

# Chaotic Good Gaming — User Manual

Your guide to finding games, joining adventures, and building community.

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## 1. Welcome to Chaotic Good Gaming

Chaotic Good Gaming (CGG) is a tabletop RPG activity booking platform where players find games and Game Masters host them. Whether you're looking for a one-shot D&D adventure on a Friday night or a recurring Pathfinder campaign that meets every other week, CGG is the place to make it happen.

### What You Can Do Here

- **Players** browse upcoming activities, join free or paid games, rate their experiences, and build a reputation in the community.
- **Game Masters (GMs)** create and manage activities, host events and conventions, set their own pricing, and earn money doing what they love.

### About This Manual

This manual covers everything you need as a **Player** or **Game Master**. If you're brand new, start with the Quick Start guide for your role (Sections 2 and 3). If you're looking for something specific, use the Table of Contents to jump to the right section.

For site administration documentation, see the **CGG Operations Manual** (CGG\_OPS\_MANUAL.md).

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## 2. Quick Start: Player

New here? Here's how to get from zero to your first game in five steps.

1. **Create your account** — Head to `/register` and sign up with your email or Discord account. You'll be logged in automatically. (Section 4)

2. **Browse games** — Visit `/upcoming` to see what's coming up, or use `/results` to search by genre, ruleset, or game type. (Section 5)
3. **Pick a game** — Click on any activity to see the full details — who's running it, when it is, how many seats are left, and what you'll need. (Section 6)
4. **Join up** — Hit "Join Activity" for free games, or "Buy Ticket" for paid ones. If it's full, you can join the waitlist and you'll be notified when a seat opens. (Section 7)
5. **Rate your experience** — After the game, rate your GM and fellow players. Your ratings help the community find great games and great people. (Section 10)

That's it! Check your **Dashboard** anytime to see your upcoming games, calendar, payment history, and reputation score. (Section 8)

[Screenshot: The Upcoming Activities page showing a grid of activity cards]

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### 3. Quick Start: Game Master

Already comfortable as a player? Here's how to start hosting games.

1. **Request GM access** — Go to `/gm/request` (or click "Become a GM" in the navigation) and tell us why you'd like to host games. An admin will review your request. (Section 11)
2. **Set up your profile** — Once approved, head to `/dashboard/profile` to write your GM bio. This is what players see when they're deciding whether to join your game. (Section 12)
3. **Connect Stripe** — If you plan to charge for your games, connect your Stripe account from your profile page. You'll receive payouts directly. (Section 12)
4. **Create your first activity** — Go to `/gm/create` and walk through the three-step form: choose your activity type, fill in the details, and review before publishing. (Section 13)
5. **Manage your players** — As your game approaches, check who's joined, mark attendance afterward, and rate your players. (Section 15)
6. **Track your earnings** — Visit `/dashboard/earnings` to see your payout history and manage your Stripe account. (Section 17)

[Screenshot: The Create Activity form — Step 1]

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## Part I: Player Guide

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### 4. Creating Your Account

#### 4.1 Registering with Email

Head to `/register` and fill in the form:

Field	What to Enter
First Name	Your first name
Last Name	Your last name
Email	A valid email address (must be unique)
Password	At least 8 characters
Confirm Password	Same as above

Once you submit, you're automatically logged in and taken to your Dashboard. All new accounts start with the **Player** role.

[Screenshot: The registration form]

#### 4.2 Signing Up with Discord

If you'd rather skip the form, click the **"Sign up with Discord"** button on the registration page. You'll be redirected to Discord to authorize the connection, and we'll create your account using your Discord email and display name.

A few things to know about Discord accounts:

- If your Discord email matches an existing CGG account, the two are linked automatically — same account, same role, no duplicates.
- Discord-only accounts don't have a password set. If you ever want to log in with email and password instead, use the **Forgot Password** flow (Section 4.4) to set one.
- Discord must share your email with us for registration to work.

[Screenshot: Login page showing the Discord sign-in button]

#### 4.3 Logging In

Go to `/login` and enter your email and password, or click **"Sign in with Discord"** to use your linked Discord account. On success, you'll be taken to your Dashboard.

If you enter the wrong credentials, you'll see "Invalid email or password." The message is intentionally generic — it doesn't reveal whether the email exists in our system.

## 4.4 Forgot Your Password?

1. On the login page, click **"Forgot your password?"**
2. Enter your email address on the next page
3. Check your inbox for a reset email (you'll always see a success message, even if the email isn't in our system — this is a security measure)
4. Click the link in the email (it's valid for 1 hour)
5. Choose a new password (minimum 8 characters)

This also works for Discord-only accounts — it's how you add a password if you originally signed up through Discord.

