

LARP Portal®

The Gateway for Managing your LARPs

USER MANUAL - Campaign Staff



Publication Notes:

This User Guide is based on LARP Portal V1.2. Last updated 08/27/2016

©2016 LARP Portal LLC All Rights Reserved. No Part of this software program or publication may be reproduced, transmitted, stored in a retrieval system in any form by any means without permission of LARP Portal LLC.

LARP Portal logo art © Copyright 2014 Andrew Petrukovich (Used with permission)

TABLE of CONTENTS

1	Introduction	2
2	LARP Portal® Feature Summary	3
3	General User/Player Information	4
4	Initial Campaign Set up	5
	4.1 Campaign Description Values	6
	4.2 Player and Staff Roles	6
5	Campaign Information	8
	5.1 Campaign Demographics	9
	5.2 Contacts	9
	5.3 Player Requirements	10
	5.4 Policies and Approval Requirements	11
	5.5 World or Setting Description	11
	5.6 Custom Fields	12
6	Events and Registration	13
	6.1 Set Up Defaults	14
	6.2 Schedule an Event	16
	6.3 Manage Registration	18
	6.4 Record Payment	20
	6.5 Assign Housing	21
	6.6 Set Up PELs	22
	6.7 Manage PELs	23
7	Character Set Up.....	24
	7.1 Character Info Traits and Campaign Attributes	25
	7.2 Skills	26
	7.3 Character History	31
	7.4 Character Relationships	32
	7.5 Campaign Places	33
	7.6 Items	34
	7.7 Requests	35
	7.8 Character Goals and Preferences	35
	7.9 Character Cards	38
8	Points (Character, Experience, Build)	40
	8.1 Points and Other Campaign Exchange Set Up	41
	8.2 Assigning and Approving Event Points	43
	8.3 Managing Non Event Points (Campaign Donations and Services).....	45
	8.4 Assigning and Accepting Cross Campaign Points	46
9.	Reporting	48

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	<ul style="list-style-type: none"> Player MENU 		
PLAYER	<ul style="list-style-type: none"> 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 		<ul style="list-style-type: none"> Player Preferences (WIP) Waivers (WIP) Medical (WIP) Player resumes Props/ Inventory
CAMPAIGN	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Initial Public Set Up Campaign Role Set Up Add Staff Roles to Player Set Up Payment / PayPal Set Up Housing Types Add PEL Templates 	<ul style="list-style-type: none"> Manage Messages Register NPC player Add nonevent Calendar Campaign Inv./ Props Manage In between Event Character Requests Event Marketing Defaults Event Marketing
CHARACTER	<ul style="list-style-type: none"> My Char: add NPC (Limited to features available to PCs) Review and Approve Histories 	<ul style="list-style-type: none"> Traits/ Non Cost Descriptors Skill Set up: Attributes, Headers, Descriptions, Dependencies, Exclusions, Point Pools, Cost, Hidden Team Set Up Campaign People/Places 	<ul style="list-style-type: none"> Access to and ability to Update PC characters; death, traits, notes etc. Manage NPC characters; no cap, visible/not, Actors
POINTS	<ul style="list-style-type: none"> View player/ character POINTS Approve event CP Approve PEL CP Assign non- event CP; donations, services Add/Assign CP from other 	<ul style="list-style-type: none"> CP Point Defaults Set Up CP Exchange Set up 	<ul style="list-style-type: none"> Publish Donation Request List (WIP) Approve Donations Auto Send CP to Other Sign Up for Donation Manage Banked CP Transfer/ Move CP
REPORTS	<ul style="list-style-type: none"> Event Calendar Schedule Registration Check In/ Check Out with Housing assignment Character Cards Character Skills PEL Question Summary PEL Search Site 	<ul style="list-style-type: none"> Character Traits/ Custom Fields History Search Player Contact Info Donation Collection 	
FORUMS GALLERY MARKET PLACE			<ul style="list-style-type: none"> FORUM GALLERY Market Place
SITES		<ul style="list-style-type: none"> Site Set up Location Set up 	

3. GENERAL USER/PLAYER INFORMATION

Users can access LARP Portal at www.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.

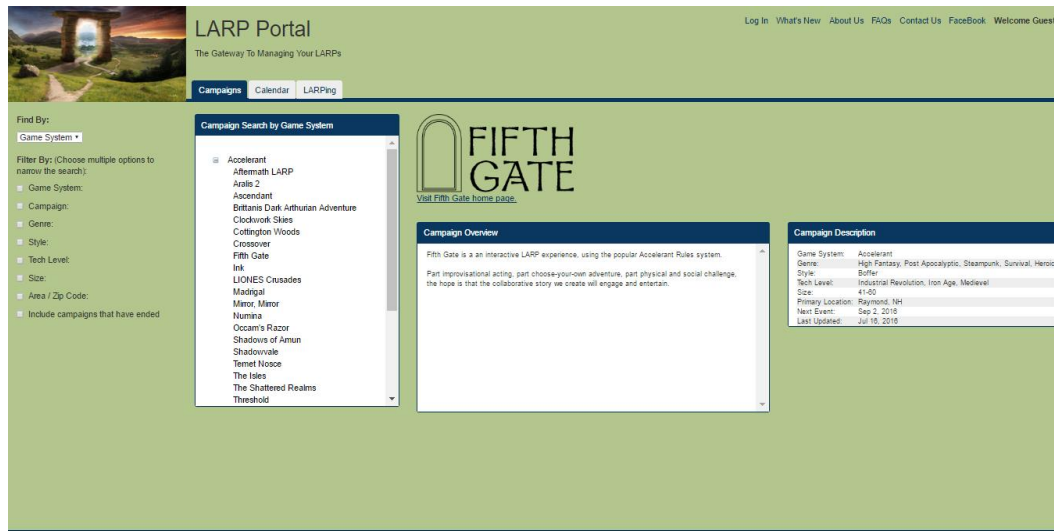
For example, if you play Campaign 1 and are on the staff for Plot for Campaign 2, you will have different menu options available to you for each game. When you select game # 1 from your “My Campaigns” list, you will be able to build a character, register for an event and submit a PEL. If you Select Campaign # 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
- **Standard** 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	ID	Period	ID	Tech Level	ID	Style
1	High Fantasy	1	Antiquity (700BC- 600AD)	1	Stone Age	1	Boffer
3	Low Fantasy	2	Ancient Greece (3300 BC- 31AD)	2	Bronze Age	2	Theater
4	Adventure	3	Ancient Rome (500 BC-476 AD)	3	Iron Age	3	Live Combat
5	Cyberpunk	4	Medieval (600-1600)	4	Medieval	4	War Games
6	Fairy Tale	5	Renaissance (1300-1600)	5	Age of Sail	5	Re-Enactment
9	Heroic	6	Baroque (1600-1750)	6	Industrial Revolution	6	Freeform
11	Horror	7	Ming Dynasty (1368-1644)	7	Mechanized Age		
15	Mystery	8	Qing Dynasty (1466-1912)	8	Nuclear Age		
17	Mystical	9	Feudal Japan	9	Digital Age		
18	Mythical	10	Civil War (1860s)	10	Micro Tech Age		
19	Post-Apocalyptic	11	Victorian (1837-1901)	11	Robotic Age		
20	Re-Enactment	12	Progressive (1890-1920)				
21	Science Fiction	13	Machine Age (1880-1945)				
22	Steampunk	14	World War II (1940s)				
23	Supernatural	15	Post/Cold War (1950s)				
24	Survival	16	Space Age (1960s)				
25	Vampire	17	Early Modern (1970-1990)				
26	Wargames	18	Modern (1990- today)				
27	Zombies	19	Modern Post-Apocalyptic				
28	Goth	20	Futuristic				
29	Political	21	Any/All				
30	Dystopian						
31	Utopian						
32	Dark Fantasy						
33	Urban Fantasy						

ID	Weapon	ID	Size (PC Players)
1	Foam	1	<20
2	Latex	2	20-40
3	Spell Packets	3	41-60
4	NERF	4	61-80
5	Rattan	5	81-100
6	Blunt Steel	6	101-150
7	Laser	7	151-250
8	Paintball	8	251-500
9	Dice/Cards/Coin Toss	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 INFORMATION

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.

