

Welcome to Thing

This is an introduction to Thing, the scheduling app for Pennsic. This manual tells you how to submit, search for, and schedule classes. We will update the section on building a calendar of events to attend when we have completed upgrades on it.

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If you are viewing this online, each line in the table is a clickable link. Click to go directly to that section.

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Finally, if you have any questions that aren't covered here, or want to make a suggestion, please drop us a note via the [Contact an Admin](#) button. We appreciate all feedback and will respond to it.

Logging In

The login screen gives you several options:

1. If you have used Thing before, enter your username and password.
2. If you do not remember your password, reset your password.
3. If you have **never used Thing 2**, click Register Here to create a new account.

We can't merge data from multiple accounts! you have an account and then create a second one, you will lose any history from the previous account.

If you are a new user, you will need to enter basic information in your user profile.

Most fields are free text—enter what you want, up to the character limit for the field.

Kingdom is a drop-down—select your kingdom, or “No Kingdom.”

If you created an account in Thing **before 2024**, you can enter the email for the old account in **Email from Thing 1** to link your old classes to your new account.

Thing 2.1
Log-in

Log-in

If you don't have an account, [register here.](#) 3

Username: 1

Password:

LOG IN

Forgotten your password? 2

If you need the Thing manual, it can be found [here](#)

If

Thing 2.1
My Account Classes Downloads Teachers Extra Features Reports

Edit your account

You can edit your account using the following form:

Email*: atterlep@gmail.com

SCA Name*: Alan Fairfax
30 character maximum, to save publishing space.

Title: Master

First Name*: Alan

Last Name*: Terlep

On-Site Phone: +12604431289

Kingdom: Midrealm

Email from Thing 1: atterlep@gmail.com
Enter the email you used for Thing 1 ONLY if you wish to bring classes forward into Thing 2.0

SAVE CHANGES

Cancel

If you created an account in Thing before 2024, enter the email for that account to link your new classes to the old ones.

For Teachers: Submitting Events

After you complete your profile, you'll see your dashboard.

Thing 2.1

Greetings Master Alan Fairfax, [Logout](#)

[My Account](#) [Classes](#) [Downloads](#) [Teachers](#) [Extra Features](#) [Reports](#) [Contact an Admin](#)

Dashboard [User Manual](#)

138 days until Pennsic 53

There are 83 days to enter classes before the book pull

[Teach/Organize](#) [Attend](#)

Student Class
Teacher Availability
Teacher Class

< > 2 Jul 26 – Aug 1, 2026 month week list

	Sun 7/26	Mon 7/27	Tue 7/28	Wed 7/29	Thu 7/30	Fri 7/31	Sat 8/1
all-day							
08:00							
09:00		Available	Available	Available	Available	Available	Available

1. To teach a class or enter another event, click **Teach/Organize**
2. When events are scheduled, you'll see them in your calendar. See [Creating a Personal Schedule](#) for more information on using your calendar.

The first time you click the **Teach/Organize** button, you'll be taken to a page that takes you through steps to set up your classes.

Updating Teacher Information for the New Year

Before teaching classes, you need to complete 4 steps. After you complete these steps, you will not see this page until next year.

1. Agree to Pennsic University policies. **You must check this box before doing anything else.** You can click the **View the University Policies** button to review the policies for Pennsic 53.
2. Confirm or enter your on-site phone number. You'll see the on-site number from your profile if you have one. If not, you will need to enter one.
3. Availability. This is different from last year.

Availability

Before you can schedule classes, you need to set your availability for the year.

The process for setting availability is new and simplified.

Basic Availability

To enter basic availability, select the first and last day you are available to teach at Pennsic. When you do, you'll be marked as available to teach anytime between 9am and 6pm on any day in the range you selected.

If that's good enough, you can continue to the next step. If you want to block out specific times in that range, click **Fine Tune Availability**.

Do you want to teach a class?

I don't want to teach a class

Great! If you plan to teach, we need the information in the next four steps and you can get going!

Step 1: First, agree to Pennsic University Policies.

