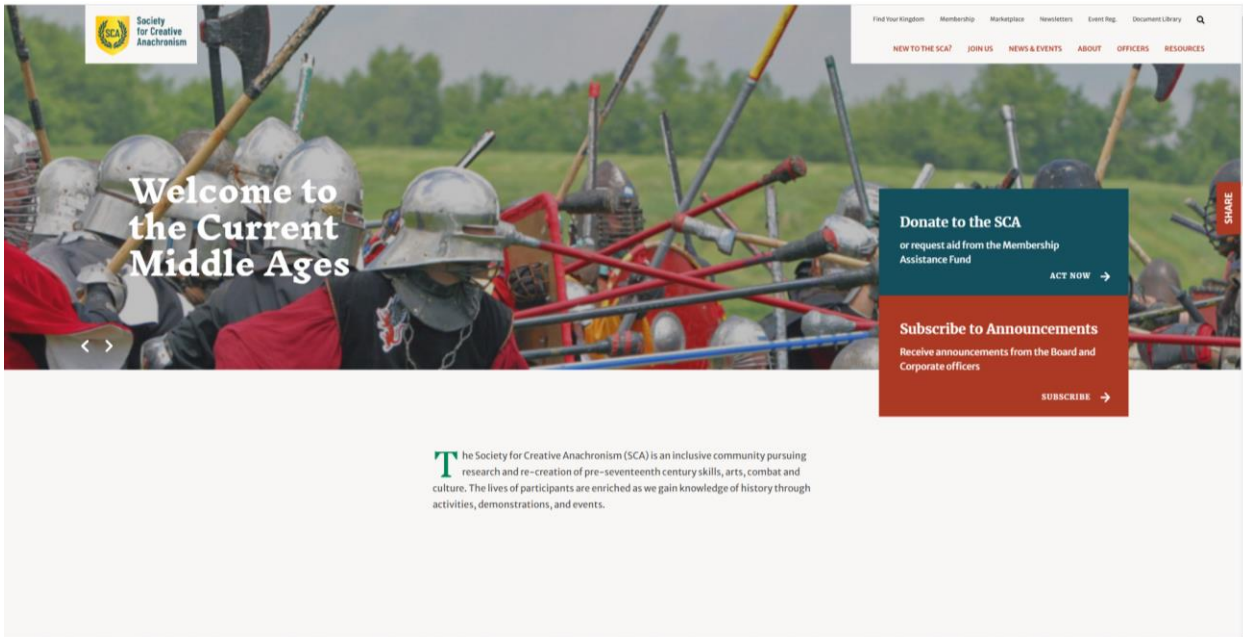


How to modify a reservation for an event using the SCA reservation system

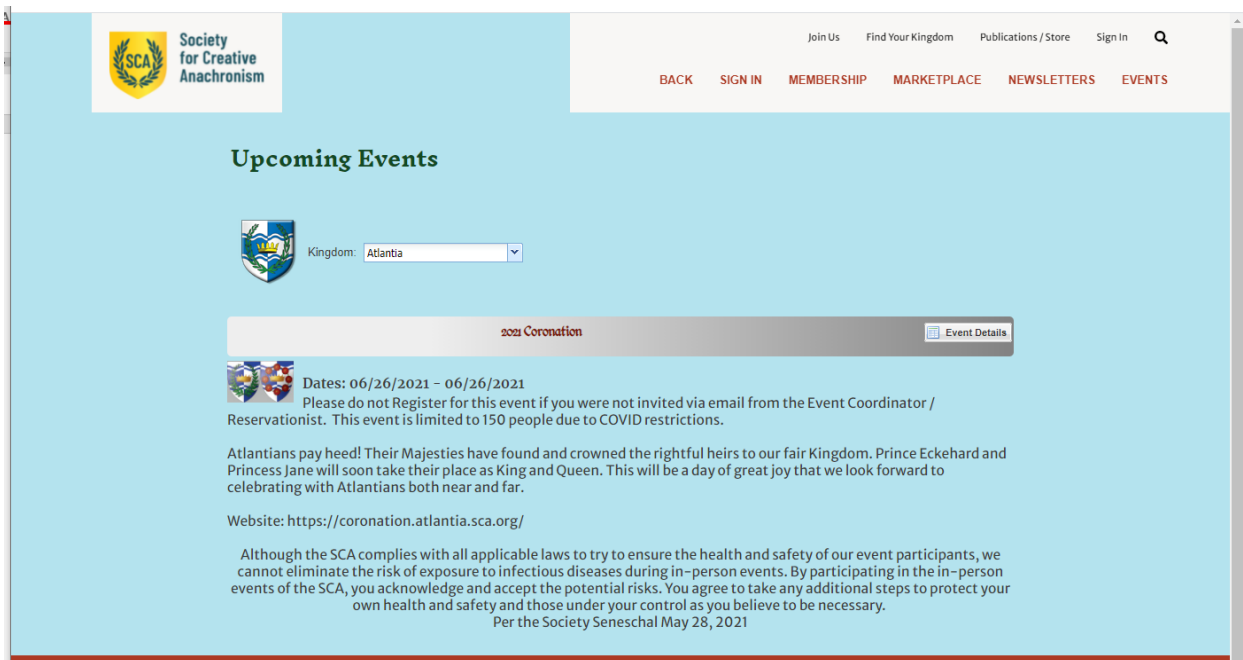
If there is already a group reservation in place, only the person that made the reservation may change it. If you made your own reservation this is how you may change it.