The screenshot shows the LARP Portal interface. The top navigation bar includes links for Home, Log In, What's New, About Us, FAQs, Contact Us, FaceBook, and Welcome Test. The main navigation bar has tabs for Home, Profile, Campaigns, Characters, Points, Calendar, Reports, and LARPing. The left sidebar lists various campaign management options like 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 content area is titled 'Campaign Setup Information' and shows the 'Demographics' tab. The 'Campaign Timelines' section is highlighted with a red circle, containing fields for Date Started (May 8, 2016), Exp End Date, Actual End Date, and Exp Total Events. Other fields include Campaign Name (Crossover), Game System (X), Owner (Max Brown), Campaign Zip, Primary Site, Org # Events / Yr, Emergency Contact (sebastian.sarr@gmail.com), Style, Size, Genre (Historic, High Fantasy, Science Fiction), Periods (Modern (1990 - today)), LARP Portal Type, Campaign Status, Rhoads, and Tech Level. There are 'Save' buttons at the top right and bottom right of the form.

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

The screenshot shows the 'Set Up Contacts' page. It features a list of email addresses on the left, each with a corresponding 'Email' label. The email addresses are: sebastian.sarr@gmail.com, [empty], sebastian.sarr@gmail.com, [empty], sebastian.sarr@gmail.com, sebastian.sarr@gmail.com, [empty], and sebastian.sarr@gmail.com. On the right, there are several URL fields: Character History URL, Character Generator URL, Rules URL (https://sites.google.com/site/crossovrules/home), Info Skill URL, Join Request URL, PEL Submission URL, Production Skill URL, and Registration URL. A green bar is visible at the bottom of the page.

5.3 CAMPAIGN INFO: PLAYER REQUIREMENT

The screenshot shows a web form titled "Campaign Setup Information" with a dark blue header. Below the header, there are several input fields and dropdown menus. On the left, there is a "Membership Fee:" field with a text input, a "Minimum Age:" field with a text input, and a "Waiver:" dropdown menu. On the right, there is a "Frequency:" dropdown menu and a "Supervised Age:" field with a text input. The form is set against a light green background.

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

The screenshot shows a web form titled "Campaign Setup Information" with a dark blue header. Below the header, there are several checkboxes, dropdown menus, and text input fields. On the left, there are checkboxes for "Allow Character Rebuilds:", "Share Location Use Notes:", and "Use Campaign Characters:". Below these are a "PEL Approval Level:" dropdown menu, an "Earliest Point Application Year:" text input field, a "Max Points Per Year:" text input field, and a "Cross Campaign Posting:" text input field. On the right, there are checkboxes for "Allow CP Donation:", "NPC Approval Required:", and "PC Approval Required:". Below these are a "Character Approval Level:" dropdown menu, an "Event Character Cap:" text input field, and a "Total Character Cap:" text input field. A "Save" button is located at the bottom right of the form.

This is the section where a campaign can add and maintains policies 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 another 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 CAMPAIGN 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

The screenshot displays the LARP Portal interface. At the top, there's a header with the LARP Portal logo and a navigation bar with tabs: Home, Profile, Campaigns (active), Characters, Points, Calendar, Reports, and LARPing. Below the header, a sidebar on the left contains various campaign management options. The 'Set Up: Custom Fields' option is highlighted with a red circle. The main content area is titled 'Campaign Setup Information' and features a 'Custom Campaign Specific Character Fields' section. This section contains five input fields labeled Field 1 through Field 5, each with a corresponding 'Use Field' checkbox. The fields are currently populated with 'Primary Virtue', 'Secondary Virtue', 'Mastery', 'Favorite Professor', and an empty field. The checkboxes for 'Use Field 1', 'Use Field 2', 'Use Field 4', and 'Use Field 5' are checked, while 'Use Field 3' and 'Use Field 5' are unchecked. A 'Save' button is located at the bottom right of the form.

Custom Campaign Specific Character Fields	
Field 1: Primary Virtue	Use Field 1: <input checked="" type="checkbox"/>
Field 2: Secondary Virtue	Use Field 2: <input checked="" type="checkbox"/>
Field 3: Mastery	Use Field 3: <input type="checkbox"/>
Field 4: Favorite Professor	Use Field 4: <input checked="" type="checkbox"/>
Field 5:	Use Field 5: <input type="checkbox"/>

6. EVENTS and REGISTRATIONS

LARP Portal
The Gateway To Managing Your LARPs

Home Profile **Campaigns** Characters Points Calendar Reports LARPing

Event Registration/RSVP

Event Details

Select Event Date: 09/09/2016 - Madrigal 3 Sept 2016 Event Status: Scheduled

Event Name: Madrigal 3 Sept 2016

Description: Event

In Game Location: To be announced

Start Date: 09/09/16 11:00 PM End Date: 09/11/16 02:00 PM

Site Location: Camp Woodstock 42 Camp Road Woodstock Valley CT, 06282

Reg Open Date: 08/30/16 08:00 PM Pre Reg Price: \$0.00

Pre Reg: 09/09/16 Reg Price: \$0.00

Payment Due: 09/09/16 At Door Price: \$0.00

Info Skill Due: 09/28/16

PEL Due: 09/28/16

Available: ☒ PC Food Services
☐ NPC Food Services
☐ Cooking Allowed
☐ Refrigerator
☐ Menu Prices

Event Registration

My Current Status: Approved Payment Status: Unpaid

Role: PC

Player: Richard Pierce

E-Mail: rgpierce@earthlink.net

Character: Zephyr

Full Event: Yes

Team Name: House Placeholder

Regstd Housing: Joe Gouthro's Team Assign Housing: Joe Gouthro's Team

Meal Plan: This event has not been set up with food services.

Payment Instructions:

Payment Choice: PayPal

Comments:

Unregister Change Registration

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

The screenshot shows the 'Event Setup Campaign Defaults' form. It includes fields for Start/End Time (11:00 PM to 02:00 PM), Primary Site (Camp Middlesex - Ashby, MA), Default Reg Status (No default), Open Reg Date (365), Open Reg Time (12:00 PM), Pre Reg Deadline (7), Payment Date (# days b4 event), Pre Registration Price (80.00), Reg Price (90.00), At Door Price (100.00), Payment Instructions, Info Skill Due (14), PEL Due (14), Maximum PC Count (80), Base NPC Count (20), NPC Override Ratio (2), Cap New Notification (Yes), Cap Near Notification (55), Auto Approve Waitlist (Yes), PC Food Service (No), NPC Food Service (Yes), and Default PEL Selection. The Default PEL Selection section includes options for PC, NPC, and Staff, each with a radio button and a label.