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## 5. Finding Games

### 5.1 The Upcoming Page

Visit `/upcoming` to browse all upcoming activities in a card grid. Each card shows the activity name, short description, start date, GM name, available seats, and price.

Controls at the top of the page:

- **Time range** — Show activities within the next 1, 3, or 6 months (default: 3 months)
- **Page size** — Display 6, 12, 24, or 48 activities per page
- **"Show all" toggle** — By default you only see activities that are open for players to join. Check this box to also see closed or full activities.

The page also has an **Events** section below the activities, showing upcoming events (conventions, organized play, etc.) in a similar format.

[Screenshot: The Upcoming Activities page with time range and page size controls]

### 5.2 Searching & Filtering

For more targeted searching, visit `/results`. You can filter by:

Filter	What It Does
<b>Text search</b>	Searches activity names and descriptions (case-insensitive)
<b>Genre</b>	Filter by genre (e.g., Fantasy, Sci-Fi, Horror)
<b>Ruleset</b>	Filter by game system (e.g., D&D 5e, Pathfinder)
<b>Virtual Tabletop</b>	Filter by VTT platform (e.g., Roll20, Foundry)
<b>Activity Type</b>	Filter by type (from the site's configured categories)
<b>"Show all" toggle</b>	Include non-joinable activities in results

Your filters are saved in the URL, so you can bookmark a search or share it with friends. Hit **"Reset Filters"** to clear everything and start fresh.

[Screenshot: Search results page with filters applied]

### 5.3 Understanding Activity Cards

Each activity card gives you a quick snapshot:

- **Image banner** — If the GM uploaded an image for the activity
- **Activity name** — Click to see full details
- **Short description** — A brief summary of what to expect
- **Start date and time** — When the first (or only) session is
- **GM name** — Who's running it (click to see their profile)
- **Seats** — How many spots are available (e.g., "3 / 6 joined")
- **Price badge** — "Free" or "\$XX.XX"
- **In-Person badge** — Shown if the activity is at a physical location
- **Session count** — For recurring activities, shows how many sessions (e.g., "6 sessions")
- **Full (N waitlisted)** — If the activity is full, shows how many people are on the waitlist

## 5.4 Browsing Events

Events are containers that group multiple activities together — think of them as conventions, game days, or organized play series.

On the `/upcoming` page, events appear in their own section below individual activities. Click on an event to see its detail page, which shows:

- Event name, description, and date range
- **Format badge** — Virtual, In-Person, or Hybrid
- **Venue and address** — For in-person and hybrid events
- A grid of all activities linked to that event

[Screenshot: An event detail page showing venue info and linked activities]

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## 6. Activity Details

### 6.1 What You'll See

Click on any activity to open its detail page at `/activity/{id}`. Here's what's on the page:

#### Header area:

- Activity name with a price badge (Free or \$XX.XX)
- Color-coded tags showing the activity type, genre, ruleset, VTT, recurrence info, and special badges like "Mid-join allowed" or "In-Person"

#### Description:

- The GM's full description of the activity

#### Details grid:

- **First session** — Date and time of the first (or only) session
- **Duration** — How long each session lasts (e.g., "2h", "3h 30min")
- **Next session** — For recurring activities, when the next session is
- **Total sessions** — For recurring activities, the total number of sessions
- **Timezone** — The timezone for all listed times
- **Game Master** — The GM's name (linked to their profile) with their average rating
- **About the GM** — A short excerpt from their bio
- **Seats** — How many are taken, how many are left (e.g., "4 / 6 joined, 2 remaining")
- **Access level** — Public or Private
- **Voice chat** — Link to the Discord/Zoom/etc. voice channel
- **Event** — If the activity is part of an event, a link to that event
- **Location** — For in-person activities, the venue and specific location details

#### Session schedule (recurring activities only):

- A collapsible list of all session dates
- Past sessions are shown with strikethrough styling

[Screenshot: A full activity detail page]

### 6.2 Understanding Recurring Activities

Some activities are **one-shot** (a single session) and some are **recurring** (multiple sessions on a schedule).

Recurring activities show a session schedule on the detail page. Sessions can be scheduled on a fixed interval (e.g., every week or every two weeks) or on a pattern (e.g., the 1st and 3rd Wednesday of every month).

Look for these indicators:

- **"Session X of Y"** badge — Shows how far along the series is
- **"Mid-join allowed"** badge — Means you can still join even after the first session has happened. If you don't see this badge, you can only join before session 1 starts.