All teachers are expected to know and follow the policies of Pennsic University.

I agree to follow all policies in place for Pennsic University

[View the University Policies](#)

Step 2: Phone Number

Next, enter a phone number where you can reasonably be reached while at Pennsic. If the correct number is displayed below, continue.

On-Site Phone*:

+12604431289

Step 3: Availability

Provide the first and last day you will be available to teach a class.

My first available teaching day is: 2026-07-27

My last available teaching day is: 2026-08-04

Fine Tune Availability

Fine-Tune Availability

When you click Fine Tune Availability- you'll get a list with every day from Land Grab to the last Sunday of Pennsic.

When you uncheck a day, you are marked unavailable for the entire day.

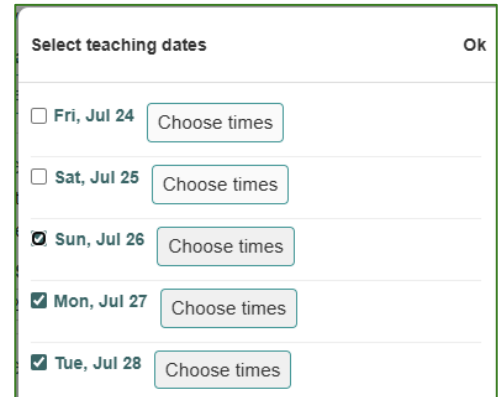
To block out specific hours on a day, click **Choose Times** for the day you want to block out. When done, click **OK**.

Each day displays hours between 6am and midnight. If you signed up to teach on a day, the hours between 9am and 6pm are checked.

Uncheck an hour to mark yourself unavailable for that hour.

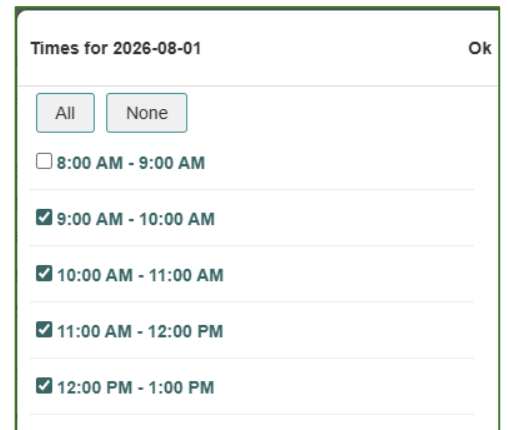
Check an hour to mark yourself available outside normal Pennsic University times.

When done, click **OK**.



The screenshot shows a window titled "Select teaching dates" with an "OK" button in the top right corner. It lists five dates from Friday, July 24 to Tuesday, July 28. Each date has a checkbox and a "Choose times" button. The checkboxes for Sunday, Monday, and Tuesday are checked, while Friday and Saturday are unchecked.

Date	Checked	Action
Fri, Jul 24	<input type="checkbox"/>	Choose times
Sat, Jul 25	<input type="checkbox"/>	Choose times
Sun, Jul 26	<input checked="" type="checkbox"/>	Choose times
Mon, Jul 27	<input checked="" type="checkbox"/>	Choose times
Tue, Jul 28	<input checked="" type="checkbox"/>	Choose times



The screenshot shows a window titled "Times for 2026-08-01" with an "OK" button in the top right corner. It has two buttons at the top: "All" and "None". Below are five time slots, each with a checkbox. The checkboxes for 9:00 AM - 10:00 AM, 10:00 AM - 11:00 AM, 11:00 AM - 12:00 PM, and 12:00 PM - 1:00 PM are checked, while the checkbox for 8:00 AM - 9:00 AM is unchecked.

Time Slot	Checked
8:00 AM - 9:00 AM	<input type="checkbox"/>
9:00 AM - 10:00 AM	<input checked="" type="checkbox"/>
10:00 AM - 11:00 AM	<input checked="" type="checkbox"/>
11:00 AM - 12:00 PM	<input checked="" type="checkbox"/>
12:00 PM - 1:00 PM	<input checked="" type="checkbox"/>

Scheduling Notes

If you need to enter other details (for example, if you need to avoid conflict with particular battles or events, teach classes in a specific order, or need to coordinate with other teachers), enter that information in the text box for scheduling notes.