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 field, 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

Event List

Display Only Open Events

Create New Event

Campaign	Event Name	Event Description	Event Start Date	Event End Date	Event Status				
Fifth Gate	Silverfire 4	Event	09/30/2016 10:00 PM	10/02/2016 02:00 PM	Scheduled	Edit	Cancel	Complete	Delete
Fifth Gate	Wrathborn 4	Event	09/02/2016 10:00 PM	09/04/2016 02:00 PM	Scheduled	Edit	Cancel	Complete	Delete
Fifth Gate	Silverfire 3	Event	05/27/2016 10:00 PM	05/29/2016 02:00 PM	Completed				Delete
Fifth Gate	Wrathborn 3	Event	04/22/2016 10:00 PM	04/24/2016 02:00 PM	Completed				Delete
Fifth Gate	Crossover Dinner	One Day Roleplay Day	01/18/2016 02:00 PM	01/18/2016 10:00 PM	Completed				Delete
Fifth Gate	Crossover Event 1	Event	12/04/2015 10:00 PM	12/08/2015 02:00 PM	Completed				Delete
Fifth Gate	Wrathborn Event 2	Event	10/02/2015 10:00 PM	10/04/2015 02:00 PM	Completed				Delete
Fifth Gate	Silverfire Event 2	Event	09/04/2015 10:00 PM	09/08/2015 02:00 PM	Completed				Delete
Fifth Gate	Wrathborn Event 1	Event	05/29/2015 10:00 PM	05/31/2015 02:00 PM	Completed				Delete
Fifth Gate	Silverfire Event 1	Event	05/01/2015 10:00 PM	05/03/2015 02:00 PM	Completed				Delete
Fifth Gate	Wrathborn Kick Starter Event	1 Day Event	03/14/2015 12:00 PM	03/14/2015 08:00 PM	Completed				Delete
Fifth Gate	Silverfire Kickstarter Event	1 Day Event	11/01/2014 12:00 PM	11/01/2014 08:00 PM	Completed				Delete
Fifth Gate	1 Day Event - 2014-08-02	1 Day Event	08/02/2014 11:00 PM	08/02/2014 02:00 PM	Completed				Delete
Fifth Gate	Event - 2008-05-01	Event	05/01/2008 12:00 AM	05/03/2008 12:00 AM	Completed				Delete

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

Home Profile **Campaigns** Characters Points Calendar Reports LARPing

Schedule An Event

Start Date/Time: 9/30/2016 10:00 PM End Date/Time: 10/2/2016 02:00 PM
 Site: Zion's Camp
 Event Name: Silverfire 4
 Event Description: Event
 In Game Location: Ebonfall
 Maximum PC Count: 0 BaseNPC Count: 10
 Default Reg Status: Wait List NPC Override Ratio: 3
 Open Reg Date: 9/18/2016 08:00 PM Cap New Notification: No
 Close Reg Date: 9/20/2016 08:00 PM Cap Near Notification: 55
 Pre Reg Deadline: 9/30/2016 Auto Approve Waitlist: No
 Payment Date: 9/8/2016 PC Food Service: Yes
 Pre Registration Price: 80.00 NPC Food Service: Yes
 Reg Price: 80.00
 At Door Price: 80.00
 Payment Instructions: Payment is due on Thursday 9/8. Payment can be made through PayPal to owner@fifthgate.com. Anyone who has not submitted payment or contacted us by the payment due date will be removed from the registration list to make way for people off the wait
 Info Skill Due: 10/24/2016
 PEL Due: 10/17/2016

PC
☐ 5G Silverfire PC PEL
☐ 5G Wrathborn PC PEL
☐ 5G Crossover PC PEL
☐ No PEL

NPC
☐ 5G NPC PEL
☐ No PEL

Staff
☐ 5G Staff PEL
☐ No PEL

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.

LARP Portal
The Gateway To Managing Your LARPs

Home Log In What's New About Us FAQs Contact Us FaceBook Welcome Test

Home Profile **Campaigns** Characters Points Calendar Reports LARPing

Selected Campaign: Fifth Gate

Campaign Info
 Campaign Messages
 Calendar
Event Registrations/RSVP
 Registration Approval
 Setup Events
 Setup Defaults
 Setup Marketing
 Assign Housing
 Roles
 Approve Character Histories
 Character Build Points
 PELs
 Inventory/Props

Event Registration/RSVP

Event Details

Select Event Date: 09/02/2016 - Wrathborn 4 Event Status: Scheduled
 Event Name: Wrathborn 4
 Description: Event
 In Game Location: Twilight Vale
 Start Date: 09/02/2016 10:00 PM End Date: 09/04/2016 02:00 PM
 Site Location: Zion's Camp 30 Conway Lake Road Raymond NH, 03077
 Reg Open Date: 07/21/16 08:00 PM Pre Reg Price: \$80.00
 Pre Reg: 09/02/16 Reg Price: \$80.00
 Payment Due: 08/11/16 At Door Price: \$80.00
 Info Skill Due: 09/29/16
 PEL Due: 09/19/16
 Available: ☒ PC Food Services
☒ NPC Food Services
☐ Cooking Allowed
☐ Refrigerator
☐ Menu Prices

Event Registration

My Current Status: Not Registered Payment Status:
 Role: Staff
 Player: test SM
 Email: TestSm@larpportal.com
 Send CP to: First Date
 Full Event: Yes
 Reg'd Housing: Assign Housing:
 Meal Plan: This event has not been set up with food services.
 Payment Instructions: Payment is due on Thursday 8/11. Payment can be made through PayPal to owner@fifthgate.com. Anyone who has not submitted payment or contacted us by the payment due date will be removed from the registration list to make way for people off the wait list. Please indicate your planned payment method below.
 Payment Choice: (No Payment)
 Comments:

Unregister Register

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

To Update a Registration

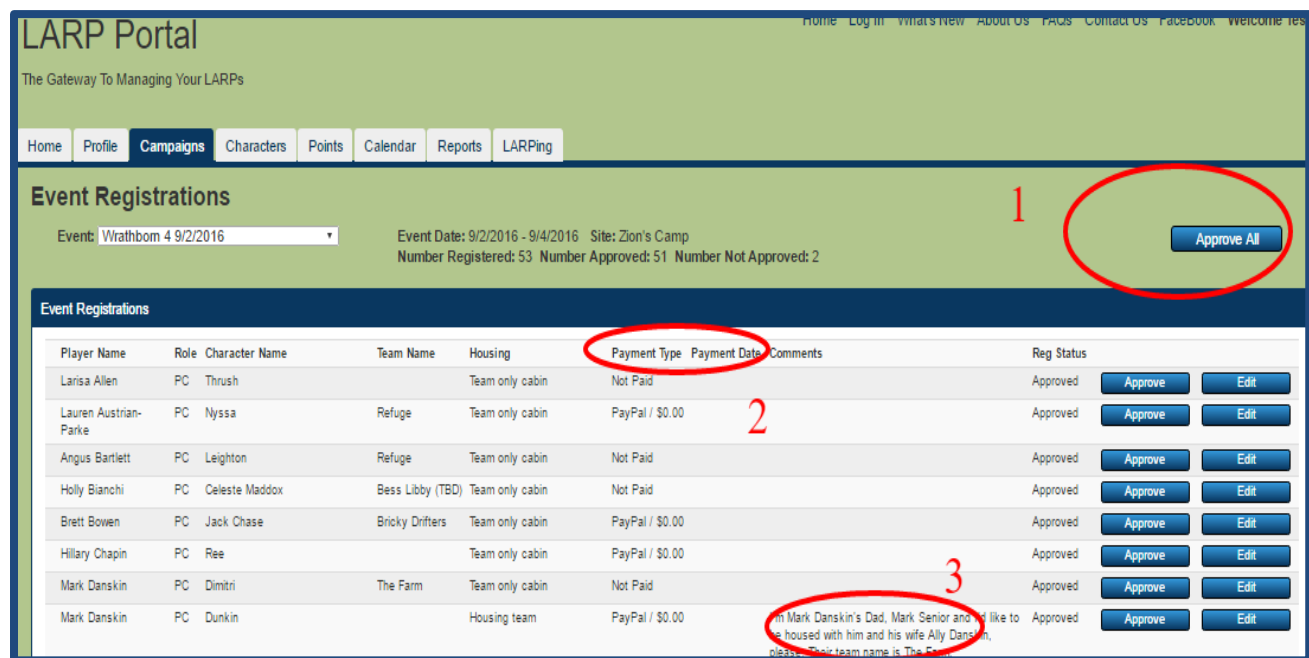
1. Select REGISTRATION from the left navigation bar on the CAMPAIGN Tab
2. Select the "EVENT date" by clicking into the event date window; the event details will display in the left window. The details include all relevant dates, locations, and pricing. In the right window, the player's current event 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.