### 6.3 Viewing GM Profiles

Click any GM's name — on an activity card, activity detail page, or anywhere else it appears — to see their public profile at `/gm/{id}`.

A GM profile shows:

- Their name and avatar
- Star rating (averaged from player reviews)
- Full bio
- Upcoming activities they're hosting
- Recent past activities

[Screenshot: A public GM profile page with rating and activity list]

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## 7. Joining & Leaving Activities

### 7.1 Joining a Free Activity

On the activity detail page, click **"Join Activity"**. If there are seats available, you're in immediately. The GM gets notified that you've joined.

You must be logged in to join. If you're not, you'll see a **"Log in to Join"** link instead.

### 7.2 Joining a Paid Activity

For paid activities, the button reads **"Buy Ticket — \$XX.XX"**. Clicking it takes you to a secure Stripe checkout page where you'll enter your payment details. You are *not* charged until you complete the checkout.

Once payment is confirmed:

- You're automatically added to the activity
- You'll see a success page with links back to the activity and your dashboard
- The GM is notified of your purchase

If you cancel or close the checkout page, you are **not charged** and **not added** to the activity.

[Screenshot: Activity detail page showing the "Buy Ticket" button]

### 7.3 Leaving an Activity

Changed your mind? Click **"Leave Activity"** on the activity detail page. Your enrollment history is preserved for recordkeeping, but your seat opens up for someone else.

A few things to note:

- Leaving an activity costs you a small reputation hit (-1 point). See Section 10.3 for more on reputation.
- For paid activities, contact a site admin to arrange a refund.
- If someone is on the waitlist, they may be promoted into your seat automatically.

### 7.4 The Waitlist

When an activity is full, you'll see a **"Join Waitlist"** button instead of the usual join button. Here's how it works:

1. **Click "Join Waitlist"** — You're added to the queue and shown your position (e.g., "On Waitlist #3")
2. **Wait for a seat** — When someone leaves the activity, the next person on the waitlist gets promoted

**How promotion works depends on the activity's pricing:**

- **Free activities:** You're promoted instantly and automatically. You'll get a notification and see the activity in your dashboard.
- **Paid activities:** You receive a **24-hour offer** to complete payment. You'll see a "A seat opened up!" message with a countdown timer and a "Buy Ticket" button. If you don't complete payment within 24 hours, the offer moves to the next person on the waitlist.

You can **leave the waitlist** anytime by clicking the "Leave Waitlist" link. Your dashboard shows all your waitlisted activities (see Section 8.4).

[Screenshot: Waitlist position display with countdown timer for a paid offer]

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## 8. Your Dashboard

### 8.1 Overview

Your dashboard at `/dashboard` is home base. It shows your name, role, and gives you quick access to everything that matters. Along the top you'll find links to **Account Settings**, **GM Profile** (if you're a GM), and a **Sign Out** button.

[Screenshot: Dashboard header with user info and navigation links]

## 8.2 My Schedule (Calendar)

The calendar view shows all your upcoming sessions at a glance.

- **Orange dots** mark days that have sessions scheduled
- **Click a day** to see the session names and times, with links to the activity detail page
- **Arrow buttons** let you navigate between months
- **Today** is highlighted with a distinct border
- For GMs, the calendar includes both activities you've joined *and* activities you've created

[Screenshot: Dashboard calendar with session indicators and a clicked day showing details]

## 8.3 Joined Activities

Below the calendar, you'll see two sections:

- **Joined — Upcoming:** Activities you've joined that haven't started yet, displayed as a card grid
- **Joined — Past:** Activities you've participated in that have already ended

## 8.4 Waitlisted Activities

If you're on any waitlists, a **"Waitlisted"** section appears showing those activities with your position or a "Seat available!" badge if you have an active offer.

## 8.5 Payment History

If you've purchased any tickets, a **Payment History** table appears showing:

Column	What It Shows
Activity	The activity name (linked to its detail page)
Amount	What you paid
Status	Completed, Pending, or Refunded (color-coded)
Date	When the payment was made

## 8.6 Reputation Card

Your reputation card shows how you're doing in the community. See Section 10.3 for the full breakdown, but here's what you'll see:

- **Reputation score** — A number from 0 to 200 (everyone starts at 100), color-coded green (80+), yellow (50-79), or red (below 50)
- **Category averages** — Bar charts showing how GMs have rated you across categories like Engagement, Teamwork, Reliability, and Rule Adherence
- **Recent activity** — An expandable list of recent reputation events (e.g., "+2 Attended session", "-1 Left activity")
- **Warnings** — If your account has any restrictions, they'll be prominently displayed here

Your reputation is private — only you and site moderators can see it.