Bringing Events Forward

Step 4 shows any events or classes you submitted last year.

If you didn't submit anything last year, this list will be blank. Click **Submit All** to submit all the information you entered and go to the class entry page.

The check next to the events means that you will offer it last year. All classes are checked by default. Uncheck any classes you do not want to teach this year.

For each event, review the number of sessions offered. Change any numbers where you want to offer a different number of sessions.

When you're done, click **Submit**. You'll be taken to your **My Classes** page.

Step 4: Bring Forward Last Year's Classes (if applicable)

If you want to teach a class you offered last year, choose from the list below. Select the classes you want to teach, and the number of sessions you want to offer for each class. Once you are happy with the classes to bring forward press the Submit All button.

These are the classes you taught last year

<input checked="" type="checkbox"/>	Class Name	Description	Sessions
All/None			
<input checked="" type="checkbox"/>	Children's Water Battle: Clean-Up	After the battle, the clean-up begins. Adult or older teen assistance always welcome.	<input type="text" value="1"/>
<input checked="" type="checkbox"/>	Children's Water Battle	Assault the Fort! The Children's Water Battle is open to children 6 - 12. Bring your own water weapons (no catapults). Dress for mess. Water provided.	<input type="text" value="1"/>
<input checked="" type="checkbox"/>	Children's Water Battle: Set-Up	Two-hour set-up time for the Water Battle. Adult and older teen assistance is always welcome. Kids, **Don't show up yet.**	<input type="text" value="1"/>
<input checked="" type="checkbox"/>	All Thumbs Guide to Handsewing for Beginners	Even if you have never picked up a needle before, you will leave this class confident you can do six different stitches.	<input type="text" value="2"/>
<input checked="" type="checkbox"/>	Pennsic 52 Staff Meeting	A meeting for Pennsic staff.	<input type="text" value="2"/>

Submit All

I don't want to teach a class

My Classes

After you submit classes, the **My Classes** page will open.

The screenshot displays the 'My Classes' interface. At the top, the heading 'Classes submitted to Pennsic 53' is followed by three dark green buttons: '1 Create Class', '2 View Inactive Classes', and '3 View Pennsic University Policies'. Below these are two class cards. The first card, labeled '4', is titled 'Bizarre Religious Practices of the Middle Ages' and shows 'Not Scheduled' in two locations. The second card is titled 'Chivalry, Service, and the Dream' and shows 'Not Scheduled'. Below this is the section '5 Classes From Previous Years' with the instruction 'Click a class title to submit it for Pennsic 53'. Under the year '2019', three class cards are visible: 'Bizarre Religious', 'Chivalry, Service,', and 'Christians of the'.

1. **Create Class** allows you to create a new class.
2. **View Inactive Classes** shows inactive classes. Any class that you entered but did not teach will be listed in the Inactive section. Classes that you taught in a previous year appear at the bottom of the page.
3. **View Pennsic University Policies** shows all the policies you are following this year.
4. **Classes Submitted:** there is a card for every class you've submitted. Click the card to see details for the class. As sessions are scheduled, the time and location will be updated.
5. **Classes from Previous Years** shows classes from previous years that you haven't submitted for this year's Pennsic, grouped by the year you last taught. Click a card to update the class and submit it for this year.

Create a Class

The **Create a New Class** screen asks for all the information needed to schedule a class.

Each teacher has a limit on the number of classes they can teach. The default limit is 4, but teachers can make arrangements to teach additional classes. If you hit your class limit, use the **Contact an Admin** menu item to request an increase to your class limit.

