

**A simple
survival guide
for the first
time Darkon
Secretary**

A.K.A “Welcome to hell – A Guidebook”

By Tsukebe

Picture-Book Version

Foreword

Hello!

Welcome to the office of Secretary. Darkon thanks you for volunteering.

My name is Tsukebe, and I'll be writing this narrative in the informal first person perspective.

If you don't like it, piss off.

The good news is that the office of Secretary is not too terribly difficult to run and enact. One of the first things you are going to notice though is that no matter what you say or do, it's wrong. Everybody in Darkon knows their level, and you are about twenty levels shy of what it should be.

Yup, they checked their level just a few weeks ago, and it was higher. You must have screwed up somehow.

Wow, see that thing way back there in your rear-view? That was your sanity. Wave Buh-Bye, you're not going to see that again for at least another year.

Welcome to Hell – Darkon Chapter!

Tsukebe of Rokugan

A handwritten signature in black ink, appearing to be 'Tsukebe of Rokugan'. The signature is stylized with a large loop on the left and several vertical strokes on the right.

2007 Darkon Secretary

Chapter 1: The Basics

First things First... The Basics.

The very basics of secretary are actually quite simple. We shall start by looking over the duties and responsibilities of the Darkon Secretary.

Excerpt from the Darkon Rulebook 2007
Appendix II, Article IV,

1) The Executive Board

l) The Board members:

iii) The Secretary's responsibilities are:

1. Maintenance of member experience cards;
2. Collection of player waiver forms;
3. Recording minutes at the Board meetings;
4. Distribution of membership cards;
5. Collection and publication of Country Histories;
6. Publication of Club Rulebook, Tavern Tales, rule changes, announcements, advertisement and recruitment flyers;
7. Appointment of an assistant called "Elder of the Tavern" to produce the Club newsletter called Tavern Tales;
8. Appointment of an assistant called "Elder of Advertisement" to supervise the production and distribution of advertisement and recruitment flyers.

Wow... Looks complicated, huh?

Don't worry, I'm here for you... Sorta... If you need my I'll be right behind you, poking you in the lower back. Let's break this piece down, shall we?

First: "Maintenance of Member Experience Cards", waaaay back in the heyday of Darkon before they had these new-fangled computers and things called typewriters were still cutting edge Darkon used to keep the records of membership and levels on large sheets of grid paper tat were colored in when you attended an event.

Fortunately back at the dawn of time (circa 1997) Bill Gates invented the Computer and shortly after that Saint Al Gore invented the internet. (All praise his name, all hail Al Gore!)

These days we take advantage of these 'Computers' went over to the "MSExcel Spreadsheet" that has been affectionately named 'The Tome of Existence.' More on this later. (Oh no, there's more?!)

Second: “Collection of Player Waiver Forms”, in case you live under a rock, or maybe just survived the apocalypse, or killed all the lawyers, we live in a society full of inbreeds, idiots, morons, booger-eaters, numbskulls, Etcetera Et All...

Because of this Darkon decided that it would be best to have some insurance. So, lo and behold, Darkon contacted Moses (Well, Charleston Heston who played Moses), and Moses did say unto Darkon: “Lo and behold this certificate of insurance, enjoy ye who wish to impart bruises upon one another with foam covered sticks!”

Too bad the story doesn't end there, because unbeknownst to us here at Darkon, Moses was only the Founder of the N.R.A. and the insurance comes from the N.R.A... Well, to make a long story short, the NRA wants waivers from each player, to cover their own ass ends from legal sodomy.

Yeah, I said legal sodomy. Get used to sodomy, your in Hell now.

Third: “Recording Minutes at board meetings”, sounds tedious, huh? Don't worry it is. All you really have to do is show up with a pad, paper and pencil, to jot down important concerns, and if any vote is very contentious (think “2006 Looting Rules”) or very close (pass/fail 3 to 2) write down the ratio of votes.

Fourth: “Distribution of Membership Cards”, we still got a few of these. Just give one of the business-card-looking things out with the new player waiver and rulebook and your OK. I'll go into some more detail on this later.

Fifth: “Collection and publication of country histories”, Yeah right. At best you'll get half the countries to fork over more then two lines of text. I recommend just trying to tack it into the rulebook or some such as an extra appendix. I gave up, you should too.

Sixth: “Publication of Club Rulebook, Tavern Tales, rule changes, announcements, advertisement and recruitment flyers”, wow, that's a biggie! I recommend we cover this in depth in some of the later chapters as this part deserves at least as much attention as selecting the appropriate anal lube, or deciding between Ribbed or French Tickler.

Seventh: “Appointment of an assistant called ‘Elder of the Tavern’ to produce the Club newsletter called Tavern Tales”, well, you could appoint a helper, but you 'prolly wont need one. I'll give this part a chapter too.

Eighth: “Appointment of an assistant called ‘Elder of Advertisement’ to supervise the production and distribution of advertisement and recruitment flyers”, this part is a little tricky, so it too shalt receive a full body rubdown of hot sticky attention.

Ninth: "Seek out Tsukebe and get some warm gooey loving”, Keep your back against a wall, and stay seated or I might just seek *you* out!

Chapter 2: EB Member Powers

Now that we know about the duties and responsibilities of the Secretary, you should be ready to learn a few more in depth techniques of Fellatio, uh, I mean the EB Membership.

The first thing you have to know is you powers. Yup, as an EB member you get super-powers. Just not in-game.

Just remember, your EB powers, are very tightly controlled and upheld only by the membership of Darkon, they can be stripped from you by the Senate at any time.

So be sure to spread you Super-Powered Sixty-Nine Sodomy around evenly. You don't want anyone to get jealous.

Excerpt from the Darkon Rulebook 2007
Appendix II, Article IV,

1.) The Executive Board:

- a) The Executive Board consists of five elected officials. They are the President, Vice-President, Secretary, Treasurer and Magistrate;
- b) The Board shall be responsible for the conduct of the Club, the planning of activities, and the maintenance of the Bylaws;
- c) The Board shall determine membership status as described above in Article II, Part 1, Sections e and f respectively;
- d) The Board shall review all new game rules and rule changes proposed by the Senate. All new game rules and rule changes must be approved or vetoed by a majority vote;
- e) The Board shall meet as business dictates, but not less than at least once every 3 months.

Your First power is the ability to (Are you ready for this? Really ready? Really?! *Really-really?!?!?*) sit in on EB meetings. WOW! Now you can go to those super secret meetings without wearing a long trench coat and funny disguise! You even get to speak and talk! Huzzah! How about a round of sexual innuendo to get things going?

Now lets break down these five-ish powers/responsibilities/positions of intercourse, shall we?

First: "The EB shall consist of..." Blah blah blah! You better know this you done gone and got yerself elected... DUMBASS! Sheesh... No wonder Darkon is such a joke...

Second: "The Board shall be responsible for the conduct of the Club, the planning of activities, and the maintenance of the Bylaws", hey this means that as an EB member, it is your sole duties to uphold the game, prevent Rhino-Hiding, Ego-Armoring and the like. You get to mete out punishments, observe conflicts and be center-stage for all the *Drama!* Hooray!

So always have a backup plan, and good note-taking skills, as everybody is always out to get you, and you are never right, and so on and so forth.

Third: “The Board shall determine membership status as described above in Article II, Part 1, Sections e and f respectively,” This is a polite way of saying “If the shoe don’t fit, throw it outta the game damnit!” You are EB now, you can eject players from the game, license prizes that effect the play and many other itty-bitty shades therein. Real power, now were talking!

Just remember, that you get to propose punishments, as well as take complaints. Insert “Dharva” comment now. If you are unaware of the whole “Dharva” melodrama, the better.

Fourth: “The Board shall review all new game rules and rule changes proposed by the Senate. All new game rules and rule changes must be approved or vetoed by a majority vote”, Hum. Well, in Legal-Speak this means that anything proposed and passed by the senate has to get a 3/5 majority vote in the EB to really happen. This is that fun part where you and for other elected geeks get to go out together and vote on stuff... You know, those super-secret meetings we were talking about earlier.

Fifth: “The Board shall meet as business dictates, but not less than at least once every 3 months.” Well that’s actually pretty damn straight forward. If you need an explanation of that you proolly’ need a slap upside your head and a check-up from the neck-up.

Hooray for secret council meetings to overthrow the world!!!