The screenshot shows the LARP Portal interface. At the top, there's a navigation bar with tabs: Home, Profile, Campaigns, Characters, Points, Calendar, Reports, and LARPing. Below this, the 'Event Registrations' section is active. It displays a dropdown for 'Events' set to 'Wrathbom 4 9/2/2016'. To the right, it shows 'Event Date: 9/2/2016 - 9/4/2016', 'Site: Zion's Camp', and statistics: 'Number Registered: 53', 'Number Approved: 51', and 'Number Not Approved: 2'. A red circle labeled '1' highlights the 'Approve All' button. Below this is a table of registrations. The table has columns: Player Name, Role, Character Name, Team Name, Housing, Payment Type, Payment Date, Comments, and Reg Status. A red circle labeled '2' highlights the 'Payment Type' and 'Payment Date' columns. A red circle labeled '3' highlights a comment in the 'Comments' column for Mark Danskin.

Player Name	Role	Character Name	Team Name	Housing	Payment Type	Payment Date	Comments	Reg Status
Larisa Allen	PC	Thrush		Team only cabin	Not Paid			Approved
Lauren Austrian-Parke	PC	Nyssa	Refuge	Team only cabin	PayPal / \$0.00			Approved
Angus Bartlett	PC	Leighton	Refuge	Team only cabin	Not Paid			Approved
Holly Bianchi	PC	Celeste Maddox	Bess Libby (TBD)	Team only cabin	Not Paid			Approved
Brett Bowen	PC	Jack Chase	Bricky Drifters	Team only cabin	PayPal / \$0.00			Approved
Hillary Chapin	PC	Ree		Team only cabin	PayPal / \$0.00			Approved
Mark Danskin	PC	Dimitri	The Farm	Team only cabin	Not Paid			Approved
Mark Danskin	PC	Dunkin		Housing team	PayPal / \$0.00		in Mark Danskin's Dad, Mark Senior and I like to be housed with him and his wife Ally Danskin, please, our team name is The Danskins	Approved

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

The screenshot shows a web form for recording a payment. It has several input fields and a calendar. The 'Team only cabin' field contains '0.00'. The 'Payment type' dropdown is set to 'PayPal'. The 'Payment Date' field shows a calendar for August 2016, with the 7th of August selected. The 'Comments' field is empty. The 'Reg status' dropdown is set to 'Approved'. An 'Update' button is located to the right of the 'Reg status' dropdown.

6.5 EVENTS: ASSIGN HOUSING

This section describes how staff can assign housing assignment.

LARP Portal
The Gateway To Managing Your LARPs

Home | Profile | **Campaigns** | Characters | Points | Calendar | Reports | LARPing

Select Campaign: Fifth Gate

Event: Wrathbom 4 9/2/2016

Event Date: 9/2/2016 - 9/4/2016 Site: Zion's Camp
Number Registered: 53 Number Approved: 51 Number Not Approved: 2

Event Registrations

Player Name	Role	Character Name	Team Name	Reg Status	Reg Housing	Assigned Housing
Larisa Allen	PC	Thrush		Approved		<input type="text"/>
Lauren Austrian-Parkie	PC	Nyssa	Refuge	Approved		<input type="text"/>
Angus Bartlett	PC	Leighton	Refuge	Approved		<input type="text"/>
Holly Bianchi	PC	Celeste Maddox	Bess Libby (TBD)	Approved		<input type="text"/>
Brett Bowen	PC	Jack Chase	Bricky Drifters	Approved		<input type="text"/>
Hilary Chapin	PC	Ree		Approved		<input type="text"/>
Mark Danskin	PC	Dimitri	The Farm	Approved		<input type="text"/>
Mark Danskin	PC	Dunkin		Approved		<input type="text"/>
Ally Danskin	PC	Spark		Approved		<input type="text"/>
Jaime DeCaro Birk	PC	Clementine	Refuge	Approved		<input type="text"/>
Jyn Donham	PC	Nimue	Requiem	Approved		<input type="text"/>

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 particularly 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.



LARP Portal

The Gateway To Managing Your LARPs

[Home](#)
[Log In](#)
[What's New](#)
[About Us](#)
[FAQs](#)
[Contact Us](#)
[FaceBook](#)
[Welcome Test](#)

[Home](#)
[Profile](#)
[Campaigns](#)
[Characters](#)
[Points](#)
[Calendar](#)
[Reports](#)
[LARPing](#)

Select Campaign
Seven Virtues

Campaign Info
Campaign Messages
Calendar
Event Registrations/R/SPV
Roles
Approve Character Histories
PELs
PEL Approval List
Inventory/Props


PEL (Post Event Letter)

Event Date: No Filter
Character Name: No Filter
Event Name: No Filter
PEL Status: No Filter
Approve All

Campaign	Event Date	Player Name	Role	Character	Event	Event Description	Status
Seven Virtues	09/10/2010	Rick Pierce	Staff	Staff	Event 2	Event 2 - Second full event - Sept 10-12 2010	Submitted View
Seven Virtues	04/08/2011	Rick Pierce	Staff	Staff	Event 4	Event 4 - Fourth full event - Apr 8-10 2011	Submitted View
Seven Virtues	07/25/2010	Rick Pierce	Staff	Staff	Event 1.5	IG Party, no plot, no PELs, no CP awards	Submitted View
Seven Virtues	05/22/2011	Rick Pierce	Staff	Staff	Event 4.5	IG Party, no plot (except for Virtue tests/discussions), no PELs, no CP awards	Submitted View
Seven Virtues	01/01/2010	Rick Pierce	NPC	NPC	Orientation	Event 0 - One day opening event - Special field in attendance is B for Brass or S for Silver in reference to pendant preference	Approved View
Seven Virtues	03/27/2010	Nicole Gouthro	PC	Clara	Orientation	Event 0 - One day opening event - Special field in attendance is B for Brass or S for Silver in reference to pendant preference	Approved View
Seven Virtues	04/22/2010	Nicole Gouthro	PC	Clara	Event 1	Event 1 - First full event - May 14-16 2010	Approved View
Seven Virtues	01/08/2011	Nicole Gouthro	PC	Clara	Event 3	Event 3 - Third full event - Jan 28-30 2011	Approved View
Seven Virtues	03/12/2011	Nicole Gouthro	PC	Clara	Event 4	Event 4 - Fourth full event - Apr 8-10 2011	Approved View
Seven Virtues	01/01/2010	Rick Pierce	Staff	Staff	Orientation	Event 0 - One day opening event - Special field in attendance is B for Brass or S for Silver in reference to pendant preference	Approved View

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




LARP Portal

he Gateway To Managing Your LARPs

[Home](#)
[Log In](#)
[What's New](#)
[About Us](#)
[FAQs](#)
[Contact Us](#)
[FaceBook](#)
[Welcome Test](#)

[Home](#)
[Profile](#)
[Campaigns](#)
[Characters](#)
[Points](#)
[Calendar](#)
[Reports](#)
[LARPing](#)

PEL (Post Event Letter)





This PEL was approved on 5/19/2016 and cannot be edited.
Event: Event 0 - One day opening event - Special field in attendance is B for Brass or S for Silver in reference to pendant preference Event Date: 3/27/2010 Player: Rick


Question: Which NPC did you play and what plots were you involved with?

