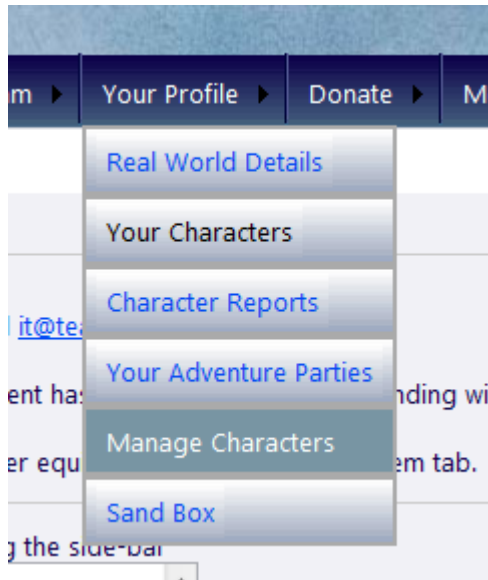
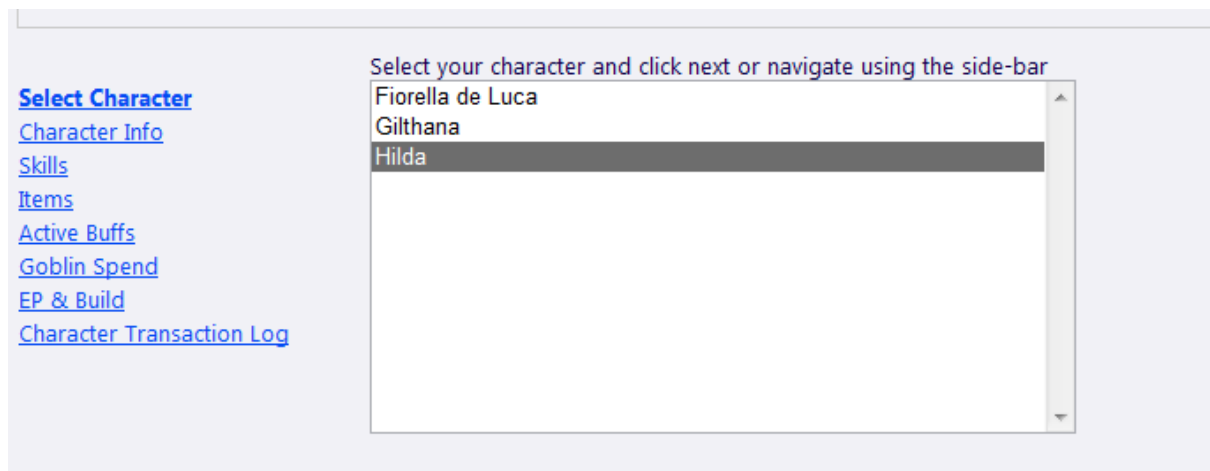


## How to Buy & Prep Items for an event:

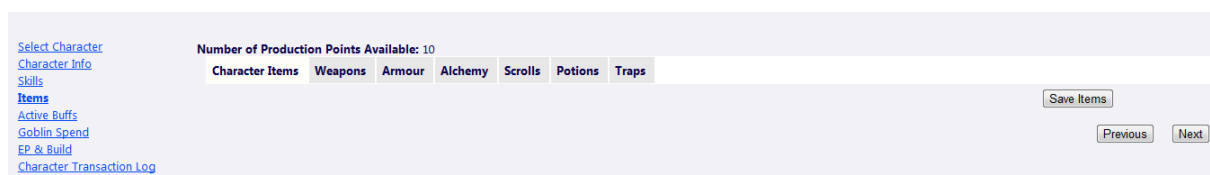
Go to Your Profile -> Manage Characters



Select the character:

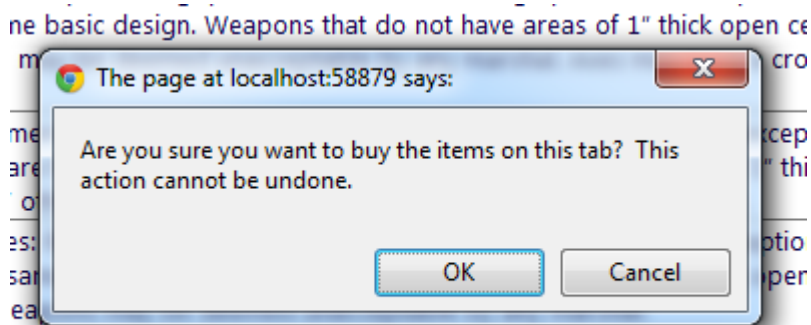


Click on the Items Link in the left hand menu:



To buy items, click on the tabs and enter the quantity you wish to buy. Then click save and click ok to the warning popup that says that this action cannot be undone (make sure you choose the right items:

Shield			2	<input type="text" value="1"/>
Short Axe	There are five main parts to all axes: the pommel, grip, shaft, head and thrusting tip. With the exception of the head that must be crafted of open cell foam, all styles are the same basic design. Weapons that do not have areas of 1" thick open cell foam, which have pointed edges, or areas that "catch" other weapons may be deemed unacceptable by any marshal. Axes may have a crossguard incorporated into the design.	2	2	<input type="text"/>
Short Hammer	There are five main parts to all hammers: the pommel, grip, shaft, head and thrusting tip. With the exception of the head that must be crafted of open cell foam, all styles are the same basic design. Weapons that do not have areas of 1" thick open cell foam, which have pointed edges, or areas that "catch" other weapons may be deemed unacceptable by any marshal.	2	2	<input type="text"/>
Short Mace	There are five main parts to all maces: the pommel, grip, shaft, head and thrusting tip. With the exception of the head that must be crafted of open cell foam, all styles are the same basic design. Weapons that do not have areas of 1" thick open cell foam, which have pointed edges, or areas that "catch" other weapons may be deemed unacceptable by any marshal.	2	2	<input type="text"/>
Short Sword		2	2	<input type="text"/>
Spear	There are five main parts to all spears: the pommel, grip, shaft, head and thrusting tip. The thrusting tip is often incorporated into the head of polearms in order to reduce the tendency for it to shear off on a swing. Spears may have a crossguard incorporated into the design.	2	2	<input type="text" value="1"/>
Staff		2	3	<input type="text"/>
Throwing Dagger	Throwing stars, thrown daggers, and other thrown weapons may not contain a core of any sort. Throwing stars, daggers or axes may be made of closed cell foam with no core, and should be cut into the appropriate shape, with tips not less than 2" wide. All thrown weapons must be a minimum of 6" long and may be a maximum of 18" long.	1	1	<input type="text"/>
Throwing Other	Thrown rocks, throwing stars, thrown daggers, javelins and other thrown weapons may not contain a core of any sort. Rocks must be made of a 6"x6" or larger piece of open cell foam, and can be covered with duct tape, kite tape or fabric. Throwing stars, daggers or axes may be made of closed cell foam with no core, and should be cut into the appropriate shape, with tips not less than 2" wide. All thrown weapons must be a minimum of 6" long and may be a maximum of 18" long. Thrown weapons may not be used in melee combat, they must be thrown. Since there is a wide range of shapes and sizes that can be used, approval is based on a case by case basis by the weapons marshal.	1	1	<input type="text"/>



Note that your production points available decreases as you buy:

**Number of Production Points Available: 6**

Character Items   Weapons   Armour   Alchemy

When you have finished buying, go to your Character Items tab:

**Number of Production Points Available: 0**

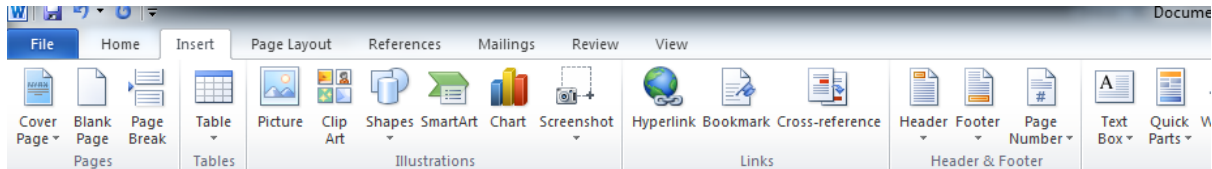
Character Items		Weapons	Armour	Alchemy	Scrolls	Potions	Traps				
Item Type	Item Name	Item Code	Date Created	Expiry Date	Bufs	Formal Magic	Special Abilities	Notes			
Alchemy	Vorpall Coating 1 (Solvent)	AC120312001	2012/03/12	2014/04/20							
Alchemy	Vorpall Coating 1 (Solvent)	AC120312002	2012/03/12	2014/04/20							
Alchemy	Vorpall Coating 1 (Solvent)	AC120312003	2012/03/12	2014/04/20							
Potion	Bless	PT120312001	2012/03/12	2014/04/20							
Potion	Cause Light Wounds	PT120312002	2012/03/12	2014/04/20							
Potion	Cause Light Wounds	PT120312003	2012/03/12	2014/04/20							
Weapon	Shield	WP120312001	2012/03/12	2014/04/20							
Weapon	Spear	WP120312002	2012/03/12	2014/04/20							

You will see that every item you have, has a unique code. This code must be attached to the phys rep of the item in some manner.

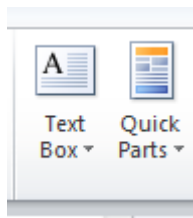
Easiest way:

Use word or a similar word processing tool. Assuming MS Word 2007 or better:

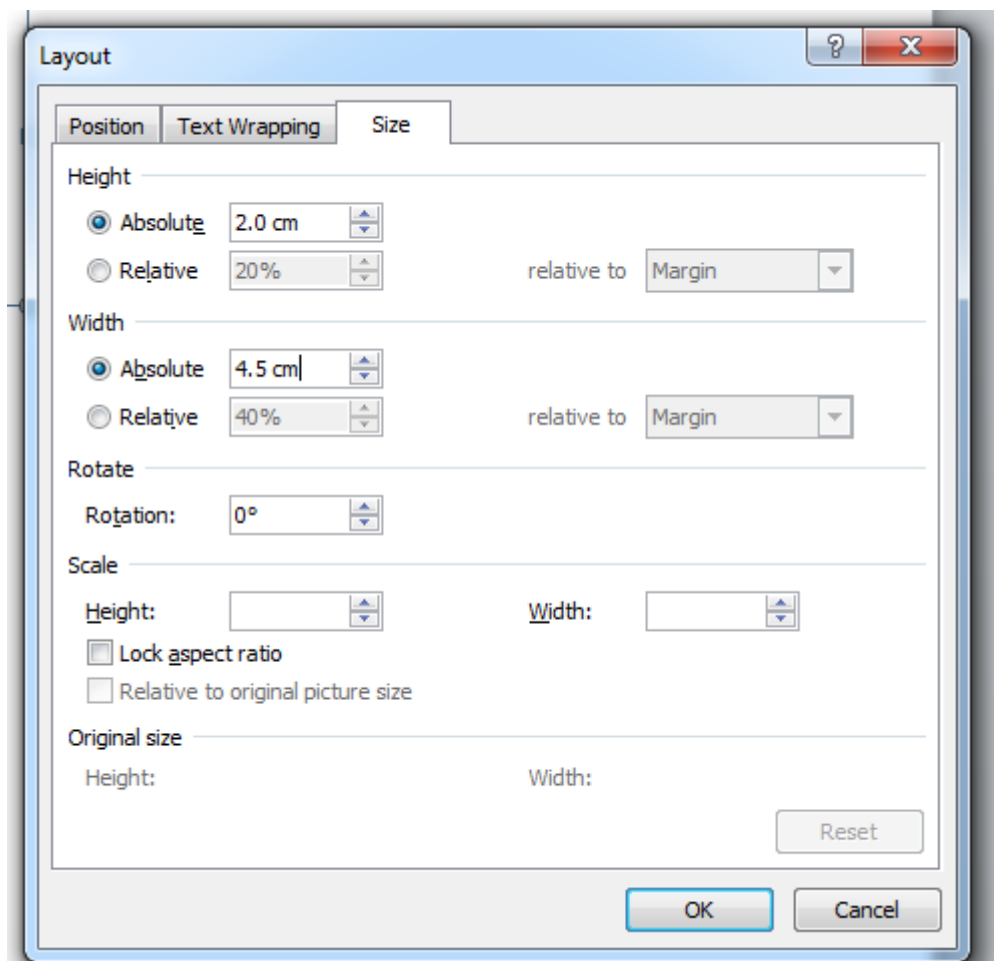
Go to the Insert Tab in the ribbon:



Select Text Box, select Simple Text box:



Right click on the Text Box, select "More Layout Options"



Make the Height 2 cms and the width 4.5. Delete all the text and replace the text with the Item Code. Make the font Calibri and size 14 and bold. Centre the text.

Now copy the Item Code from the website:

Number of Production Points Available: 0

Number of Production Points Available: 0									
Character Items		Weapons	Armour	Alchemy	Scrolls	Potions	Traps		
Item Type	Item Name	Item Code	Date Created	Expiry Date	Bufs	Formal Magic	Special Abilities	Notes	
Alchemy	Vorpal Coating 1 (Solvent)	AC120312001	2012/03/12	2014/04/20					
Alchemy	Vorpal Coating 1 (Solvent)	AC120312002	2012/03/12	2014/04/20					
Alchemy	Vorpal Coating 1 (Solvent)	AC120312003	2012/03/12	2014/04/20					
Potion	Bless	PT120312001	2012/03/12	2014/04/20					
Potion	Cause Light Wounds	PT120312002	2012/03/12	2014/04/20					
Potion	Cause Light Wounds	PT120312003	2012/03/12	2014/04/20					
Weapon	Shield	WP120312001	2012/03/12	2014/04/20					
Weapon	Spear	WP120312002	2012/03/12	2014/04/20					

If you want to be able to easily identify your items, you might want to add just the description of the item. Remember though, other players will also be able to read it, so if they steal your items it will be very hard for them to “not know” what that item is. So you might want to work out some way of identifying your items easily involving a system known only to you (a smiley face could mean a bless potion, a skull and bones a cure potion, etc.).

Once you’ve created on text box, you can just copy and paste it to get text boxes for each of your items.

Then you print out the tags and cello tape or attach them in some other manner to your items. I’d go with a laminated tag and string for armour.

After you use a consumable item (like bless or a shield scroll), take the tag off the phys rep and write into your buff character tag the item you’ve used and what it does. Then adjust your body and armour as appropriate.

If you don’t do this before the event, you’ll have to do it during registration and that will make your registration long! So make sure you create and tag your items properly ☺

Ultimately, you should end up with something like this:

<b>AC120312001</b> Vorpal Coating 1 (Solvent)	<b>AC120312002</b> Vorpal Coating 1 (Solvent)	<b>AC120312003</b> Vorpal Coating 1 (Solvent)
<b>PT120312001</b> Bless	<b>PT120312002</b> Cause Light Wounds	<b>PT120312003</b> Cause Light Wounds
<b>WP120312001</b> Shield	<b>WP120312002</b> Spear	