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# 9. Messages & Notifications

## 9.1 Messages

Visit </messages> to manage your conversations. The messaging system works within the context of activities — you can message other participants of activities you've joined.

### Inbox tab:

- View received messages, with unread ones marked by a blue dot
- Filter by All or Unread
- Click a message to expand and read the full text (it's automatically marked as read)
- "Mark all read" button at the top
- Delete button on each message

### Sent tab:

- View messages you've sent
- Same layout as the inbox

### Composing a new message:

1. Click the **"Compose"** button
2. Select an **Activity** from the dropdown (only activities you've joined or created)

3. Select a **Recipient** (other participants of that activity)
4. Write your message (up to 5,000 characters)
5. Send it

You can also use the **"Message GM"** button on any activity detail page to quickly start a conversation with the GM.

**Nav badge:** The "Messages" link in the navigation bar shows a red badge with your unread count (updates every 60 seconds).

[Screenshot: Messages inbox showing conversations with unread indicators]

## 9.2 Notifications

Visit `/notifications` to see all your notifications. These are system-generated alerts about things happening in your activities.

**Types of notifications you'll receive:**

What Happened	What You'll See
Activity you joined was updated	"Game Night has been updated"
Activity you joined was cancelled	"Game Night has been cancelled"
You were promoted from the waitlist (free)	Promotion notification
A seat was offered to you (paid waitlist)	"A seat opened up — complete payment within 24h"
Your waitlist offer expired	Expiration notification

**GMs also receive:**

- "Alice joined your activity"
- "Alice left your activity"
- "Alice rated your activity 8/10"
- "A player purchased a ticket (\$15.00)"

**Controls:**

- Filter tabs: All / Unread
- "Mark all as read" button
- Each notification has a "View Activity" link (when relevant), a mark-as-read button, and a delete button

**Nav bell:** A bell icon in the navigation shows your unread notification count (updates every 60 seconds).

[Screenshot: Notifications page with various notification types]

## 10. Ratings & Reputation

### 10.1 Rating Your GM (Scorecard)

After a session ends, you can rate your GM. On the activity detail page, look for the **"Rate Activity"** link (one-shot) or the **"Rate Sessions"** section (recurring, with per-session links).

The rating form asks you to score the GM on four categories, each on a 1-to-10 scale:

Category	What It Covers
Preparation & Organization	How well-prepared was the session?
Storytelling & Creativity	Was the story engaging and creative?
Fairness & Rule Knowledge	Were rules applied fairly and correctly?
Communication & Inclusivity	Was the GM communicative and welcoming?

You can also leave **optional written feedback** (up to 2,000 characters). This feedback is only visible to site moderators — the GM won't see it.

For recurring activities, you can rate each session separately as it passes. You don't need to wait for the entire series to end.

You can update your rating later by visiting the same page and resubmitting.

[Screenshot: The scorecard rating form with four category sliders]

### 10.2 Peer Reviews

After a session, you can also review your fellow players. Look for **"Review Teammates"** links on the activity detail page. The peer review form uses a similar scorecard with player-focused categories:

Category	What It Covers
Engagement & Participation	Were they actively involved in the game?

Teamwork & Sportsmanship Did they work well with the group?  
Reliability & Punctuality Did they show up on time and prepared?  
Rule Adherence & Conduct Did they follow the rules and behave respectfully?

Like GM ratings, peer reviews are per-session for recurring activities and include optional written feedback (admin-visible only).

### 10.3 How Reputation Works

Every user has a **reputation score** on a 0-to-200 scale. You start at 100.

#### What raises your score:

Action	Points
Attending a session (GM marks you present)	+2
Receiving good GM ratings (average 7-10)	+1 to +3

#### What lowers your score:

Action	Points
No-show (GM marks you absent)	-5
Receiving poor GM ratings (average 1-3)	-1 to -3
Leaving an activity	-1

Admins can also adjust scores manually if needed.

#### What low scores mean:

- Scores below 50 may flag your account for moderator review
- A site admin can **suspend** your account (blocking you from joining any activities) or **restrict** you from paid activities
- These restrictions are shown on your dashboard's reputation card

Your reputation is private. Only you and site moderators can see your score and history.