I played the Headmaster for the whole event and stuck my furry nose into almost everything.

Add Staff Only Comment

 Rick 7/2/2016 8:27:05 PM This comment should generate an email from the staff comment email... only with two 'm's in comment so it will work.

 Rick 7/2/2016 8:25:19 PM This comment should generate an email from the staff comment email.

 Rick 7/2/2016 8:24:08 PM This comment should generate an email from the staff comment email.

Question: Which Roles were your favorites?

Definitely the Headmaster

Add Staff Only Comment

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

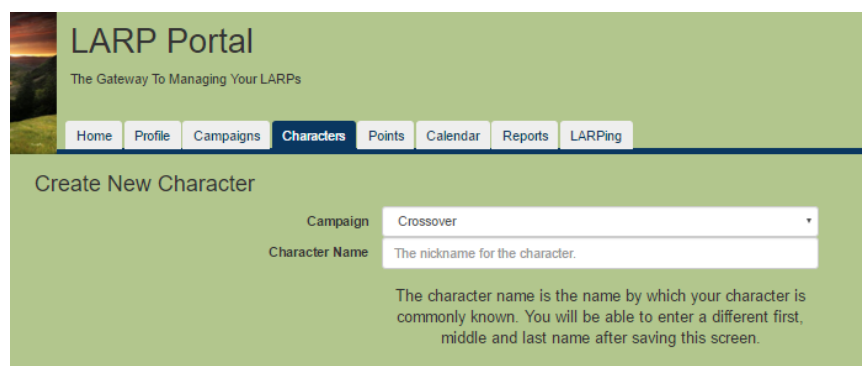
NOTE: Staff functionality to add NPC or update character Info is not yet available. See below for alternative support options.

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



The screenshot shows the LARP Portal interface. At the top, there's a header with the logo and tagline. Below it is a navigation bar with buttons for Home, Profile, Campaigns, Characters (which is highlighted), Points, Calendar, Reports, and LARPing. The main content area is titled 'Create New Character'. It features a 'Campaign' dropdown menu currently set to 'Crossover' and a 'Character Name' text input field with a placeholder 'The nickname for the character.' Below the input field, there is explanatory text: '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
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.

The screenshot shows the LARP Portal website in a Google Chrome browser. The page title is "LARP Portal" and the URL is "https://larportal.com/Character/CharInfo". The left navigation bar has a "Character Info" link highlighted. The main content area is titled "Character Info" and shows a form for editing a character. The form has several sections: "Character Information" (with fields for Character, AKA, Type, DOB, Birthplace, Home, Team, Race, Status, Last Event, # of Deaths, DOD), "Non Cost Character Descriptors" (a table with columns for Character Descriptor, Value, and a checkbox), and a "Character Descriptor" section at the bottom. Four yellow callout boxes are overlaid on the form: 1 points to the "Character" field, 2 points to the "Non Cost Character Descriptors" table, 3 points to the "Upload" button, and 4 points to the "Save" button.

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. Cost Type: 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. Skill Properties: 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 <ul style="list-style-type: none"> • minimum of # Skills needed before can but • maximum # of skills that can be bought • # 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.

LARP Portal
The Gateway To Managing Your LARPs

Home | Profile | Campaigns | **Characters** | Points | Calendar | Reports | LARPing

Character Skills

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

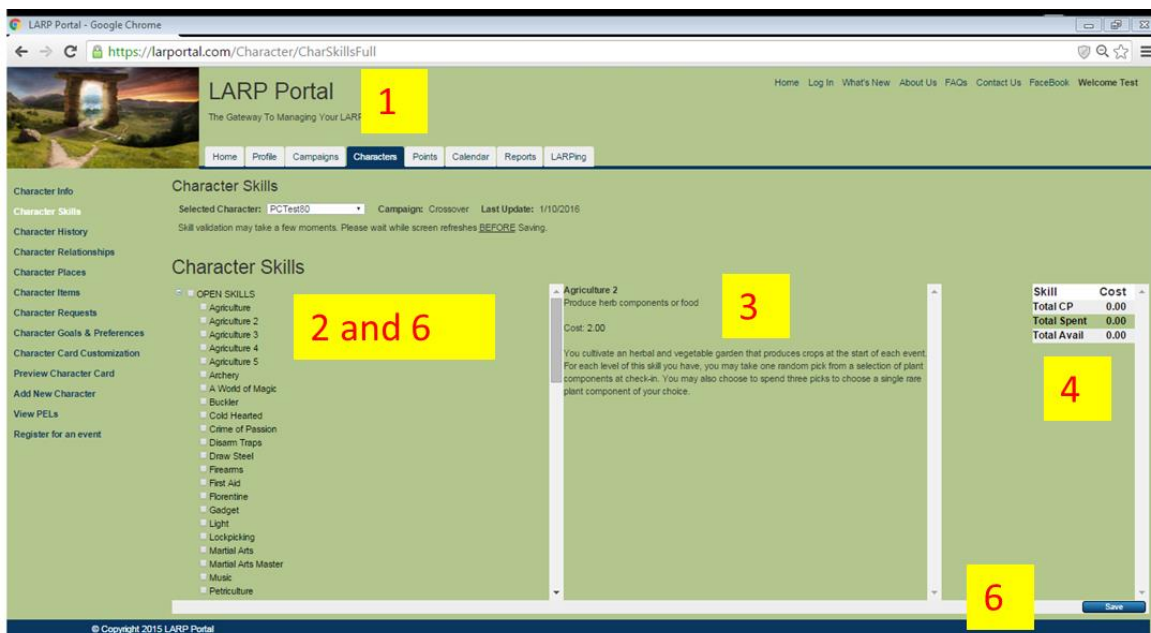
Skill validation may take a few moments. Please wait while screen refreshes **BEFORE** Saving.

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
Felch	4.00
Vicious Monster	4.00
Drain Life	2.00
Necrophage	3.00
Death Eater	3.00
Renew the Blood	1.00

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.

