

How to Submit an Event

So, you've decided to run a game or host an event at Crown City Con. How do you submit your great gaming idea for inclusion at the convention?

It couldn't be any easier:

Crown City Con utilizes TableTop Events (TTE) to handle many of our administrative functions, including event submissions. The first thing you'll need is an account at TTE. Log-in or create one either with your email address or connect it to your Facebook. We suggest using your email.

Tip: Throughout this document, simply click on the photos to go to the appropriate TTE page.

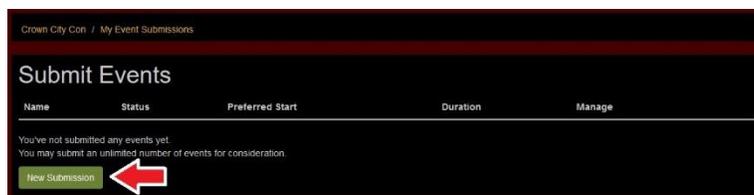
Once you are registered on TableTop Events, you're ready to add your creative energies to the convention. Although some conventions might require you to purchase a badge before submitting events, we acknowledge you might just not want to invest in the convention until your ideas are included. So, no badge needed yet, but don't worry, we'll get you one later. You'll be able purchase one anytime or, if you wait until your submissions are approved and scheduled, you may be able to earn a complimentary **Game Master Badge**. Simply run one or more events totaling at least four hours in duration, and you're in like Flynn.



Once you log in, you'll be redirected to the Conventions page. Find Crown City Con on the list or search for us with the search bar feature. Or, just click the handy dandy photo on the left ← to go to our convention page.

When you are ready to submit, click on **Submit Events**, either under the **Host** tab or on the right side of the page. This takes you to a list of your events. If this is your first event, it will be empty. Click on **New Submission**. ↓

Tip: Later, you will be able to see the status of any events you have submitted, as well as edit, copy, or delete any submissions not yet approved or scheduled.



This will take you to a form for submitting your event. You might first be directed to a page that only shows **Event Type**. No worries - just select the correct type of event you wish to run from the drop-down box and the remainder of the form will load. Once you see the entire form, just work from top to bottom and fill in all the fields. Here's a brief rundown of what to enter in each of the fields:

The screenshot shows the 'Submit New Event' form on the Crown City Con website. The form is set against a dark background with red and white text. At the top, there's a navigation bar with 'Home', 'About', 'How', 'Event/ Sponsor', 'Volunteer', 'News', and 'Contact'. Below that, the event type is selected as 'Board Game'. The form fields include:

- Event Name:** A text input field.
- Short Description:** A text area with a character count of 400.
- More Information URL:** A text input field with a 'http://' prefix.
- Preferred Start Time:** A dropdown menu.
- Alternate Start Time:** A dropdown menu.
- Duration:** A dropdown menu.
- Max Tickets:** A text input field.
- Age Range:** A dropdown menu.
- Name of Game:** A text input field with a character count of 100.
- How to play link:** A text input field.

 At the bottom, there's a section for 'Event Submission Rules' with a checkbox to agree to the rules, and a 'Create' button. A note at the very bottom states: 'Note: You'll be able to edit your submissions after you hit "Create", so don't worry too much if you make a mistake.'

Event Type: Choose the entry from the drop-down menu that best fits your event.

Event Name: Enter a title for your event. You are welcome to name it anything you want but make it something that will attract players and keep it family-friendly, please. You are limited to 60 characters, including punctuation and spaces.

Short Description: Enter a succinct description of your event. Make it relevant and family-friendly and make sure it accurately and adequately describes your event, so players will know what to expect. Please write in complete words and sentences and mind your spelling, grammar and punctuation. Spell check and Google are your friends here. You are limited to 400 characters, including punctuation and spaces. The site displays remaining characters as you type.

(Optional) Longer Description: If 400 characters is just not enough, you may add a field for a longer description or to add any must-have info for the players. This

More Info URL: If you have a website or any other reference material for your event, add them here. This field is not commonly used.

Preferred Start Time: Choose the day and starting time you would like to have your event scheduled. See our [Events Page](#) for guidance on when different types of events occur throughout the weekend and typical lengths. When we schedule your event, we will attempt to accommodate your preference.

Alternate Start Time: Choose an alternate day and time in case we are unable to schedule your event at your preferred time. If we are unable to schedule either, we will contact you before scheduling.

Duration: Choose a duration from the drop-down menu.

Max Tickets: Choose the maximum number of tickets you'd like available for your event. Different event types will have different values in the drop-down box. Choose the entry that best fits your creative vision.

Age Range: Choose the entry which best fits your event from the drop-down menu. This is only a guideline for attendees to use when registering for events; it in no way limits who may purchase tickets.

Name of Game: This field is labeled differently, depending on the event type you chose. For Board Games, please enter the name of the game you will be hosting. For most other events, it will be **Game System**. Please enter the games system and edition or ruleset you will be running. In some cases, this field does not apply and will not be present.

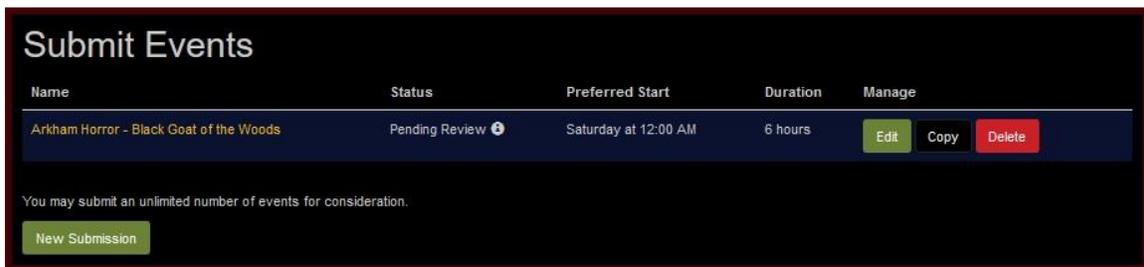
How to play link: This field will only apply to Board Games. Please enter a BGG, YouTube, or other link so players may learn to play the game in advance if they so desire. If you are running an event other than a Board Game, you can enter a similar value in the **More Info URL** field above ↑.

Final Steps

You're almost done! After you have completed all the fields on the form, take a moment to review it for errors. Read through the Event Submission Rules and acknowledge that you agree to them. Then, click the **Create** button.



The system will alert convention staff of your submission, who will review it and either approve it, reject it, or ask for changes. You will be notified of all decisions through the email address you provided when setting up your TableTop Events account. Once we have all the event submissions, we will craft a schedule and badge holders will be able to purchase tickets to your event. Meanwhile, you can view the status of all your submitted events back at your Event Submissions page:



That's it. You're finished. Thank you for submitting to host an event at Crown City Con. It just wouldn't be the same without the hard work and dedication of GMs like yourself.

Now, pat yourself on the back and go prep your game.....