

# GM Training Supplement - DragonCon 2026

## Overview

This supplement covers DragonCon-specific requirements for Table GMs and House GMs. It builds on existing GM guidance available at atlantapfs.org and focuses on 2026 changes and convention-specific protocols.

**Prerequisites:** Review "DragonCon 2026 Critical Updates" and existing volunteer documentation before reading this guide.

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## 15-Minute Early Arrival - MANDATORY

### DragonCon Policy (Not Just AtlantaPFS)

- ALL GMs must arrive **MINIMUM 15 minutes before scheduled slot**
- This is a DragonCon Campaign RPG requirement for all GMs
- Late arrival impacts table operations and player experience

### GM HQ Check-In Process

#### When You Arrive:

1. Report to GM HQ immediately
2. GM HQ will log your actual arrival time
3. GM HQ compares to your scheduled start time
4. Late arrivals (less than 15 minutes early) are flagged and documented

#### Documentation GM HQ Tracks:

- Your scheduled start time
- Your actual arrival time
- Whether you met the 15-minute requirement (Y/N)
- Late? (Y/N)
- Notes (if you provide reason)

### **Why This Matters:**

- Punctuality patterns are tracked for future GM assignments
- Late arrivals create operational problems for HQ
- Players expect games to start on time
- DragonCon expects professional volunteer behavior

### **If You're Running Late:**

- Contact Event Organizer immediately via [dragoncon-absence@atlantapfs.org](mailto:dragoncon-absence@atlantapfs.org)
  - Include: Your name, time slot, scenario, expected arrival time
  - This triggers notification to HQ and VO Volunteers
  - Better to communicate than no-show
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## **Map Library Checkout**

### **Purpose**

Event Organizer provides maps and gaming materials for GM use. All materials must be tracked for accountability and inventory reconciliation.

### **How to Check Out Materials**

#### **At GM HQ:**

1. Tell GM HQ what materials you need (specific maps, minis, etc.)
2. GM HQ will document in Map Library Checkout Log:
  - Your name
  - Scenario you're running
  - Specific materials borrowed
  - Checkout time
3. **You must provide signature** (typed name for digital log)
4. GM HQ notes expected return time (end of your game)

### **Your Responsibilities**

#### **While You Have Materials:**

- Keep materials secure at your table
- Don't let players walk off with borrowed items
- Report any damage immediately
- Return materials as soon as game ends

#### **Returning Materials:**

1. Bring ALL materials back to GM HQ immediately after game
2. GM HQ will inspect for damage/missing pieces
3. GM HQ documents return time and condition
4. GM HQ confirms check-in complete

#### **If Materials Are Damaged:**

- Report to GM HQ immediately
- Document what happened
- Don't try to hide damage - accidents happen

- Event Organizer will follow up if needed

### **If You Forget to Return Materials:**

- GM HQ will follow up with you
  - Cannot leave convention area until materials returned
  - Pattern of late returns affects future GM assignments
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## **At-Table Charity Donations**

### **Three Ways Players Can Donate**

#### **1. Individual Donations (Any Player, Any Amount)**

**TIMING RULE:** Must declare donation BEFORE rolling (except rerolls)

- \$1 - Reroll (must take result) - *Declare AFTER seeing roll*
- \$5 - +5 to single roll (declare before rolling)
- \$10 - +10 to single roll (declare before rolling)
- \$20 - Treat roll as Natural 20/Critical Success (declare before rolling)
- \$25 - Make GM roll twice, take worse result (declare before GM rolls)

**REROLL LIMIT:** Maximum 1 reroll per any given roll

#### **2. Table-Wide Donations (Full Table Participation)**

##### **\$50 Table Donation:**

- ALL participating players get **+10 to a single roll**
- Works for PFS1, PFS2, SFS1, SFS2
- Each player can use their +10 once during the session

### **\$100 Table Donation:**

- ALL participating players get "**Make GM roll twice and take worse result**"
- Works for PFS1, PFS2, SFS1, SFS2
- Each player can use this ability once during the session

