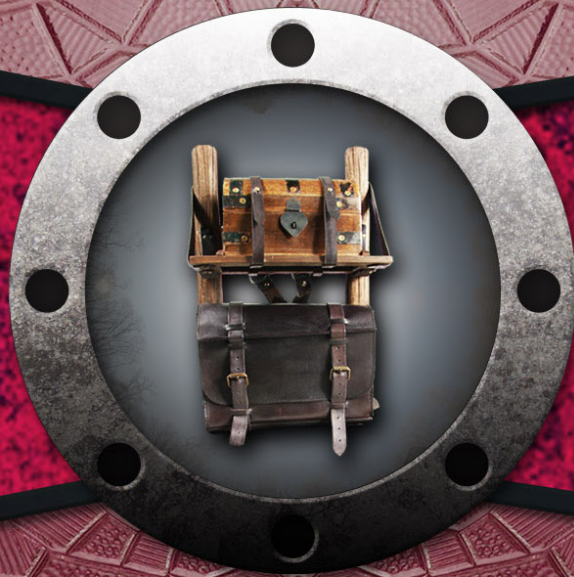


True
DUNGEON®

COACH'S GUIDE



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Greetings Coaches!

2013 Procedures

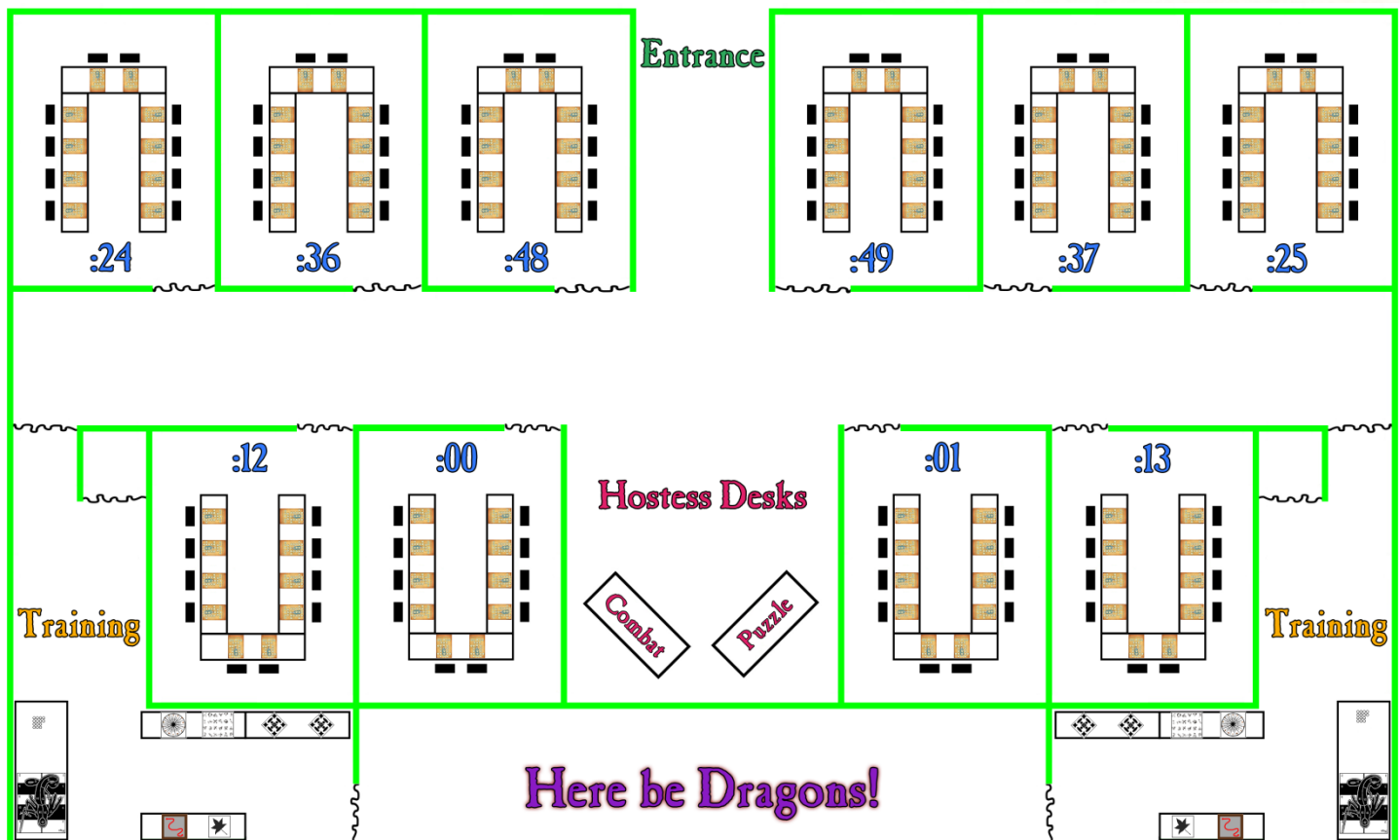
A warm welcome to all our new and returning coaching staff! If you have received this guide, it means that you were selected for one of the most critical positions in the TD experience: the player coach! As a player coach, you have the very important task of getting players set up and ready for their True Dungeon experience. Everyone at True Dungeon wants to thank you for rising to the task and hopes you are excited to participate in the position that players have voted time and again as the thing that enhanced their True Dungeon experience the most!