### 10.4 Account Settings

Visit `/dashboard/settings` to update your account info:

- **First Name and Last Name** — Change your display name
- **Email** — Update your email address (must be unique)
- **Password** — Change your password (requires entering your current password first)

If you signed up with Discord and don't have a password set, you'll see a note directing you to the Forgot Password flow (Section 4.4) to create one.

[Screenshot: Account settings page with name, email, and password forms]

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## 11. Becoming a Game Master

### 11.1 Requesting GM Access

Ready to host your own games? Here's how to upgrade from Player to Game Master:

1. Go to `/gm/request` (or click "**Become a GM**" in the navigation bar)
2. Write a brief explanation of why you'd like to become a GM (10 to 2,000 characters)
3. Submit your request

#### What happens next:

- Your request goes to a site admin for review
- While it's pending, you'll see a "Request Under Review" message with your submission date
- If **approved**, you'll see a success message. **Sign out and back in** to activate your new GM role.
- If **denied**, you'll see a notice explaining the denial. You can resubmit a new request if you'd like to try again.

Once you have GM access, the "Become a GM" link disappears from your navigation and is replaced with "**Create Activity**" — and you're ready to start hosting.

[Screenshot: The Become a GM request page]

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## Part II: Game Master Guide

Everything in Part I applies to you too. This section covers features that are specific to the Game Master role.

## 12. Setting Up Your GM Profile

### 12.1 Editing Your Profile

Visit `/dashboard/profile` to set up your public-facing GM profile.

Field	What It's For
<b>Bio</b>	Tell players about yourself — your experience, play style, what kinds of games you run. This is shown on your public profile and as a 200-character excerpt on activity detail pages. Up to 5,000 characters.
<b>Address</b>	Your physical address. This is <b>private</b> — only you and site admins can see it. Useful for in-person game hosting.

[Screenshot: GM profile edit page with bio and address fields]

### 12.2 Connecting Stripe

If you plan to charge for any of your activities, you'll need a connected Stripe account to receive payouts.

1. On your profile page, click "**Connect Stripe Account**"
2. You'll be redirected to Stripe's onboarding flow to set up your account
3. Once connected, you'll see a green "**Stripe Connected**" badge and a link to manage your Stripe account

**Without Stripe connected:** You can still create paid activities, but all revenue goes to CGG. Connect Stripe to receive your share of ticket sales.

### 12.3 Your Public Profile

Once your profile is set up, players can find it at `/gm/{id}`. Your public profile shows:

- Your name and initials avatar
- Your star rating (averaged from all player scorecards)
- Your full bio
- Your upcoming activities
- Your recent past activities (last 12)

Your name is clickable from every activity card and detail page you host, so players can easily check out your profile before joining your game.

## 13. Creating Activities

### 13.1 The Three-Step Form

Go to `/gm/create` to create a new activity. The process is split into three steps so you can take it one piece at a time.

### 13.2 Step 1: Activity Type & Scheduling

Field	What to Choose
<b>Activity Type</b>	Select from the site's configured types (e.g., Campaign, One-Shot, Workshop)
<b>Scheduling</b>	<b>One-shot</b> for a single session, or <b>Recurring</b> for a series
<b>Part of an event</b>	Check this if your activity belongs to a convention or organized event

If you choose **Recurring**, additional options appear:

Field	What It Does
<b>Number of Sessions</b>	How many sessions in the series (2 to 50)
<b>Recurrence Type</b>	<b>Interval</b> (same gap between sessions, e.g., weekly or bi-weekly) or <b>Pattern</b> (specific weeks of the month, e.g., 1st and 3rd Thursday)
<b>Allow Mid-Join</b>	If checked, new players can join after the first session has started

If you check "**Part of an event**", you can either select an existing event or create a new one right from this page.

[Screenshot: Create Activity form — Step 1 with recurring options expanded]

### 13.3 Step 2: Activity Details

This is where the meat of your activity lives:

Field	Notes
<b>Activity Name</b>	Up to 300 characters
<b>Short Description</b>	A brief summary shown on activity cards
<b>Full Description</b>	The detailed description shown on the activity detail page
<b>Start Date &amp; Time</b>	When the first (or only) session begins. For recurring activities, this is session 1.
<b>Session Duration</b>	Preset buttons for 1h, 2h, 3h, or 4h — or enter a custom duration (15 to 720 minutes)
<b>Timezone</b>	Auto-detected from your browser, but you can change it
<b>Seats</b>	How many players can join
<b>Ticket Type</b>	Free or Paid
<b>Price</b>	If paid: \$0.50 to \$999.99 (USD)
<b>Access Level</b>	Public (visible to everyone) or Private
<b>In-Person</b>	Check this for physical-location games. When checked, Voice Chat URL and VTT fields are disabled.
<b>Location Detail</b>	For in-person activities: where exactly the game is (e.g., "Hall B, Table 12" for event activities, or a full address for standalone)
<b>Voice Chat URL</b>	Link to your Discord server, Zoom room, etc. (required for virtual activities)
<b>Activity Image</b>	Upload an image — drag and drop or click to browse. Accepts JPEG, PNG, GIF, or WebP.
<b>Virtual Tabletop</b>	Which VTT you're using (e.g., Roll20, Foundry)
<b>Ruleset</b>	The game system (e.g., D&D 5e, Pathfinder 2e)
<b>Genre</b>	The thematic category (e.g., Fantasy, Sci-Fi, Horror)
<b>Open for players</b>	Uncheck this to hide the activity from the join flow (useful if you're not ready for signups yet)

[Screenshot: Create Activity form — Step 2 with all fields visible]

### 13.4 Step 3: Review & Submit

Review everything you've entered. For recurring activities, you'll see a **session schedule preview** with all the computed dates so you can verify the schedule looks right before publishing.

Click **Submit** and you'll be redirected to your dashboard. Your activity is live!

[Screenshot: Create Activity form — Step 3 showing the session schedule preview]

### 13.5 Copying an Activity

Want to run the same game again? You can copy any existing activity instead of starting from scratch.

- From any **activity detail page** you own, look for the **"Copy Activity"** button
- From a **past activity's edit page**, you'll see a **"Copy as New Activity"** button

Copying pre-fills all the fields from the original activity, with two exceptions:

- The **start date** is left blank (you need to pick a new future date)
- The **event linkage** is not copied (re-link if needed)

The activity name is pre-filled as "{original name} (Copy)" so you know where it came from.

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## 14. Managing Your Activities

### 14.1 Editing Activities

Navigate to `/activity/{id}/edit` or click the edit button on your activity's detail page to make changes. All fields from creation are editable except the event association.

When you save changes:

- All joined players are automatically notified that the activity has been updated
- If players are enrolled and you change recurrence settings, a warning banner reminds you that schedule changes will affect their plans

[Screenshot: Activity edit page with the enrolled players warning banner]

## 14.2 Past Activity Protection

Once all sessions of an activity have ended, it becomes **read-only**. You'll see an amber banner that says "This activity is in the past. Editing is disabled." — all fields are locked and Save/Delete buttons are hidden.

From this page, click "**Copy as New Activity**" to reuse the activity's settings for a new run. See Section 13.5 for details.

## 14.3 Deleting Activities

On the edit page for an active (non-past) activity, you'll find a red "**Delete Activity**" button at the bottom. Clicking it shows a confirmation prompt.

When you delete an activity:

- All joined players receive a cancellation notification
- The activity is permanently removed
- You're redirected to the create page

You cannot delete past activities — use Copy instead to run them again.

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# 15. Managing Players & Attendance

## 15.1 Viewing Enrolled Players

On your activity's detail page, the seats display shows how many players have joined and how many spots remain. If anyone is on the waitlist, you'll see a waitlist panel with their names and positions.

## 15.2 Marking Attendance

After a session has occurred, a "**Session Attendance**" section appears on the activity detail page. For each past session, you can expand a panel showing all enrolled players with checkboxes.

- **Check** a player to mark them as attended (+2 reputation points for them)
- **Leave unchecked** to mark them as a no-show (-5 reputation points for them)

For recurring activities, each session has its own attendance panel — you can start marking attendance for session 1 even while later sessions haven't happened yet.

Reputation points are awarded the first time you save attendance for a session. You can update the checkboxes later, but the reputation events won't double-fire.

[Screenshot: Session attendance panel with player checkboxes]

## 15.3 Rating Players (GM Scorecard)

Next to each player in the attendance panel, you'll find a "**Rate Player**" link. This opens the scorecard form where you rate the player on four categories (1-10 each):

Category	What It Covers
Engagement & Participation	Were they actively involved?
Teamwork & Sportsmanship	Did they work well with the group?
Reliability & Punctuality	Did they show up prepared and on time?
Rule Adherence & Conduct	Did they follow the rules and behave well?

You can also leave optional written feedback (up to 2,000 characters, admin-visible only). Like attendance, each session is rated separately for recurring activities.

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# 16. Events (Conventions & Organized Play)

## 16.1 What Events Are

Events are containers that group multiple activities together. If you're organizing a convention, a game day, or a recurring league night, create an event and link your activities to it. Players can then browse the event page to see everything that's happening.

