

An Introduction to SCORES

The SCA Online Registration and Event System

Presented by the Kingdom of Atlantia,
Office of the Exchequer

Lady Fjorleif in Ruada, Kingdom Exchequer and
Mistress Adair of Makyswell, OP, Kingdom Deputy

INTRODUCTION:

SCORES originally began during the summer of 2023 to replace SCA-rs and is a Reservation platform managed by SCA Corporate for event reservations throughout the year and covers all known World Kingdoms. It is a proposed time saving platform that once an individual is familiar with the operation it will eliminate the populace in mailing checks to the Reservationist, never knowing if the check arrived in the manner required and it also eliminates many issues of, *"I thought I had sent in a check"* after the event reservations are closed and feast reservations are sold out.

We will be providing you a snap-shot of how the SCORES system operates for those of you that plan on submitting a bid for a event and we will walk you through specific snafu's (yes, that is a word), that can occur when setting up and managing a event until the Reservations close. You will then be shown in a separate presentation on managing the SCORES Gate Sheets and operating the Gate.

The Kingdom of Atlantia is extremely fortunate to have managed the first group of events in the SCORES system and found that the system was workable and produced solid results with a bit of manipulation when the Reservation System closed for an event. We are still in communication in regards to Reservations where data does not come through but I will show you a short cut on how to acquire information or if that is not available how to prep your Gate Sheets to gather the information you require at the event.

The Steps for obtaining the SCORES platform for your event:

1. Your event is Spiked on the Kingdom Calendar.
 - Fill in the SCORES Application as presented.
 - Make sure to fill in the complete information for your event to include COMP's on page three and include any event staff that will be COMP'd.
 - On page two top of page – Date to Open Event and Date to Close Event.
 - As a guide: Five days before your event begins.
 - *Be realistic and give your Reservationist and Gate Staff five days to format the Gate Sheets.*
 - For larger events this is critical gate for printing.
 - Obtain the signature of your Seneschal.
 - Obtain a copy of your Financial Policies for your Kingdom, Barony or Canton.
 - If your exchequer is unsure of where to find your financial policy, then follow the following steps:
 - <https://atlantia.sca.org>
 - Top header: Offices
 - Exchequer
 - Look Left for the categories – Branch Policies
 - If your Policy has been approved by the Kingdom Exchequer- you will find it there.
 - This must be included with your SCORES Application along with a copy of your SPIKE.
 - Send the entire Financial Policy along with your application.
 - You will then send this package to: events@sca.org and exchequer@officer.atlantia.sca.org
 - The Kingdom Exchequer will approve your event to SCORES as long as all fiduciary and₃all Quarterly reports are filed when due.

The Authorization Request:

Your Event has been planned and your Event Budget approved by your Financial Committee, you have Spiked your event on the Kingdom Calendar and you will now prepare the Authorization Request to submit to the SCORES Deputy at Corporate. This is a 4 page document of required information.

Link to this document: [SCORES AUTHORIZATION REQUEST](#)

Please email this form, a copy of the event flyer, and a copy of your refund policy to: EVENTS@SCA.ORG and cc your Kingdom Exchequer.

REQUIRED CONTACT INFORMATION (RED BOXES ARE REQUIRED)

EVENT NAME:		EVENT DATE:	
GROUP NAME:			
KINGDOM:			
EVENT SITE			
NAME:			
ADDRESS:		ST:	ZIP:
CITY:			
RESERVATIONIST			
LEGAL NAME:		PHONE #:	
EMAIL:			
EVENT STEWARD			
LEGAL NAME:		PHONE #:	
EMAIL:			
GROUP SENESCHAL			
LEGAL NAME:		PHONE #:	
EMAIL:			
GROUP EXCHEQUER			
LEGAL NAME:		PHONE #:	
EMAIL:			
MAILING ADDRESS OF WHERE TO SEND THE CHECK AFTER REGISTRATION IS CLOSED			
NAME:			
ADDRESS:		ST:	ZIP:
CITY:			

PLEASE FILL IN THE BOXES THAT APPLY TO YOUR EVENT.

