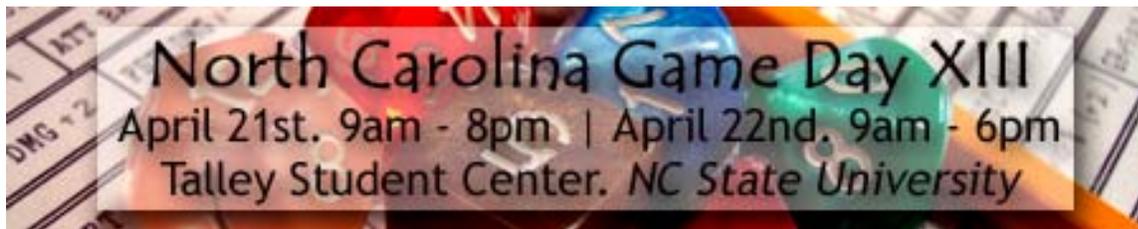


### Scheduling a Game on the NC Game Day Site

- 1) Go to: <http://ncgameday.dhorizon.org/index.php>
- 2) If you were a GM on a previous *Game Day*, you should still have GM privileges for future *Game Days*, so skip to step 6.
- 3) Click the link “New? Register Here” under the log-in/password boxes on the left of the screen.
- 4) Fill out the form and click the box “I wish to be a Game Master and run events”
- 5) An administrator (Rel or Morgenes) approves you as a GM. Once you are signed up to be a GM, you should not have to do this again for any future *Game Days*.
- 6) Submit your event by clicking “Events” in the upper toolbar, then “My Events” and “Add”. Fill out the required fields and submit it.
- 7) Tips for filling out the form:
  - A) If you want folks to be able to sign up for your game on the web site, select “Open Game” in the “Type” field. If you already have all the players for your game and don’t want sign-ups on the web site, select “Reserved Game”.
  - B) In the “Requested Start Time” field, select the time you want your game to start. In the “Duration” field, select how long the game will be. The typical time/duration of games is:  
**Saturday, April 21st**
    - 9:00am – 2:00pm: Morning game session (5 hours)
    - 2:00pm – 3:00pm: Lunch
    - 3:00pm – 8:00pm: Afternoon game session (5 hours)**Sunday, April 22nd**
    - 9:00am – 1:00pm: Morning game session (4 hours)
    - 1:00pm – 2:00pm: Lunch
    - 2:00pm – 6:00pm: Afternoon game session (4 hours)
  - C) The “Special Needs” field is where you can request special seating arrangements like a specific size of table or proximity to an electrical outlet.
- 8) An administrator reviews and accepts the event, and assigns it to a table.

\* **Important:** From February 27th – March 30th, we will take GM submissions.

At **5pm on Friday March 30th**, we will open up registration for players to sign up for games. We will continue to take GM submissions after this, but there is a good chance folks will already have signed up for their games so the sooner you submit your game, the better.



### Signing up to Play in a Game

- 1) Go to: <http://ncgameday.dhorizon.org/index.php>
- 2) If you have registered as a player at a previous *Game Day*, you should be able to log-in during future *Game Days*, so skip to step 6.
- 3) Click the link “New? Register Here” under the log-in/password boxes on the left-hand side of the screen.
- 4) Fill out the form.
- 5) An administrator (Rel or Morgenes) approves you as a player. Once you are signed up to be a player, you should not have to do this again for any future *Game Days*.
- 6) To sign up for an event, click “Events”.
- 7) Select the Pencil/Paper icon to the left of the game for which you want to sign up
- 8) Clicking this icon will sign you up for the game. To ensure that the sign-up was successful, click on “My Events”. It should list the games for which you are registered.

If you have any questions or comments, contact us at: [ncgameday@dhorizon.org](mailto:ncgameday@dhorizon.org)