Basic Information

To start, enter the basic information about a class. All fields are required. **Use TAB, not ENTER, to move to the next field when done.**

- **Title:** The title of the class. Limit 50 characters.
- **Short Description:** A short summary that will appear in search results. Limit 120 characters.
- **Long Description:** A description that will appear in class details. It can be very long. If you don't need a long description, you can repeat the short description here.
- **Instructor Name:** Your SCA name will be here by default. If you're entering a class or event that you won't be leading, you can enter other text here.

Tags

When users are searching for classes, they can look for tags to identify areas of interest. You can enter anything you want in a tag. If you enter text that matches an existing tag, you will see a suggestion for that tag. If you use a tag that already exists, attendees will be more likely to find your class.

- The time periods and countries the class focuses on.
- Detailed topics within the general area.
- Any word that helps students find your class.

Create a New Class

Title*:

Short Description*:

Long Description*:

Instructor Name:

If you are not the instructor for this class, enter the SCA name of the instructor here.

Tags:

Start typing a tag. If your tag is already listed, select it from the list. If not, keep typing, then press Enter, Comma, or Semi-colon to add.

Additional Class Information: What, Where, When, How Much?

The next section includes details about what the class is, how long it is, and whether there are any costs associated with it:

- **Track:** A *track* is a group of events administered by a track coordinator.
 - **Pennsic University** is the track for general classes.
 - **Special Interest** tracks (Middle Eastern, Glass, Equestrian) are groups of classes taught in specific places and organized by a track coordinator. You can select these tracks if you're teaching a class that fits the topic.
 - **Events** (Martial Activities, Thrown Weapons, Court) are used for those events. When you submit an event in one of these tracks, it will be reviewed by the scheduler for that area.
 - **Private Camps** are classes managed and hosted by a specific camp or merchant. In general, only choose a private camp if you are personally hosting classes in the camp, or if you have prior approval from the camp. If you want to teach classes in your camp.
- **Topic:** The general topic for your class.
- **Private Camp:** When you select a private camp as a track, you **ALSO** need to enter the location. You can enter additional details (such as the block) to help people find the class.
- **Length in Hours:** The length of the class. This is a dropdown with specific options. You must select one of the listed class lengths.
- **Number of Sessions:** The number of times the class or event will be scheduled, up to 15.
- **Handout Fee/Limit:** If you have handouts, enter a fee and the number of handouts available. **If your handouts are free, enter 0 for the fee.**
- **Materials Fee/Limit:** If you give kits or materials to students, enter a fee and the number of kits available. **If your materials are free, enter 0 for the fee.**
- **Fee Itemization:** If you have a material fee, briefly describe what materials are included.

Track*:		Topic*:		Private Camp:	
<input type="text" value="Pennsic University"/>		<input type="text" value="-----"/>		<input type="text"/>	
				Camp/Booth name and location, if applicable	
Length in Hours*:	Number of Sessions*:	Handout Fee:	Handout Limit:	Materials Fee:	Materials Limit:
<input type="text" value="1.0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fee Itemization:					
<input type="text"/>					
Describe what the materials fee will be used for.					

Special Needs

Each toggle for special needs identifies requirements for your class. Include details in the special needs notes. If you aren't sure whether your class is loud or messy, select the toggle and add notes. Special needs can be changed later if not needed.

If your class includes material that is not appropriate for minors, select the **Adults Only** toggle and provide some details about the nature of the adult material.

Special Needs

Loud: Messy: Needs Whiteboard: Needs Electricity: Needs Water: Needs Lights: Has Heat Source:

Special Needs Notes:

Adult Only:

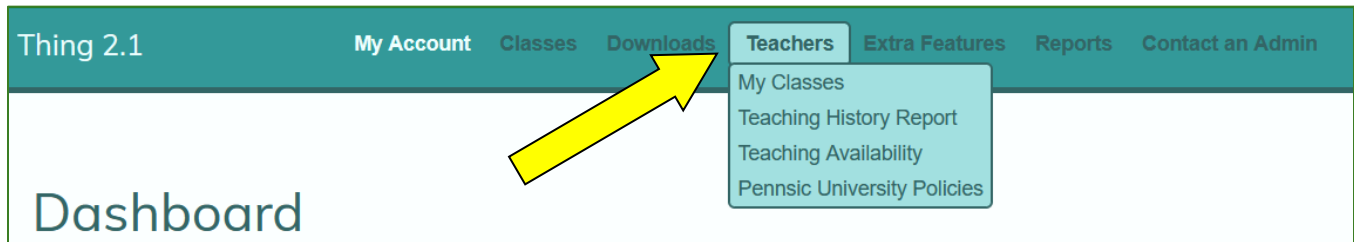
Adult Only Reason:

Scheduling Notes

Under Scheduling Notes, include any details or unique requests that the track coordinator will need to find a time when you can teach the class.

After You Submit: The Teacher Menu

Once you've submitted your classes, you can review your classes using options in the Teacher menu.



The teacher menu has 4 options:

- **My Classes:** Returns you to the **My Classes** screen (below). As your classes are scheduled, the class cards will be updated with the times and locations for each session.
- **Class History:** A list of the classes you've taught in previous year.
- **Teaching Availability:** Returns you to the **Availability** screen ([see page 4](#)).
- **Pennsic University Policies:** Opens the list of Pennsic University policies in a new tab.

Checking Your Schedule

When your class is scheduled, you'll get an email at the address you used to register your account.

When you go to **My Classes**, any scheduled classes will have locations and times on the card.

If you click on the card, you will see the **Class Details** for that care.

Bizarre Religious Practices of the Middle Ages

Mon, Jul 27 02:00PM in Tent 7
Wed, Jul 29 11:00AM in Tent 12

Class Details

The **Class Details** page has the same fields on the **Create a Class** page (see page 8). It has some additional fields as well. At the top there are two buttons:

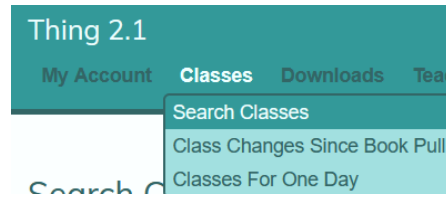
- **Inactivate this Class:** If you can't offer any session of an class, click **Inactivate this Class**. You will be asked to confirm that you want to remove the class from the schedule. If you want to cancel some sessions of a class, go to the session
- **Email Track Coordinator:** If you need to send a message to the track coordinator, click this button to send a message. When you've entered the message, click **SEND MESSAGE** to send.

At the bottom of the page, you'll see a **Sessions** section. A session you're teaching will have a **Teaching** pill next to it. You will also see a **Delete** button you can use to cancel a session.

Searching for Classes

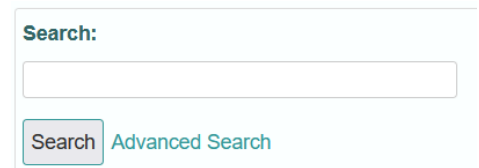
To find classes, click the **Classes** menu.


Select **Search Classes**



Basic Search

When you access Thing from a mobile device, you will see the basic search box. When you enter text and click **Search**, you will get a list of class with titles that match the search. To see the full list of search options, click **Advanced Search**.



On a larger screen, the advanced search options are shown by default. You can hide them by clicking the Settings icon  in the upper right. Advanced search options include

Time and Date Search



The first search options are for time and date.

Select **Date** and pick a day to see classes on a specific day. If you select **2026-08-01** you'll see classes from August 1:



Select **End Date** to see classes over several days. If you select an end date of **2026-08-03**, you'll see classes between August 1 and August 3:



Select **Time** to see classes offered at a specific time. If you select **10:00 AM** you'll see classes offered at 10am on August 1:



Text Searches

To find specific classes, use text searches:

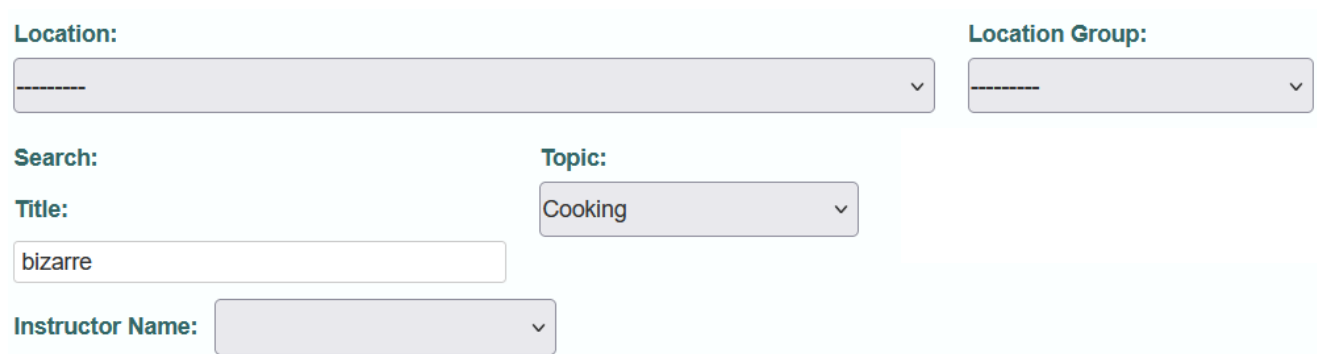
Location: Search for events in a specific location (tent, battlefield, or private camp)

Location Group: Search for events in different areas, such as the Battlefield, Archery Range, Pennsic University, private camps.

Title: Find classes with specific text in the class title.

Topic: Search using the set list of topics

Instructor Name: Select classes taught by a specific instructor (SCA name only).



The image shows a search interface with several filters. At the top, there are two dropdown menus: 'Location:' and 'Location Group:'. Below these, there are three more filters: 'Search: Title:' with a text input field containing 'bizarre', 'Topic:' with a dropdown menu showing 'Cooking', and 'Instructor Name:' with a dropdown menu.

Tag Search

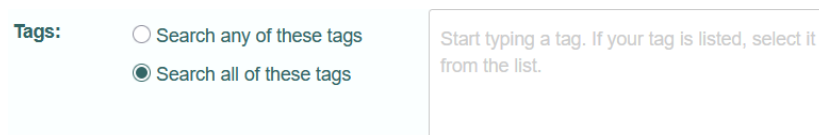
Each class can have any number of tags. Tags can include

- The time periods and countries the class focuses on.
- Detailed topics within the general area.
- Any other term that says something about a class.

When you enter a list of tags in the search, you can also select whether you want to match **any** or **all**.

For example, if you enter the tags **14th century** and **Italy**,

- **Search any of these tags** will find classes with either **14th century** or **Italy**
- **Search all of these tags** will find classes with both **14th century** and **italy**



The image shows the 'Tags:' section of the search interface. It has two radio buttons: 'Search any of these tags' (which is selected) and 'Search all of these tags'. To the right is a text input field with the placeholder text: 'Start typing a tag. If your tag is listed, select it from the list.'

Search Results

When you click **Search**, you will get a list of events. Before an event is scheduled, the **Session Time** and **Location** will be blank.

You can sort by any header by clicking on the header.

New this year: search by session time. When you click the Session Time header, multiple sessions of an event will appear in the correct order.

When an event has more than one session, it will be highlighted blue, and you will see a + icon to the left of the title.

Class Title	Topic	Short Description	Session Time	Location	Schedule
Æthelmearc Kingdom Court	Court	The Royal Court for the Kingdom of Æthelmearc.	—	—	
<input type="checkbox"/> Afternoon Youth Heavy List Skills, Games, & Drills	Combat: Youth	Daily afternoon regular practices to be run on the Pennsic Battlefield Youth List. **Youth aged 6-17.** Loaner gear will be available.	Click [+] to Expand	Click [+] to Expand	
<input type="checkbox"/> All Thumbs Guide to Handsewing for Beginners	Embroidery	Even if you have never picked up a needle before, you will leave this class confident you can do six different stitches.	Click [+] to Expand	Click [+] to Expand	
Anglo-Saxon Alliterative Poetry Workshop	Performing Arts: Bardic	Brief intro to the Anglo-Saxon Alliterative Tradition (think "Beowulf"); most of the class is guided group-work to produce some actual poetry.	—	—	
Archery Champions' Practice	Combat: Archery	Everyone who wishes to try out for the Archery Champions' teams is welcome and encouraged to attend. Yes, **you** are good enough to try out!	—	—	
ASL Sign and Sip	Other	Practice ASL signing and casual conversation informal setting.	—	—	
<input type="checkbox"/> Beginner Beadmaking	Glass	Learn the basics of glass beadmaking.	Click [+] to Expand	Click [+] to Expand	