There will be a \$5.00 member discount applied to adult members.

Date to open registrations online	Date to close registrations online	
Will you offer early registration discounts?	Yes	No
If you, do how much off the regular cost?	Adult	Child
Date to close early registrations online		
SITE FEES		
	Daytrip	Weekend
	Nonmember rate	
Child age range	Child rate	
Child age range	Child rate	
Child age range	Child rate	
	Family cap - site fee only	
	Family cap - site and feast	
	Family cap - site, feast, & lodging	
LODGING		
ITEM	Cost	Limit #
Cabin Top Bunk per night		
Cabin Bottom Bunk per night		
Cabin Top Bunk weekend		
Cabin Bottom Bunk weekend		
Tent Camping (Primitive) per night		
Tent Camping (Primitive) Weekend		
Tent Camping (Electric) per night		
Tent Camping (Electric) weekend		
RV Camping per night		RV Electric Hookup
RV Camping weekend		RV Electric Hookup
Horse Stall per night		Stall Electric Hookup
Horse Stall weekend		Stall Electric Hookup
FOOD		
ITEM	COST	LIMIT
Friday Feast		Sunday Breakfast
Saturday Breakfast		Sunday Lunch
Saturday Lunch		Sunday Feast
Saturday Feast		

EVENT STAFF COMP LIST		Check what they are being comped	Site	Feast	Lodging
Modern Name	SCA Name	Event Staff Role	Member #, if Available		

ROYALTY COMP LIST		
Legal Name	SCA Name	Which Kingdom Royalty

Any additional information you need us to know, please fill in here.

The Financial committee of the local group needs to verify that the local group is supportive of using the SCA Online Reservation System and that the revenue received will be minus at a maximum, the following fees.

- 1% flat fee for use of SCORES (Maximum \$400)
- 2.9% plus \$.30 per transaction via Visa, MasterCard, and Discover
- 3.9% plus \$.30 per transaction via American Express
- 1% plus \$1.00 per E-check
- 2.4% per transaction via PayPal

Date of approval by the Financial Committee:

Seneschal (Legal Name: _____
Print Signature

Please email all four pages of this form and the approved financial policy of the sponsoring group to EVENTS@SCA.ORG and to your Kingdom Exchequer or representative.

Please add your event web link:

KINGDOM OFFICE USE ONLY

Approved by Kingdom Exchequer on: _____

Exchequer (Legal Name): _____
Print Signature

CORPORATE OFFICE USE ONLY

Approved by Corporate Exchequer on: _____

Exchequer (Legal Name): _____
Print Signature

The Steps for obtaining and using the SCORES platform for your event- continued:

2. If your Event is approved, you will receive from Events a set of Hyperlinks with passwords with the example such as this: (Example link only. Event is closed so link is dead)
 - <https://sca.app.neoncrm.com/np/admin/v2report/validFieldsOneClickResetList.do?searchType=0&confid=300148&viewReport=yes&orgCode=sca&outSideMd5Sum=cdf8b5c05f3ddc386df444591dda8a14>
 - SSBB
 - ***This is your password and should be the same password for site-feast-lodging***
 - **I highly recommend that you save this link and password to your Desktop to eliminate looking for it at the last moment in your email.**
 - You will receive a link for site-feast-lodging and for events like War of the Wings – Land. As a reservationist you will be busy.
3. You will know your event is active as you shall start seeing reservation emails coming to the email address you provided. As the reservationist I usually log into SCA.org – Events and obtain the 1st or so reservations for the event so I can review the CSV files and how the information shall be presented.

3. The Reservation Email Example - Redacted

Example 1: Please pay close attention to the Registration # upper right. This will become very important if you have gate, feast and camping.



Registration #: 27122
Registration Date: 08/28/2023

Thanks for your registration, [REDACTED] We have successfully received your registration.

