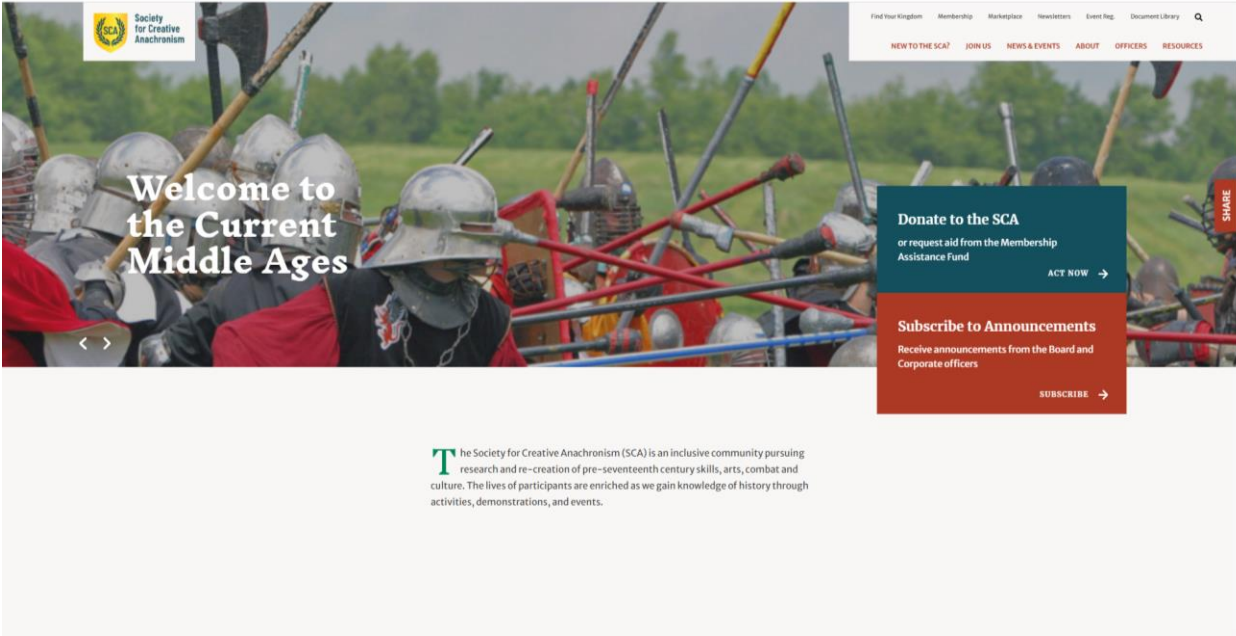


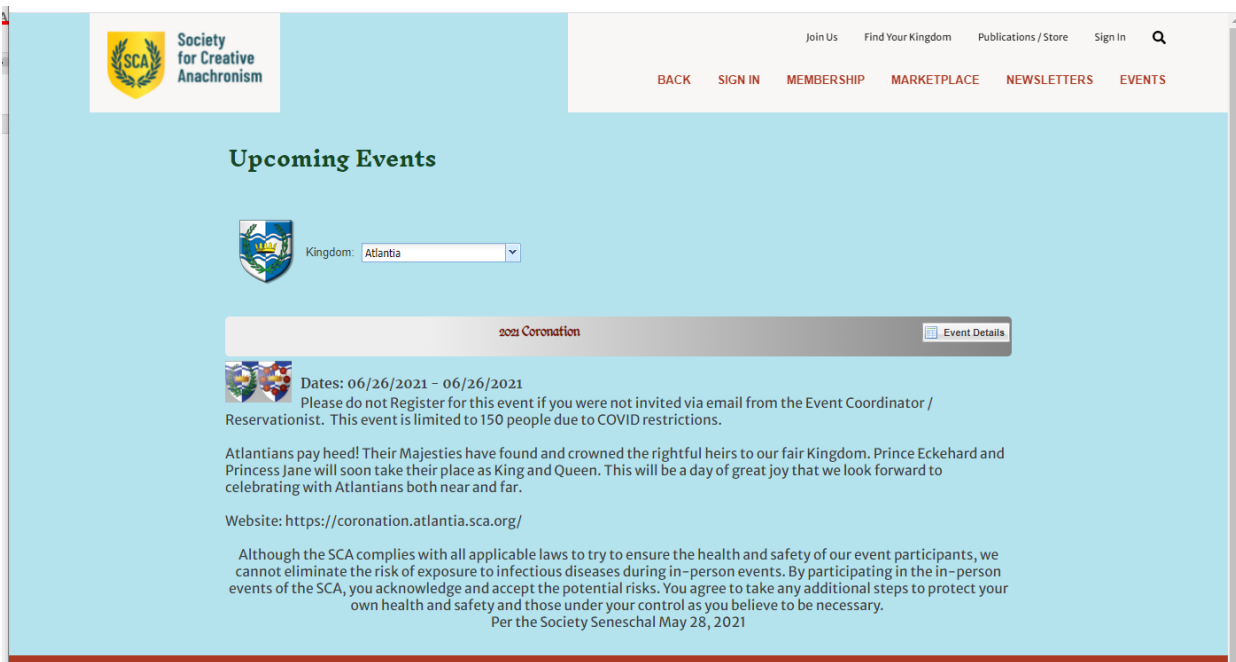
How to register for an event using the SCA reservation system

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.