Chapter 3: The Nitty-Gritty Bits

Well, this is the part that actually starts to matter. Some of the real advice and hard parts. And when I say hard parts, I of course mean the Dick-of-Darkon.

Little known fact, in the early days of Darkon, the Secretary's name was indeed "Dick", this was because according to the Darkon bylaws, Appendicks Q22, "The Dick-of-Darkon, aka Secretary, shall be held responsible for anything and everything. Regardless of the age or date of the problem the Dick shall be assumed to be at fault unless proven otherwise, and even in that event there then shall be whispers."

Over the course of the years, we the Secretaries, secretarys, secretarii...

What the hell is the plural of Secretary?! Jeebuz!

Anyway of the course of the years, we the *cough* have been entrusted with the upkeep and maintenance of the records. And, as is to be expected in any transient, some of the low-down slimy, grimy, retarded, Etcetera et All, players have somehow managed to wrangle themselves the job of being the Dick, oh... Sorry, I meant the job of the Secretary.

Thus many of these lacidasional individuals gave into moments, hell, some even months, of sloth and retarded-ness. As a result several times over the years many of the records of players have gone up in smoke, flame and little digital puffs of dust and debris.

Because of this it is an accepted fact that every player is at least ten levels higher than their current records indicate, that you must have made a mistake, fix it already. No really, get used to it as most players have little to no idea what their current level is, was or should be, but unless you tell them fifty-ish they will deny and decry you, and waste no time reminding you that they were ten levels higher last event. It doesn't matter that they haven't even been in the game for two whole years, nor that they only made it to three events last year, nor that they play a mage in full-plate. You are obviously wrong, and they by definition are correct. You're the secretary after all, and that means that you are a dick.

There is a ray of hope however, there have been good secretarys in the past, and with luck you may be able to bask in the glorious glow of their after-image. Lets stop and name a few...

Ummmmm..... Oh, yeah! There's "Sil"! Now she was an awesome secretary. Also... Uh... Ummmmnm... Urghh... Well... Yeah. ... Oh, wait, there was "Tsukebe" but he always a perverted pompous ass. Waiiiiiittt-a-minute!! I'M TSUKEBE! Crappit!

Well, that's why I'm writing this thing. Because I'm important enough to lecture you in the proper way to do things.

So the first things you should do upon attaining the much coveted office in order to prosper and not lose your mind are:

First: Go to a Dollar Store and buy the following:

- 2 x Box-o-envelopes (50-100 count each)
- 1 x 3-Hole Punch
- 2 x Pack of printer paper
- 1 x Tupperware pack
- 1 x packet of pens/pencils
- 1 x case of Astroglide Personal Lubricant

All in all it will run you about \$10.00. Save your Receipts as Darkon will reimburse you for your Expenses as long as you have them. If the treasurer Tries to refuse, use the Astroglide on them. Works Wonders that sex-lube does. (I like the warming orange Kind myself ;))

Next go out to Staples (or similar place) and buy:

- 3 x 2' 3-Ring binders
- 1 x \$15.00 Copy Card



All in all this will run you about \$25.00 or so. Well worth the investment, trust me.

Now make it a habit of, after ever event putting all the newly filled out waivers and/or complaints into one 3-ring binder (using that nifty 3-hole punch) and keeping no fewer than 15 blank copies of any form you use in another. I recommend using the third to keep track of any notes, objects, forms, papers, letters, ECT. That you might need to come across and keep. Now don't feel limited, use as many 3-rings as you need.

Above are the basic things you will NEED to survive with your anus stretched to less than 3 feet, if you want less stretch, say only to about 18-ish inches you should also buy a memory/flash/thumb drive minimum 256 Mb, but bigger and cheaper is better. More on this in the next chapter.

Without further ado we move on.

Chapter 4: Basic Record Keeping and Data Handling (also FBI Form US-18.2)

FBI Form 18.2, used to verify the actual age of those appearing in pornography is going to be your own close personal friend for the next 12 months, or more, if insanity should strike you deeply... Syphilis can cause that so I hear, which explains about ¾ of what the previous EB has done. It burns when we pee, but don't worry, you get used to it... Eventually.

Some of the more important forms you'll be dealing with are pretty straight forward.

Take for example the new player waiver. Most new players will be over the age of 18, thus completely legal. But that part cums later. The best way to ensure quality control is to quickly glance over the sheet and see if anything is blank. Look at these key areas.

Darkon Wargaming Club, Inc.
Waiver Form
2004

I, _____, hereby agree not to hold the Darkon Wargaming Club, Inc., its officers, and/or its members liable in the event that I sustain injuries resulting from my participation in game activities.

I fully understand that this is a full-contact sport and knowingly take upon myself the risks involved in participating in game events.

While I realize that the organization tries to ensure the safety of all members, it is I who must be responsible for my own safety, and I release the Darkon Wargaming Club, Inc. from any legal obligation for my personal safety and I fully accept the responsibility for my own well being.

Signature of Player: _____
Date: _____ Date of Birth _____

Players under 18 years of age must also have signed parental consent. Proof of age will be required.

Signature of Parent or Guardian _____

2004 Rate Schedule*	
Membership Dues:	\$5
Day Event Dues:	\$2
Campout Dues:	\$5

*These rates are accurate for 2004 unless otherwise specified.

I have paid my Membership Dues (\$5.00): _____
(Player Initials)

I understand that I must acquire a proper costume within two events: _____
(Player Initials)

1: Make sure their name is written readably. If it's not tell them that they have to suck your nuts. They usually won't, but it's worth a try.

2: Look to see if they scratched some arcane marking on the signature line. If they did, its legal and binding, you get to rape them if they say no... Because no means yes, and yes means harder daddy HARDER!

3: The day it is when you whip it out for them. The waiver I mean. Make sure they date it, it might be important.

4: See if they filled this part out. If they were born before 1990 they are legal, if they were born before 2000, keep it on the DL when you slide it in. Remember they have to be 16 to do Darkon, but it there's grass on the field, PLAY BALL! (If not just get down and roll around in the mud...)

Simple huh? Now look at this one.

**Darkon Wargaming Club, Inc.
Waiver Form
2004**

I, _____, hereby agree not to hold the Darkon Wargaming Club, Inc., its officers, and/or its members liable in the event that I sustain injuries resulting from my participation in game activities.

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Signature of Player: _____
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Signature of Parent or Guardian _____

2004 Rate Schedule*	
Membership Dues:	\$5
Day Event Dues:	\$2
Campout Dues:	\$5

*These rates are accurate for 2004 unless otherwise specified.

I have paid my Membership Dues (\$5.00): _____

I understand that I must acquire a proper costume within two events: _____

1: See if they sign it themselves. Some people are retarded and you don't want to hit that. If they were born before 1990 this line should be blank.

2: Not important. You don't get to keep the money!

3: Irrelevant. Everybody lies on these things.

Now how about a look at this lil' beauty. Made it myself I did.

**Darkon Wargaming Club, Inc.
Waiver Form
2007**

I, _____, hereby agree not to hold the Darkon
(print clearly)
Wargaming Club, Inc., its officers, and/or its members liable in the event that I sustain injuries
resulting from my participation in game activities.

I fully understand that this is a full-contact sport and knowingly take upon myself the risks involved
in participating in game events.

While I realize that the organization tries to ensure the safety of all members, it is I who must be
responsible for my own safety, and I release the Darkon Wargaming Club, Inc. from any legal
obligation for my personal safety and I fully accept the responsibility for my own well being.

Signature of Player: _____
Date: _____ Date of Birth _____

Players under 18 years of age must also have signed parental consent. Proof of age will
be required.

Signature of Parent or Guardian _____

2004 Rate Schedule*	
Membership Dues:	\$5
Day Event Dues:	\$2
Campout Dues:	\$5

*These rates are accurate for 2004 - 2007 unless otherwise specified.

I have paid my Membership Dues (\$5.00): _____
(Please Initials)

I understand that I must acquire a proper costume within two events: _____
(Please Initials)



Extra Credit to (Name and Class)

Darkon Wargaming Club, Inc. - 2004 - 2007

See the bottom part? That will save you several combined man-hours of looking for
retard-scribble.

If somebody brings a new player out they get an extra credit. Most people don't write
their real names so fuck them. Some people write on the backs of the waiver or in weird
places the blue part will make it easy for you to find.

I would also recommend authoring a simple form for some of the common problems that
plague Darkon, like late check-in and 'But really, I'm bizzilonty-seventh level! I been
playing for ninty-trillion yearz!!' More on this later.