Registrant Information:

E-mail Address: [REDACTED]
Phone: [REDACTED]
Billing Address:
[REDACTED]
[REDACTED]

Registration Grand Total: \$15.00

Registration Summary:

Registration #: 27122
Event Name: 2023 ATL Sacred Stone Baronial Birthday
Summary: If member ticket is bought and Attendee is unable to prove membership, a payment of \$5.00 at the door and a signed waiver will be required. Event Refunds shall be provided as follows: i. The Exchequer, the Autocrat, or Event Reservationist must receive refund requests, in writing, no later than five days after the event ends. Exceptions may be made by the approval of the Emergency Financial Committee. ii. No refund shall be issued until the event books have been closed iii. No refund(s) will be issued until all financial obligations of the event have been fulfilled and only if it is ensured that the requested refund(s) will not hinder the event's ability to fulfill those financial obligations. No refund(s) will be given to those who have checked in at gate. iv. Approved refunds will be issued minus any processing fees assessed.
Time: 09/01/2023 12:00 PM - 09/04/2023 12:00 PM ET
Location: Elchenburg Castle
Virtual Meeting URL: <https://sacredstone.atlantia.sca.org/ssbb2023/>

Attendee 1

Name: [REDACTED]
Email: [REDACTED]
Event Admission: Member 18+ \$15.00
SCA Name (no titles please): [REDACTED]
Membership # & Exp. Date: [REDACTED]

3. The Reservation Email Example - Redacted

Example #2 & #3- The payment methods

Payments

Amount: \$15.00
Method: PayPal
Status: Succeeded
Date: 08/28/2023

Total Amount Paid:\$15.00

Please save this email for your records. If you have any questions, please contact us.

Thanks again for joining us.

[Society for Creative Anachronism](#)

Payments

Donor Covered Fees: \$.77
Amount: \$15.77
Method: Credit Card (Online)
Status: Succeeded
Date: 08/27/2023
Card #: *****
Exp. Date:
Card Holder:
Transaction #: npcharge_3609ba78c14bde5404fbe06be0ca1afa

Total Amount Paid:\$15.77

Please save this email for your records. If you have any questions, please contact us.

Thanks again for joining us.

[Society for Creative Anachronism](#)

The PayPal shows Succeeded with no additional information But reference #3 Shows a credit card transaction and the individual elected to cover the Registration Fees @ \$.77. this is a **donation** . We usually track this donation amount for the Exchequers in doing their close out reports. I will show you where I enter this information on the Gate Sheets. It has its own small column.