### **Table-Wide Participation Rules:**

- Not everyone needs to donate the same amount
- Total table contribution must reach \$50 or \$100
- **Only donors receive the benefit**
- Exception: If another player donates on their behalf, they receive benefit
- Example: 6 players, 5 donate \$10 each (\$50), 1 donates \$0
  - The 5 donors get 50% HP healing
  - Non-donor does NOT get benefit (unless someone covers them)

### **3. Payment Methods**

- **QR Code** (preferred - provided by DragonCon at tables)
- **Cash** (with full documentation)

### **Your Documentation Responsibilities**

#### **For EVERY Charity Donation (Individual or Table-Wide):**

Document:

- Player name (optional but helpful)
- Amount donated
- Donation type/option selected (\$1 reroll, \$50 table-wide, etc.)
- Table number

- Time
- Payment method (QR Code or Cash)

**If Cash Payment:**

- Accept cash and secure it immediately
- Provide receipt or acknowledgment to player
- **NEVER leave charity cash unattended**
- Keep cash with you until end of game

**Cash Security - CRITICAL**

**During Game:**

- Cash stays with you (pocket, secure bag, etc.)
- Don't leave cash on table when you step away
- Don't give cash to players to "hold"

**End of Game:**

- ALL cash + documentation to GM HQ with your other paperwork
- GM HQ will collect everything together
- Cannot leave until GM HQ confirms receipt

**If You Must Leave Table During Game:**

- Take cash with you OR
  - Ask HQ to secure it temporarily
  - **Never leave unattended**
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## Chronicle Sheets & Paperwork

### Chronicle Sheet Distribution

#### Physical Chronicle Sheets:

- If you want to distribute physical chronicle sheets, **you must print and bring them yourself**
- **We will NOT ask DragonCon to print chronicles**
- If you cannot print physical sheets, you must use RPGChronicles electronic distribution

#### All GMs Must:

- Create RPGChronicles table using event code: [See "DragonCon 2026 Critical Updates" for current year code]
- Ensure all players sign in (QR code at your table)
- Players can sign in anytime during game, but must be complete before game ends

### End-of-Game Checklist

#### Before Players Leave:

- All players signed in on RPGChronicles
- Chronicles distributed (physical or electronic) OR noted that HQ needs to trigger
- Charity donations documented (if any)
- All borrowed materials ready to return to GM HQ

### Paperwork to Submit to GM HQ

#### Required from EVERY GM:

1. **Game Tracking Sheet** (your table's data):

- Scenario name, table number, your name
  - Real tickets, generic tickets, volunteers seated, total players
  - Table fired? (Y/N)
2. **Chronicle Status Documentation:**
    - Chronicles provided to players? (Y/N)
    - If YES: Physical (you provided) or Electronic (RPGChronicles)?
    - If NO: Note that HQ/Event Organizer needs to trigger from RPGChronicles
  3. **Charity Documentation** (if applicable):
    - All charity donation records
    - ALL cash collected (with documentation)
  4. **Any Incident Reports** (if applicable):
    - Player issues
    - Rules disputes
    - Code of Conduct concerns

## **Submitting Paperwork**

### **Immediately After Game Ends:**

1. Gather all paperwork and materials
2. Return borrowed materials to GM HQ (if any)
3. Submit ALL paperwork to GM HQ
4. Submit ALL charity cash to GM HQ
5. **Cannot leave until GM HQ confirms receipt**

### **If GM HQ Not Available:**

- Bring paperwork directly to Player HQ
- Explain situation

- Get confirmation of receipt
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## 📌 Ticket Collection & Verification

**Ticket Scanning Status: PENDING**

### **DragonCon Scanning App:**

- **Status:** Priority 1 off-season fix
- Won't be confirmed until test environment reopens
- **If implemented:** Event Organizer will designate approved team members to receive app
- **If NOT implemented:** Visual verification continues (like 2025)

### **Critical Scanning Protocol (If App Available):**

- **Scan tickets AFTER players are seated and game has begun**
- **Why:** If GM doesn't show up, unscanned tickets can still be refunded
- Once scanned, tickets are marked "used" in system and cannot be refunded or exchanged

### **Table Doesn't Fire - Refund Process**

#### **Good News for Players:**

- Players can ALWAYS get refunds at Gaming Registration if table doesn't fire
- **Even after slot time starts** - not their fault they didn't get to play
- **If after slot begins:** Notify Event Organizer or HQ; they'll contact Brooks/Carl
- Player should ask for Brooks or Carl at Gaming Registration