I'll give you a copy of the form I drafted, but here is a picture.



Oops. Wrong picture. Be glad I stuck with the tamer stuff, and you also made it this far before the porn started. Here are the real pics as examples.

Credit Dispute Process

As Secretary for 2007, one of my primary duties is the recording of player credits and levels as well as event attendance.

While I assume my role in 2007 I ask your patience. If you have a dispute regarding your credits, please approach me with the following information ready:

- Current number of credits / level
- Believed correct number of credits / level
- Reason believed incorrect
- Date of last credit / level check
- Date of last attendance
- Correct spelling of first and last name
- Common misspellings of first and last names
- Information regarding recent name changes (E.g. Maiden Name, Name Change)

I have provided (online) a simple program to assist with the tracking and calculation of player levels, if possible print a copy of that program to assist in finding and fixing errors.

In the future I will provide a hard copy book that all players will have the option to sign during check-in. This will act as an additional layer of security in maintaining correct records.

Contact Information

Email: Roymund@mindless.com
 Message Board Name: Tsukebe
 Phone Number: 1(410)-919-8131
 In Game Name: Hiruma

Player Complaint and Dispute Form 2007

Player Name (Real Name : Battle Name)

Nature of Complaint

Date _____ Country _____

Details

Signature _____

And the Late form:

Late Check in Policy

Beginning January 1st 2007 any player checking in after 1pm must complete the "Late Check in Process" before beginning any club activities.

Any players attending their first event must complete a Darkon Waiver and submit it to the Darkon Secretary. If a player attending their first event is unable to check in before 1pm they must locate the Darkon Secretary and obtain and complete this form as well as the Late Check in Process before beginning club activities.

All players using the late check in must provide the following:

- Real name
- Battle Name
- Country or Nomad
- Class being played
- Appropriate Membership Dues
- \$1.00 Late Check In Fee

For ease of processing please print clearly and neatly on the envelope.

Players should insert any/all dues and fees into an envelope and SEAL IT. Neither Darkon nor any of its officials can be held responsible for lost money if the envelope is not sealed.

Please use the following form when providing the information:

(This is a badly drawn envelope)

LAST NAME, FIRST NAME	LAST NAME, FIRST NAME
BATTLE NAME	BATTLE NAME
COUNTRY / NOMAD	COUNTRY / NOMAD
CLASS PLAYED	CLASS PLAYED
AMOUNT ENCLOSED	AMOUNT ENCLOSED

If more than one player is using the same envelope please draw a box around all information for each player to separate the information, as shown above.

Yup. Simple explanations, for simple minds. In Darkon we cater to the lowest common denominator... I personally voted for the potted plant, he outwits 99% of the Darkonians out there...

It is important to keep every scrap of paperwork ever written. You will be receiving several large, heavy, old tupperwares and things filled with old waivers, new waivers, lost waivers, and STD declarations.

Just make sure you have a computer copy and you should be ok... Which brings us to our next section...

Chapter 5: The Tome of Fucked-Up Levels

The Tome of Existence, a.k.a. The tome of Fucked-Up Levels is ALWAYS right. The name is misleading, much like Michael Jackson's 'Neverland Ranch'. It should be renamed 'AlwaysLand Ranch' after how often the children inside get molested.

Let's take a look inside book, shall we? (I made that up, no blatant plagiarism here!)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	
	Last Name	First Name	Class	Wizard	Country	DoB	Temp	01.03.05	1998	1999	2000	2001	2002	2003	2004	2007	Total	Level	Weekly Attendance	Notes	
4		adam	fighter				0	0	0	0	0	0	0	0	0	5	0	5	1.80			
5		david	Undeclared	NO	Nomad	1/25/1982	0	0	0	0	0	0	0	0	0	2	0	2	1.20			
6	Abbot	Ryan	Fighter				0	0	3	0	0	0	0	0	0	0	0	3	1.40			
7	Abbott	Chuck	Undeclared				0	0	1	0	0	0	0	0	0	0	0	1	1.00			
8	Abdel-Razaq	Tariq	Cleric	Y	Elidor		0	0	0	0	0	0	15	1	2	0	0	18	4.40			
9	Abemathy	Demis	Undeclared				0	0	1	0	0	0	0	0	0	0	0	1	1.00			
10	Abney	Darren	Undeclared				0	0	1	0	0	0	0	0	0	0	0	1	1.00			
11	Achum	Jason	Fighter				0	0	0	0	0	1	0	0	0	0	0	0	1	1.00		
12	Acker	Sean	Undeclared				0	0	4	0	0	0	0	0	0	0	0	4	1.60			
13	Acosta	Jonathan	Undeclared	Y	Nomad	3/5/1990	0	0	0	0	0	0	0	0	0	0	6	6	2.00			
14	adams	amelia	Undeclared			8/29/1986	0	0	0	0	0	0	0	0	0	2	1	3	1.40			
15	Adams	Byron	Undeclared				0	0	0	0	0	0	0	0	5	0	5	1.80				
16	Adams	Jeremy	Mage		Nomad		0	0	0	18	1	0	3	2	0	0	0	24	5.60			
17	Adams	Joe	Undeclared				0	0	0	0	0	0	0	0	0	0	3	3	1.40			
18	Adams	John	Undeclared				0	0	3	0	0	0	0	0	0	0	0	3	1.40			
19	Adams	Jorge	Fighter				0	0	9	0	0	0	0	0	0	0	0	9	2.60			
20	Adams	Ryan	Fighter		Nomad	7/2/1977	0	0	0	0	8	1	0	0	0	0	0	9	2.60			
21	Adams	Sam	Fighter				0	0	11	0	0	0	0	0	0	0	0	11	3.00			
22	Adelsberger	Ed	Assassin				0	0	10	0	0	0	0	0	0	0	0	10	2.80			
23	Adelsberger	Ed	Cleric				0	0	156	0	0	0	0	0	0	0	0	156	32.00			
24	Adelsberger	Ed	Fighter				0	0	1	0	0	0	0	0	0	0	0	1	1.00			
25	Adler	Eric	Undeclared	Y			0	0	0	0	0	0	1	0	0	0	0	1	1.00			
26	Agel	Carolyn	fighter	Y	Exsilium	6/6/1983	0	0	0	0	0	0	0	0	0	30	19	49	10.60			
27	Agel	Charles	Cleric				0	0	0	0	0	0	0	0	0	1	0	1	1.00			
28	Agenbroad	James	Fighter	Y			0	0	0	0	4	0	0	0	0	0	0	4	1.60			
29	Aguenstein	julia	Undeclared				0	0	0	0	0	1	0	0	0	0	0	1	1.00			
30	Aguiar	Marcus	Undeclared	Y		1/10/1986	0	0	0	0	0	0	0	0	3	0	0	3	1.40			
31	Aitken	Chris	Cleric		Nomad		0	0	0	0	0	0	9	12	16	15	3	55	11.80			
32	Aitken	Chris	Monk		Nomad		0	0	0	0	0	0	5	0	1	0	0	6	2.00			
33	Aitken	Chris	Ranger		Nomad		0	0	0	0	0	0	10	2	0	0	0	12	3.20			
34	Aitken	George	Fighter				0	0	9	0	0	0	0	0	0	0	0	9	2.60			
35	Aitken	Jeff	Fighter				0	0	9	0	0	0	0	0	0	0	0	9	2.60			
36	Aitken	Jeff	Undeclared				0	0	3	0	0	0	0	0	0	0	0	3	1.40			
37	Albano	Logan	Thief	Y			0	0	0	0	7	4	0	0	0	0	0	11	3.00			
38	Albano	Tom	Undeclared	Y			0	0	0	1	0	0	0	0	0	0	0	1	1.00			
39	Albittain	Joseph	Undeclared	Y		9/5/1981	0	0	0	0	0	0	0	0	1	0	0	1	1.00			
40	Aleman	Nichelle	Undeclared	NO	nomad		0	0	0	0	0	0	0	0	0	0	0	1	1.00			
41	Alevito	Louis	Assassin				0	0	11	0	0	0	0	0	0	0	0	11	3.00			
42	Alevito	Louis	Fighter				0	0	29	0	0	0	0	0	0	0	0	29	6.60			
43	Alevito	Louis	Ranger				0	0	20	0	0	0	0	0	0	0	0	20	4.80			
44	Alevito	Louis	Thief				0	0	27	0	0	0	0	0	0	0	0	27	6.20			
45	Alexanderr	Brent	Undeclared	Y		10/27/1986	0	0	0	0	0	0	0	0	0	0	1	1	1.00			
46	Alexanderr	Marin	Undeclared				0	0	0	0	0	0	0	0	0	3	0	3	1.40			
47	Allen	Cebian	Undeclared	Y		8/8/1986	0	0	0	0	0	0	0	0	3	0	0	3	1.40			
48	Allen	Chad	ranger				0	0	0	0	0	0	0	0	4	0	0	4	1.60			
49	Allen	Dave	Undeclared				0	0	1	0	0	0	0	0	0	0	0	1	1.00			

It's really pretty simple once you learn how to use it. Excel I mean. The Tome hates you.