4. The Live Link File you shall see when you log in to check your numbers:

Event Code	Event Name	Session Name	Session Start Date	Attendee Detail	Event Registration Status
ATL2023015	2024 ATL Kingdom 12th Night	Feast	01/13/2024	Enmar Abrams (Member 18+ \$20.00) (Attendee #45907)	SUCCEDED
ATL2023015	2024 ATL Kingdom 12th Night	Feast	01/13/2024	Holly Williams (Member 18+ \$20.00) (Attendee #45908)	SUCCEDED
ATL2023015	2024 ATL Kingdom 12th Night	Feast	01/13/2024	Curtis Allen (Non-Member 18+ \$25.00) (Attendee #45992)	SUCCEDED
ATL2023015	2024 ATL Kingdom 12th Night	Feast	01/13/2024	Adrian S Alma (Member 18+ \$20.00) (Attendee #45672)	SUCCEDED
ATL2023015	2024 ATL Kingdom 12th Night	Feast	01/13/2024	Kathy Alma (Member 18+ \$20.00) (Attendee #45673)	SUCCEDED
ATL2023015	2024 ATL Kingdom 12th Night	Feast	01/13/2024	Carol Atkins (Member 18+ \$20.00) (Attendee #45671)	SUCCEDED
ATL2023015	2024 ATL Kingdom 12th Night	Feast	01/13/2024	Neal Atlow (Member 18+ \$20.00) (Attendee #45777)	SUCCEDED
ATL2023015	2024 ATL Kingdom 12th Night	Feast	01/13/2024	David Barnhurst (Member 18+ \$20.00) (Attendee #45775)	SUCCEDED
ATL2023015	2024 ATL Kingdom 12th Night	Feast	01/13/2024	Ellie Boraks (Member 18+ \$20.00) (Attendee #45899)	SUCCEDED
ATL2023015	2024 ATL Kingdom 12th Night	Feast	01/13/2024	Cody Singleton (Member 18+ \$20.00) (Attendee #45954)	SUCCEDED
ATL2023015	2024 ATL Kingdom 12th Night	Feast	01/13/2024	Kira Bouchonnet (Member 18+ \$20.00) (Attendee #45953)	SUCCEDED
ATL2023015	2024 ATL Kingdom 12th Night	Feast	01/13/2024	Andrea Callicutt (Member 18+ \$20.00) (Attendee #45853)	SUCCEDED
ATL2023015	2024 ATL Kingdom 12th Night	Feast	01/13/2024	Cora-Grace Morryiah Callicutt (Child 5 and under \$0.00) (Attendee #45851)	SUCCEDED
ATL2023015	2024 ATL Kingdom 12th Night	Feast	01/13/2024	Scott F Callicutt (Member 18+ \$20.00) (Attendee #45852)	SUCCEDED
ATL2023015	2024 ATL Kingdom 12th Night	Feast	01/13/2024	Jacqueline Chenault (Member 18+ \$20.00) (Attendee #45823)	SUCCEDED
ATL2023015	2024 ATL Kingdom 12th Night	Feast	01/13/2024	Heather Chism (Member 18+ \$20.00) (Attendee #45813)	SUCCEDED
ATL2023015	2024 ATL Kingdom 12th Night	Feast	01/13/2024	Kalix Chism (Member 18+ \$20.00) (Attendee #45812)	SUCCEDED
ATL2023015	2024 ATL Kingdom 12th Night	Feast	01/13/2024	Alisa Christian (Member 18+ \$20.00) (Attendee #45674)	SUCCEDED
ATL2023015	2024 ATL Kingdom 12th Night	Feast	01/13/2024	George Christian (Member 18+ \$20.00) (Attendee #45675)	SUCCEDED
ATL2023015	2024 ATL Kingdom 12th Night	Feast	01/13/2024	George Condon (Member 18+ \$20.00) (Attendee #45784)	SUCCEDED
ATL2023015	2024 ATL Kingdom 12th Night	Feast	01/13/2024	Jonna L Bernstein (Member 18+ \$20.00) (Attendee #45783)	SUCCEDED
ATL2023015	2024 ATL Kingdom 12th Night	Feast	01/13/2024	Kelsey J Anderson (Member 18+ \$20.00) (Attendee #45945)	SUCCEDED
ATL2023015	2024 ATL Kingdom 12th Night	Feast	01/13/2024	Patrick Conrad (Member 18+ \$20.00) (Attendee #45946)	SUCCEDED
ATL2023015	2024 ATL Kingdom 12th Night	Feast	01/13/2024	Anthony Davis (Member 18+ \$20.00) (Attendee #45837)	SUCCEDED
ATL2023015	2024 ATL Kingdom 12th Night	Feast	01/13/2024	Caroline Amelia Daughtry (Member 18+ \$20.00) (Attendee #45835)	SUCCEDED
ATL2023015	2024 ATL Kingdom 12th Night	Feast	01/13/2024	Danielle Renae Daughtry (Member 18+ \$20.00) (Attendee #45836)	SUCCEDED
ATL2023015	2024 ATL Kingdom 12th Night	If you are not listed in the event budget as Complimentary Feast, DO NOT select this option.	01/13/2024	Tracey Daughtry (Event Steward/Head Cook \$0.00) (Attendee #45624)	SUCCEDED

This is an example of what you will see when you verify your current counts online through the SCORES System. What does this tell you? Remember when I told you that the Reservation number on the upper right side was very important? You will see the correlating Site Fee # on Attendee #45783 as an example. Yes you will be doing some very savvy EXCEL work when your event closes on SCORES. This does not tell you that they paid \$15.00 for Feast but it SUCCEDED in processing. This also shows you how the COMPS will show on your CSV File.