Go to the SCA website and click Event Reg



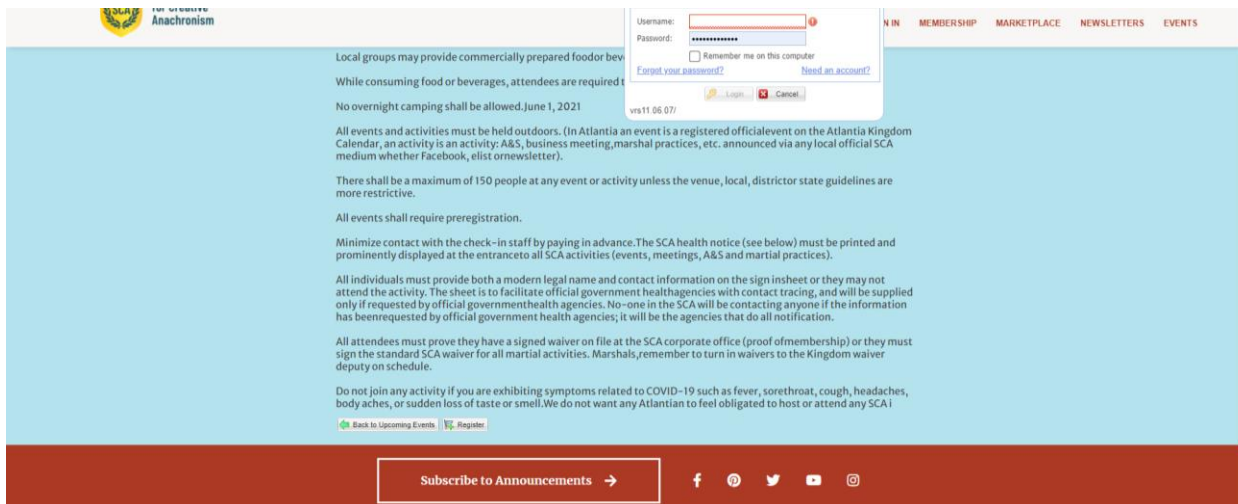
Use the dropdown to select the Kingdom holding the event you wish to attend.

Click event details to the right of the event to select the event you wish to attend. If is not shown verify you are in the correct Kingdom or if registration is closed.