Now for a deeper look. We will start with a close up and a simple break down of the columns.

First the legal bits used to track people.

	A	B	C	D	E	F	
1	Last Name	First Name	Class	Warrior	Country	DoB	T.
2							
3							
4		adam	fighter				0
5		david	Undeclared	NO	Nomad	1/25/1982	0
6	Abbot	Ryan	Fighter				0
7	Abbott	Chuck	Undeclared				0
8	Abdel-Razaq	Tariq	Cleric	Y	Elidor		0
9	Abemathy	Dennis	Undeclared				0
10	Abney	Darren	Undeclared				0
11	Achum	Jason	Fighter				0
12	Acker	Sean	Undeclared				0
13	Acosta	Jonathan	Undeclared	Y	Nomad	3/5/1990	0
14	adams	amelia	Undeclared			8/29/1986	0
15	Adams	Byron	Undeclared				0
16							0

It get simple once you understand it. Let's make it colorful wonderful FABULUOSE!

	A	B	C	D	E	F	
1	Last Name	First Name	Class	Warrior	Country	DoB	T.
2							
3							
4		adam	fighter				0
5		david	Undeclared	NO	Nomad	1/25/1982	0
6	Abbot	Ryan	Fighter				0
7	Abbott	Chuck	Undeclared				0
8	Abdel-Razaq	Tariq	Cleric	Y	Elidor		0
9	Abemathy	Dennis	Undeclared				0
10	Abney	Darren	Undeclared				0
11	Achum	Jason	Fighter				0
12	Acker	Sean	Undeclared				0
13	Acosta	Jonathan	Undeclared	Y	Nomad	3/5/1990	0
14	adams	amelia	Undeclared			8/29/1986	0
15	Adams	Byron	Undeclared				0
16							0

Its rainbow-liscious, tastes like peanut butter and semen!!

1: Last Name, the player's real-world legal last name. Used to search and find players in the giant-normouse database

2: First Name, the player's real-world legal first name. Used to tell which of the umpty-million 'Brown's your looking for.

3: Class, The class your keeping track of. Each Last;First name combo has a class, and an entry for each class. I'll give a picture example later to make it idiot-proof... Idiot.

4: Waiver, do they have their waiver on-file? ‘Y’ mean Yes, ‘N’ or ‘NO’ means no. You only need one waiver per player, so all the Ys or Ns should match. If not kick someone in the head.

5: Country, which country are they in? Not really needed for anything, but is nice to have there when someone *cough*Anya*cough* calls you up to get a listing for each member of their country.

6: DoB, which stands for Date-o-Birth, or Dog-On-Boy, I was never too clear on that. But here I’m pretty sure its Dog-on-Boy. Just look at all the fugly folk at Darkon. Most of them are prolly’ sub-human in some way or another... I however use this column to maintain a record of the date-o-birth of the player. This is useful because if some previous dick, er, secretary was a bad speller they might have fucked up the name column, making it hard to search for the correct name. In this case you can search for the correct DoB and locate the missing player. Also works well if players have shit-ass handwriting.

532	Henry	Vincent	Undeclared	Y		3/12/1987	0
533	Herb	Alexander	Undeclared	Y	Nomad	6/11/1985	0
534	Herb	Roy	Cleric	Y	Rokugan	9/21/1983	0
535	Herb	Roy	Assassin	Y	Rokugan	9/20/1983	0
536	Herb	Roy	druid	Y	Rokugan	9/21/1983	0
537	Herb	Roy	Mage	Y	Rokugan	9/21/1983	0
538	Herbert	James Dustin	Undeclared	Y	Albion	5/18/1985	0
539	Herbert	Tammy (Tam)	Undeclared	Y	Nomad	3/10/1984	0

If you look closely you will see that I, Tsukebe, have several entries.

- 1st: Herb;Roy;Cleric
- 2nd: Herb;Roy;Assassin
- 3rd: Herb;Roy;Druid
- 4th: Herb;Roy;Mage

Each set of entries represents a unique character. Each character has their own level. (more on that next!) You notice that all other information in every column, except ‘Class’, is identical. That is how it should be. Now, for the next few columns of the Tome.

Temp	01.03.05	1996	1999	2000	2001	2002	2003	2004	2007	Total	Level	Week Attendance	Notes
0	0	0	0	0	0	0	0	0	5	0	5	1.80		
0	0	0	0	0	0	0	0	0	2	0	2	1.20		
0	0	3	0	0	0	0	0	0	0	0	3	1.40		
0	0	1	0	0	0	0	0	0	0	0	1	1.00		
0	0	0	0	0	0	15	1	2	0	0	18	4.40		
0	0	1	0	0	0	0	0	0	0	0	1	1.00		
0	0	1	0	0	0	0	0	0	0	0	1	1.00		
0	0	0	0	0	1	0	0	0	0	0	1	1.00		
0	0	4	0	0	0	0	0	0	0	0	4	1.60		
0	0	0	0	0	0	0	0	0	0	6	6	2.00		
0	0	0	0	0	0	0	0	0	2	1	3	1.40		

Pretty, huh? Each column represents one year. The computer only goes back to 1998, but further then that isn't needed cause' its already been summed and entered.

The column 'Temp' isn't used for anything, but DON'T enter data into it, as it has several formulae associated with it. You don't need to know them, or what they do, just don't break it monkey-bitch! That's right, I called you a monkey bitch, you are the realms monkey-bitch, which is worse then being a cocktaclumn or even a cum guzzler. Deal with it.

I'm going to focus al little bit more on this in the next-est chapter... Right now!

Chapter 6: Changing The Tome of Fucked-Up Levels Like A Good Little Monkey-Bitch Without Fucking It Up Any Worse Than It Already Is You Dipweed. (A.k.A. Data-Entry for Dummies)

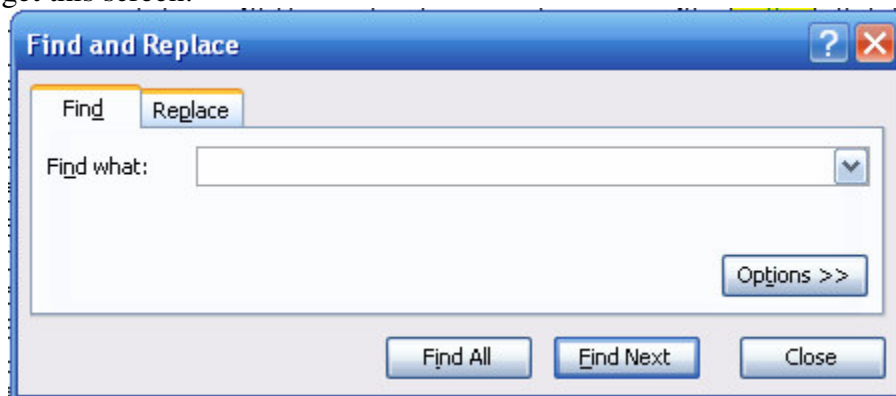
So, ready to learn some of the simple ins-and-outs of the tome and mucking with it?

Lets start with some simple MS Excel commands, and keystrokes.