4. The Live Link File you shall see when you log in to check your numbers:

Export Site 12.19.23 Test - Excel Catherine King

File Home Insert Draw Page Layout Formulas Data Review View Help Acrobat Tell me what you want to do

A1 X ✓ fx Registrant Account ID

1	Event ID	Event Name	Attendee First Name	Attendee Last Name	Society Name (C)	Legacy ID (C)	Exp Date - Custom (C)	Registration Date/Time	Event Registration ID	Event Ticket Name	Event Ticket Price	Event Registration Amount	Event Session Ticket	Tender Type	Event Registration Status	Special Requir
2	651	2024 ATL Kingdom 12th Night	Catherine	King				11/18/2023 06:59 PM	27873	Member 18+	20.00	35.00	PayPal	SUCCEEDED		
3	651	2024 ATL Kingdom 12th Night	Tracey	Daughtry				11/18/2023 10:06 PM	27874	Event Steward/Head Cook	.00	.00		SUCCEEDED		
4	651	2024 ATL Kingdom 12th Night	Robert	Himmelsbach				11/19/2023 08:18 AM	27875	Member 18+	20.00	70.00	PayPal	SUCCEEDED		
5	651	2024 ATL Kingdom 12th Night	Eleanor	Wimett				11/19/2023 08:18 AM	27875	Member 18+	20.00	70.00	PayPal	SUCCEEDED		
6	651	2024 ATL Kingdom 12th Night	Patrick	Thomas	Aleksandr Tomasic	226467	09/30/2026	11/19/2023 11:52 AM	27877	Member 18+	20.00	70.00	Credit Card (Online)	SUCCEEDED		
7	651	2024 ATL Kingdom 12th Night	Lindsey	Thomas				11/19/2023 11:52 AM	27877	Member 18+	20.00	70.00	Credit Card (Online)	SUCCEEDED		
8	651	2024 ATL Kingdom 12th Night	Kevin	Madigan	Kevin of Elvegast	303481	11/30/2024	11/19/2023 10:01 PM	27879	Member 18+	20.00	185.00	Credit Card (Online)	SUCCEEDED		
9	651	2024 ATL Kingdom 12th Night	Joshua	Strickland	Joshua	303485	11/30/2024	11/19/2023 10:01 PM	27879	Member 18+	20.00	185.00	Credit Card (Online)	SUCCEEDED		
10	651	2024 ATL Kingdom 12th Night	Melissa	Madigan				11/19/2023 10:01 PM	27879	Member 18+	20.00	185.00	Credit Card (Online)	SUCCEEDED		
11	651	2024 ATL Kingdom 12th Night	Terry	Jones				11/19/2023 10:01 PM	27879	Non-Member 18+	25.00	185.00	Credit Card (Online)	SUCCEEDED		
12	651	2024 ATL Kingdom 12th Night	Kathy	Jones				11/19/2023 10:01 PM	27879	Non-Member 18+	25.00	185.00	Credit Card (Online)	SUCCEEDED		
13	651	2024 ATL Kingdom 12th Night	WILLIAM	STANTON				11/20/2023 08:43 AM	27883	Member 18+	20.00	35.00	Credit Card (Online)	SUCCEEDED		
14	651	2024 ATL Kingdom 12th Night	Sandra	Nickell				11/20/2023 12:14 PM	27886	Member 18+	20.00	35.00	PayPal	SUCCEEDED		
15	651	2024 ATL Kingdom 12th Night	David	Wild	David	266000	10/31/2023	11/20/2023 12:27 PM	27887	Member 18+	20.00	145.00	PayPal	SUCCEEDED		
16	651	2024 ATL Kingdom 12th Night	Ash	Wild-Huntsman	Ash	266002	10/31/2023	11/20/2023 12:27 PM	27887	Child 6-17	10.00	145.00	PayPal	SUCCEEDED		
