ORDER OF THE IRON CROWN

MEMBERS HANDBOOK

Order of the Iron Crown

Hail and Well Met!
Welcome to the Order of the Iron Crown! (OIC for short)

This document will provide an overview of how you can help us promote Iron Crown Enterprises, its products and role playing games in general. It will explain the various ways you can assist us, as well as how you will be rewarded for your time and efforts. Finally, we'll include some tips and pointers on how you can get the most out of your efforts.

As a member of the OIC, you have the opportunity to tell the world about Iron Crown Enterprise's current and upcoming games, including Rolemaster, Spacemaster, HARP, and HARP SF! You also have the opportunity to help us bring the new products to life by assisting with playtesting and proofreading.

As you support OIC activities, you will receive OIC development points, and over time you can use those development points towards gaining rewards and recognition.

JOINING THE OIC
In order to join the OIC you need to contact us at OIC@ironcrown.com and provide the following information.
- Name (First and Last Name)
- Mailing address
- Email address
- Forum Login Name

Once we have received that information, we will add you to our OIC register and update your ICE Forums profile to indicate that you are a member of the OIC. From that day forward you can begin earning OIC Development Points and you'll have access to a new section of the ICE Forums – the OIC section.

OIC DEVELOPMENT POINTS
Even though you may feel that playing Iron Crown Enterprises games is a reward in itself, we recognize the value of each and every member of the OIC and we want to reward you further for your support. Just like in our Rolemaster or HARP systems, when you earn DP you can spend it on rewards to make your character better, in the OIC you can take the DP you earn and use it to make your gaming experience better – and you don't have to wait until you level up! After joining the OIC every effort you make to support ICE will count towards your OIC Development Points, and those Development Points can be used to gain a lot of different rewards. The OIC Development points will be managed on the ICE forums and will be visible to review at any time.

EARNING OIC DEVELOPMENT POINTS

Here are just some of the opportunities to gain DP, but only if you sign up to join the OIC first:

- **_Running a Demo Session_** - 40 DP per session that you run
- **_Demo Session Referrals_** - 30 DP for each new member that joins up on the ICE Forums, completes a new Member Form and references your Demo
- **_ICE Forum Referrals_** - 10 DP for each new member to the ICE Forums who completes a new Member Form and credits you for the referral
- **_Product Reviews_** - 10 DP for each product review you post in a blog, forum or at one of the OneBookShelf stores (RPGNow.com or DriveThruRPG.com)
- **_ICE Articles_** - 5 DP for each article related to an ICE Game or Setting published in an Industry Newsletter, e-zine or hardcopy (Including The Guild Companion)
- **_ICE Contests_** - 5 DP for each contest submittal during an ICE Contest
- **_Playtesting Products_** – 30 DP when you actively participate in the playtest of a new ICE product and provide useful feedback (upon ICE request only)

USING OIC DEVELOPMENT POINTS

As you gain OIC Development Points they will show up on your ICE Forum Profile.   In order to use your OIC DP, just send an email to OIC@ironcrown.com and identify how many points you are using, and what you are using them on. Below are some of the options, though more options will be made available

Branded Rewards*	DP Cost
ICE Discount Coupon for RPGNow	**
Button	100
Magnet	100
Shot Glass	250
Coffee Mug	400
Pint Drinking Glass	400
Baseball Hat	500
Short-Sleeved T-Shirt	300
Jersey T-Shirt	500
Golf Shirt	600
Sweatshirt	900
Hooded Sweatshirt	1,000
Zip Hoodie	1,500

* For promotional products, please specify logo/artwork desired

** $5 per 100 DP. Coupon request must specify desired ICE product for purchase.

Once your request is received, we will confirm your mailing address and your request (shirt sizes, logos, coupon product, etc.) via email.
After the information is confirmed, ICE will arrange for the reward to be shipped to the provided mailing address (or coupon sent via email).

Please confirm receipt.