This guide will give all our coaching staff the resources and information regarding what coaching entails. Being prepared for this event will make coaching less stressful on you and the players you are helping. This includes things like token rules knowledge, combat mechanics knowledge, taking good care of your body, keeping a light-hearted attitude, and pointers to on-line resources.

In 2012, True Dungeon relocated to a new, much larger location in the heart of the Indy Convention Center. In 2013, we adjusted our coaching layout to better accommodate multiple groups queuing for their adventures. The physical layout of the coaching areas will look similar to the illustration at the bottom of this page.

Up to 30 minutes before their scheduled event time, players may sit in one of five Coaching Rooms. At the beginning of their official start time, their Coach will enter and spend 24 minutes filling out the party card. After that, the party will move into the Training Room for 12 minutes to learn about combat and skill tests before embarking on their adventure.

Location	Minutes	Staff
Coaching Room	<30	Hostess, Coach Assistant
Coaching Room	24	Coach
Training Room	12	Coach



Roles

Coach

The primary responsibility of a Coach is to fully prepare each group for their adventure. To do so, Coaches must teach the players about the basics of True Dungeon and fill out the party card—all in a limited amount of time (24 minutes of party card preparation in the Coaching Room and 12 minutes in the Training Room). This may seem daunting at first, but once you get into the groove you may find yourself with time to spare, allowing you to chat with the players. So long as you are prepared for the players before the event, coaching can be very rewarding and a lot of fun.

As coaches, you are the “face” of True Dungeon more than anyone else. Players will be interacting with you more than with a DM or other staff, and are counting on you to give them the knowledge to face the challenges ahead. Let’s not forget that the players have paid a good chunk of money for this event, and the amount of fun they have is highly dependent on knowing how to play. The more they know, the easier it is on the DMs in each room to streamline combat, fight less with mistaken rules lawyers, and have players maximize their time in each 12 minute room to succeed in the challenges set before them.

Coach Assistant

You are in charge of restocking the Coaching Rooms with items turned in at the XP Desk. At least once per hour, take turned-in lights and HP counter clips from the XP Desk and distribute them to all the Coaching Rooms.

After a party departs the Coaching Room for the Training Room, remove the unused class cards from the table, replace them with a fresh pack of 12 class cards, and make sure there are enough lights, HP counter clips, and lanyards for the next group. Make sure the chairs are

neatly arranged around the table and clear any debris left behind. If any player in the previous group used the advanced side of the token mat, flip it back over to the basic side.

You are the backup in case a Coach is somehow indisposed. This rarely happens but it does occur. Make sure you thoroughly review this guide, as you might need to cover for Coaches if they need a “bio break”, or worse, go missing. If all your assigned locations are fully stocked and everything is running smoothly, shadow a Coach for a few minutes. This is one of the best ways for you to learn what the position of Coach entails.

True Dungeon is always looking for more coaches. Being a Coach Assistant is a great way to prepare yourself to be a Coach next year!

How to Prepare What to read before Gen Con

As a member of the coaching crew, you’ll be fielding a myriad of player questions, from “What does this token do?” to “I have a +2 SLING OF IMPACT and BRACERS OF SUPREME ARCHERY. Do those bonuses stack even though I’m not using a bow?” It is going to help you immensely if you know your stuff! Coaches need to know about rules as much as DMs. Everyone needs to be on the same page to ensure consistent application of the rules. This guide is designed to cover the ins and outs of coaching, not token mechanics. Make sure you click on the [Resources](#) and [Tokens](#) links found near the top of the TD website. There you can find all your required study aids.

These pages contain critical things you will need to familiarize yourself with. Even if you are an experienced player or avid tokenholic, there is probably at least one rule you’re not conversant with. Nobody expects you to memorize absolutely everything, but knowing as much as you can will save you a lot of time

and headaches. Please read over each of these well before coming to Gen Con. The players will test you on these, so make sure you know your stuff!

Token Database: In your favorite browser or smart phone, head over to www.tokendb.com for a fast way to look up the details for a particular token.

Dungeon Master's Guide: This is the biggest one. This guide goes over combat and its assorted nuances. You can skip over the room specific material, but you must be able to explain and summarize information in the DMG to players in the training area—so know it well! Though it's not required, taking the DM quizzes is highly recommended.

Token Guide and Quick Token Reference: Coaches spend more time dealing with token mechanics than any other volunteer position. You need to know a lot about tokens—new and old. There may be printed copies of the Token Guide and Quick Token Reference available for players to peruse at each table, but you should be familiar with them before Gen Con starts. Most tokens are pretty self-explanatory, but many have mechanics which cannot be summarized in the tiny space available on the token itself.

Players Guide: Character classes were revised in 2012, so new and veteran players alike may not know what to do with their class. Be sure to familiarize yourself with this guide to help you accurately answer most questions regarding the various classes.

Character Cards: Both 4th-level and 5th-level character cards can be viewed or downloaded on the [Resources](#) page. The back of every card has a short tutorial for that specific class. If players are not sure what class to pick or how to play a class they've selected, direct them to the back of the cards for some great tips on what that class can do and how to play it.

