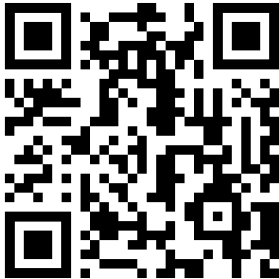


User Manual for the Cart App

Pennsic Cart Service – General Users

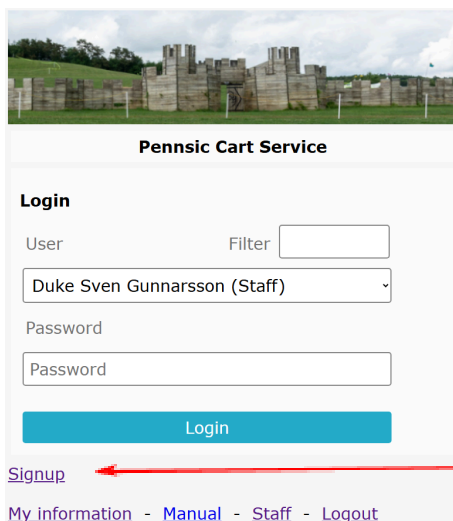
1. Accessing the Application



To access the Cart Service website:

- Visit <https://cartservice.vps.webdock.cloud>
- Alternatively, scan the QR code provided in your welcome materials

2. Logging In



Returning Users:

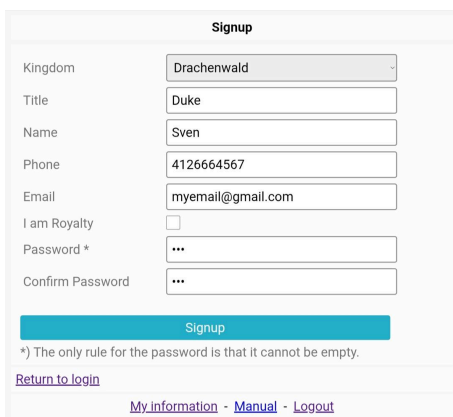
- Select your name from the dropdown list
- Enter the password you created or were given

 Use the filter to narrow down the dropdown list if needed

New Users:

- If your name is not listed, click the **"Signup"** link

3. Creating an Account (Signup)



To register:

1. Click **"Signup"** on the login page
2. Fill in the registration form:
 - Provide your personal information
 - Choose a password (only requirement: must not be blank)
3. Click **"Signup"**

You will be redirected back to the login form.

 Once logged in, your session will remain active for 30 days

4. Main Views

Rides - Sovereign Sigfrith Hauknefr

Rides [Messages](#)

[Schedule ride](#)

☒ Show Completed Rides ☒ Show Cancelled Rides

Ride At	From	To	Ride Info	Assigned To
Sun 8:30 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](#)

After logging in, two main views are available:

- **Rides**
- **Messages**

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

5. Scheduling a Ride

Schedule Ride - Sovereign Sigfrith Hauknefr

From Location [Add/Find](#)
Atenveldt Royal

To Location [Add/Find](#)
Outlands Royal

Royalty
Sovereign Sigfrith Hauknefr (West Kingdom)

Passengers (1 - 3) (Remember no armor allowed!)

Ride Info

Ride Date Ride Time

[Schedule](#)


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


[Back to rides](#)


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

To request a ride:

1. Go to the **Rides** view
2. Click **"Schedule ride"**
3. Fill out the ride form:
 - **From** and **To** locations
 - **Royalty** the ride is for
 - **Number of passengers** (1 to 3)
 - **Ride Info (optional)**: Enter any special considerations or notes
 - **Date** and **Time**

 Rides must be scheduled at least 30 minutes in advance

 The time is set to the nearest 15-minute interval, more than 30 minutes from the current time

 A maximum of **2 rides** may be scheduled in the same 15-minute time slot except during State Dinner and Consorts tea, where three rides can be scheduled due to the staff having a 3rd cart).

Add/Find Location - King Krake

Location

[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](#)

Finding or Adding a Location:

- If no suitable location is listed:
 1. Click **"Add/Find"** next to the location field
 2. Type in the search bar to filter existing locations
 3. If still not found, enter a new location (include block number if possible, e.g., "Drachenwald Royal (N13)")

6. Viewing and Editing Your Ride

See Ride - Sovereign Sigfrith Hauknefr

From Location [Add/Find](#)
Ansteorra Royal

To Location [Add/Find](#)
Battlefield, Marshals point

Royalty
Sovereign Sigfrith Hauknefr (West Kingdom)

Passengers

Ride Info

Ride Date Ride Time

☐ Cancel Ride

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

[Send message regarding this ride](#)

Messages regarding this ride

From	To	Message date
------	----	--------------

[Back to rides](#)

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

- Click the ride's description text to open the **See Ride** form
- From here, you can:
 - **Edit ride details**
 - **Cancel the ride**
 - **Send a message related to this ride**

Send Message - Sovereign Sigfrith Hauknefr

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

To User
All Staff

Message
We will be two who need the ride.

[Back to Edit Ride](#)

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

Messages sent this way will be linked directly to the ride and appear in its record.

7. Using the Messaging System

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

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

Accessing Messages:

- Go to the **Messages** view
- Unread messages appear in **bold**, with the most recent listed first
- Check "**Show Read Messages**" to see all messages, including past messages

Sending a Message:

- Click "**Send Message**"
- Select a specific staff member or "**All Staff**"

⚠ All messages are viewable by all staff. Do not include private or sensitive information

Send Message - Sovereign Sigfrith Hauknefr

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

To User
All Staff

Message
We will be two who need the ride.

[Back to Edit Ride](#)

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

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](#)

Reading and Replying:

- Click a message to open it
- To respond, click **"Reply"**
- Linked messages will appear at the bottom of the message form in reverse chronological order

8. Managing Your Information

My Info - Consort Sofia Stepanova doch'

[Rides](#) [Messages](#)

Kingdom

Title

Name

Phone

Email

[Turn on notifications](#) =✉

[Set Password](#)

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

- Click **"My Information"** (in the footer) to view or edit your personal details
- Use the **"Turn off notifications"** link to stop receiving email alerts
 - The link will toggle to **"Turn on notifications"** if you want to resume notifications

✉ The system sends emails for received messages unless turned off manually

Thank you for using the Pennsic Cart Service. We hope this tool enhances your experience.