

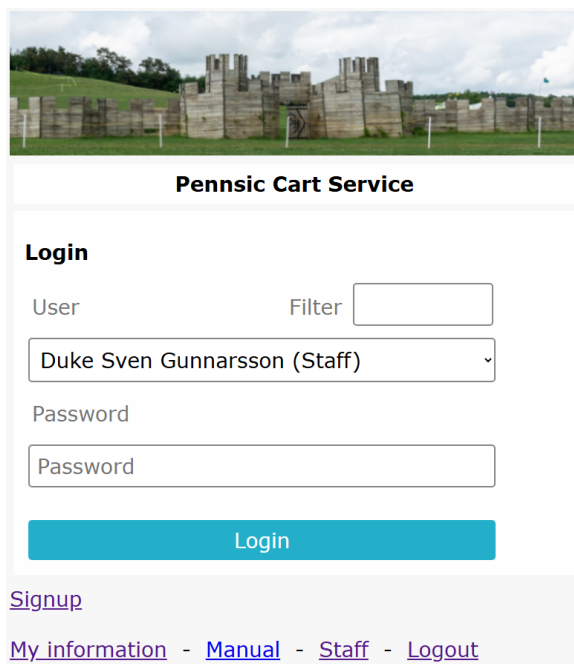
User manual for Pennsic Cart Service

Use the QR code below to open the website or enter this URL:

<https://www.pennsicroyaltycart.org/>



The first page shown will be the Login form.

A screenshot of the Pennsic Cart Service login page. At the top is a banner image of a stone castle on a grassy hill. Below the banner, the title "Pennsic Cart Service" is centered. The "Login" section contains a "User" label, a "Filter" text input, a dropdown menu showing "Duke Sven Gunnarsson (Staff)", a "Password" label, and a password input field. A blue "Login" button is at the bottom of the form. Below the form is a "Signup" link. At the very bottom is a navigation bar with links for "My information", "Manual", "Staff", and "Logout".

Pennsic Cart Service

Login

User Filter

Duke Sven Gunnarsson (Staff) ▾

Password

Login

[Signup](#)

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Select yourself and enter the password you selected or was given.

If you are not listed in the User drop-down, use the Signup link below the Login button. The filter can be used to limit the users in the select.

Signup

To Signup, fill in your information and click the Signup button. The only rule for the password is that it is not empty.

Signup

Kingdom

Drachenwald

Title

Duke

Name

Sven

Phone

4126664567

Email

myemail@gmail.com

I am Royalty

☐

Password *

...

Confirm Password

...

Signup

*) The only rule for the password is that it cannot be empty.

[Return to login](#)

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When the Signup is done you will be redirected back to the Login form.

Once logged in, you will not have to log in again for thirty days.

There are two main views available after logging in; Rides and Messages.

Rides

In the Rides view information about past and future Rides is listed.

Rides - Sovereign Sigifrið Hauknefr

Rides

Messages

Schedule ride

☒ Show Completed Rides

☒ Show Cancelled Rides

Ride At	From	To	Ride Info	Assigned To
Sun 9:30 PM	Drachenwald Royal (N13)	My tent		
Wed 10:30 PM	Ansteorra Royal	Battlefield, Marshals point		
Wed 10:30 PM	Northshield Royal	West Royal	1	

[My information](#) - [Manual](#) - [Staff](#) - [Logout](#)

To schedule a ride, click the link Schedule ride.

Schedule Ride - Sovereign Sigifrith Hauknefr

From Location

Add/Find

Atenveldt Royal

To Location

Add/Find

Outlands Royal

Royalty

Sovereign Sigifrith Hauknefr (West Kingdom)

Passengers (1 - 3)

1

(Remember no armor allowed!)

Ride Info

Ride Date

Sat

Ride Time

8:30 PM

Schedule

If you need to change or cancel the ride after it has been scheduled, contact staff!

[Back to rides](#)

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 [Logout](#)

Select a From and To location, which royalty the ride is for, and how many persons will need the ride (1 to 3). Please note that the carts have a max capacity of 650 lb, so schedule 2 carts if the passengers and the drivers are unlikely to be under this limit!

An optional Ride Info text can be entered if there are any special considerations to take into account.

Rides can not be scheduled within 30 minutes, so the date and time will be set to the closest 15 minute increment that is more than 30 minutes away.

A maximum of 2 Rides can be scheduled in the same 15 minute time slot.

If no suitable location is found for the From or To location, then the link Add/Find can be used to open a form where a location can be added.