## 16.2 Creating Events

Go to `/gm/events/create` (or create one inline during activity creation) and fill in:

Field	Notes
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<b>Event Name</b>	Up to 300 characters
<b>Description</b>	Full description of the event
<b>Start Date &amp; Time</b>	When the event begins
<b>End Date &amp; Time</b>	When the event ends
<b>Payment Type</b>	Free or Paid
<b>Event Format</b>	Virtual, In-Person, or Hybrid (see below)
<b>Venue Name</b>	Required for In-Person and Hybrid events (e.g., "Indiana Convention Center")
<b>Address</b>	Optional street address for the venue
<b>Additional GMs</b>	Other GMs helping run the event (comma-separated, up to 200 characters)

[Screenshot: Event creation form with venue fields visible]

### 16.3 Event Formats

The event format controls how activities within it handle virtual vs. in-person settings:

Format	What It Means
<b>Virtual</b>	All linked activities must be virtual — the in-person toggle is locked off
<b>In-Person</b>	All linked activities must be in-person — the in-person toggle is locked on
<b>Hybrid</b>	Each activity can be either virtual or in-person — the GM chooses per activity

### 16.4 Linking Activities to Events

During activity creation (Step 1), check "**Part of an event**" and select the event from the dropdown. The event's format constraints will automatically apply.

For in-person event activities, the event's venue name is shown as read-only context, and you can specify a **Location Detail** for where exactly within the venue the game happens (e.g., "Hall B, Table 12").

### 16.5 Editing & Deleting Events

Navigate to `/event/{id}/edit` to modify your event. All fields are editable, including format and venue info. You can also unlink individual activities from this page.

Deleting an event unlinks all its activities but does **not** delete them — the activities continue to exist as standalone.

## 17. Earnings & Payouts

### 17.1 How Payments Work

When a player buys a ticket for one of your paid activities, the payment is split:

- **CGG** keeps a platform fee (default 10%, set by the site admin)
- **You** receive the rest, deposited directly to your connected Stripe account

For example, on a \$20 ticket with a 10% platform fee:

- CGG keeps \$2.00
- You receive \$18.00

**Important:** You must have a connected Stripe account (see Section 12.2) to receive payouts. Without Stripe connected, the full amount goes to CGG.

### 17.2 Earnings Dashboard

Visit `/dashboard/earnings` for a detailed view of your earnings:

- **Summary cards:** Total earned, platform fees paid, completed orders, pending orders
- **Order history table:** Every ticket purchase for your activities, showing the player name, activity, total amount, platform fee, your payout, status, and date
- **Stripe account link:** Quick access to manage your Stripe Connect account

[Screenshot: GM earnings page with summary cards and order history table]

### 17.3 Dashboard Earnings Card

If you have any completed or pending orders, a quick **Earnings** summary card appears on your main dashboard showing your total earned and a link to the full earnings page.

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## 18. Broadcasting Messages

### 18.1 Messaging All Players

Need to let everyone in your game know about a schedule change, a last-minute location update, or anything else? Use the broadcast feature.

On your activity's detail page, click **"Message Players"** to send a message to all enrolled players at once. You can also compose broadcasts from the `/messages` page.

### 18.2 Direct Messages

Players can message you directly through any activity they've joined (using the "Message GM" button on the activity detail page). You can reply from your inbox just like any other message.

For more on how messaging works, see Section 9.1.

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## Part III: Reference

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### 19. Frequently Asked Questions

**Q: I signed up with Discord but want to log in with email and password. How do I set a password?**

A: Go to `/forgot-password`, enter the email address associated with your Discord account, and follow the reset link in your email. This lets you create a password for your account.

**Q: I started buying a ticket but cancelled the Stripe checkout. Now it won't let me buy again.**

A: This is a known issue — a pending payment record can block a retry. Please contact a site admin to clear the pending order so you can try again.

**Q: Why can't I join this activity?**

A: There are a few possible reasons:

- The activity is in the past (all sessions have ended)
- The activity is full (try joining the waitlist instead)
- The activity isn't open for players ("joinable" is turned off by the GM)
- Your account is suspended or restricted from paid activities

**Q: How do I know if I'm on the waitlist?**

A: Check the activity detail page (it shows your position) or your dashboard's "Waitlisted" section.

**Q: Can I change my rating after I submit it?**

A: Yes. Just visit the same rating page and submit again — your previous rating will be updated.

**Q: Who can see my reputation score?**

A: Only you and site moderators. Other players and GMs cannot see your reputation.

