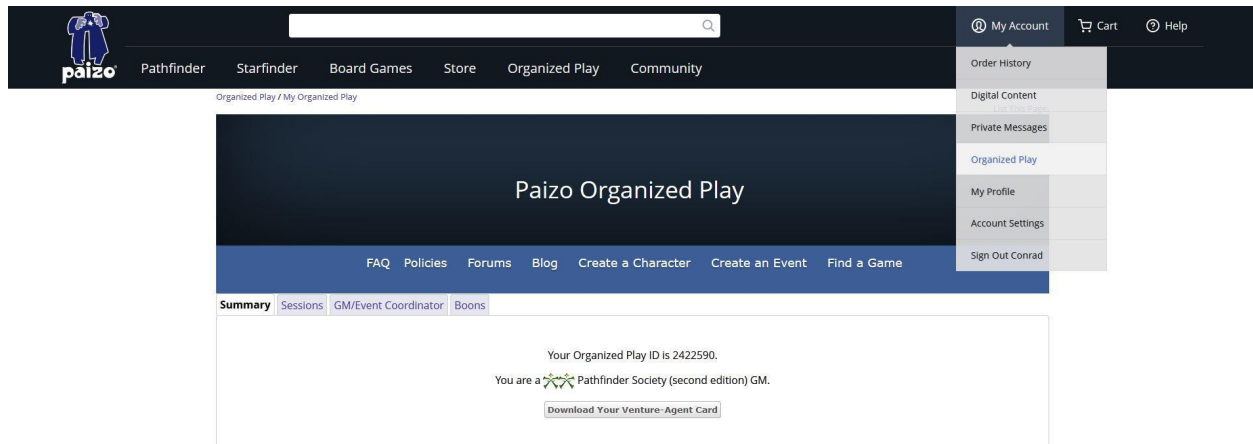


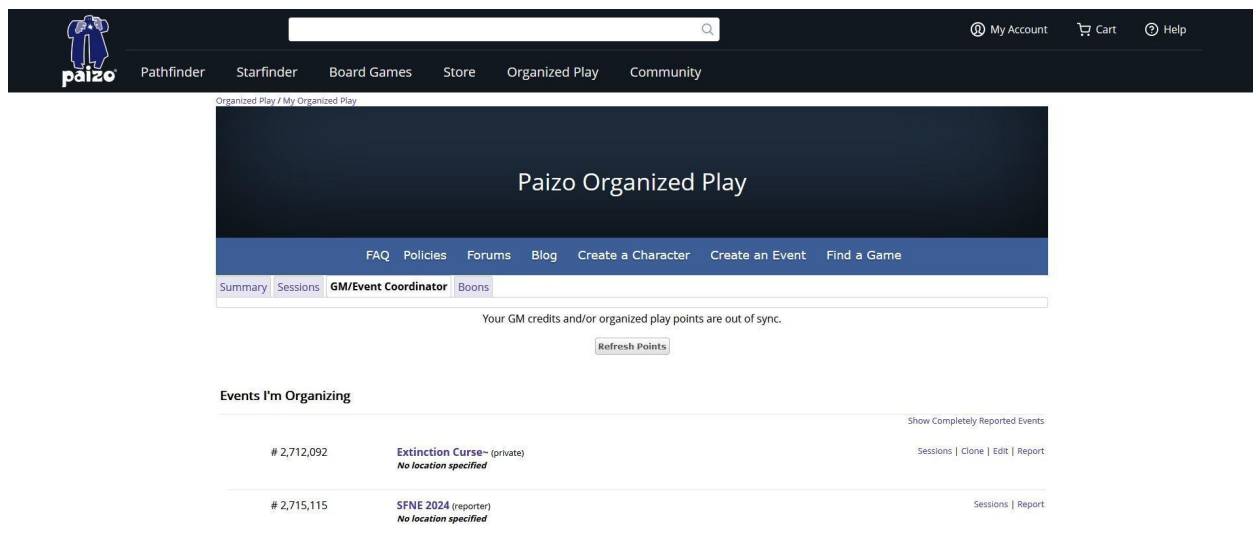
How to Create an Event and Report Events in PFS

Please Note: only follow this method if you are certain that you are going to be reporting an event!
Always check with event coordinators on their procedures first.