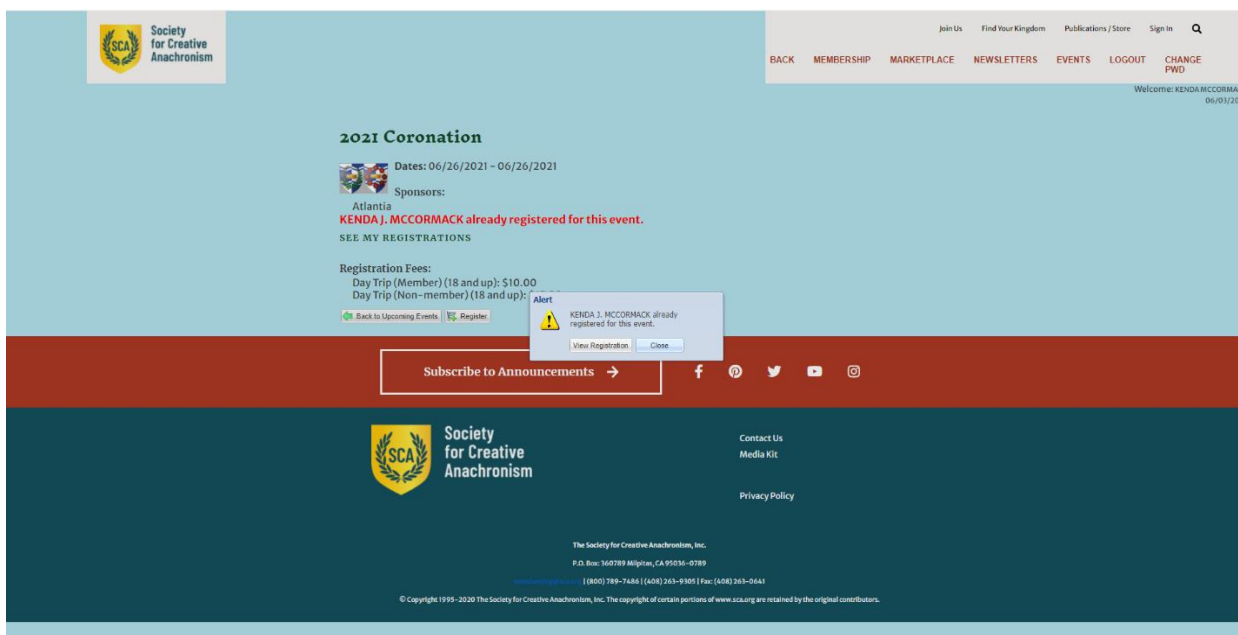
If this is the event you wish to modify click Register.

At this point you will need to log in to your account (non-members keep the information provided when you create your account for future reservations).




The screenshot shows the SCA Anachronism website. At the top left is the SCA logo. The main content area has a light blue background with white text. It lists rules for events, such as "Local groups may provide commercially prepared food or beverage" and "While consuming food or beverages, attendees are required to remain seated." A login form is overlaid on the right side, with fields for "Username:" and "Password:". Below the password field is a checkbox for "Remember me on this computer" and links for "Forgot your password?" and "Need an account?". There are "Login" and "Cancel" buttons. A red banner at the bottom contains a "Subscribe to Announcements" button and social media icons for Facebook, Pinterest, Twitter, YouTube, and Instagram.

The system will remind you that you are already registered for this event. Click view Registration.



The screenshot shows the SCA Anachronism website with the "2021 Coronation" event details. The event dates are "06/26/2021 - 06/26/2021". The sponsor is "Atlantia". A red alert message states: "KENDA J. MCCORMACK already registered for this event." Below this, there is a link to "SEE MY REGISTRATIONS". The registration fees are listed as "Day Trip (Member) (18 and up): \$10.00" and "Day Trip (Non-member) (18 and up): \$10.00". A modal alert box is open, displaying the same red message and providing "View Registration" and "Close" buttons. The footer contains the SCA logo, contact information, and a copyright notice: "© Copyright 1995-2020 The Society for Creative Anachronism, Inc. The copyright of certain portions of www.sca.org are retained by the original contributors."