Read the short information blurb, if this is the event you wish to attend 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 for Creative Anachronism website. At the top left is the SCA logo and the text "Society for Creative Anachronism". A navigation menu at the top right includes "MEMBERSHIP", "MARKETPLACE", "NEWSLETTERS", and "EVENTS". A login form is overlaid on the page, with fields for "Username:" and "Password:", a "Remember me on this computer" checkbox, and buttons for "Forgot your password?", "Need an account?", "Login", and "Cancel". Below the login form, the main content area contains several paragraphs of text regarding event policies, including rules about food, overnight camping, outdoor events, attendance limits, and health safety. At the bottom of the page, there is a "Subscribe to Announcements" button and social media icons for Facebook, Pinterest, Twitter, YouTube, and Instagram.

You will always need to register the person who signed in first, but you may also register a group of people.

For Members: You will need their membership # (for member price), Last Name. If the member has not put an email address in the system you will have to add one for the registration to continue.

For Non-Members: You will need their First and Last Name, date of Birth (for age pricing) and an email for the confirmation to go to.

The screenshot shows the registration page for the "2021 NOVICE TOURNEY" on the SCA for Creative Anachronism website. The page header includes the SCA logo and navigation links like "Join Us", "Find Your Kingdom", "Publications / Store", and "Sign In". A user is logged in as "KENDA MCCORMACK" on "04/29/2021". The event information section shows "2021 NOVICE TOURNEY" with dates "06/06/2021 - 06/07/2021" and a "New Registration" button. Below this, there are two registration options: "Register Yourself" and "Register your Family Or Group", each with a corresponding button.

Only the person who creates the registration may change it, so if someone within the group can't go, the original person will have to change the registration.

When registering yourself, once you verify the information, it will take you straight to the selections page and show your site fee amount already selected. Ensure you delete any empty registration boxes, and click Add to cart.

The screenshot shows the 'Set Registration Details for your Group' page. At the top left is the SCA logo and 'Society for Creative Anachronism'. The top right navigation bar includes 'Join Us', 'Find Your Kingdom', 'Publications / Store', 'Sign In', and a search icon. Below the navigation are links for 'BACK', 'MEMBERSHIP', 'MARKETPLACE', 'NEWSLETTERS', 'EVENTS', 'LOGOUT', and 'CHANGE PWD'. A user greeting reads 'Welcome: KENDA.MCCORMACK 06/03/2021'. The main content area is titled 'Set Registration Details for your Group' and contains an 'Event Information' box for '2021 CORONATION' with dates '06/26/2021 - 06/26/2021' and a 'New Registration' button. Below this is a section for 'KENDA MCCORMACK' with a '[Fee Type: Day Trip (Member) (16 and up)]' label. It includes input fields for 'Emergency Contact Name', 'Emergency Contact Phone', and 'Special Requests'. A 'KENDA's Registration Options' box shows a checked option for '2021 Coronation' with a price of '\$18.00' for the period '06/26/2021 From 12:00 AM To 12:00 AM'. At the bottom are 'Add Registrants' and 'Add To Cart' buttons.

If registering a group, click Register your group.

When adding a member: you must enter the last name then the number and click the green check mark for it to verify in the system and pull up the individuals information. The date of birth and email will be hidden.

When adding a non-member, you must enter the first and last name, date of birth (for age pricing) and an email address.

The screenshot shows the 'Register your Group' page with a red warning banner at the top: 'Be sure to retrieve SCA members into your group by their valid member ID or with the Family Member DropDown - or they will not receive the Member Rate.' Below the banner, text reads 'To add a non-member, just type their information in the fields provided. You can enter as many people as you wish.' The 'Register your Group' form has two sections. The first section is for a member, with fields for 'Member #' (00066788), 'First' (KENDA), 'Middle', 'Last' (MCCORMACK), 'Suffix', 'Date of Birth' (10/22/1970), 'Society Name' (BRIANA MORGAN OF THE), and 'Email' (kenda.mccormack@gmail.com). It includes 'Add another Person' and 'Remove This Person' buttons. The second section is for a 'Family Member', with a dropdown menu, 'Member #' (1), and fields for 'First', 'Middle', 'Last', 'Suffix', 'Date of Birth' (mm/dd/yyyy), 'Society Name', and 'Email'. It also has 'Add another Person' and 'Remove This Person' buttons. A 'Register your Group' button is at the bottom.

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.

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 #: 0006788
Last: MCCORMACK
First: KENDA
Middle: J
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](#)

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.

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 #: 0006788
Last: MCCORMACK
First: KENDA
Middle: J
Suffix:
Date of Birth:
Society Name:
Email:
[Add another Person](#) [Remove This Person](#)

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

[Continue to Modify your Registration](#)

If you are done adding registrants, remove any blank registration requests.

If the person was a member but their membership is not current, the cost will reflect the current membership status.

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.

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

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.

Dates: 06/26/2021 - 06/26/2021 **Modify 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
 Country
 Address
 City
 State
 Zip
 Phone
 Email

Payment Info

Payment Type Credit Card Paypal

Card Number
 Exp. Date /
 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.