If you know the guides & cards well, you'll find yourself, your players, and everyone at TD are much happier and more relaxed as things will

run more smoothly. Remember, we must all provide clear, consistent rules to avoid player conflicts and wasted time in the adventure rooms. Now that you are armed with the required materials, let's go over in detail what you will be doing as a coach!

Coach Care

First and foremost, let's talk about what you are going to need to make your coaching experience comfortable and ensure you're able to speak. Volunteering at TD can be physically and mentally draining—especially for coaches! These little things can really make your coaching experience a lot more enjoyable.

Wear comfortable shoes: Comfy shoes are paramount. You will be on your feet for a majority of your seven-hour shift (minus two 24 minute breaks) as you walk around tables, get equipment, and move from station to station. Padded insoles are a great investment and can save you from numb, sore feet. High-heels are not recommended.

Bring soothing throat lozenges: Ricolas are fantastic for this. As a Coach, you will be speaking nearly non-stop at elevated volumes. This can play havoc on your vocal chords from all the shouting. If you're fortunate enough to have had choral or vocal projection training, use it! Use a lozenge of your preference before the first sign of vocal weariness. It's much easier to prevent a vocal injury than to recover from it. Listen to what your body is telling you.

Stay hydrated: This is very, very important! You are going to get a bit hot. Keep a bottle of water near you and take swigs throughout your shift. This will help to prevent your mouth and throat from getting dry and help you keep that cheery coach voice in working order. There's a water fountain in the area. Bring a bottle so you can take advantage of the free refills.

Eat well: Before your shift, make sure you have a good meal. A good mix of carbs and protein is best to ensure you don't crash during your shift—but this is a gaming convention, and let's face it, donuts are yummy. If you make sure you're well fed before your shift you'll be a much happier coach. Keeping a small snack on your person to wolf down during the shift doesn't hurt either. Granola bars are nice because they are easily stored in a pocket, non-perishable, and at least somewhat nutritious.

Sleep well: Please try to get at least 7–8 hours of sleep each night. Rooms can be noisy, so ask in the volunteer area if you need some earplugs. If you need other things to sleep well, be sure to bring them. You'll thank yourself later.

Dress comfortably: You will get at least one volunteer t-shirt to wear during your training shift. Please wear either your official TD volunteer shirt or a medieval/fantasy costume. (Keep it family friendly.) But please don't kill yourself wearing a set of full plate armor or a corset you can't breathe in! You need to be comfortable throughout your shift.

Start with an empty bladder: Even though you'll get a 24 minute break approximately every two hours, make sure you use the restroom just prior to your shift. This is important as odds are you will not have time between one group and the next to take an unscheduled break, as it all eats into the training time. If you cannot wait and you really have to "go", ask the Coach Assistant if s/he can cover for you while you hit the restroom quickly. If you can hang tight until there's an experienced group who has all their ducks in a row, that's a good time to make a fast run to the facilities.

Always let your shift-mates and the Coach Coordinator know before you leave your post.

Keep your mouth and body fresh: Let's make sure we don't contribute to the stereotype of the stinky game conventioneer. Please bathe, wear deodorant, and brush your teeth regularly. We'll be in close proximity to each other and to the players. If you think you might have a halitosis

issue, bring breath mints. Don't make people be afraid to inhale when they're near you.

Room Timelines

While waiting for their adventure to start, players may sit in the Coaching Room that corresponds to the time written on their wristband up to 30 minutes before their run. Each Coaching Room corresponds to a specific start time. Official start times for a given dungeon will correspond to one of these sets:

- :00, :12, :24, :36, :48 (Lycans combat)
- :01, :13, :25, :37, :49 (Lycans puzzle)
- :02, :14, :26, :39, :50 (Golem combat)
- :03, :15, :27, :40, :51 (Golem puzzle)

Times will be clearly displayed at the entrance to each coaching room. In reality, all staggered dungeon runs start at the exact same time (e.g., :12, :13, :14, and :15 all enter the dungeon simultaneously), but the staggered start times help to make it clear which dungeon a player should report to.

To illustrate the time-flow, we'll track the progress of a group whose adventure is scheduled to start at 10:00. Time stamps with an asterisk (*) indicate approximations.

Coach Assistant

9:30*: Greet the assembling players. If only some have arrived at that point, that's okay. Tell those present they should be deciding on a class to play and if they want to run their adventure on Non-Lethal, Normal, Hardcore, or Nightmare level. Tell them once they've selected a class, they should put their chosen class's card around their neck—with the front showing—using the lanyard. Show them how to thread the lanyard if they need assistance. On the party card, write down the date and specific run time for the group. If all players are present and they've chosen their difficulty level, check the appropriate box on the party card. If not, the Coach will mark it later.