17	651	2024 ATL Kingdom 12th Night	Holly	Wild-Huntsman	Holly	266003	10/31/2023	11/20/2023 12:27 PM	27887	Child 6-17	10.00	145.00	PayPal	SUCCEEDED		
18	651	2024 ATL Kingdom 12th Night	Rowan	Wild-Huntsman	Rowan	266001	10/31/2023	11/20/2023 12:27 PM	27887	Child 6-17	10.00	145.00	PayPal	SUCCEEDED		
19	651	2024 ATL Kingdom 12th Night	Glee	Huntsman				11/20/2023 12:27 PM	27887	Member 18+	20.00	145.00	PayPal	SUCCEEDED		
20	651	2024 ATL Kingdom 12th Night	Douglas	Stevens	Anton Tremayne	220801	06/30/2025	11/20/2023 04:28 PM	27889	Member 18+	20.00	70.00	PayPal	SUCCEEDED		
21	651	2024 ATL Kingdom 12th Night	Diane	Stevens				11/20/2023 04:28 PM	27889	Member 18+	20.00	70.00	PayPal	SUCCEEDED		
22	651	2024 ATL Kingdom 12th Night	Crystal	Temple				11/20/2023 04:44 PM	27891	Member 18+	20.00	70.00	E-Check/ACH	SUCCEEDED		
23	651	2024 ATL Kingdom 12th Night	Jayson	Frawley				11/20/2023 04:44 PM	27891	Member 18+	20.00	70.00	E-Check/ACH	SUCCEEDED		
24	651	2024 ATL Kingdom 12th Night	Justin	Mullens	Magnus Ulfson	227406	10/31/2024	11/20/2023 05:03 PM	27892	Member 18+	20.00	70.00	Credit Card (Online)	SUCCEEDED		
25	651	2024 ATL Kingdom 12th Night	Shannon	Mullens				11/20/2023 05:03 PM	27892	Member 18+	20.00	70.00	Credit Card (Online)	SUCCEEDED		
26	651	2024 ATL Kingdom 12th Night	Darong	Hultman	Darong	242462	06/30/2024	11/20/2023 07:40 PM	27894	Member 18+	20.00	70.00	PayPal	SUCCEEDED		
27	651	2024 ATL Kingdom 12th Night	David	Hultman				11/20/2023 07:40 PM	27894	Member 18+	20.00	70.00	PayPal	SUCCEEDED		
28	651	2024 ATL Kingdom 12th Night	Carol	Atkins				11/22/2023 03:13 PM	27897	Member 18+	20.00	35.00	PayPal	SUCCEEDED		
29	651	2024 ATL Kingdom 12th Night	Adrian	Alma	Robert Shockley Of Avonsford	216801	02/28/2025	11/22/2023 03:48 PM	27898	Member 18+	20.00	70.00	PayPal	SUCCEEDED		
30	651	2024 ATL Kingdom 12th Night	Kathy	Alma				11/22/2023 03:48 PM	27898	Member 18+	20.00	70.00	PayPal	SUCCEEDED		
31	651	2024 ATL Kingdom 12th Night	Alisa	Christian	Lady Erna Mani	236066	06/30/2025	11/24/2023 10:47 AM	27899	Member 18+	20.00	70.00	Credit Card (Online)	SUCCEEDED		

export

Ready Accessibility: Good to go

41°F Mostly cloudy 11:58 AM 1/30/2024

5. Analyzing the CSV Files on SCORES for your Event:

5. The CSV File on the Live Link does not give you specific information. Just generalities. The specific event shown has a processing error – the first 60 registrants, myself included did not process with our membership numbers and expiration # which is a necessity for the Gate to process. All other entries to the conclusion did have the SCA name and membership #.