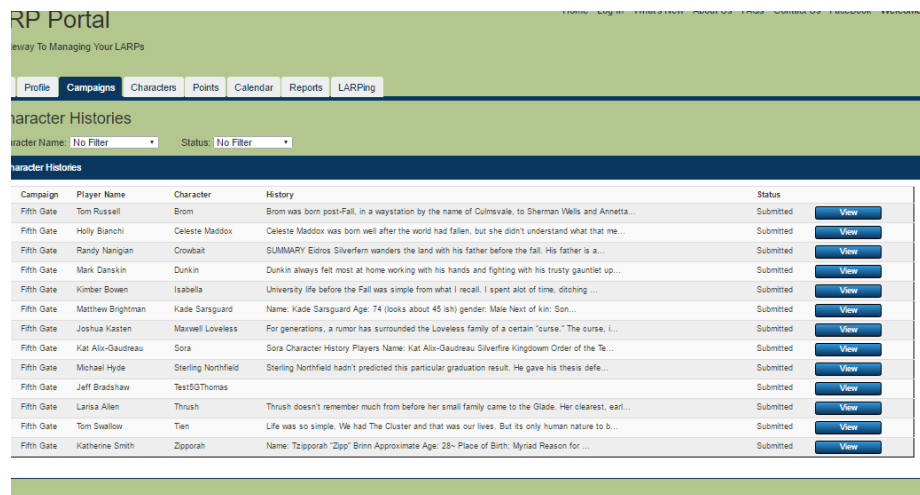


7.3 CHARACTER HISTORY

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.



Campaign	Player Name	Character	History	Status
Fifth Gate	Tom Russell	Brom	Brom was born post-Fall, in a waystation by the name of Culmsvale, to Sherman Wells and Annetta...	Submitted View
Fifth Gate	Holly Bianchi	Celeste Maddox	Celeste Maddox was born well after the world had fallen, but she didn't understand what that me...	Submitted View
Fifth Gate	Randy Nangian	Crowbait	SUMMARY Eldros Silverfern wanders the land with his father before the fall. His father is a...	Submitted View
Fifth Gate	Mark Danksin	Dunkin	Dunkin always felt most at home working with his hands and fighting with his trusty gauntlet up...	Submitted View
Fifth Gate	Kimber Bowen	Isabella	University life before the Fall was simple from what I recall. I spent alot of time, ditching ...	Submitted View
Fifth Gate	Matthew Brightman	Kade Sarsguard	Name: Kade Sarsguard Age: 74 (looks about 45 ish) gender: Male Next of kin: Son...	Submitted View
Fifth Gate	Joshua Kasten	Maxwell Loveless	For generations, a rumor has surrounded the Loveless family of a certain "curse." The curse, i...	Submitted View
Fifth Gate	Kat Alix-Gaudreau	Sora	Sora Character History Players Name: Kat Alix-Gaudreau Silverfire Kingdom Order of the Te...	Submitted View
Fifth Gate	Michael Hyde	Sterling Northfield	Sterling Northfield hadn't predicted this particular graduation result. He gave his thesis defe...	Submitted View
Fifth Gate	Jeff Bradshaw	Test5GThomas		Submitted View
Fifth Gate	Larisa Allen	Thrush	Thrush doesn't remember much from before her small family came to the Glade. Her clearest, earl...	Submitted View
Fifth Gate	Tom Swallow	Tien	Life was so simple. We had The Cluster and that was our lives. But its only human nature to b...	Submitted View
Fifth Gate	Katherine Smith	Zipporah	Name: "Zipporah "Zipp" Brinn Approximate Age: 28- Place of Birth: Myriad Reason for ...	Submitted View

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

ARP Portal

Home Log In What's New About Us FAQs Contact Us FaceBook Welcome

ome Profile Campaigns Characters Points Calendar Reports LARPing

Character History

This history was submitted on 8/7/2016
Character: Zephyr

Character History

Character History (with modifications as requested - None were actually requested, but we're testing character history resubmission here)

Character Name: Zephyristarius Murali Beval (a.k.a. Zephyr)

Written: November 26, 2006 (1516) / revised August 8, 2016

Player Name: Rick Pierce

--- Revision ---

I found this among my belongings after we won the war. I'd forgotten I'd written it. I showed it to Halia who found it quite amusing. I suppose I should add all of my notes from the years I spent in Shadowfane after I'd written it, but that would be far longer than my original story. I guess for now I'll just say, "...The heroes of Shadowfane won the war, saved the world, Zephyr married the woman he loved and they lived happily ever after".

--- Original History ---

<OOO preamble (or is that pre-ramble?): I like to match up my IG and OOG dates and ages because it just makes it so much easier to remember such things when they come up in IG conversations and I don't have to explain why a brand new adventurer to the world looks ancient like I do. As such, I've got 48 years to account for before coming into game. I've tried to keep it brief and open throughout so you have room to play if you so desire. And of course it's understood that any or all is open to your suggestions for change.>

I thought before I head to Shadowfane I'd leave my story for posterity, in case I get killed; probably the troubadour in me. My name is Zephyristarius Murali Beval. Most people up here either don't care or don't want to know. It's too long, too much work. They call me Zephyr. Zephyr is fine. It speaks of my connection to the winds and the air that are so much a part of me now, that it's more comfortable than my full name anyway, even to me. I wonder if Berseverillian suspected that when he named me or if my true parents suspected it and Berseverillian respected their wish to name me such or if it was just a total coincidence. I guess I'll never know.

CP Award

For completing this history, the person should be awarded CP.

Cancel **Needs Revision** Approve

LARPortal Character History Needs Revisions

Staff has reopened the character history for Zephyr for revisions. Please make changes and resubmit the history.

Thank you
Madrigal staff

Character History (with modifications as requested - None were actually requested, but we're testing character history resubmission here)

Character Name: Zephyristarius Murali Beval (a.k.a. Zephyr)

Written: November 26, 2006 (1516) / revised August 8, 2016

Player Name: Rick Pierce

--- Revision ---

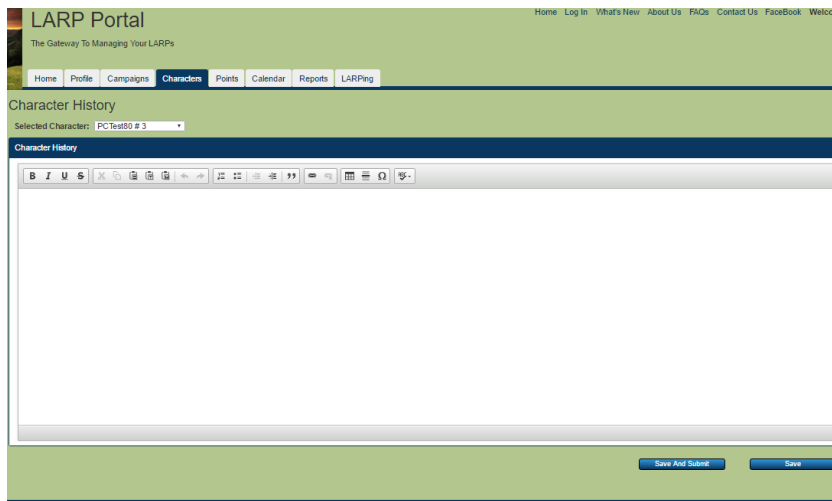
I found this among my belongings after we won the war. I'd forgotten I'd written it. I showed it to Halia who found it quite amusing. I suppose I should add all of my notes from the years I spent in Shadowfane after I'd written it, but that would be far longer than my original story. I guess for now I'll just say, "...The heroes of Shadowfane won the war, saved the world, Zephyr married the woman he loved and they lived happily ever after".

--- Original History ---

Send Message

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.