10:00: Please follow this checklist:

1. Verify the group has the full complement of 10 people. If not, let the Hostess/Host know.
2. Check the wristbands of all the players to make sure they're in the correct group.
3. Inform them their Coach will be here shortly to fill out their party card.
4. Ask them to determine what tokens they'll be using and place them on the mats.
5. Ask the group if anyone has trouble with strobe/bright lights or loud noises (epilepsy or anything of that nature) or if anyone has trouble with crawling or squeezing through tight spaces. This is important! If they do, write at the top of the party card "no strobes" or "can't crawl" or something short and clear for the DMs.
6. If the players already have a pre-printed party card from the web, explain that tokens which affect stats will need to be verified by the Coach. A [sample party card](#) and [on-line token mat printout](#) are included for reference later in this guide.
7. Ensure all the players have attached lanyards to their class cards and are wearing them around their necks, with the front of the card showing.

10:25: Prepare the area for the next set of players. Remove the unused class cards, straighten-up the other table materials, pick up trash, and make sure chairs are not strewn about. Make sure all the token mats are arranged so the basic side is facing up and oriented toward the player side of the table. Restock the table with a complete set of class cards, lights, lanyards, and HP clips.

Whenever you have time: Go to the XP Desk and retrieve HP clips and lights that have been turned in by players exiting the dungeon.

Coach

10:00: Verify that every player is wearing a wristband and that the wristband displays the correct time for the adventure they're about to play through.

10:00–10:24: Spend two dungeon room cycles completing the party card and getting the group ready to enter the Training Room. These are the things you will need to cover during that time.

1. Introduce yourself as the group's Coach and welcome them to True Dungeon. Explain that you are going to be with this group for the next 24 minutes. You're going to get them ready for their training session and will be filling out their party card.
2. Go over TD Policies:
 - A. *Restrooms:* Ask the group if everyone has had a chance to use the restroom. Once they enter the dungeon, there are no bathroom breaks. TD's restroom policy is "If ya gotta 'go', ya gotta go." They may not rejoin their party if they leave the dungeon for any reason.
 - B. *Lights:* Non-TD issued light sources (including phones) are prohibited.
 - C. Backpacks are allowed in the dungeon, but any kind of wheeled luggage is prohibited for safety reasons. Canes, wheelchairs, and other mobility devices are just fine.
 - D. *Photography:* Flash photography is absolutely prohibited. Non-flash photography is only permitted with the express permission of a Director. This prohibition is also applicable in the Training Room. (I.e., photography is disallowed in both the dungeon and the Training Room.) However, players are welcome to take photos in the storyscape.
 - E. *Age Limit:* Only mention this if it looks like there's a very young person trying to go into the adventure. For legal reasons all players must be at least 12 years old, so use your best judgment. Infants & toddlers are absolutely not allowed to go in the dungeon. If you're not sure or if the parent/guardian gives you any grief, call for a Coach Coordinator or Director.

2. Also, ask if anyone in the group has played TD before. Make a mental note of who the newbies are and give them additional assistance, if needed. Veteran players will often help out the new players, so use that resource if it's available to you. Keep your ears peeled to make sure they don't pass on incorrect information.
3. Demonstrate how to use the player lights and HP tracking clips.
4. Ask if everyone has made their class selection. Look to see if all players are wearing their character card around their neck with the stat side facing out. If they're still undecided, help them to make a selection. Someone with a higher player-level (take their word for it... there's no time to look it up) is given preference over lower-level players when it comes to class selection. (E.g., if a 3rd-level player and a 2nd-level player want to play the same class, the 3rd-level player "wins".) If the dilemma can't be resolved by player level, suggest a similar class. Don't let them waste time arguing.
5. Verify the group's difficulty setting. Remember, the decision to play on anything other than Normal difficulty must be unanimous. If needed, try to help the party decide. If they're all new players and have nothing but Commons, Nightmare is probably not the best choice. Don't allow the party to spend a lot of time debating. Make sure their chosen difficulty setting has been checked on the party card.
Note: Runs with start times of 12:00–12:03 or 8:00–8:03 are designated Nightmare runs and must be played at that difficulty.
6. If they have not done so already, ask the players to arrange their tokens on the mats provided. As of 2013, token mats are two-sided. The basic side is designed for new players with few tokens. The advanced side is for veterans or players with a large number of tokens. Examples of both the [basic](#) and [advanced](#) token mats are located near the end of this guide. Go over the token mat instructions if necessary. If they have a pre-made party card from the on-line Character Generator, review it and verify the players really do have those items. (Work with players here, as we are helpers, not police. We want them to have a fair shake at the dungeon but we need to confirm they have what they say they have. Always keep a cordial attitude.)
7. Go to each player and write down (or verify) their To Hit & Damage bonuses for melee & ranged attacks, AC with & without shield, AC bonus when monsters attack with a missile (this field is only affected by [six tokens](#)), saving throws, treasure-enhancing tokens (CHARM OF GOOD FORTUNE*, HORN OF PLENTY, RING OF RICHES), and anything else listed on the party card. If the players are missing a useable weapon and/or armor token for their class, Common tokens will be available to give to the players. We don't want characters going into the dungeon naked and unarmed!
*Write in the total number of CHARMS OF GOOD FORTUNE at the top of the column.
Note: Completing the party card will take up the vast majority of your time. That's why we highly recommend you fill out practice party cards before Gen Con! You can download a blank party card [here](#).
8. If players have tokens that must be turned in before the start of their adventure (e.g., runestones, ELIXIR OF VITALITY, or SCROLL MAGE ARMOR), collect them at this time and make the appropriate adjustments on the party card. Take any tokens that were turned in and place them in the collection bucket when you are done gathering all of them.