Please remember. SCORES is still undergoing changes now that it covers the Knowne World but it will have “glitches”. PayPal had them and SCA-rs had them. It just takes a bit of savvy understanding and the ability to manipulate data to the final Gate Sheets. We shall review the process used in bringing all sheets together to complete a comprehensive and satisfactory GATE SHEET together.

6. SCORES does not issue refunds

6. SCORES does not issue refunds back to the individual reservation. Please do not inform individuals when they contact you as the Reservationist that this will be an option. When you post your Refund Policy always remember the following. Your event must make a profit for refunds to be issued per your Financial Policy.

(Continued)

6. SCORES does not issue refunds: (continued)

As stated: SCORES does not issue refunds. A populace member can just click cancel. But it will still be up to the Reservationist and Exchequer to make arrangements to issue a refund check to the member after the Event Report is submitted, the Gate Sheets are in hand and all NMR have been recognized and the NMR Report has been filed. You have seen that there is a new guidelines on the filing of NMR Reports to Kingdom to issue payment to Corporate. As an additional reminder, this fee covers the insurance for non-members to attend and enjoy being a part of the Dream we hold close to our hearts. It is not just an additional fee that Corporate charges. We can give you specific examples why your Non Member Fees and Waivers need to be at 100% in case of injury. The NMR fee's are a separate issue and will be addressed under the GATE.

You will post your refund policy with your Financial Policy. All refunds will be issued after the receipt of the Event Report, the NMR Report and all Waivers received, all receipts provided and the Cash Received Report balancing to the Gate Box.

a. Please email the Reservationist with your request for refund to include your Reservation number, and the return address you wish your refund sent to. Yes, it is the reservationists responsibility to gather the information and forward to the Exchequer.

6. SCORES- does not issue refunds (continued)

If you as a Reservationist are receiving checks from the populace, you can send a email to events@sca.org and send them a copy of the check and the membership name, SCA name and SCA membership number and these items will show up in your gate sheets and eliminate the need to add them at a later date.

Expect REFUNDS. In the events I have run in 2023/2024 –Refunds are inevitable and with SCORES I usually find them before the Individual does. A husband registers for a husband and wife and then the wife registers for the husband and wife. And then there are the standard life event cancellations.

6a. I have found a trick that helps the Reservationist whether Kingdom, Baronial or Canton be able to process refunds at the conclusion of the Event which can then be turned over to the Exchequer when all documents are in place to determine the fiduciary profit/loss of an event.

Take your Final Gate Sheet and copy over for a Refund sheet. I always have a note column at the end of the entries and this is where the address is listed for the Reservation received and filed.

7. Now on to the **Motherlode** – bring all data together for a comprehensive Gate Sheet.

7. Bringing all Data together for a Comprehensive Gate Sheet for the Event

First: you will contact Events@sca.org and determine if your Event has closed successfully. If there are still last minutes payments that have not cleared –Maestreas Briana Morgan of the Valley will cancel these items. They will show as Pending on your report, so expect their removal.

Second: You will go to your live feed and download your Event Site – Feast and Cabin details as shown above on page nine and page ten.

Third: If you have received after the fact checks – then make the copies and redact the signature and account number – prep them for Deposit to the Kingdom, Barony or Canton account. You can add these reservations at the end of the Gate Sheet before sorting and scan them for sending to the Exchequer for their Event Report.

