges, touch packet call 'Heal by Blood', Casting
Renew the Blood	1.00	Refresh healing pool - 2S; Casting, Incantation: 'Let blood and flesh be bound as one'
Share Life	2.00	Packet 2x Heal 2 by blood - 1M; Casting, Incantation: 'Pluck in Pluck, blood to blood, be healed'
Effective Combat	1.00	Improves Share Life 3x Heal 2 by blood
Spectral Protections	3.00	Non-physical armor, Spts refreshed by one minute of activity - 1S
Unclouded Thought	3.00	Cure mental - 1M, 'The vision of the dead is unclouded. Cure mental by blood'
Unbroken Bone	3.00	Cure Maim - 1B, 'Pain flesh to bone & be mended. Cure maim by blood'
Life and Death	3.00	Add to Unleash to any beneficial effect from this header and increase healing or damage effects of two or more by one
Unleash	3.00	Improves first aid so can diagnose anything that the character can cure, plus elemental, mental, metabolic, physical. Curing names with first aid now takes 30 seconds.
Renew Living	1.00	Once two used or with reserve: 'Life returns from death, the fragments to reassemble. With Power, cure life into health by blood'

## 9. 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 more quickly.

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. POINTS 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.

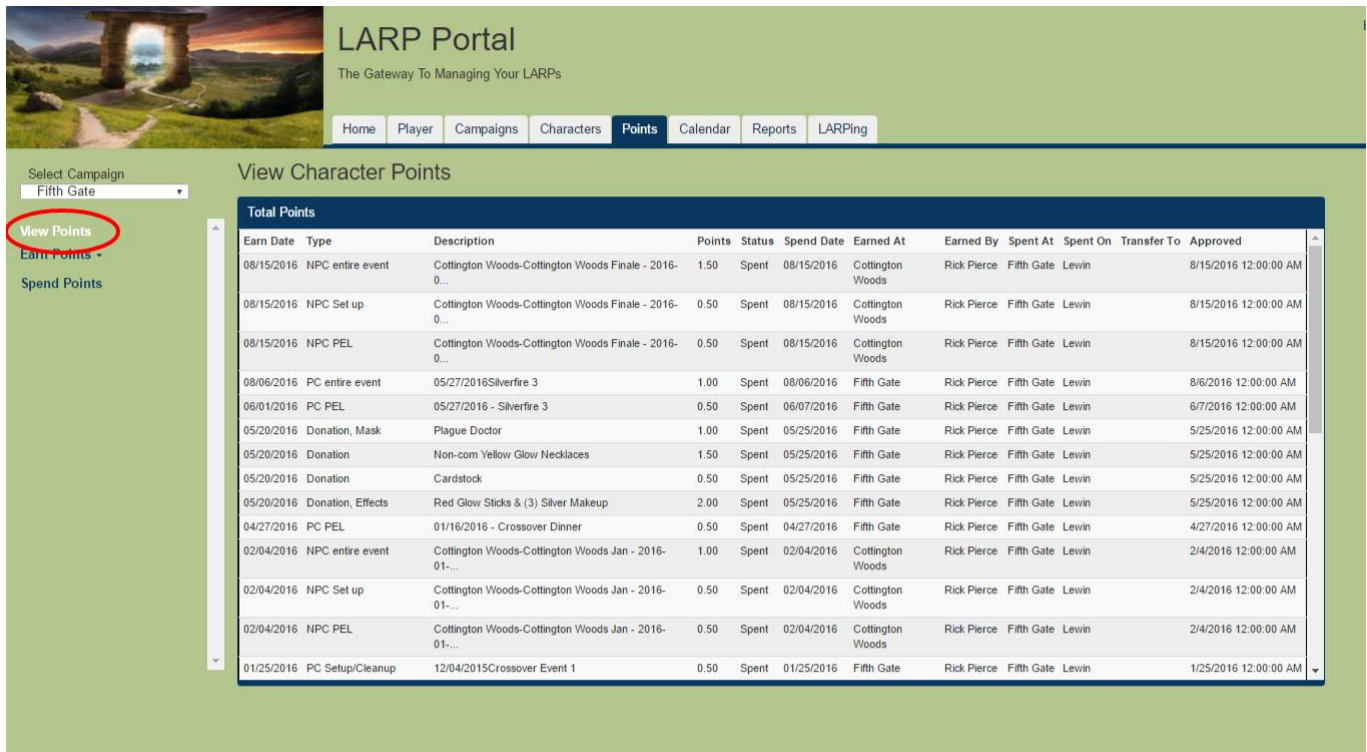
Both Player and Staff have logistic needs related to POINTS:

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 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 (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.

## 9.1 POINTS

Players access the PONTs 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.