When you click the + icon, you will see all sessions of the class.

<input type="checkbox"/> All Thumbs Guide to Handsewing for Beginners	Embroidery	Even if you have never picked up a needle before, you will leave this class confident you can do six different stitches.	Click [+] to Expand	Click [+] to Expand	
All Thumbs Guide to Handsewing for Beginners	Embroidery	Even if you have never picked up a needle before, you will leave this class confident you can do six different stitches.	—	—	
All Thumbs Guide to Handsewing for Beginners	Embroidery	Even if you have never picked up a needle before, you will leave this class confident you can do six different stitches.	07/31/2026 9 a.m.	Tent 13	<input type="button" value="Add"/>

When a session has been scheduled, you can click **Add** to add it to your personal schedule.

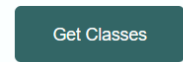
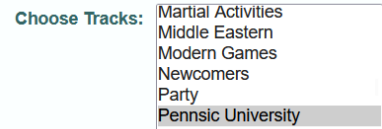
Scheduling Classes

Schedule Classes Page

If you are a track coordinator, you will see an **Extra Features** menu in your header. Click **Extra Features** and select **Schedule Classes**.

Select a Track


First, select a track to schedule. You'll see a list of tracks that you can schedule (the list may have only one item). Select the track you want and click **Get Classes**.



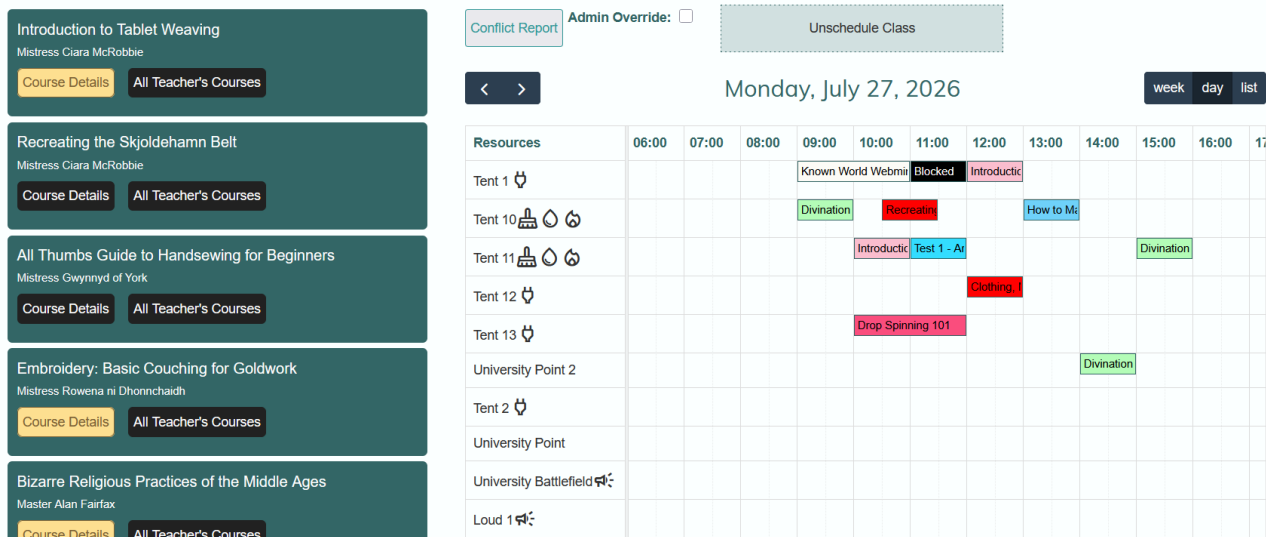
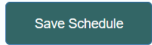
If you don't see this menu, you are assigned to schedule only one track, which will be selected for you.