**Q: I was denied GM access. Can I reapply?**

A: Yes. The form will let you submit a new request.

**Q: How do I get a refund for a paid activity?**

A: Contact a site admin. They can process refunds through the admin panel.

**Q: What's the difference between a one-shot and a recurring activity?**

A: A one-shot is a single session — you show up, play, and you're done. A recurring activity has multiple sessions on a schedule (e.g., every Wednesday for 8 weeks). You join the entire series, and your dashboard calendar shows all the session dates.

**Q: Why did my reputation go down?**

A: Check the "Recent Activity" section of your dashboard's reputation card. It shows each reputation event with point values. Common reasons include being marked absent by a GM (-5) or leaving an activity (-1).

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## 20. Glossary

Term	Definition
<b>Activity</b>	A scheduled tabletop RPG game session (or series of sessions). The core unit of CGG.
<b>Event</b>	A container grouping multiple activities (e.g., a convention, game day, or league).

<b>GM (Game Master)</b>	A user who creates and runs activities.
<b>Player</b>	A user who joins and participates in activities.
<b>One-Shot</b>	A single-session activity — show up, play, done.
<b>Recurring Activity</b>	An activity with multiple sessions on a regular schedule.
<b>Session</b>	A single occurrence within an activity. A one-shot has 1 session; a recurring activity has many.
<b>Mid-Join</b>	The ability to join a recurring activity after the first session has already happened.
<b>Scorecard</b>	The multi-criteria rating form used to review GMs, players, and peers. Each category is scored 1–10.
<b>Reputation Score</b>	A number from 0 to 200 reflecting your standing in the community. Everyone starts at 100.
<b>VTT (Virtual Tabletop)</b>	An online platform for playing tabletop games digitally (e.g., Roll20, Foundry VTT, Fantasy Grounds).
<b>Ruleset</b>	The game system or rules being used for an activity (e.g., D&D 5e, Pathfinder 2e, Call of Cthulhu).
<b>Genre</b>	The thematic category of an activity (e.g., Fantasy, Sci-Fi, Horror, Western).
<b>Stripe</b>	The payment processor used for paid activities.
<b>Stripe Connect</b>	The feature that allows GMs to receive direct payouts from ticket sales.
<b>Platform Fee</b>	The percentage of paid ticket revenue retained by CGG (default 10%).
<b>Waitlist</b>	A queue for activities that are full. When a seat opens, the next person is promoted.
<b>In-Person</b>	An activity held at a physical location rather than online.
<b>Hybrid</b>	An event format that supports both virtual and in-person activities.
<b>Soft-Delete</b>	When you leave an activity, your enrollment record is kept for history rather than being erased.

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## 21. Page Reference

### Public Pages (No Login Required)

Page	URL	What It Does
Homepage	/	Landing page with platform overview and calls to action
About Us	/about	Mission, founder profile, mental health focus
Game Masters	/game-masters	Information for prospective GMs
Players	/players	Information for prospective players
Sponsors	/sponsors	Sponsor profiles and partnership information
Login	/login	Sign in with email/password or Discord
Register	/register	Create a new account
Forgot Password	/forgot-password	Request a password reset email
Reset Password	/reset-password	Set a new password using a reset token
Upcoming	/upcoming	Browse upcoming activities and events
Search Results	/results	Search and filter activities
Activity Detail	/activity/{id}	Full details for a specific activity
Event Detail	/event/{id}	Full details for a specific event
GM Profile	/gm/{id}	Public profile for a Game Master

### Authenticated Pages (Any Logged-In User)

Page	URL	What It Does
Dashboard	/dashboard	Your home base — calendar, activities, payments, reputation
Account Settings	/dashboard/settings	Update name, email, and password
Messages	/messages	Inbox, sent messages, and compose
Notifications	/notifications	View and manage your notifications
Rate Activity	/activity/{id}/rate	Submit a scorecard for a past activity
Checkout Success	/activity/{id}/checkout/success	Payment confirmation page
Checkout Cancel	/activity/{id}/checkout/cancel	Payment cancellation page
Become a GM	/gm/request	Request Game Master access (players only)

### GM Pages (Game Master & Admin Only)

Page	URL	What It Does
Create Activity	/gm/create	Three-step activity creation form
Create Event	/gm/events/create	Create a new event
Edit Activity	/activity/{id}/edit	Edit an existing activity
Edit Event	/event/{id}/edit	Edit an existing event
GM Profile	/dashboard/profile	Edit your GM bio and Stripe connection
Earnings	/dashboard/earnings	View your payout history and earnings summary