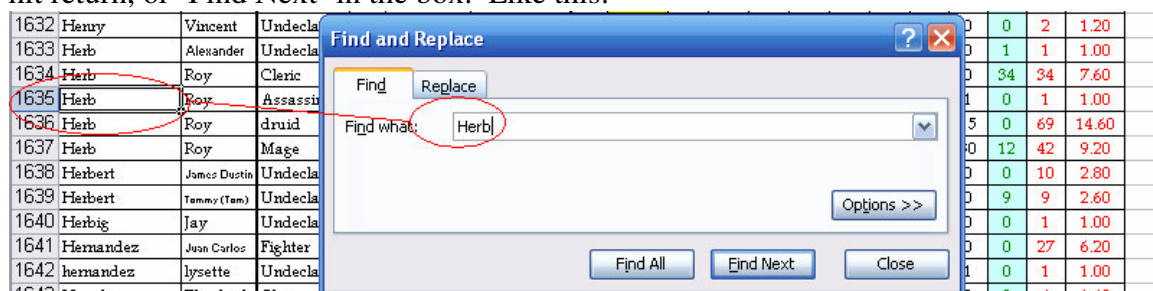
First, the undo Key. Hold down Ctrl (Bottom left or Bottom right, either/or) and push the letter 'Z' (Also Bottom Right). No matter how fucked you just made things, this fixes the problem.

Second, search functions. 'Ctrl'+F' If you don't know what that means, retire or I will skin you and eat your babies.

You will get this screen:



What you do is type the name, or string of characters you want to find into the box and hit return, or 'Find Next' in the box. Like this:

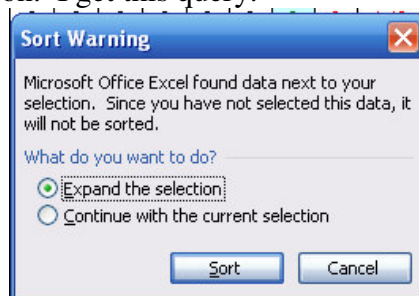


Notice that the cell it found was jumped to right away? It will help you super-much.

The way I use the sort is like this, I select the 'Week's Attendance' columns by clicking on the number-bar at the top:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	Last Name	First Name	Class	Warrior	Country	DoB	Temp	01.03.05	1998	1999	2000	2001	2002	2003	2004	2007	Total	Level	Weekly Attendance	Notes	
4		adam	fighter				0	0	0	0	0	0	0	0	0	0	5	0	5	1.80		
5		david	Undeclared	NO	Nomad	1/25/1982	0	0	0	0	0	0	0	0	0	0	2	0	2	1.20		
6	Abbot	Ryan	Fighter				0	0	3	0	0	0	0	0	0	0	0	0	3	1.40		
7	Abbott	Chuck	Undeclared				0	0	1	0	0	0	0	0	0	0	0	0	1	1.00		
8	Abdel-Razaq	Tariq	Cleric	Y	Elidor		0	0	0	0	0	0	15	1	2	0	0	0	18	4.40		
9	Abemathy	Dennis	Undeclared				0	0	1	0	0	0	0	0	0	0	0	0	1	1.00		
10	Abney	Darren	Undeclared				0	0	1	0	0	0	0	0	0	0	0	0	1	1.00		
11	Achum	Jason	Fighter				0	0	0	0	0	1	0	0	0	0	0	0	1	1.00		
12	Acker	Sean	Undeclared				0	0	4	0	0	0	0	0	0	0	0	0	4	1.60		
13	Acosta	Jonathan	Undeclared	Y	Nomad	3/5/1990	0	0	0	0	0	0	0	0	0	0	0	6	6	2.00		
14	adams	amelia	Undeclared			8/29/1986	0	0	0	0	0	0	0	0	0	2	1	3	1.40			
15	Adams	Byron	Undeclared				0	0	0	0	0	0	0	0	0	5	0	5	1.80			
16	Adams	Jeremy	Mage		Nomad		0	0	0	18	1	0	3	2	0	0	0	24	5.60			
17	Adams	Joe	Undeclared				0	0	0	0	0	0	0	0	0	0	0	3	3	1.40		
18	Adams	John	Undeclared				0	0	3	0	0	0	0	0	0	0	0	0	3	1.40		
19	Adams	Jorge	Fighter				0	0	9	0	0	0	0	0	0	0	0	0	9	2.60		
20	Adams	Ryan	Fighter		Nomad	7/2/1977	0	0	0	0	0	8	1	0	0	0	0	0	9	2.60		
21	Adams	Sam	Fighter				0	0	11	0	0	0	0	0	0	0	0	0	11	3.00		
22	Adelsberger	Ed	Assassin				0	0	10	0	0	0	0	0	0	0	0	0	10	2.80		
23	Adelsberger	Ed	Cleric				0	0	156	0	0	0	0	0	0	0	0	0	156	32.00		
24	Adelsberger	Ed	Fighter				0	0	1	0	0	0	0	0	0	0	0	0	1	1.00		
25	Adler	Eric	Undeclared	Y			0	0	0	0	0	0	1	0	0	0	0	0	1	1.00		
26	Agel	Carolyn	fighter	Y	Exsilium	6/6/1983	0	0	0	0	0	0	0	0	0	30	19	49	10.60			
27	Agel	Charles	Cleric				0	0	0	0	0	0	0	0	0	1	0	1	1.00			
28	Agenbroad	James	Fighter	Y			0	0	0	0	4	0	0	0	0	0	0	0	4	1.60		
29	Aguenstein	Julia	Undeclared				0	0	0	0	0	1	0	0	0	0	0	0	1	1.00		
30	Aguiar	Marcus	Undeclared	Y		1/10/1986	0	0	0	0	0	0	0	0	3	0	0	3	1.40			
31	Aitken	Chris	Cleric		Nomad		0	0	0	0	0	0	9	12	16	15	3	55	11.80			
32	Aitken	Chris	Monk		Nomad		0	0	0	0	0	0	5	0	1	0	0	6	2.00			
33	Aitken	Chris	Ranger		Nomad		0	0	0	0	0	0	10	2	0	0	0	12	3.20			
34	Aitken	George	Fighter				0	0	9	0	0	0	0	0	0	0	0	0	9	2.60		
35	Aitken	Jeff	Fighter				0	0	9	0	0	0	0	0	0	0	0	0	9	2.60		
36	Aitken	Jeff	Undeclared				0	0	3	0	0	0	0	0	0	0	0	0	3	1.40		
37	Albano	Logan	Thief	Y			0	0	0	0	7	4	0	0	0	0	0	0	11	3.00		
38	Albano	Tom	Undeclared	Y			0	0	0	1	0	0	0	0	0	0	0	0	1	1.00		
39	Albrittain	Joseph	Undeclared	Y		9/5/1981	0	0	0	0	0	0	0	0	1	0	0	1	1.00			
40	Aleman	Nichelle	Undeclared	NO	nomad		0	0	0	0	0	0	0	0	0	0	1	1	1.00			
41	Alevito	Louis	Assassin				0	0	11	0	0	0	0	0	0	0	0	0	11	3.00		
42	Alevito	Louis	Fighter				0	0	29	0	0	0	0	0	0	0	0	0	29	6.60		
43	Alevito	Louis	Ranger				0	0	20	0	0	0	0	0	0	0	0	0	20	4.80		
44	Alevito	Louis	Thief				0	0	27	0	0	0	0	0	0	0	0	0	27	6.20		
45	Alexanderr	Brent	Undeclared	Y		10/27/1986	0	0	0	0	0	0	0	0	0	0	0	1	1	1.00		
46	Alexanderr	Marin	Undeclared				0	0	0	0	0	0	0	0	0	3	0	3	1.40			
47	Allen	Cebian	Undeclared	Y		8/8/1986	0	0	0	0	0	0	0	0	3	0	0	3	1.40			
48	Allen	Chad	ranger			7/24/1989	0	0	0	0	0	0	0	0	0	4	0	4	1.60			
49	Allen	Dave	Undeclared				0	0	1	0	0	0	0	0	0	0	0	0	1	1.00		

This selects from the topmost portion of the spreadsheet all the way to the bottommost part. Then I hit the button. I get this query:



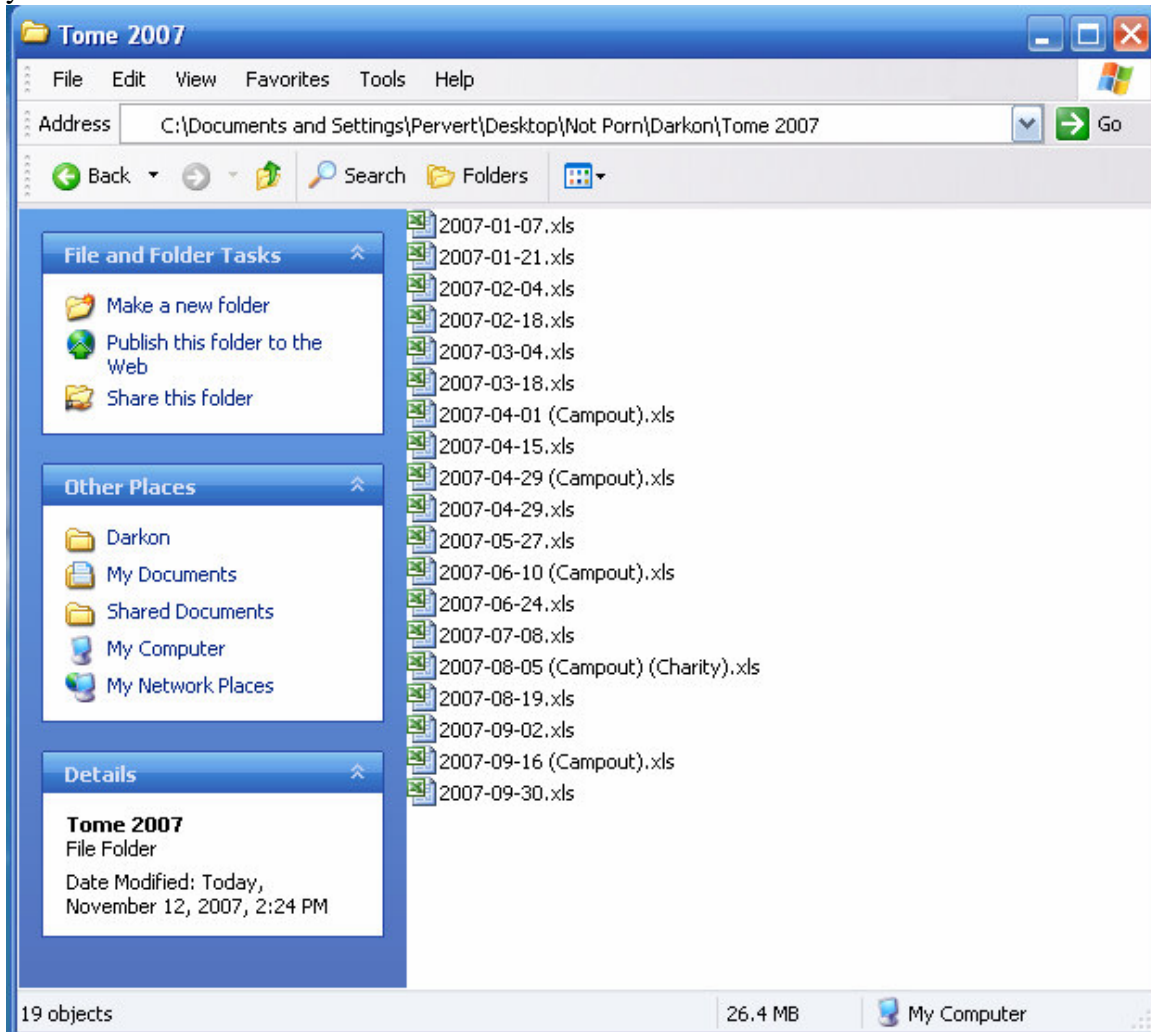
For example you get a set of dates like this:

January 19th 1969 = 1969-01-19

December 31st 2002 = 2002-12-31

Monday, November 12, 2007 = 2007-11-12

The reason for using this system is it allows easy sorting of multiple years of dates into proper chronological order. Windows will automatically put them in the correct order for you. Like this:



Simple, huh. The Save-As command allows you to easily and quickly create new files of any name you want. I create the new file with the name of the next event, thus when converting 2007-06-24 to a backup I created the new file named 2007-07-08. Simple, if you're not stupid.

- after burton.xls
- after burton.xls
- after fingers campout.xls
- after Millersville December 05.xls
- after redland nic sick.xls
- After Roundtree Dramaday.xls
- after sin's cmp.xls
- after vv campout.xls
- afterarden.xls
- aftercatonsville.xls
- afterredland.xls
- before adam's campout.xls
- before burton.xls
- before burtonsville.xls
- beforeredland.xls
- beforeroundtree.xls
- burtonsville.xls
- Catonsville - december 05.xls
- dane stood in for jen.xls
- Darkon, after Albion campout.xls
- Darkon, pre Albion campout.xls
- Darkon, pre catonsville.xls
- Darkon,after catonsville.xls
- Darkon,after redland.xls
- Darkon,pre burtonsville.xls
- elections 06.xls
- hood campout.xls
- last event 06.xls
- march182006.xls
- newplayers.txt
- nicolexls
- nicole.xls
- pre fingers campout.xls
- Pre Millersville December 05.xls
- pre redland battle after campout.xls
- pre roundtree --too far away.xls

If you ignore this advice you wind up with files that are named like this. It doesn't work out and you can never figure out which day was which. I mean, "Pre roundtree -too far away.xls" When was that? I still don't know.

"2007-06-10 (campout).xls" I bet you know right when and where that event was.

Damn, I'm good.

Alright, now for the tedious part. Back to this sorted screen:

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
2	Last Name	First Name	Class	Year	Country	Date	1980	1981	1982	1983	1984	1985	1986	1987	1988	1989	1990	1991	Total	Level	Order	Notes					
4	Anders	Maeghan	Druid	Y	Perseus	7/28/1981	0	0	0	0	0	0	0	0	0	13	17	15	45	9.80							
5	Anders	Shawn	assassin	Y	Perseus	8/27/1979	0	0	0	0	0	0	0	0	0	1	3	4	8	2.40							
6	Baker	Byran	cleric	Y	Albion	10/21/1987	0	0	0	0	0	0	0	0	1	0	22	46	69	14.60							
7	Barton	Don	Druid	Y	Iacona	7/28/1982	0	0	0	0	0	0	0	0	0	0	53	39	94	19.60							
8	Beckman	Jon	Thief	Y	Aquilonia	5/12/1986	0	0	0	0	0	0	0	0	0	0	27	14	41	9.00							
9	Beady	Will	Cleric	Y	Rokugan	4/8/1984	0	0	0	0	0	0	0	0	0	0	19	19	4.60								
10	Beady	John	mage	Y	Rokugan	11/14/1988	0	0	0	0	0	0	0	0	0	0	24	6	30	6.80							
11	Carpenter	Elizabeth	Thief	Y	ChedNasad	12/23/1986	0	0	0	0	0	0	0	0	6	22	47	10	85	17.60							
12	Clopan	Katie A.	Cleric	Y	Carcosa	5/7/1985	0	0	0	0	0	0	0	0	0	0	14	14	3.60								
13	Collins	Amya	Ranger	Y	ChedNasad	11/14/1980	0	0	0	0	0	0	0	0	20	10	18	48	10.40								
14	Crockett	Michael	Cleric	Y	Nomad	2/16/1979	0	0	0	0	0	0	0	0	0	0	24	44	68	14.40							
15	Crockett	Joseph	mage	Y	Nomad	10/2/1981	0	0	0	0	0	0	0	0	0	0	16	16	4.00								
16	Dalyai	Andreas	druid	Y	Albion	8/9/1985	0	0	0	0	0	0	0	0	2	30	19	51	11.00								
17	dane	Thomas	assassin	Y		7/19/1978	0	0	0	0	0	0	0	0	0	34	16	0	50	10.80							
18	Darabough	Chesad	Fighter	Y	Perseus	12/28/1978	0	0	0	0	24	34	34	34	11	181	27.00										
19	Donat	Jessica	Cleric	Y	velkhevive	09/19/79	0	0	0	0	0	0	0	0	2	37	14	53	11.40								
20	Dunkley	Robert	Fighter	Y	Perseus	7/18/1983	0	0	0	15	27	1	5	6	19	22	95	19.80									
21	Eberberger	Brian	Ranger	Y	Aquilonia	4/15/1967	0	0	50	25	10	5	5	5	7	13	3	123	25.40								
22	Engelbeck	Matthew	Ranger	Y	Albion	8/16/1977	0	0	0	0	4	0	0	0	0	0	3	7	2.20								
23	Ford	Bill	mage	Y	Nomad	4/14/1976	0	0	0	0	0	0	0	0	0	9	17	26	6.00								
24	Foster	Ieff	Cleric	Y	Albion	1/5/1982	0	0	0	0	0	0	0	0	13	4	17	4.20									
25	Freitag	Adam	Cleric	Y	Iacona	7/29/1979	0	0	0	0	6	25	28	18	48	21	156	32.00									
26	Ginger	Dwad	Monk	Y	Nomad	2/16/1975	0	0	0	0	5	16	6	14	14	55	11.80										
27	Glass	Teasa	Assassin	Y	Iacona	1/16/1982	0	0	0	0	0	0	0	0	5	35	0	40	8.80								
28	Good	Kenny	Thief	Y	Nomad	8/7/1986	0	0	0	0	0	0	0	0	0	19	8	27	6.20								
29	Gustafson	Michael	Cleric	Y	Albion	6/17/1976	0	0	0	25	37	38	28	27	26	17	198	40.40									
30	halley	smatt	thief				0	0	0	0	0	0	0	0	0	35	0	35	7.80								
31	Hasey	Daniel	Fighter	Y	Perseus	12/26/1985	0	0	0	0	0	0	0	0	0	0	4	4	1.60								
32	Henry	Dale	mage	Y	ChedNasad	6/11/1982	0	0	0	1	4	6	0	0	9	0	20	4.80									
33	Heib	Roy	Cleric	Y	Rokugan	9/21/1983	0	0	0	0	0	0	0	0	0	31	53	7.00									
34	Hamberger	Joseph	Cleric	Y	Body	2/21/1979	0	0	0	0	0	0	0	0	0	0	9	9	2.60								
35	Hollingsworth	John	Fighter	Y	ChedNasad	7/30/1986	0	0	0	0	0	0	0	0	1	56	14	91	11.00								
36	Hollingsworth	Ticha	thief	Y		10/28/1987	0	0	0	0	0	0	0	0	0	18	5	23	5.40								
37	Humphreys	Joshua	Assassin	Y	Aquilonia	5/2/1982	0	0	0	0	0	0	0	0	0	8	32	40	8.80								
38	Iddings	Imas	Fighter	Y	VelkVelve		0	0	29	11	0	0	5	18	19	26	8	116	24.00								
39	Johnson	Enk	Thief	Y	Eldor	12/22/1969	0	0	0	0	0	0	0	0	0	52	12	64	13.60								
40	Jones	Raymond	Thief	Y	Nomad	6/1/1988	0	0	0	0	0	0	0	0	0	1	13	14	3.60								
41	Kane	Angel	Thief	Y	ChedNasad	2/5/1980	0	0	0	0	0	0	11	27	19	14	17	88	18.40								
42	Kamer	Jennifer	Thief	Y	ChedNasad	5/5/1987	0	0	0	0	0	0	0	0	0	0	11	11	3.00								
43	Kelly	Pat	Cavalier	Y	Eldor	8/30/1987	0	0	260	6	4	5	1	0	0	0	15	291	59.00								
44	Keyes	Nicole	mage	Y	Albion		0	0	0	0	0	0	0	0	0	49	1	50	10.80								
45	King	Andy	Fighter	Y	Eldor	6/25/1979	0	0	23	0	0	0	0	0	0	0	26	49	10.60								
46	Kinley	Andrew	Undeclared	Y	Nomad	12/27/870	0	0	0	0	0	0	0	0	0	0	2	2	1.20								
47	Kinley	Anthony	Undeclared	Y	Nomad	12/27/1987	0	0	0	0	0	0	0	0	0	0	1	1	1.00								
48	Klages	Byran	Cleric	Y	Aquilonia	8/13/1987	0	0	0	0	0	0	0	0	0	10	6	16	4.00								
49	Klages	Glen	mage	Y	Aquilonia	5/21/1982	0	0	0	71	23	26	12	3	6	11	2	154	31.60								