9. Deal with unusual tokens.
 - A. In 2013, AMULET OF WONDER acts like a HORN OF PLENTY and should be marked on the party card as HORN OF PLENTY.
 - B. The effect of turning in an ELDRITCH RUNESTONE will be different, depending on which adventure the player is on.

Lycans Afoot: Character is infused with the essence of lycan. This bestows an accelerated metabolism which prevents the character from being surprised and prevents the character from becoming infected with any disease—including lycanthropy. (On the party card, check the boxes for “Cannot Be Surprised” and “Disease Immunity” for that character.)

Golembane: Character is infused with the essence of a construct. This causes any creature who successfully strikes the character with a melee attack to take 3 Shock damage. (On the party card, add 3 to the character’s Retribution Damage total.)
 - C. If a player tries to turn in a LORE, POTION DARKVISION, RUMOR, SCROLL LIGHT, or a Common, Uncommon, or Rare SPECIAL token, let them know these items are no longer used. Do not accept an obsolete token.
 - D. UR SPECIAL: When a player turns in a UR SPECIAL (not any other rarity), radio for Jeff Martin who will supervise the player flipping the SPECIAL token. If the token comes up with the sticker side up, the player receives a MITHRAL COIN OF FATE. If it lands sticker side down, the player receives nothing. If and only if Jeff Martin is not available, contact a Director (Stu Ough or Jeff Chandler) who should be able to administer the procedure.
 - E. For RING OF WISHES or other extremely rare items, ask the Coach Coordinator or Hostess to radio for a Director. A Director is needed to handle extra these kinds of tokens.
10. For the Might sets or any other level-boosting bonus, get a 5th-level character card for the appropriate class(es). Use the second of the little numbers in the upper-left corner of the cells when filling out their stats on the party card.
11. After you’ve finished the party card, ask the group for a volunteer to be in charge of it. Explain to them that the party card person needs to give it to the DM at the beginning of every room, and retrieve it from the DM at the end of each room.
12. Let the players know what tokens to stow and what tokens to keep handy. Tokens which only affect AC or saving throws can be put away. Weapons, expendable items, or items which may need to be shown to the DM should be kept handy. Weapon tokens should be kept in a front pocket or some other place where they can be quickly and easily retrieved.
13. **10:23:** Listen for the one minute warning horn on the second room cycle. (Remember, you’ll be with each party for two room cycles. Don’t move the party into the next room after only 12 minutes.) When the second “Horn of Gondor” sounds, instruct the party to gather their belongings, as they are about to go to the Training Room to practice their skills.
14. Walk out of the Coaching Room and direct (physically point out to) the first player to the correct Training Room for their adventure. Ask the party to wait in front of that curtain until the Training Room Coach invites them in. Please see the map on page 3 to see how the rooms are laid out.
15. As the party is heading out of the Coaching Room, ensure that no one leaves personal items behind. Equally important, if not more so, be certain they don’t take anything like the guides, mats, or any other non-player property from the table. These items tend to follow players, and nobody wants to use a table with only half the materials in it.

The Coaching Room is the most critical on time, as there is a lot to do. If the party card is not filled out in time, it will reduce the time players have in the Training Room. It is important to give players time to practice their skills, so do your best to ensure completing the party card does not take away from the party's practice session. Once you become more experienced and your token knowledge broadens, you'll be able to quickly and accurately complete the party card. The more you know going in, the quicker you'll master it. If you get into a cycle of not being able to complete party cards on time because one group ran long and you haven't been able to catch up, contact one of the Coach Coordinators so they can get someone to help you get caught up. There is no shame in needing help, please don't be afraid to ask for it.

As always, have fun with the players. Try to be consistent but if you need to wing something, wing it. Use your best judgment but don't go overboard. We are all here to have a great time.

Trainer

The Training Room is critical for players, as it's the only place they will be able to practice their abilities. It is imperative that the Coach explains things accurately, completely, and consistently in this room so that combat will proceed smoothly for our DMs. The following is a guideline for how to explain all the nuances of TD combat:

10:24: Gather all the players around the combat board. Veterans who already know how combat works are free to study at the training station for their class.

10:24–10:25*: Go over initiative. At the start of combat, the DM and one player representing the entire group will roll for initiative with the die provided in the room. Other than CHARM(S) OF AWARENESS or if the Elf Wizard cast *alertness* before the initiative roll was called for, no modifiers affect the initiative roll. (Dexterity does not affect initiative in TD.) Ties must be

re-rolled. Warn the party not to waste precious time discussing a tie—just quickly re-roll the die until a winner is determined.