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Welcome: KENDA MCCORMACK
06/08/2021

Event Information:
2021 CORONATION
Dates: 06/26/2021 - 06/26/2021

[Modify Registration](#)

Welcome KENDA MCCORMACK

You are modifying an existing registration.

You can add or remove attendees within your registered group

To add a present or former SCA Member, enter their **Member #** and **Last Name** and press the little green button. They will be retrieved from the database. If you find you have retrieved the wrong person, remove them with the **Remove** button.

Be sure to retrieve SCA Members into your Group by their valid MbrNum or with the Family Member DropDown - or they will not receive the Member Rate.

To add a non-member, just type their information in the fields provided. You can enter as many people as you wish.


Register your Group

Member #:
Last: MCCORMACK
First: KENDA
Middle: J
Suffix:
Date of Birth:
Society Name:
Email:

Add another Person Remove This Person

Continue to Modify your Registration

When adding additional people, click add another person. If you just wish to modify your registration click Continue to Modify your Registration.



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To add a present or former SCA Member, enter their **Member #** and **Last Name** and press the little green button. They will be retrieved from the database. If you find you have retrieved the wrong person, remove them with the **Remove** button.

Be sure to retrieve SCA Members into your Group by their valid MbrNum or with the Family Member DropDown - or they will not receive the Member Rate.

To add a non-member, just type their information in the fields provided. You can enter as many people as you wish.

Register your Group

Member #:
Last: MCCORMACK
First: KENDA
Middle: J
Suffix:
Date of Birth:
Society Name:
Email:

Add another Person Remove This Person

Member #:
Last:
First:
Middle:
Suffix:
Date of Birth:
Society Name:
Email:

Add another Person Remove This Person






Continue to Modify your Registration

Member's MbrNum

Last:
First:
Middle:
Suffix:
Date of Birth:
Society Name:
Email:

Add another Person Remove This Person

Subscribe to Announcements

If you have a membership number and if you enter the membership number first it will give you an error to enter the last name.

The screenshot shows the 'Register your Group' form on the SCA for Creative Anachronism website. The form has two sections. The first section is for a member with Member # 0006798, Last Name MCCORMACK, First Name KENDA, Middle 3, and a dropdown for Suffix. The second section is for a non-member with Member # 63766, which has a green checkmark next to it. The form fields for the non-member are empty except for the Date of Birth field which has a date picker. An 'Alert' dialog box is displayed in the center, stating 'Please enter Last name' with an 'OK' button. The page includes a navigation bar with links like 'Join Us', 'Find Your Kingdom', 'Publications / Store', 'Sign In', 'BACK', 'MEMBERSHIP', 'MARKETPLACE', 'NEWSLETTERS', 'EVENTS', 'LOGOUT', and 'CHANGE PWD'. A red banner at the top of the form area contains instructions about adding members and retrieving SCA Members into your Group.

To add a present or former SCA Member, enter their **Member #** and **Last Name** and press the little green button. They will be retrieved from the database. If you find you have retrieved the wrong person, remove them with the **Remove** button.

Be sure to retrieve SCA Members into your Group by their valid MbrNum or with the Family Member DropDown - or they will *not* receive the Member Rate.

To add a non-member, just type their information in the fields provided. You can enter as many people as you wish.

Register your Group

Member #: 0006798
Last: MCCORMACK
First: KENDA
Middle: 3
Suffix:
Date of Birth:
Society Name:
Email:
[Add another Person](#) [Remove This Person](#)

Member #: 63766 ☒
Last:
First:
Middle:
Suffix:
Date of Birth: mm/dd/yyyy
Society Name:
Email:
[Add another Person](#) [Remove This Person](#)

Alert
Please enter Last name
[OK](#)

[Continue to Modify your Registration](#)

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Once you have entered both pieces of information, click the green check box next to the membership number. This will make the system verify and pull up the corresponding information.