Now we change each column to reflect the added credits manually. First you go to the green column and add the appropriate number (1 for day events, 3 for campouts) and then delete the number 1 in the attendance column.

Done!

Oh, wait, I lied. Now we have to put the tome back into alphabetic order to save several headaches later. Trust me, I was lazy and tried, didn't work.

Now we select the column 'First-Name' like so:

The screenshot shows a Microsoft Excel spreadsheet titled "2007-08-05 (Campout) (Charity).xls". The spreadsheet has columns labeled A through S. Column A is "Last Name", B is "First Name", C is "Class", D is "W....", E is "Country", F is "DoB", G is "Temp", H is "01.03.05", I is "1936", J is "1939", K is "2000", L is "2001", M is "2002", N is "2003", O is "2004", P is ".....", Q is "2007", R is "Total", and S is "Level". The "First Name" column (B) is selected, and the "2007" column (Q) is highlighted in green. The data rows are numbered 1 to 37.


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
	Last Name	First Name	Class	W....	Country	DoB	Temp	01.03.05	1936	1939	2000	2001	2002	2003	2004	2007	Total	Level	
1																				
2																				
3																				
4	Anders	Maeghan	Druid	Y	Forgotten One	7/28/1981	0	0	0	0	0	0	0	0	13	17	7	37	8.20	
5	Anders	Shawn	assassin	Y	Forgotten One	8/27/1979	0	0	0	0	0	0	0	0	1	3	1	5	1.80	
6	Bachman	Paul	Mage	Y	Velkyn Velve	11/19/1980	0	0	0	0	0	0	0	1	8	9	10	28	6.40	
7	Baker	Bryan	cleric	Y	Albion	10/21/1987	0	0	0	0	0	1	0	0	22	35	58	12.40		
8	Baker	Jeff/Chef	Mage	Y	Moot	3/9/1968	0	0	25	25	8	25	25	25	22	23	8	186	38.00	
9	Barton	Don	Druid	Y	laconia	7/28/1982	0	0	0	0	0	0	0	0	55	26	81	17.00		
10	Bean	Melanie	Undeclared	y		2/14/1980	0	0	0	0	0	0	0	0	0	6	0	6	2.00	
11	Beckman	jon	Thief			5/12/1986	0	0	0	0	0	0	0	0	27	6	33	7.40		
12	Black	Gary	Mage	Y	Nomad	3/22/1968	0	0	0	0	0	32	35	16	9	21	16	129	26.60	
13	Boomhower	Dan	Monk	Y	Bloody Axe	1/7/1971	0	0	0	0	0	0	0	6	0	12	7	25	5.80	
14	bradley	alec	Monk	Y	Albion	8/2/1984	0	0	0	0	0	0	0	0	0	1	8	9	2.60	
15	brady	Will	thief	Y	Rokugan	4/8/1984	0	0	0	0	0	0	0	0	0	28	15	43	9.40	
16	Burke	Jessica	Ranger	Y	Nurgle	11/21/1984	0	0	0	0	0	0	0	0	0	9	12	21	5.00	
17	Calicoat	Matthew	Ranger	Y	Velkyn	6/26/1974	0	0	0	0	0	0	0	0	0	6	4	10	2.80	
18	Carland	Blaise	Fighter	Y	Nomad	6/27/1972	0	0	100	5	6	15	11	13	16	31	10	207	42.20	
19	Clopein	Katie A.	Undeclared	Y	Carcosia	5/7/1985	0	0	0	0	0	0	0	0	0	0	2	2	1.20	
20	Collins	Anya	Assassin	Y	Ched Nasad	11/14/1980	0	0	0	0	0	0	23	15	10	14	14	76	16.00	
21	Collins	Hannah	Ranger	Y	Nomad	3/20/1986	0	0	0	0	0	0	0	0	0	13	21	34	7.60	
22	Collins	Piet	Cleric	Y	Moot	3/28/1989	0	0	0	0	0	0	0	0	0	10	10	2.80		
23	Connor	Tim	Cleric	Y	Nomad		0	0	0	0	0	0	1	0	6	3	1	11	3.00	
24	Cooke	Joan	Thief	Y	Empyrean	3/25/1989	0	0	0	0	0	0	0	0	0	3	20	23	5.40	
25	Crockett	Elizabeth	Cleric	Y	Nomad	2/16/1979	0	0	0	0	0	0	0	0	0	24	31	55	11.80	
26	Crockett	Joseph	Undeclared	Y	Nomad	10/2/1981	0	0	0	0	0	0	0	0	0	0	2	2	1.20	
27	Crow	Mike	Fighter	Y	Aquilonia	9/10/1974	0	0	0	0	0	0	0	0	0	0	0	0	0.80	
28	Dalyai	Andrew Ryan	druid	Y	Albion	8/9/1985	0	0	0	0	0	0	0	0	2	30	14	46	10.00	
29	Dearmond	Matt	Thief	Y	Nurgle	11/19/1983	0	0	0	0	0	0	3	27	9	18	14	71	15.00	
30	Donat	Jessica	Cleric	Y	velken velve	09/19/79	0	0	0	0	0	0	0	0	2	37	11	50	10.80	
31	Durham	Nick	Undeclared	Y	Nomad	4/23/1988	0	0	0	0	0	0	0	0	0	2	2	1.20		
32	Ernest	Ryan	thief	Y	Aquilonia	1/22/1986	0	0	0	0	0	0	0	0	10	14	24	5.60		
33	Eyler	Max	Fighter	Y	Nurgle	3/12/1988	0	0	0	0	0	0	0	0	0	0	0	0	0.80	
34	Fieldhouse	Brendan	Cleric	Y	Empyrean	11/3/1982	0	0	0	0	0	0	0	9	63	28	100	20.80		
35	Ford	Bill	Cleric	Y	Nomad	4/14/1976	0	0	0	36	11	4	0	0	45	11	107	22.20		
36	Foster	Jeffrey	Fighter	Y	Albion	1/5/1982	0	0	0	0	0	30	28	32	32	39	7	168	34.40	
37	freitag	adam	thief	Y	Laconia	7/30/1926	0	0	0	0	0	0	0	0	5	5	10	2.80		

And hit the button again, EXPAND THE SELECTION. ALWAYS EXPAND THE SELECTION.