10:25–10:28*: Explain the sliders. A player's weapon token goes label-up into the slider with their class name on it and is slid from one end of the board to the other in an attempt to hit the monster. This slide represents the player's attack roll. Do a practice slide (to help with the example, adjust the slide's AC if you miss the target) to show players exactly what to expect. Cover all these combat details:

1. Ranged and melee weapons use the same sliders.
2. Players do not need to worry about firing a ranged weapon into melee—they cannot hit their companions.
3. If a slider winds up straddling more than one AC section, the highest number is what will count. Demonstrate this by placing a slider so it's on the border of two AC zones.
4. Damage is determined by whatever number on the weapon token's damage wheel lines up with a small dot somewhere on the board. The DM will use the party card to quickly calculate the total damage dealt.
5. A natural 20 always hits and usually counts as a "critical hit", doing double damage. Undead and other creatures without a vital anatomy cannot be critically hit, but a natural 20 never misses.
6. Damage is calculated after everyone has performed their action for the round. This means that tokens can—and will—get bumped around. If a fellow player bumps a token into a better or worse spot, that is the new value. Demonstrate a bumped puck.
7. If an attack slide hits the back of the board, it always counts as a miss. Demonstrate how a token can rebound off the backstop.

8. Two weapon attack slides:
- A. Rangers making melee attacks must slide two weapons at the exact same time—one puck in each hand. (If a player does not have the use of two hands, both pucks may be slid simultaneously with the same hand.) This does not apply to ranged weapons. When performing a ranged attack, Rangers slide only one puck.
 - B. Monks using *flurry of blows* (their standard, “open hand” attack form) also use two weapon pucks, but slide differently. When making *flurry of blows* attacks, Monks must slide their pucks in immediate succession with the same hand. The second puck must leave the player’s hand before the first one stops moving. Monks may not slide both pucks at the same time. Monks may not slide one puck in each hand. The fist damage wheels are located on the slider, so they need not worry about having “fist” weapon tokens. If a Monk attacks with anything other than bare hands or a Monk bracer weapon, only one puck is slid.

9. Sliders must remain at the combat board! Each combat room will be stocked with sliders for the whole party. Make sure no player accidentally takes a puck or there won’t be any sliders by the time Saturday rolls around! An easy way to make sure all 14 combat sliders are accounted for is to quickly arrange them into two rows of three and two rows of four before the party enters the adventure—that will make it immediately clear if one of the 14 pucks has accidentally “wandered off”.

10:28*: After all the players know about combat, tell the heavy melee classes (Barbarian, Dwarf Fighter, Fighter, Monk, Paladin, Ranger) to remain at the combat board to practice. This represents their characters’ years of experience. If a non-heavy melee class player already knows their skill test and wants to practice sliding, let them. We are not the practice police.

10:28–10:30*: Guide each of the casters (Bard, Cleric, Druid, Elf Wizard, and Wizard) to the appropriate casting station. Go over each skill test with them individually. If the party has both an Elf Wizard and a Wizard, discuss their skill tests simultaneously.

1. *Planar Chart*: Whenever one of the Wizards wishes to cast a spell from their card that has a varying damage value (5/8, for example), the DM will name a plane and ask them to point to that plane on the planar chart. If they correctly identify the plane, they get the higher damage. If not, the lower damage number is dealt. Either way, the DM will mark the spell off the player card. Spells cast from items, scrolls, or wands cannot be modified and will not have a skill check. Make sure the players know the face of the planar chart and its obverse are not mirror-images of each other. Therefore, right is right and left is left from the perspective of the viewer. (This makes more sense when you see it in person.)
2. *Book of Leaves*: Much like the Wizards, a Druid must also succeed on a skill check to maximize spells cast from the character card. When called for, the DM will show the Druid a leaf and it must be correctly identified.
3. *Prayer Beads*: When a Cleric wants to cast a healing spell, the DM will give the player a string of beads and then name a virtue. If the Cleric correctly identifies the bead representing that virtue, the spell will heal at maximum efficiency. Ask players to be gentle with the bead training board as the beads break off easily.
4. *Bardic Runes*: Explain to the player that memorizing these runes represents their vast knowledge of monsters. If they take a full round to study the monster during combat and they correctly identify the rune presented, they gain a valuable piece of information about the monster. Explain how *bardsong* works.

5. *Rogue's Box*: The player must grip the insulated part of the stylus. The metal end must touch the bottom at all times while working from one end to the other without touching the sides. It's somewhat similar to the game Operation. If they touch the side, it will flash red and the Rogue will fail the test. If they succeed, the DM will open the box and the player can either pick a clue to help the party, or a random token to fill their pocket. MASTERWORK THIEVES' TOOLS will allow one retry per adventure—not one retry per room. Having multiple MASTERWORK THIEVES' TOOLS will not grant them additional retries.

Note: This test is an abstraction of the various skills a rogue would perform while searching a room. It is not a literal chest and is not affected by a knock spell.

10:30*: At some point during training there may be a story event. Ask players to stop what they are doing and pay attention to the story, as it will be important during their adventure. Sometimes there will be an NPC assigned to speak to the party, other times the Trainer will read the information from a script.

10:32–10:35*: Ask the players if they have any questions about their class abilities (Monk's *stunning fist*, Barbarian's *rage*, Paladin's *guard*, Wizards' *instant safeguard* spell, Rogue's *sneak attack*, etc.) Let the players train for the remainder of the time available, and take the opportunity to get off your feet if you can.

10:35: When the "Horn of Gondor" sounds, stop what you are doing and explain to the players what that sound means. When in the dungeon, they have one minute left in that room. If they do not solve the puzzle or kill the creature in the next few seconds, they will be forced into the next room and everyone in the party will take damage. Tell the players to collect their things and get into party order in front of the dungeon entrance or before the door to the first room, whichever is applicable. Make sure they have their party card and that no one grabbed anything from the training area (like

sliders or the big die). A DM will be by to collect the party soon. Wish them well and good luck in the dungeon!