## Generic Ticket Pricing (Important for Players)

### Generic Tickets: \$5 each

- Regular games (\$15): Players need 3 generic tickets
- Charity games (\$30): Players need 6 generic tickets

### Reserved Tickets:

- Can be purchased until scheduled game start time
- Example: Game starts 2pm → Must purchase by 1:59pm
- After start time: Only generic tickets available

### How to Purchase:

- **Online:** DragonCon Gaming Reg website (can purchase from phone at table)
- **In-person:** Gaming Registration downstairs
- **No kiosk on 2nd floor** (Gaming Reg lacks staff)

### If Player Has Cash:

- Gaming Registration open: Direct player to purchase online or go to Gaming Reg downstairs (or call for runner)
  - Gaming Registration closed: See HQ for emergency cash acceptance procedures
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## Interactive Specials - House GM

### Role Overview

House GM is assigned **ONLY during Interactive Specials** (Slots 6 & 9 - Saturday and Sunday 2-7pm). This is the overseer position for the multi-table event.

## **Your Responsibilities:**

- Monitor all table successes and progression
- Serve as timekeeper for entire special
- Make announcements to coordinate tables
- Tie together story elements across all tables
- Answer table GM questions
- Keep the event moving on schedule

## **Before the Special Starts**

### **Coordination:**

- Work with HQ on final table assignments
- Verify all table GMs are present and prepared
- Brief table GMs on timing and announcement structure
- Ensure each table has appointed a runner
- Review success conditions and story beats

### **RPGChronicles:**

- Create your own table: "DragonCon 2026 Slot #, House"
- This captures your participation for reporting

## **During the Special**

### **Timekeeping:**

- Interactive Specials are charity events - players paid \$30 per ticket
- Keep strict time schedule
- Announce time remaining at key points

- Don't let tables get bogged down

### **Table Coordination:**

- Listen for runners reporting table successes
- Track which tables have achieved objectives
- Make announcements about overall progress
- Adjust pacing if needed to keep event moving

### **Announcements:**

- Make sure all tables can hear you
- If no A/V support: Walk to tables or use other means
- Key moments: Start, mid-point check-ins, critical story beats, final wrap-up

### **Problem Resolution:**

- Table GMs will look to you for rules questions
- Make quick decisions to keep event moving
- Escalate to Event Organizer only if absolutely necessary

### **After the Special**

#### **Wrap-Up:**

- Coordinate final story elements across all tables
- Ensure all table GMs understand outcomes for chronicle sheets
- Verify all tables completing paperwork
- Your table on RPGChronicles: Mark as completed

### **Notes:**

- House GM position also qualifies for GM Incentive Boons
  - Your "table" will be reported even though you had no players
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## **Table GM Naming Convention**

### **RPGChronicles Table Names**

Use this format when creating tables:

#### **Standard Tables:**

- "DragonCon 2026 Slot #, Table #"
- Example: "DragonCon 2026 Slot 3, Table 7"

#### **Quests on Demand:**

- "DragonCon 2026 Slot #, Table Q#"
- Example: "DragonCon 2026 Slot 2, Table Q1"

#### **Learn to Play:**

- "DragonCon 2026 Slot #, Table L#"
- Example: "DragonCon 2026 Slot 5, Table L2"

#### **Interactive Specials:**

- Table GMs: "DragonCon 2026 Slot #, Table #" (standard format)
- House GM: "DragonCon 2026 Slot #, House"

#### **Why This Matters:**

- Event Organizer has dashboard tied to event code
  - Consistent naming helps track all games
  - Makes reporting easier and more accurate
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## **Emergency Scenarios & What to Do**

### **GM No-Show or Very Late**

#### **If You're Asked to Cover for Another GM:**

- GM HQ or Event Organizer will ask
- Table has sold tickets - players expecting that specific scenario
- You may be asked to run different scenario than prepared
- Coordinate with HQ on player communication
- Document the change in your paperwork

#### **If You're the GM Who's Late:**

- Contact Event Organizer immediately ([dragoncon-absence@atlantapfs.org](mailto:dragoncon-absence@atlantapfs.org))
- Don't just show up late without communication
- Be prepared for conversation about future GM opportunities