**LARP Portal**  
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Home Player Campaigns Characters **Points** Calendar Reports LARPing

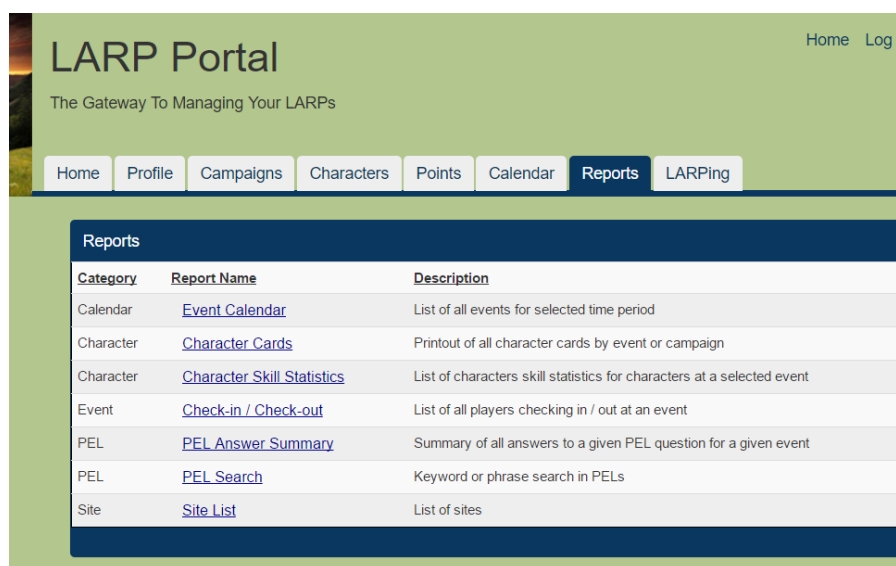
Select Campaign  
Fifth Gate

**View Points** (circled in red)  
Earn Points  
Spend Points

### View Character Points

Total Points											
Earn Date	Type	Description	Points	Status	Spend Date	Earned At	Earned By	Spent At	Spent On	Transfer To	Approved
08/15/2016	NPC entire event	Cottingham Woods-Cottingham Woods Finale - 2016-0...	1.50	Spent	08/15/2016	Cottingham Woods	Rick Pierce	Fifth Gate	Lewin		8/15/2016 12:00:00 AM
08/15/2016	NPC Set up	Cottingham Woods-Cottingham Woods Finale - 2016-0...	0.50	Spent	08/15/2016	Cottingham Woods	Rick Pierce	Fifth Gate	Lewin		8/15/2016 12:00:00 AM
08/15/2016	NPC PEL	Cottingham Woods-Cottingham Woods Finale - 2016-0...	0.50	Spent	08/15/2016	Cottingham Woods	Rick Pierce	Fifth Gate	Lewin		8/15/2016 12:00:00 AM
08/06/2016	PC entire event	05/27/2016 Silverfire 3	1.00	Spent	08/06/2016	Fifth Gate	Rick Pierce	Fifth Gate	Lewin		8/6/2016 12:00:00 AM
06/01/2016	PC PEL	05/27/2016 - Silverfire 3	0.50	Spent	06/07/2016	Fifth Gate	Rick Pierce	Fifth Gate	Lewin		6/7/2016 12:00:00 AM
05/20/2016	Donation, Mask	Plague Doctor	1.00	Spent	05/25/2016	Fifth Gate	Rick Pierce	Fifth Gate	Lewin		5/25/2016 12:00:00 AM
05/20/2016	Donation	Non-com Yellow Glow Necklaces	1.50	Spent	05/25/2016	Fifth Gate	Rick Pierce	Fifth Gate	Lewin		5/25/2016 12:00:00 AM
05/20/2016	Donation	Cardstock	0.50	Spent	05/25/2016	Fifth Gate	Rick Pierce	Fifth Gate	Lewin		5/25/2016 12:00:00 AM
05/20/2016	Donation, Effects	Red Glow Sticks & (3) Silver Makeup	2.00	Spent	05/25/2016	Fifth Gate	Rick Pierce	Fifth Gate	Lewin		5/25/2016 12:00:00 AM
04/27/2016	PC PEL	01/16/2016 - Crossover Dinner	0.50	Spent	04/27/2016	Fifth Gate	Rick Pierce	Fifth Gate	Lewin		4/27/2016 12:00:00 AM
02/04/2016	NPC entire event	Cottingham Woods-Cottingham Woods Jan - 2016-01-...	1.00	Spent	02/04/2016	Cottingham Woods	Rick Pierce	Fifth Gate	Lewin		2/4/2016 12:00:00 AM
02/04/2016	NPC Set up	Cottingham Woods-Cottingham Woods Jan - 2016-01-...	0.50	Spent	02/04/2016	Cottingham Woods	Rick Pierce	Fifth Gate	Lewin		2/4/2016 12:00:00 AM
02/04/2016	NPC PEL	Cottingham Woods-Cottingham Woods Jan - 2016-01-...	0.50	Spent	02/04/2016	Cottingham Woods	Rick Pierce	Fifth Gate	Lewin		2/4/2016 12:00:00 AM
01/25/2016	PC Setup/Cleanup	12/04/2015 Crossover Event 1	0.50	Spent	01/25/2016	Fifth Gate	Rick Pierce	Fifth Gate	Lewin		1/25/2016 12:00:00 AM

## 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.

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