Before they enter the dungeon, check the combat table to ensure all 14 sliders are there.

10:36: Once your party has departed, wet your whistle, maybe pop a throat lozenge, and then head back out to meet your next group coming from a Coaching Room. There will be two 24 minute breaks per shift. Time will fly pretty quickly, and you will likely only see a couple dozen parties before your shift is over.

General Advice

As a part of the coaching staff, things can get stressful if you let them. Remember, you are one of the most valued and important people in True Dungeon, and a critical piece to players' enjoyment of their delving experience. We are glad to have you here, and hope you come back next year! Keep these little tips in mind to keep yourself on your feet and enjoy the event.

Take care of yourself! If you adhere to the recommended [health tips](#) you should be fine.

Be positive with the players! Rarely (if ever) do players react poorly to a coach who is happy and willing to help. They'll come out of the event with fond memories of you. The mood you leave them with typically remains in place throughout their adventure.

Don't let the grumpy players get to you. If a player is dead set on not being cooperative, it's best to shrug it off and get to the other members of the party. If they are very persistent, contact the Coach Coordinator or a Director to help them. It is not your job to deal with very obstinate players. Move on to the happy people and try to limit that other player's bad vibe. That player will be gone in a matter of minutes. Don't let the jerks get to you.

Don't be afraid to ask for help! If you have a rules question, ask your Coach Coordinator, another Coach, or Coach Assistant for help. We are all in the same boat!

Have FUN! Develop a character with a costume for your coach appropriate to TD. Joke around with the players. Do whatever you need to do to keep the mood light and fun.

Room Transitions

Training Room Coaches will remain in the Training Room throughout the shift. Coaching Room Coaches will cycle through the five Coaching Rooms for that adventure.

If you grow weary being in the same job position, ask your Coach Coordinator if you can swap jobs during a break. If approved, make sure you inform the whole team of the change. Please be understanding if the Coordinator is unable to grant your request. Though they will do their very best to accommodate the needs of all the Coaches, there may be extenuating circumstances preventing a move which you may not be aware of.

Late Players

If a player has not arrived within three minutes after the official start time and did not previously notify the Hostess or anyone in the group that s/he would be late, we will attempt to fill his/her slot with someone from the wait list.

If a player has not arrived within 18 minutes after the official start time, even if s/he gave advance notice, we will attempt to fill that slot from the waiting list.

If a player arrives after his/her party has entered the dungeon, s/he may not participate in that run—even if the slot was not filled.

If a late player's slot is filled by someone from the waiting list, the late player may not go on that run.

We can attempt to accommodate late players whose slots have already been filled by putting their name at the top of the wait list. If that's not acceptable to the player, call for a Director.

If the player demands a refund, politely explain that Gen Con does not allow True Dungeon to issue refunds. The player should be instructed to hold onto their ticket (no ticket, no chance for refund) and either contact Gen Con or go to the TD Store and ask for a Director.

Below is a summary of the aforementioned timeframes and actions.

Minutes Late	Player Gave Notification?	Action
3	no	Attempt to fill slot
3	yes	Wait for player
18	irrelevant	Attempt to fill slot
36	irrelevant	Player may not join party in dungeon

Groups with Less Than Ten Players

In most circumstances, when the full complement of 10 players has not arrived before the official start time, we will attempt to fill the group from players on the waiting list. However, there are exceptions.

Some groups prefer to play their adventure with less than 10 people. That's permissible as long as these parameters are followed:

- All 10 hard tickets must be purchased by one or more players in the group. They may not pay for the runs with generic tickets. A hard ticket is a single ticket that specifies the exact date and time of the event the participant paid for.

Note: The aforementioned rule for hard tickets only applies to groups deliberately running with less than 10 people. Players who fill in an incomplete party off of the waiting list may pay with generic tickets.

- All 10 hard tickets must be turned in.
- All 10 wristbands must be put on members of that group. E.g., if a group chooses to run their adventure with eight people, two players would each wear two wristbands or one player would wear three wristbands. The allocation of the extra wristband(s) must be decided by the group.
- 10 bags of tokens will be distributed to the group, as determined by who is wearing the extra wristband(s). E.g., if a group chooses to run their adventure with eight people, two players would each receive two bags of tokens or one player would receive three bags of tokens. Again, this it's up to the group to decide how the extra treasure bags are to be allotted.
- No matter how many wristbands a player is wearing, no person may play more than one character. So yes, someone could buy all 10

slots and solo the dungeon, but that person may only play a single character, not ten.

- Only [treasure-enhancing](#) or [synergistic](#) tokens may be "equipped" on phantom characters. These tokens should be noted on the party card where appropriate. Make sure the party card clearly indicates which are the real character(s).

Note: Phantom characters cannot duplicate a class currently being played by a real person. E.g., if the party contains a Bard, Cleric, Druid, Elf Wizard, and Wizard, no phantom character can equip a Cabal item because none of the remaining classes are eligible to equip a Cabal item.