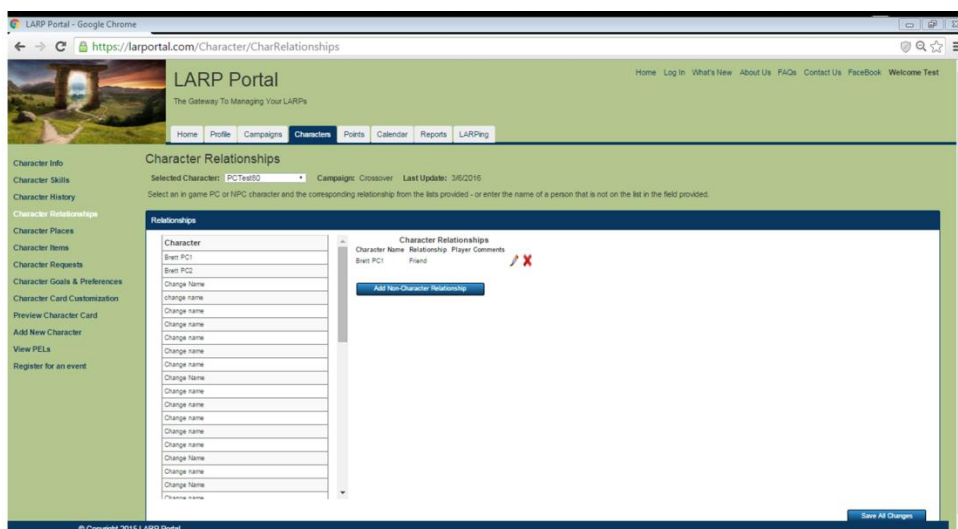


7.4 CHARACTER RELATIONSHIPS

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 they 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:

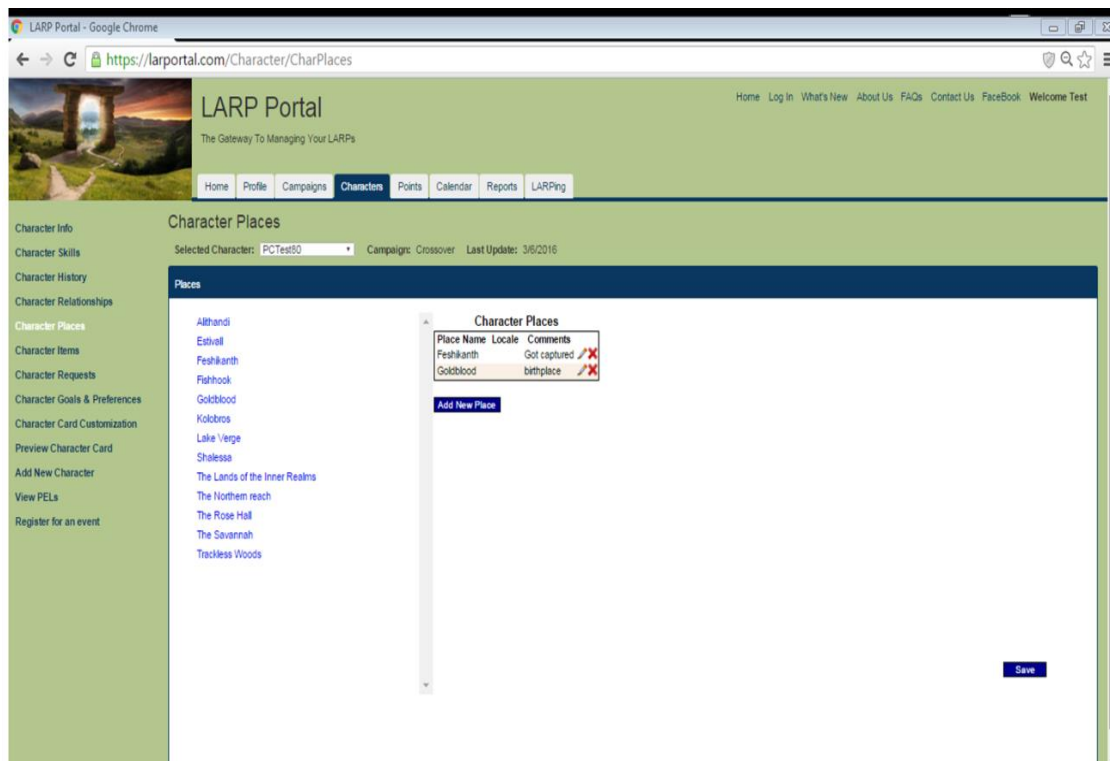
1. In the template provided , define the Places and Locale(other related places) included in your world
2. Name the place
3. Select a Place Type from drop down
4. Name the locale that the place is part of (another place)
5. Add description of the place- might be rule book description
6. Add staff /plot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

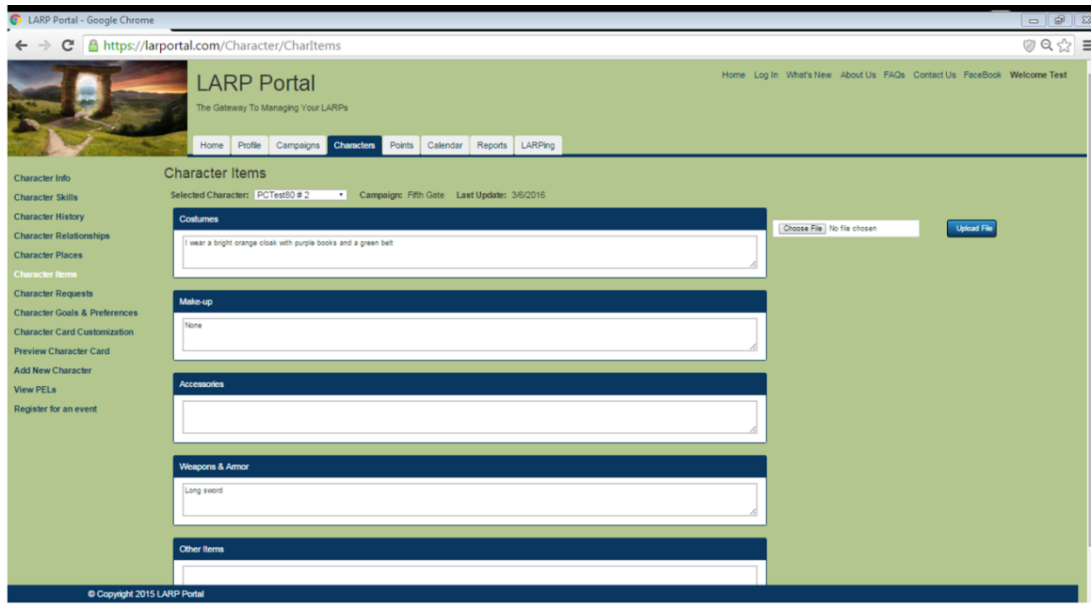


7.6 CHARACTER ITEMS

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 CAMPAIGN 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

LARP Portal
The Gateway To Managing Your LARPs

Home Profile **Campaigns** Characters Points Calendar Reports LARPing

Select Campaign
Seven Virtues

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

Inventory/Props

Campaign Setup Information

Custom Campaign Specific Character Fields

Field 1:	Primary Virtue	Use Field 1:	<input checked="" type="checkbox"/>
Field 2:	Secondary Virtue	Use Field 2:	<input checked="" type="checkbox"/>
Field 3:	Mastery	Use Field 3:	<input type="checkbox"/>
Field 4:	Favorite Professor	Use Field 4:	<input checked="" type="checkbox"/>
Field 5:		Use Field 5:	<input type="checkbox"/>

Save

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.