Step 1, navigate to the Organized Play section of Paizo's website.



Step 2, click on the GM/Event Coordinator Tab



Step 3, if you do not have an event to report to already, you can create an event.

(Make sure to check with the event coordinator first to see if they have another reporting method!)

[FAQ](#) [Policies](#) [Forums](#) [Blog](#) [Create a Character](#) [Create an Event](#) [Find a Game](#)

[Summary](#) [Sessions](#) [GM/Event Coordinator](#) [Boons](#)

Your GM credits and/or organized play points are out of sync.
[Refresh Points](#)

Events I'm Organizing [Show Completely Reported Events](#)

# 2,712,092	Extinction Curse- (private) <i>No location specified</i>	Sessions Clone Edit Report
# 2,715,115	SFNE 2024 (reporter) <i>No location specified</i>	Sessions Report
# 2,711,869	SFNE23-Q2 (reporter) <i>No location specified</i>	Sessions Report
# 2,712,962	SFNE23-Q3 (reporter) <i>No location specified</i>	Sessions Report
# 2,714,125	SFNE23-Q4 (reporter) <i>No location specified</i>	Sessions Report

Create New Event

I hosted or will host an Organized Play event and need to create the event, report the event, or both: [Create Your Event!](#)

Activate Windows
Go to Settings to activate Windows.

Step 4, Click Edit to name your event and set other parameters

Organized Play / My Organized Play

IMPORTANT
This event is currently set to be public by default. Please verify all options below.

[Back to Events](#)

Description [Edit](#)

Event # 2836127

Event Name: **Unnamed Event**

Category: none specified

Contact: No contact information available

Event is live on paizo.com ([Link to event](#))

Event is public

Is Organized Play Event

Looking for players

Event Description: none specified

Details [Edit](#)

Minimum Attendees: none specified

Maximum Attendees: none specified

Number of Event Leaders Needed: none specified

Number of Sessions: none specified

Game Master: none specified

Game/Rules/System: none specified

Game Edition: none specified

Activate Windows
Go to Settings to activate Windows.

Step 5, fill in event details

Organized Play / My Organized Play [Back to Events](#)

Description

[Cancel](#) [Save Changes](#)

Event # 2836127

Event Name

Category

Organizer Name

Contact Email

Contact Phone

Contact URL

☐ Event has been canceled

☒ Is Live
Check this box to make this event visible on palto.com

☒ Event is public
Check this if this event is open to the public or you are looking for players. Uncheck it to remove this event from search results.

☒ Event is Organized Play
Check this if this is an organized play event for which you or delegated reporters will report sessions.

☐ Event has admission fee
Check this if your event is being hosted at a convention or other venue which requires a fee to get in, even if you're not the one collecting the fee.

☒ Looking for players

☐ Reporting is completed for this event

Step 6, click Report on your new event

FAQ Policies Forums Blog Create a Character Create an Event Find a Game

Summary Sessions **GM/Event Coordinator** Boons

Your GM credits and/or organized play points are out of sync.
[Refresh Points](#)

Events I'm Organizing

Show Completely Reported Events

# 2,712,092	Extinction Curse~ (private) <i>No location specified</i>	Sessions Clone Edit Report
# 2,715,115	SFNE 2024 (reporter) <i>No location specified</i>	Sessions Report
# 2,711,869	SFNE23-Q2 (reporter) <i>No location specified</i>	Sessions Report
# 2,712,962	SFNE23-Q3 (reporter) <i>No location specified</i>	Sessions Report
# 2,714,125	SFNE23-Q4 (reporter) <i>No location specified</i>	Sessions Report
# 2,836,127	Test Event <i>No location specified</i>	Sessions Clone Edit Report

Step 7, set the date and select Pathfinder Society (Second Edition)

Test Event

Date:

Pathfinder Society (first edition)

Pathfinder Society (first edition)
Pathfinder Adventure Card Society
Pathfinder Society—Core (first edition)
Pathfinder Society (second edition)

D ☐

GM # GM Name GM Faction

GM prestige:

New Session
Find another session:

Character #	Character Name	Character Type	Faction	Prestige	Character Died	
		Prestige does not count. Missing character number.	Select a Faction...		☐	Delete
		Prestige does not count. Missing character number.	Select a Faction...		☐	Delete
		Prestige does not count. Missing character number.	Select a Faction...		☐	Delete
		Prestige does not count. Missing character number.	Select a Faction...		☐	Delete
		Prestige does not count. Missing character number.	Select a Faction...		☐	Delete
		Prestige does not count. Missing character number.	Select a Faction...		☐	Delete

Step 8, scroll down the available list of scenarios to which part of the beginner box was run and select it.

Test Event

Date:

Pathfinder Society (second edition)

AP # 194: Cult of the Cave Worm
AP # 195: Heavy is the Crown
AP # 196: The Summer That Never Was
AP # 197: Let the Leaves Fall
AP # 198: No Breath to Cry
AP # 199: To Bloom Below the Web
Fists of the Ruby Phoenix - Pathfinder Adventure Path: Fists of the Ruby Phoenix, Part 1 (Despair on Danger Island)
Fists of the Ruby Phoenix - Pathfinder Adventure Path: Fists of the Ruby Phoenix, Part 2 (Ready? Fight!)
Fists of the Ruby Phoenix - Pathfinder Adventure Path: Fists of the Ruby Phoenix, Part 3 (King of the Mountain)
Pathfinder Kingmaker Adventure Path - Kingmaker
Seven Dooms for Sandpoint (1 of 1) - Pathfinder AP: #200: Seven Dooms for Sandpoint
Pathfinder Adventure: A Few Flowers More - Pathfinder Adventure: A Few Flowers More (Free RPG Day 2023)
Pathfinder Adventure: A Fistful of Flowers - Pathfinder Adventure: A Fistful of Flowers (Free RPG Day 2022)
Pathfinder Adventure: Crown of the Kobold King - Pathfinder Adventure: Crown of the Kobold King, Part 1
Pathfinder Adventure: Crown of the Kobold King - Pathfinder Adventure: Crown of the Kobold King, Part 2
Pathfinder Adventure: Malevolence - Pathfinder Adventure: Malevolence
Pathfinder Adventure: Night of the Gray Death - Pathfinder Adventure: Night of the Gray Death
Pathfinder Adventure: Rusthenge - Pathfinder Adventure: Rusthenge
Pathfinder Adventure: Shadows at Sundown - Pathfinder Adventure: Shadows at Sundown
Pathfinder Adventure: The Enmity Cycle - Pathfinder Adventure: The Enmity Cycle
Pathfinder Adventure: The Fall of Plaguestone - Pathfinder Adventure: Fall of Plaguestone
Pathfinder Adventure: The Slithering - Pathfinder Adventure: The Slithering
Pathfinder Adventure: Threshold of Knowledge - Pathfinder Adventure: Threshold of Knowledge (Free RPG Day 2021)
Pathfinder Adventure: Troubles in Otari - Pathfinder Adventure: Troubles in Otari
Pathfinder Beginner Box (Remastered Edition) - Pathfinder Beginner Box: Menace Under Otari - Lower Dungeon
Pathfinder Beginner Box (Remastered Edition) - Pathfinder Beginner Box: Menace Under Otari - Upper Dungeon
Pathfinder Book of the Dead - Pathfinder Adventure: March of the Dead (Book of the Dead)
Pathfinder Dark Archive - Pathfinder Adventure: A Song of Making and Unmaking
Pathfinder Dark Archive - Pathfinder Adventure: In Darkness
Pathfinder Dark Archive - Pathfinder Adventure: Into the Unknown

New Session
Find another session:

Faction	Prestige	Character Died	
Select a Faction...		☐	Delete
Select a Faction...		☐	Delete
Select a Faction...		☐	Delete
Select a Faction...		☐	Delete
Select a Faction...		☐	Delete
Select a Faction...		☐	Delete

Activate Windows
Go to Settings to activate Windows.

Step 9

Fill the form according to the event reporting details on the scenario and fill in player details according to sign-in sheets.