- At the end of the adventure, TREASURE CHIPS will be awarded as if a real person had played. Treasure-enhancing tokens only affect one wristband per token. E.g., if a player solos a dungeon and only has one HORN OF PLENTY, s/he would get triple TREASURE CHIPS for one slot but the normal amount of TREASURE CHIPS for the other nine slots. If a player solos a dungeon but possesses 10 HOPs, s/he would get triple TREASURE CHIPS for all 10 slots. This principle applies to all other treasure-enhancing tokens.





















If a player solos a dungeon and has six CHARMS OF GOOD FORTUNE, they would grant a total of +18 Treasure Chips (+3 tokens per "person").

Note: Remind players that they will also need to show all their treasure-enhancing tokens to the person at the XP desk after their adventure.

- 6th-level (or higher) players get one extra TREASURE CHIP for each wristband they're wearing. Unlike treasure-enhancing tokens, level benefits count for all the extra slots that player paid for but were not filled with actual human beings. E.g., if a 6th-level player soloed the dungeon, s/he would receive a total of 10 bonus TREASURE CHIPS for being 6th-level, in addition to whatever other bonuses that person was entitled to.

Sample Character Generator Mat

This particular character's token mat is only one page. But token-heavy players' characters may have mats which are two pages long. In this example, the "Page 2 of 12" refers to the entire party's print-outs—which includes the party card. Don't let that mislead you into thinking this player has a token mat which is 12 pages long.

Name: Barbarian		Barbarian			Team: Sample Party - 54:54-862 Page 2 of 12	
						
+2 Scepter of Might	+1 Tower Shield	+1 Mighty Longbow	Archer's Buckler	Dragonscale Helmet		
						
Horn of Plenty	Dougal's Cloak of the Stars	Troll Hide Armor	Celestial Bracers	Mithral Gauntlets		
						
Ring of Riches	Ring of Iron Will	Girdle of Might	Boots of Might	Ioun Stone Beryl Prism		
						
Ioun Stone Faceted Amber	Ioun Stone Iridescent Spindle	Ioun Stone Emerald Prism	Rod of Seven Parts, Segment 3	Wife's Dragonheart		

Basic Token Mat

The basic side of the token mat should be facing up and toward the player side of the table when a new party comes into the Coaching Room.

CHARACTER EQUIPPING MAT

To help your Coach quickly and accurately fill out your Party Card, please arrange the items your character will be using by placing the tokens face up on the appropriate circles.

Tokens for Gear (eg Mirror, Whetstone), Scrolls, or Potions are always available if carried. Do not put them on this mat - keep them with you to show the DM in the dungeon if you want to use them.

Tokens with a GP value are traded outside the adventure. You don't need to put them on the mat or to use them in the dungeon. Platinum-backed tokens work exactly like gold-backed tokens.

Most players don't have enough tokens to cover all these circles. If you have MORE tokens than available spots on this side of the mat, flip this mat over.

Melee Mainhand
(Sword, Mace, Club, Staff, etc.)

Melee Offhand
(Shield - or weapon if Ranger/Monk)

Armor or Robe

Ranged Mainhand
(Blunder Gun, Bow, Sling)

Ranged Offhand
(Archer's Buckler)

Ioun Stone

Ioun Stone

Ioun Stone

Ear
(Earcuff)

Ear
(Earcuff)

Head
(Helm/Hat)

Eyes
(Goggles or Lenses)

Neck
(Amulet or Medallion)

Wrists
(Bracers or Bracelets)

Back
(Cloak)

Shirt
(Vestments or Shirt)

Hands
(Gauntlets or Gloves)

Charm

Charm

Waist
(Girdle or Belt)

Finger
(Ring)

Finger
(Ring)

Runestone

Feet
(Boots)

Tokens ON SALE
at Event Entrance

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Advanced Token Mat

If players have more tokens than will fit on the basic side of the token mat, they can flip the mat over and use the advanced version. Just make sure it's flipped back over to the basic after that party leaves.

Advanced Token Mat

To help your Coach quickly & accurately fill out your Party Card, please arrange the tokens your character will be using by placing them on the appropriate spots. You do not need to cover all the spots, but at the very least you should cover the ones with the yellow highlight.

Weapons:

- Your best MELEE (hand to hand) Weapon
- MELEE OFFHAND (Orb of Might or Monk/Ranger Weapon)
- Your best RANGED Weapon
- Ranged Offhand (If different from Melee Offhand)
- UR Special or Eldritch Runestone

Treasure, Cabal, initiative, or level bonuses

To-Hit, Damage, or Strength bonuses

Anything affecting AC

- ARMOR OR ROBE
- SHIELD (Can only be used if a 2-handed weapon or an offhand weapon is not used)

Anything affecting SAVES

At-Start tokens to turn in

MIGHT 3 SET (Place any token (you're not equipping) face-down here if you've equipped exactly THREE Might items)

MIGHT 4 SET (Place any token (you're not equipping) face-down here if you've equipped exactly FOUR Might items)

MIGHT 5 SET (Place any token (you're not equipping) face-down here if you've equipped exactly FIVE Might items)

FOOTMAN/DEFENDER (Place any token (you're not equipping) face-down here if you've equipped either the Footman or Defender set)