This screenshot shows the same 'Register your Group' form after the membership number 63766 has been verified. The green checkmark next to the Member # 63766 is now active. The form fields for the non-member are now populated with the retrieved information: Last Name MCCORMACK, First Name KENDA, Middle 3, and a dropdown for Suffix. The Date of Birth field still has a date picker. The 'Alert' dialog box is no longer present. The page layout and navigation bar are identical to the previous screenshot.

To add a present or former SCA Member, enter their **Member #** and **Last Name** and press the little green button. They will be retrieved from the database. If you find you have retrieved the wrong person, remove them with the **Remove** button.

Be sure to retrieve SCA Members into your Group by their valid MbrNum or with the Family Member DropDown - or they will *not* receive the Member Rate.

To add a non-member, just type their information in the fields provided. You can enter as many people as you wish.

Register your Group

Member #: 0006798
Last: MCCORMACK
First: KENDA
Middle: 3
Suffix:
Date of Birth:
Society Name:
Email:
[Add another Person](#) [Remove This Person](#)

Member #: 63766 ☒
Last: MCCORMACK
First: KENDA
Middle: 3
Suffix:
Date of Birth: mm/dd/yyyy
Society Name:
Email:
[Add another Person](#) [Remove This Person](#)

[Continue to Modify your Registration](#)

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It will bring in the information with date of birth and email address hidden.

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To add a present or former SCA Member, enter their **Member #** and **Last Name** and press the little green button. They will be retrieved from the database. If you find you have retrieved the wrong person, remove them with the **Remove** button.

Be sure to retrieve SCA Members into your Group by their valid MbrNum or with the Family Member DropDown – or they will **not receive the Member Rate.**

To add a non-member, just type their information in the fields provided. You can enter as many people as you wish.

Register your Group

Member #: 0006798
Last: MCCORMACK
First: KENDA
Middle: J
Suffix:
Date of Birth:
Society Name:
Email:
Add another Person Remove This Person

Member #: 63766
Last: MCCORMACK
First: RON
Middle: W
Suffix:
Date of Birth:
Society Name: GAVIN MACFERGUS
Email:
Add another Person Remove This Person

Continue to Modify your Registration

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f p t y i

If there are options to choose, like feast or lodging, it will then display a screen for you to select for each reservation. Select what you wish to include and when complete click Add to Cart.

Emergency Contact information may be provided but is not always required. The system will provide an error box if it is required.

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Event Information:

2021 CORONATION
Dates: 06/26/2021 - 06/26/2021

Modify Registration

KENDA MCCORMACK [Fee Type : Day Trip (Member) (18 and up)]

Emergency Contact Name
Emergency Contact Phone
Special Requests
KENDA's Registration Options

☒ 2021 Coronation
\$10.00
06/26/2021 From 12:00 AM To 12:00 AM

RON MCCORMACK [Fee Type : Day Trip (Non-member) (18 and up)]


Emergency Contact Name
Emergency Contact Phone
Special Requests
RON's Registration Options

☒ 2021 Coronation
\$15.00
06/26/2021 From 12:00 AM To 12:00 AM

Add Registrants Add To Cart

Once you click Add to Cart you will be taken to the payment screen. It will show the amount the registration has changed either you will be charged for the additional amount, or a credit. Refunds will not be made to your credit card, but by check from the event.

The billing information will be completed based on your membership number. But the payment information is not kept.



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Dates: 06/26/2021 - 06/26/2021

many registration

Registration Summary

KENDA MCCORMACK (68788)	
2021 Coronation	\$10.00
RON MCCORMACK (GAVIN MACFERGUS) (63766)	
2021 Coronation	\$15.00
Total registration fees	\$25.00
Total Payment	\$10.00
New Charge	\$15.00

CLICK HERE TO VIEW PREVIOUS REGISTRATION DETAIL

Billing Info

Address Book

Name

KENDA MCCORMACK

Country

United States

Address

City

State

Virginia

Zip



Phone

Email

Payment Info

Payment Type

☒ Credit Card ☐ Paypal

Card Number

Exp. Date

06 / 21

Name on Card

Card Security Code

Click Submit Payment and complete registration.

An email confirmation is sent to the email address you provide for each registered participant.