LARP Portal
The Gateway To Managing Your LARPs

Home Profile Campaigns **Characters** Points Calendar Reports LARPing

Character Info

- Character Skills
- Character History
- Character Relationships
- Character Places
- Character Items
- Character Requests
- Character Goals & Preferences**
- Character Card Customization
- Preview Character Card
- Add New Character
- View PELs
- Register for an event

Character Goals & Preferences

Selected Character: PCTest00 Campaign: Crossover Last Update: 3/6/2016

High Concept

Trouble

Save

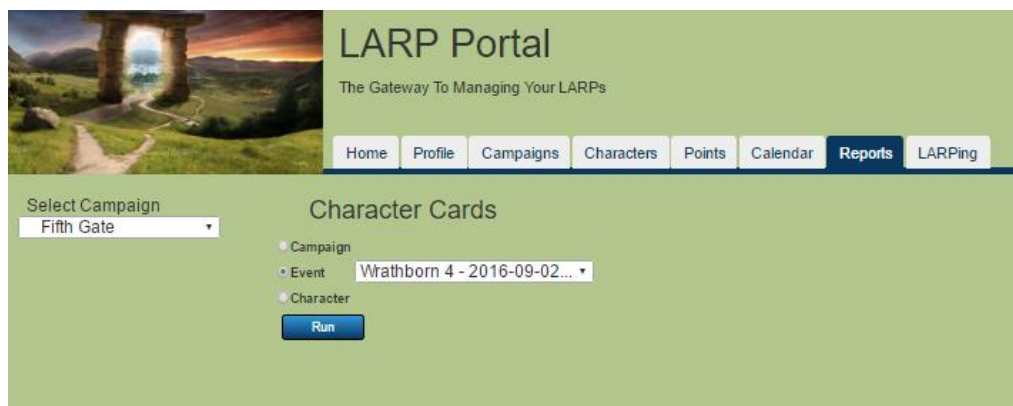
© Copyright 2015 LARP Portal

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 CHARACTER module
2. Select edit to modify the specific skill
3. Check boxes to exclude standard descriptions and add your own.
4. Select “Character Card Order” to add a sort Preference
5. SAVE to update your character. This is what you AND staff will have available for printing.

Step 3 Customize

Character Card Customization

Selected Character: Levin

Campaign: Fifth Gate

Last Update: 8/6/2016

Save Changes

Character Card Customization

Spectral Protections	Non-physical armor, 3pts refreshed by one minute of activity - 1S	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Edit
Unclouded Thought	Cure mental - 1M	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Casting, Incantation: "The vision of the dead is unclouded."	Edit
Unbroken Bone	Cure Maim - 1B	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Casting, Incantation: "Fuse flesh to bone and be mended."	Edit
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"/>		Edit
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"/>		Edit
Renew Living	"With Power, Cure Drain/Stricken by Blood" - event/P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Once per event or with power...	Edit
Dead Speaker	Dead Speaker	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	***** Dead Speaker Skills	Edit
Wisdom of the Departed	May ask a question between events.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Edit
Beyond the Ravages of Time	Call no effect to any effect with the Aging trait.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Edit
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"/>		Edit

Step 4 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, 3pts 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

Step 5 Print Customized Character Card

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

https://larportal.com/Character/CharCard

Levin - Fifth Gate

Common Name: Levin

Full Name: Levin Tremblin

Race: Human

World: Silverfire

Player Name: Richard G Pierce

Total CP: 60.00

Total Spent: 60.00

Total Avail: 0.00

Print

Descriptor	Descriptor Value
Trust	Champion, Undead

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	
Vindicty (2)	0.00	
Vindicty (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 maimed 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	2x event fall stable-may use additional power
Heartless	1.00	Resist Fear-1 mind
Flesh	4.00	Flesh
Vicious Monster	4.00	may fight with 2 claws
Drain Life	2.00	Melee 6 damage from behind - 1B
Necrophage	3.00	Necrophage
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: "Flesh to Flesh, blood to blood, be healed."
Effective Conduit	1.00	Improves Share Life 3x Heal 2 by blood
Spectral Protections	3.00	Non-physical armor, 3pts 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	2.00	Cure Maim - 1B; "Fuse flesh to bone & be mended. Cure maim by blood"
Life and Death	3.00	Add 'to Undead' to any beneficial effect from this header and increase healing or damage effects of two or more by one.
Undertaker	3.00	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.
Renew Living	1.00	Once per event or with power - "Life springs from death, the fountain is unending. With Power, cure the drain/stricken by blood"

© Copyright 2016 LARP Portal LLC. Proprietary and Confidential

39

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

The third step 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	ExchangeStartDate	ExchangeEndDate	DisableExchange	ExchangeMultiplier	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**

The screenshot shows the 'LARP Portal' interface with the 'Assign Character Points' form. The form is titled 'Add New Points' and contains several dropdown menus and input fields. The 'Player' dropdown is set to 'Pierce, Rick'. The 'Source Campaign' dropdown is set to 'Madrigal'. The 'Earn Description' dropdown is set to 'PC Setup/Cleanup'. The 'Event' dropdown is set to 'Event - 2015-11-06 - 2015-11-06...'. The 'Points' input field is set to '0.50'. The 'Character' dropdown is set to 'Zephyr (Zephyristarius Murali Beval) (55.00)'. The 'Staff Comments' text area contains the text 'received at Monster Camp by John Doe'. A 'Save' button is located at the top right of the form.

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.**

The screenshot shows the 'LARP Portal' interface with the 'Assign Character Points' form. The form is titled 'Add New Points' and contains the following fields:

- Player:** Pierce, Rick (dropdown menu)
- Source Campaign:** Madrigal (dropdown menu)
- Earn Description:** Donation (dropdown menu)
- Donation Type:** Donation, Mask (dropdown menu)
- Donation Notes:** 2 Incredible orc masks (text input)
- Receipt Date:** 08/28/2016 (date input)
- Points:** 2.00 (text input)
- Character:** Bank Points (dropdown menu)
- Staff Comments:** received at Monster Camp by John Doe (text input)

A 'Save' button is located in the top right corner of the form.

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. **SAVE.**

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. **SAVE**

To Accept POINTS from Other Campaigns:

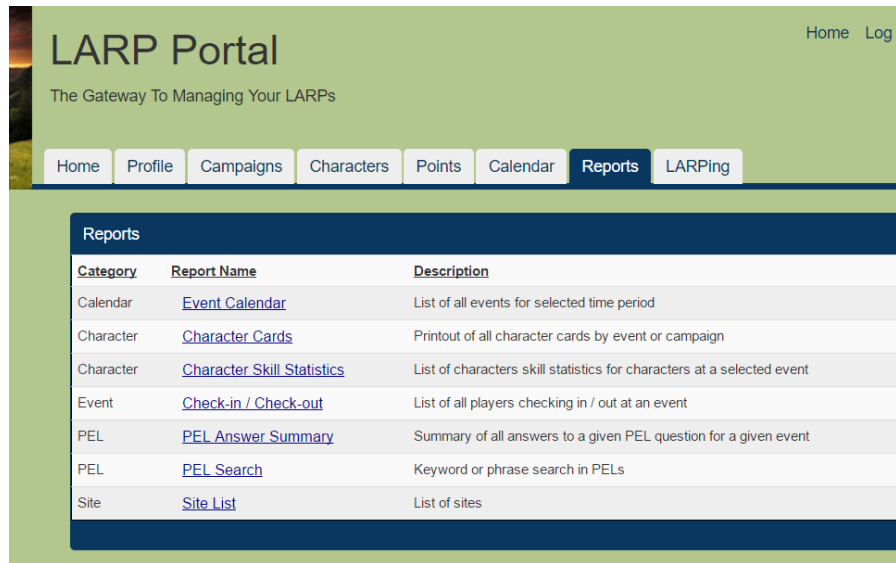
If the Other Campaign participates in LARP Portal, and assigns POINTS via the system:

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**

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