RUNNING A DEMO SESSION
If you want to run a Demo Session, you need to have:
1) Interest in running a demo
2) Above average knowledge of the rules
3) Time to plan, setup and run the demos
4) A location willing to let you run the demo (game store, convention, etc.)

Tips for running a demo:
- Contact the staff of the convention/retail store/etc. in advance by phone or email. Introduce yourself as a member of the Order of the Iron Crown, and get to know the people involved. Ask about the possibility of running game demos at their location, make sure you are inquiring for a day and time that is convenient not only for you but also for the store or convention staff as well.
- Once you are scheduled for your demo, notify us at OIC@ironcrown.com so that we can help promote the event, and potentially supply you with promotional materials or prizes.
- Coordinate with the staff of the convention/game store/etc. to advertise your event. This is CRITICAL to achieving good attendance for your demo. Generally, many stores will have a bulletin board where you can post flyers, or may let you print out flyers to leave by the cash register. Many stores and conventions also have a web site as a cheap and easy form of advertising. If you have access to the internet, promote the event on newsgroups and discussion forums, as well as on the ICE Forums themselves.
- Make a call to the convention/store staff approximately one week before the event to review the final plans.
- Review the material many times before your demo and double check the rules.
- Don't forget to record each new player on a Sign-In List form, and advise them to join the ICE Forums and reference this event when they join.
- Enjoy yourself and have a great time!

DEMO SESSION REFERRALS
When you run a Demo Session you should always ask the players to sign-in, and provide their Name and Email Address and whether they would like to be added to ICE's Mailing List (completely voluntary on their part). Be sure to provide them with your name and forum login and advise them that when they create their ICE Forum login they should send an email to OIC@ironcrown.com or PM to Thom @ ICE referencing your event and you'll receive credit for their joining the forums.

ICE FORUM REFERRALS
You can refer people to join the ICE Forums in person, on the internet, at game stores, or anywhere else …. Any individual joining the forums who sends a notification as defined under Demo Session Referrals will earn you development points.

PRODUCT REVIEWS

When Iron Crown Enterprises releases a new product one of the best ways to promote the product is by doing a product review. At ICE we fully encourage you to give your fair and honest review of our products. Once you have posted your product review, send an email to OIC@ironcrown.com with a link to the product review and indicate which review was yours.

ICE ARTICLES

Another great way to help promote ICE products is to write about them, including blog articles, eZines, or industrial publications. When your article is posted please send a link to the article, or if it occurs in hardcopy print please send a scanned image of the article including the specific references, to OIC@ironcrown.com.

ICE CONTESTS

ICE wants to encourage the fan base to be more engaged, and part of that will be contests. In order to help ensure that our fans participate, we're willing to not only give away prizes, but we'll also credit you with OIC Development Points. After each submittal to a contest, send an email to OIC@ironcrown.com with a link to your submittal and we'll be sure to credit you.

PLAYTESTING PRODUCTS

At ICE we realize that one of the best ways to ensure that you'll be excited about the products is to include you in the development process by having you playtest our products before they are released for sale to the general populace. If you are interested in assisting with the playtesting of products watch for our playtesting opportunities announcements in the OIC section of the ICE Forums. If you see an opportunity that you would like to pursue just follow the posted instructions as to how you can apply. Unfortunately, not everyone can be selected to playtest products, so please understand if you are not selected. Also be advised that a formal NDA signoff is required for each individual playtesting opportunity and must be signed by every member of your gaming group.

ADDITIONAL NOTES

Membership in the OIC is subject to acceptance and ongoing approval by Iron Crown Enterprises. Iron Crown Enterprises reserves the right to remove any individual from the Order of the Iron Crown program for behavior that is not in line with the goal of promoting Iron Crown Enterprises products. Any attempts to cheat or abuse the program will result in your being dropped from the program.

If you have any questions that cannot be answered by this document, you may email OIC@ironcrown.com or post on the OIC discussion forums at http://www.ironcrown.com/ICEforums/index.php