### **Table Doesn't Fire (Under Minimum Players)**

#### **Check with HQ:**

- See if volunteers available to help table reach minimum (2 players)
- See if walk-in players can be seated
- Verify no reserved ticket holders still arriving

### **If Table Definitely Won't Fire:**

- Report to HQ for reassignment possibilities:
  - Help another table reach minimum
  - Cover Quests on Demand or Learn to Play
  - Assist at HQ
  - Report to DragonCon Campaign RPG Leadership for other assignments
- Mark table as "Did Not Fire" in RPGChronicles
- **Only DragonCon Campaign RPG Leadership may release you from volunteer duties**

### **Player Issues at Your Table**

#### **Code of Conduct Violations:**

- Don't try to handle serious violations yourself
- Contact HQ immediately
- Document what happened
- Let HQ/Event Organizer handle escalation
- Email [support@atlantapfs.freshdesk.com](mailto:support@atlantapfs.freshdesk.com) after game

#### **Rules Disputes:**

- Make a ruling to keep game moving
- Note the dispute for follow-up
- Don't let arguments derail the game
- Escalate to GM HQ if needed

#### **Player Asks for Special Accommodation:**

- Honor reasonable accommodation requests

- Disabilities aren't always visible
  - Ask "What would work best for you?"
  - Escalate to HQ if request is beyond your ability to provide
  - Be patient and flexible
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### **Pre-Convention Preparation Checklist**

#### **Before You Arrive:**

- Scenario prepared and ready
- Maps, minis, dice, and other materials packed
- RPGChronicles table created with correct naming convention
- QR codes printed (2 copies - one for table, one for HQ)
- Physical chronicle sheets printed (if providing your own)
- New Player ID cards (have extras for your tables)
- Review charity donation menu and mechanics
- Confirm your scheduled slot times
- Emergency contact information saved

#### **Thursday/First Day:**

- Check in with GM HQ 15 minutes early
  - Verify table assignment
  - Check out any needed materials from Map Library
  - Verify QR code working for player sign-in
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## Additional Resources

### AtlantaPFS Resources:

- Volunteer Information: <https://atlantapfs.org/volunteer-information>
- DragonCon Volunteer Guide: <https://atlantapfs.org/dragoncon-volunteer-information>
- Convention Requirements: <https://atlantapfs.org/convention-requirements>

### Paizo Resources:

- GM 101 & GM 201 Guides (available through AtlantaPFS)
- Organized Play Guide
- Code of Conduct

### RPGChronicles:

- Event dashboard
- GM Event Reporting Guide
- Sign-in sheets and chronicle distribution

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## Common Questions

**Q: I want to distribute physical chronicles but don't have a printer. What do I do?** A: Use RPGChronicles electronic distribution. Players will receive chronicles via email after you report the game.

**Q: Player wants to donate to charity but doesn't have cash or phone for QR code. What do I do?** A: They can donate at HQ anytime during convention. Let them know raffle tickets are also available at HQ.

**Q: I borrowed materials from Map Library but my next game is back-to-back. Do I need to return and check out again?** A: Check with GM HQ. If you're at same table for next slot, they may allow extended checkout. Must be documented.

**Q: Table-wide donation - not everyone donated the same amount. How do I track who gets the benefit?** A: Document who donated (even if different amounts). Only donors get benefit unless someone explicitly donates on behalf of non-donor.

**Q: Player paid cash for charity donation but I lost the documentation. What do I do?** A: Document it immediately with as much detail as you remember. Include note that it was after-the-fact documentation. Include player name if you remember. Better late than never.

**Q: My game is running long and next slot is about to start. What do I do?** A: Wrap up as quickly as reasonable. 2-3 hour scenarios require tighter time management than 4-5 hour scenarios. If pattern continues, may need to adjust pacing for future games.

**Q: Player's ticket won't scan (if scanning app implemented). What do I do?** A: [TBD - Pending DragonCon electronic ticketing details] Contact HQ for guidance.

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**Questions during convention?** Contact GM HQ, Event Organizer, or any VO Volunteer on-site.

**After convention?** Email questions or feedback to Event Organizer via contact information provided in volunteer communications.