Event Scheduling

The **Event Scheduling** screen lets you schedule classes by dragging.

1. Use the back and forward arrows  to move to the day you want to schedule.
2. Click on the class you want to schedule, and drag it to the location and time you want to schedule.
3. You can also move classes on the grid. Click on a class in the grid and move it to the new location. To remove it, drag it to the **Unschedule Class** area.
4. When done, click **Save Schedule**. You must click **Save Schedule** or your work will be lost.

Event Scheduling



The screenshot shows the Event Scheduling interface. On the left, there is a list of courses with buttons for 'Course Details' and 'All Teacher's Courses':

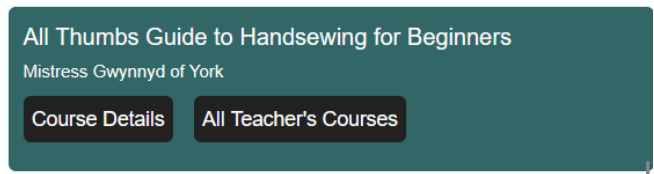
- Introduction to Tablet Weaving (Mistress Ciara McRobbie)
- Recreating the Skjoldehamn Belt (Mistress Ciara McRobbie)
- All Thumbs Guide to Handsewing for Beginners (Mistress Gwynnyd of York)
- Embroidery: Basic Couching for Goldwork (Mistress Rowena ni Dhonnchaidh)
- Bizarre Religious Practices of the Middle Ages (Master Alan Fairfax)

On the right, there is a scheduling grid for Monday, July 27, 2026. The grid has columns for time slots from 06:00 to 17:00 and rows for resources. A 'Conflict Report' and 'Admin Override' checkbox are at the top left of the grid area. An 'Unschedule Class' button is at the top right. Navigation arrows and a 'week day list' selector are also present. The grid shows several classes scheduled:

Resources	06:00	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00
Tent 1				Known World Webmin	Blocked	Introductiv						
Tent 10				Divination	Recreatin		How to M					
Tent 11					Introductiv	Test 1 - Ar				Divination		
Tent 12							Clothing 1					
Tent 13					Drop Spinning 101							
University Point 2									Divination			
Tent 2												
University Point												
University Battlefield												
Loud 1												

Class Cards

Class cards are ordered by when the class was submitted, so you can schedule on a first-come, first-served basis. The class cards have several options:



Course Details opens the class details page for the class in a new tab (see below). If the teacher entered scheduling notes, the Course Details box will be bright yellow.

All Teacher's Courses opens the search and returns all the classes the teacher has submitted. This search returns the classes submitted by that teacher, even if they entered another teacher's name in class details.

Special Needs: If a class is marked with special needs (loud, messy, water, etc.), icons for those special needs will be shown on the card. The class should only be scheduled in a location with a matching icon.

Teacher Details

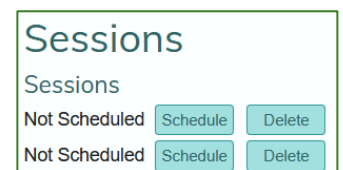
Below the class cards, you will see details for the teacher of the class at the top of the list—their availability, the number of classes left, and their scheduling notes.

Scheduling from Class Details

You can also schedule a class from the **Class Details** page.

The Class Details page opens when you click **Course Details** from a class card. You can also open class details from the class search (see page 12).

At the bottom of the **Class Details** page, you'll see a **Sessions** section. There will be an entry for each session. Click **Schedule** to schedule the session.



The **Schedule a Session** page will open. You can select a location, date, and time for the class and click **Schedule** to add the class to the schedule.

Below the schedule, you will see the teacher's availability, and every single scheduled session.