Add/Find Location - King Krake

Location

Bat

Add

Existing locations, click to select (filtered by entered text)

Location
Battlefield East Kingdom tent
Battlefield Listfields
Battlefield Midrealm tent
Battlefield Rapier lists
Battlefield the Fort

[Back to schedule ride](#)

Pennsic Royalty Liasion - [Manual](#)

When typing in the textfield at the top, the list is filtered by that text, in this way it is quite easy to find a location. By clicking the name of an existing location it is selected in the form where the Add/Find link was clicked.

If no location is found, enter a text for it, preferably include the block number, as an example “Drachenwald Royal (N13)”.

Clicking the text entered for the ride, opens a See Ride form.

See Ride - Sovereign Sigifrith Hauknefr

From Location

[Add/Find](#)

Ansteorra Royal

To Location

[Add/Find](#)

Battlefield, Marshals point

Royalty

Sovereign Sigifrith Hauknefr (West Kingdom)

Passengers

1

Ride Info

Ride Date

Wed

Ride Time

10:30 PM

☐ Cancel Ride

Scheduled by: Sovereign Sigifrith Hauknefr at 7/2/2025 9:51:16 PM

Save

[Send message regarding this ride](#)

Messages regarding this ride

From	To	Message date
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The ride information can be edited or the ride can be canceled.

From this form a message can be sent with the link Send message regarding this ride.

Send Message - Sovereign Sigifrith Hauknefr

Re. ride on Wed at 10:30 PM for Sovereign Sigifrith Hauknefr

To User

All Staff

Message

We will be two who need the ride.

Send

[Back to Edit Ride](#)

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A message sent from the See ride information form will be connected to the ride, and listed when looking at the ride.

Messages

In the Messages view all messages you have sent or received will be listed.

Messages - Consort Sofia Stepanova doch'

[Rides](#)

Messages

[Send Message](#)

☒ Show Read Messages
 Filter:

Message	From	To	Time
This is a test...	Consort Sofia Stepanova doch'	Duke Sven Gunnarsson	6/29/2025 7:32:45 PM

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The unread messages sent or received will be listed with Bold font, with the most recent on top. The checkbox Show Read Messages can be checked to list both unread and read messages. The Send Message link opens a form where a new message can be sent.

Send Message - Sovereign Sigifrith Hauknefr

Re. ride on Wed at 10:30 PM for Sovereign Sigifrith Hauknefr

To User

All Staff

Message

We will be two who need the ride.

Send

[Back to Edit Ride](#)

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A specific person can be selected, or All Staff to make the message targeting all staff.

Note that in this system ALL messages can be seen by ALL staff. So do not send secret or personal information!

When the person the message is sent to opens the message it is marked as read. For messages sent to All Staff, the message will be marked as read when the first staff member opens it.

A message is opened by clicking the message text.

Read Message - King Krake

Message

6/23/2025 6:23:25 PM

Can someone please swing by my camp and help me understand how to use this Cart Service?
I am not so technical...

From User
King Krake

To User
All Staff

[Reply](#)

Messages in thread

From	To	Message date
King Krake	All Staff	2025-06-23 18:23:25

[Can someone please swing by my camp and help me understand how to use this Cart Service? I am not so technical...](#)

[Back to messages](#)

Pennsic Royalty Liasion - [Manual](#)

In the Read Message form, the date and time, message text, from whom, and to whom the message is sent is shown.

By clicking the Reply link a message can be sent that will be linked with the opened message. At the bottom of the form is a section with all messages that are related, listed with most recent at the top. A message can be opened by clicking the text.

The menu; Messages will be bold and have a letter icon next to it if you have unread messages.

Save web site to home screen

If the web page is saved to the phone it will act as an app, allowing push notifications in addition to emails. We strongly recommend doing this!

For iPhone this is done by going to the web page, then clicking the share icon (square with arrow upwards) and then selecting Add to home screen.

For android this is done by going to the web page, then clicking the three dots in the upper right corner and scroll down and then selecting Add to home screen.

My information

The link My Information in the footer opens a form where your personal information can be edited.

My Info - Duke Sven Gunnarsson

[Rides](#) [Messages](#) [Persons](#) [Locations](#)

Kingdom	Drachenwald
Title	Duke
Name	Sven Gunnarsson
Phone	716-663-0274
Email	robert_hedstrom@hotmail.se

Update

[Turn off email notifications](#) 

[Turn off push notifications](#) 

[Set Password](#)

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The system will send emails for received messages unless the person turns it off.

The link Turn off notifications can be used to mark that you do not want to receive emails. It will after that read Turn on notifications.

The push notifications will ask for permission when clicked, answer Yes in the popup.

If the push notification icon continues to have a red cross over it after answering Yes, a timing problem has happened, simply repeat the click and the push notifications should be enabled.