The reason for this is that if you just straight-up sort by last name the first names will be out of order, meaning you might get:

Brown;Joe:Cleric
 Brown;Kim:assassin
 Brown;Joe;Ranger
 Brown;Kim;Thief

This is because MS Excel is trying to maintain the order they were in the previous sort, leaving the most recently used still in the top. The data remains unchanged it's just a freaking pain in the ass to go around and find the right person sometimes. Now the FINAL STEP in this process is the last sort.

Select the Last-Name column as shown here and hit the , save and your done!

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
1	Last Name	First Name	Class	Wierd	Country	DoB	Temp	01.03.05	1998	1999	2000	2001	2002	2003	2004	2007	Total	Level	
2																				
3																				
4	Mattson	29	Assassin				0	0	15	0	0	0	0	0	0	0	0	15	3.80	
5	CCCC BREAK	-	-				0	0	0	0	0	0	0	0	0	0	0	0	0.80	
6	Greywolf	-	Undeclared				0	0	1	0	0	0	0	0	0	0	0	1	1.00	
7	Kowit	A.J.	Undeclared				0	0	3	0	0	0	0	0	0	0	0	3	1.40	
8	Booth	Aaron	Undeclared		Ched Nasad		0	0	0	0	0	0	0	0	2	0	0	2	1.20	
9	Brown	Aaron	Cleric		Nomad	10/9/1967	0	0	0	0	0	0	0	9	4	0	0	13	3.40	
10	Brown	Aaron	Fighter		Nomad	10/9/1967	0	0	57	0	0	5	15	12	9	19	0	117	24.20	
11	Brown	Aaron	Thief		Nomad	10/9/1967	0	0	0	0	0	0	11	0	0	0	0	11	3.00	
12	Feinberg	Aaron	Undeclared				0	0	4	0	0	0	0	0	0	0	0	4	1.60	
13	Genter	Aaron	Fighter				0	0	0	0	0	3	0	0	0	0	0	3	1.40	
14	Gorup	Aaron	Cleric		Dragonhood		0	0	0	0	0	10	0	6	5	17	0	38	8.40	
15	Gorup	Aaron	Druid		Dragonhood		0	0	0	0	0	0	0	4	0	0	0	4	1.60	
16	Gorup	Aaron	Fighter		Dragonhood	6/18/1984	0	0	0	0	0	5	32	12	2	4	7	62	13.20	
17	Hart	Aaron	Undeclared				0	0	1	0	0	0	0	0	0	0	0	1	1.00	
18	Henry	Aaron	Undeclared	Y		3/12/1987	0	0	0	0	0	0	0	1	1	0	0	2	1.20	
19	knab	Aaron	Fighter	Y	Nomad	11/6/1985	0	0	0	0	0	2	12	12	17	8	1	52	11.20	
20	Knab	Aaron	Monk				0	0	0	0	0	0	0	0	0	8	0	8	2.40	
21	Kressley	Aaron	Undeclared		Nurgle		0	0	0	0	0	0	0	1	1	0	0	2	1.20	
22	Levy	Aaron	Undeclared				0	0	0	0	0	1	0	0	0	0	0	1	1.00	
23	Limoges	Aaron	Undeclared				0	0	3	0	0	0	0	0	0	0	0	3	1.40	
24	Miller	Aaron	Fighter	Y	Forgotten Onez	3/1/1982	0	0	0	0	21	21	21	21	12	21	4	121	25.00	
25	Sammons	Aaron	Thief				0	0	0	0	12	9	0	0	0	0	0	21	5.00	
26	Sipes	Aaron	Druid	Y	Nomad	4/14/1981	0	0	0	0	13	23	0	0	0	4	3	43	9.40	
27	Sipes	Aaron	Fighter	Y			0	0	0	0	0	4	0	0	0	0	0	4	1.60	
28	Sipes	Aaron	Ranger	Y			0	0	0	0	0	1	0	0	0	0	0	1	1.00	
29	tumach	Aaron	Ranger	Y	Nomad	10/9/1967	0	0	17	0	0	8	9	0	0	0	0	34	7.60	
30	Cocke	Abigail	Ranger		Aquilonia	4/12/1984	0	0	0	0	0	0	0	0	9	27	0	36	8.00	
31	Cocke	Abigail	Thief		Forgotten Onez	4/12/1984	0	0	0	0	0	22	31	18	10	3	0	84	17.60	
32	Cocke	Abigail	Druid		Aquilonia	4/12/1984	0	0	0	0	0	2	7	0	4	0	0	13	3.40	
33	freitag	adam	thief	Y	Laconia	7/30/1926	0	0	0	0	0	0	0	0	0	5	5	10	2.80	
34		adam	fighter				0	0	0	0	0	0	0	0	0	5	0	5	1.80	
35	Atencio	Adam	Cleric	Y	Moot		0	0	0	0	0	23	0	5	0	0	0	28	6.40	
36	Atencio	Adam	Fighter	Y	Moot		0	0	0	0	0	3	0	0	0	0	0	3	1.40	
37	Blanchard	Adam	Thief				0	0	0	0	3	2	0	0	0	0	0	5	1.80	
38	Brown	Adam	druid	y		7/25/1988	0	0	0	0	0	0	0	0	0	21	0	21	5.00	
39	Buflin	Adam	Undeclared	Y		5/17/1986	0	0	0	0	0	0	0	0	1	0	0	1	1.00	
40	Buflin	Adam	Undeclared	Y		6/14/1985	0	0	0	0	0	0	0	0	1	0	0	1	1.00	

Now on to the final chapter(s)...

Chapter 7: Rulebooks of DOOM!

Rulebooks. Everybody has one, each new player gets one, and not everybody reads them. Fortunately you are going to get the chance to go over, and over, and over them again, and again, and again.

As secretary it is your job to make sure the rulebook is up to date. To do this I recommend finding a good OCR program, or .pdf-to.doc program and converting. Also useful is a good .doc-to-.pdf like 'CutePDF' which is conveniently enough, free.

This part is mostly on your shoulders since it varies immensely from year-to-year and edition-to-edition.

You'll have to figure it out on your own. I'll leave you with some tips though.

1: Never mock the printing gnomes who work late at Kinko's, they bind your rulebooks and will spite you in a minute. Especially don't make fun of the fact they wear aprons at midnight and work at a place whose name starts with 'kink'. It will take about 10 weeks to get your fist print run if you do.

2: Start asking around local print-shops if they give discounts for non-profit, many do. This is because at some point you will get stuck up-fronting the money for the books since the treasurers are invariably idiots as well as dicks. A run of 25 books costs about \$125-\$150 for cheap binding and black/white printing.

3: A good run of 25 books will last 7 events mid-winter, 5 events during the peak spring/summer seasons, or 1 campout and 2 events during peak campout seasons. Be prepared and bring enough books.

4: Insert a new-player waiver onto the last page of the rulebook, it will save you time/effort looking if you run out of waivers mid-event.

5: Maintain a running log of changes you have made/are making/need to make for the books as you work on them, and as the year goes by. Occasionally sit in on senate, you can't vote, but you can speak and listen.

6: Wear skimpy outfits to check-in. It will annoy some, disgust others and arouse yet more.