

How to Message Your Players Through Tabletop.Events

Documentation prepared by Goodman Games in preparation for Cyclops Con

We strongly encourage judges to message their players no later than Wednesday, April 15 with details on their event. Send whatever game materials are needed to play (such as pregenerated characters or handouts), as well as specific details on what online platform will be used and how to log in. Remember that online gaming will be new to many players, so please allow for a learning curve. Encourage your players to download apps, login and complete setup steps **before** your game. You can even offer to set up a “learning session” ahead of the event if you have time, if your players need that to get over the learning curve. The more you can do to facilitate the learning curve before your game session, the more time you’ll have to game!

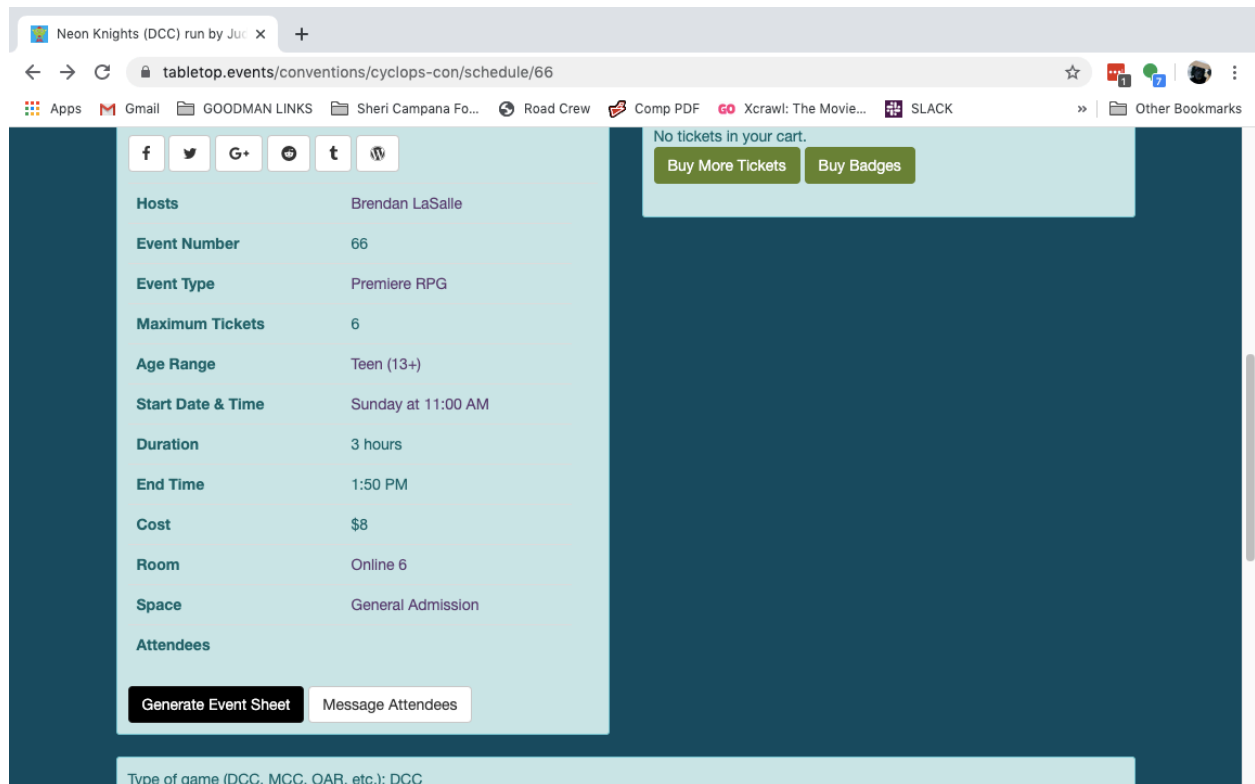
Here is how to message your players. On Tabletop.events, go to “My Schedule” from the Cyclops Con page. It should look like this:

The screenshot shows the 'Schedule of Events' page on Tabletop.Events. The browser address bar shows the URL: tabletop.events/conventions/cyclops-con/schedule#?query=Brendan. The page has a search bar with 'Brendan' entered. Below the search bar is a table of events. The table has columns: Number, Name, Event Type, Starts, Duration, Available, Room, and an info icon. The events listed are:

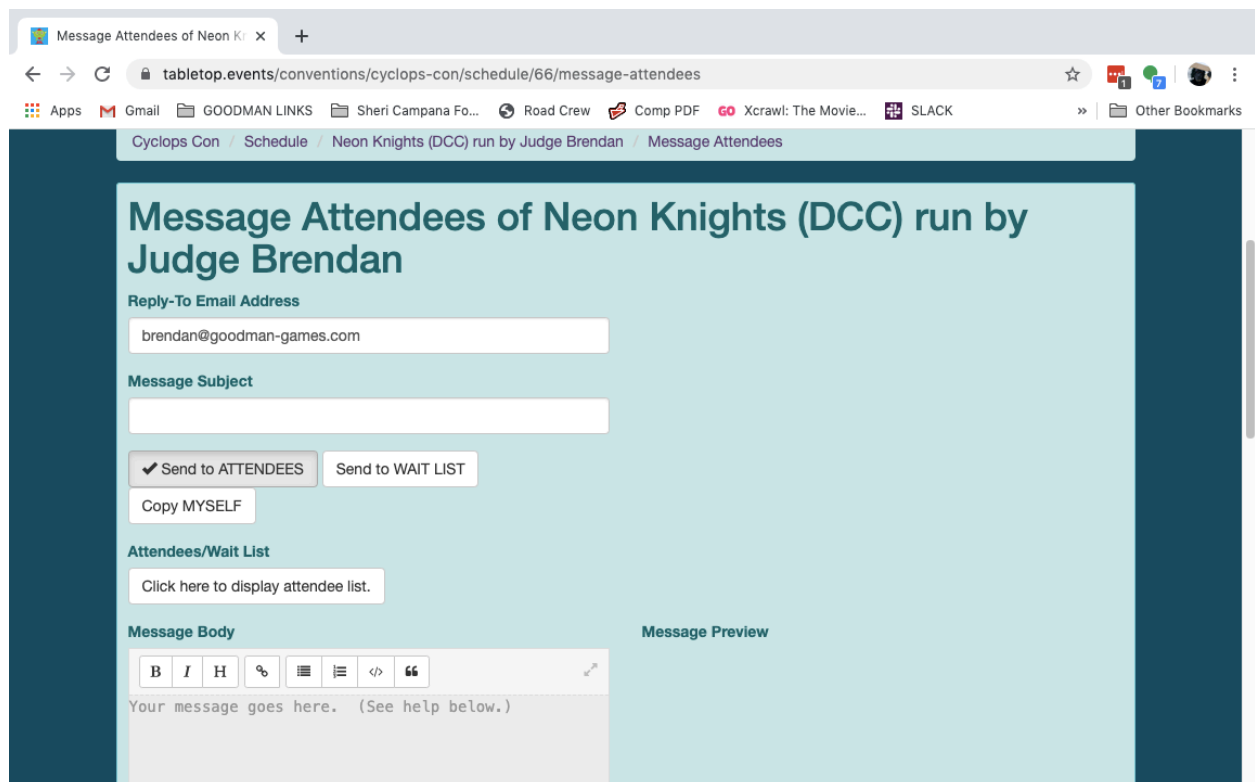
Number	Name	Event Type	Starts	Duration	Available	Room	Info
66	Neon Knights (DCC) run by Judge Brendan	Premiere RPG	Sunday at 11:00 AM	3 hours	6/6	Online 6	Info
1	Xcrawl: Memphis Crawl XX (XCC) run by Judge Brendan	Premiere RPG	Friday at 7:00 PM	3 hours	6/6	Online 8	Info
9	Lost in the Briars (DCC) run by Judge Brendan	Premiere RPG	Saturday at 11:00 AM	3 hours	6/6	Online 5	Info
14	Xcrawl: New Year's Evil (XCC) run by Judge Brendan	Premiere RPG	Saturday at 3:00 PM	3 hours	6/6	Online 2	Info
70	Inn at Five Points (DCC) run by Judge Brendan	Premiere RPG	Sunday at 7:00 PM	3 hours	6/6	Online 6	Info

Below the table is a pagination section with 'First', '1', and 'Last' buttons, and a 'Jump to page..' input field. At the bottom, there is a 'Columns To Show' section with checkboxes for: Number, Name, Type, Starts, Duration, Available, Room, Space, Hosts, Age, and Price. All checkboxes are currently checked.

Click on the name of the event whose players you need to contact. This will bring you to a page like this one:



Towards the bottom of the page you will see a button marked Message Attendees. Click on that and it will take you to a page like this:



Fill out the message form. I recommend checking “copy MYSELF” so you know the email went out okay.

It’s that easy! Folks will be able to respond directly to you, with replies going to the email you have on file for Tabeletop Events.