Submitting an Event for Clocktower Con 2024

Before submitting events be sure to verify your user account settings. If you are concerned about your emailing being public you'll want to verify your username isn't set as your email and that Tabletop. Events knows to show your username instead of email.

mdlines's Account

| Welcome mdlines. Not mdlines? Click here. | |
|--|--|
| Account Information | Account |
| Username mdlines | Preferences & Settings Friends Credit Cards Addresses Payout |
| Name | View Your Profile |
| Marshall Lines | Conventions |
| Email | My Conventions My Reservations |
| Email Address | My Reservations My Carts My Receipts |
| marshall@clocktowercon.com | My Groups |
| We will use this to contact you with receipts, password recovery, multi-factor authentication, and other non-marketing messaging. You may also use the se below to further modify your preferences about how your email address is used. | Special |
| Organizers sometimes need to know your email address to contact you about events you've submitted, or to identify ambiguous names. Will you allow all organizers to see your email address? | Game Libraries |
| Organizers are allowed to see my email to identify and contact me. | ~ |
| Would you like our newsletter? | |
| No Newsletter Please | ~ |
| Preferences | |
| Which would you like to be displayed on the site? | |
| Username | • |

To submit events to Clocktower Con 2024 you'll use the Host menu at <u>https://tabletop.events/conventions/clocktower-con-2024</u>

| | OCKTOWER |
|-----------------------------|---|
| Attend - | Host - Sponsor - More - 📜 Cart |
| | Submissions |
| Clocktower Con, a Final Th | Events I'm Hosting cial gaming conventio |
| Clocktower Con 2 | Bulk Submit Events |
| Join us at The Hilton McLea | In Tysons Corner for our second year of fun |

This will take you to our submissions page where you can see the status of any previously submitted events and submit new event requests. Please note that currently attendees are <u>limited to hosting 8 events</u> from Friday through Sunday, but we may evaluate this as we review submissions.

| | CLOC | KTOWER | CON 2024 A FINAL THREE CONVENTION |
|------------------|--------------------------|--------------------------|--------------------------------------|
| A Home | Attend - Host - | Sponsor 👻 More 👻 📜 Cart | |
| Clocktower Con | 2024 / My Event Subm | issions | |
| Submi | t Events | | |
| Name | Status | Preferred Start | Duration |
| Test | Declined 😆 | Friday at 10:00 | 2 hours |
| You may submit a | an unlimited number of e | vents for consideration. | |

Once you select "New Submission" you will be prompted to select the type of event you want to submit.

| | CLO | C | KTO | WE | ER | CON 2024 A FINAL THREE CONVENTION |
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| A Home | Attend - | Host 🕶 | Sponsor - | More 🗸 | 📜 Cart | |
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| Submi | | Eve | | | | |

If you'd like to submit an event that doesn't fit well into an existing category, please reach out to us at <u>events@clocktowercon.com</u>

Basic Information

All events, regardless of their type, require some basic information.

For <u>Event Name</u>, please give a short descriptive name. If it is a private event start the Event Name with the prefix **[Private]**.

You'll then provide a <u>short description</u> of your game or event and a <u>URL</u> if needed. We'll ask for any BotC script links farther down so it isn't necessary to include it here.

From there you'll select your <u>preferred</u> and <u>alternate start times</u> for your events along with the <u>duration</u> of your event.

You'll then enter the <u>max tickets</u> or seats you want to allow for your event. Each event type will have different limits on this. For example, Blood on the Clocktower events are limited to 15 tickets while Board Game type is limited to 10.

For <u>Spaces Needed</u>, you will always select 1. Any events that specify more than 1 gaming space will be rejected.

<u>Will event host also play the game</u> is used to indicate if the host themselves would like to take up one of the tickets for the event. For most events the submitter should say no to this as they'll be hosting the event. The exception to this might be a submitter setting up a board game event that is limited by the number of players allowed by the game.

<u>Reserved Tickets for Attendees</u> is meant for Private Games. If you reserve tickets for an event your hosting, you'll need to invite your Tabletop.Events friends to the event.

<u>Age Range</u>-Please select the only option of Teen to Adult (13+). All events should be suitable for this age range.

Event Specific Information

After this basic information is completed you'll then be prompted to provide event specific information. For example, you'll be prompted for a Script Name, Script Link, and some other Clocktower related questions for Blood on the Clocktower and Teensyville Clocktower. If you need a Grimoire for a BotC event, you'll let us know here!

Note: For Clocktower events, please ensure you link to any homebrew or custom scripts using the script link field.

If you have any special requests, be sure to enter that in as well and then watch for additional communication from us after your submission.

Event Submission Rules

Read these rules before you agree to them. They'll provide you with an idea of what we expect from a Host or Storyteller at Clocktower Con 2024. If you don't follow the rules specified here, you may not be allowed to host events in the future.

Once you've completed all of the required fields and agreed to the event submission rules go ahead and create the event!

What happens next?

As events are submitted we'll review them and approve events we feel are appropriate. From there we'll use the tabletop.events platform to slot your event into an appropriate time and location within the gaming spaces based on your preferred times and size/type of your event. We expect to see a large influx of event requests early on and will take our time during this "rush" to ensure that events are handled in a way we feel comfortable so please do not expect to see your event immediately approved (or rejected). If you have questions or concerns you can either email <u>events@clocktowercon.com</u> or post in the #questions channel on our <u>Discord</u>

You can view your events by going to Host \rightarrow Events I'm hosting. When you view a specific event note that you can Message Attendees and those on the Waitlist but we strongly urge you to not use this function unless you have a good reason for it. Additionally, attendees can message hosts. If you find that this is being abused in any way, please let us know.

Finally, if you need to see your full schedule of hosted events you can navigate to Attend \rightarrow My Schedule