At the top of each file you will see two tabs – 1 for Excel and 1 for CSV. For those of you savvy Excel users – use the Excel button and download to the File you have established on your computer for the FINAL Sheets to populate. Look at your Data if you have not done so recently. Look for duplicates and errors and then the work begins. 😊

8. So how do you go from this to your Final Gate Sheet?

Export Site 12.19.23 Test - Excel Catherine King

File Home Insert Draw Page Layout Formulas Data Review View Help Acrobat Tell me what you want to do

A1 X Registrant Account ID

	Event		Attendee		Society		Event		Event Registration		Event		Event		
1	Event ID	Event Name	Attendee First Name	Attendee Last Name	Society Name (C)	Legacy ID (C)	Exp Date - Custom (C)	Registration Date/Time	Registration ID	Event Ticket Name	Event Ticket Price Amount	Registration Ticket	Tender Type	Registration Status	Special Requir
2	651	2024 ATL Kingdom 12th Night	Catherine	King				11/18/2023 06:59 PM	27873	Member 18+	20.00	35.00	PayPal	SUCCEEDED	
3	651	2024 ATL Kingdom 12th Night	Tracey	Daughtry				11/18/2023 10:06 PM	27874	Event Steward/Head Cook	.00	.00		SUCCEEDED	
4	651	2024 ATL Kingdom 12th Night	Robert	Himmelsbach				11/19/2023 08:18 AM	27875	Member 18+	20.00	70.00	PayPal	SUCCEEDED	
5	651	2024 ATL Kingdom 12th Night	Eleanor	Wimett				11/19/2023 08:18 AM	27875	Member 18+	20.00	70.00	PayPal	SUCCEEDED	
6	651	2024 ATL Kingdom 12th Night	Patrick	Thomas	Aleksandr Tomasovic	226467	09/30/2026	11/19/2023 11:52 AM	27877	Member 18+	20.00	70.00	Credit Card (Online)	SUCCEEDED	
7	651	2024 ATL Kingdom 12th Night	Lindsey	Thomas				11/19/2023 11:52 AM	27877	Member 18+	20.00	70.00	Credit Card (Online)	SUCCEEDED	
8	651	2024 ATL Kingdom 12th Night	Kevin	Madigan	Kevin of Elvegast	903481	11/30/2024	11/19/2023 10:01 PM	27879	Member 18+	20.00	185.00	Credit Card (Online)	SUCCEEDED	
9	651	2024 ATL Kingdom 12th Night	Joshua	Strickland	Joshua	303485	11/30/2024	11/19/2023 10:01 PM	27879	Member 18+	20.00	185.00	Credit Card (Online)	SUCCEEDED	
10	651	2024 ATL Kingdom 12th Night	Melissa	Madigan				11/19/2023 10:01 PM	27879	Member 18+	20.00	185.00	Credit Card (Online)	SUCCEEDED	
11	651	2024 ATL Kingdom 12th Night	Terry	Jones				11/19/2023 10:01 PM	27879	Non-Member 18+	25.00	185.00	Credit Card (Online)	SUCCEEDED	
12	651	2024 ATL Kingdom 12th Night	Kathy	Jones				11/19/2023 10:01 PM	27879	Non-Member 18+	25.00	185.00	Credit Card (Online)	SUCCEEDED	
13	651	2024 ATL Kingdom 12th Night	WILLIAM	STANTON				11/20/2023 08:43 AM	27883	Member 18+	20.00	35.00	Credit Card (Online)	SUCCEEDED	
14	651	2024 ATL Kingdom 12th Night	Sandra	Nickell				11/20/2023 12:14 PM	27886	Member 18+	20.00	35.00	PayPal	SUCCEEDED	
15	651	2024 ATL Kingdom 12th Night	David	Wild	David	266000	10/31/2023	11/20/2023 12:27 PM	27887	Member 18+	20.00	145.00	PayPal	SUCCEEDED	
16	651	2024 ATL Kingdom 12th Night	Ash	Wild-Huntsman	Ash	266002	10/31/2023	11/20/2023 12:27 PM	27887	Child 6-17	10.00	145.00	PayPal	SUCCEEDED	
17	651	2024 ATL Kingdom 12th Night	Holly	Wild-Huntsman	Holly	266003	10/31/2023	11/20/2023 12:27 PM	27887	Child 6-17	10.00	145.00	PayPal	SUCCEEDED	
18	651	2024 ATL Kingdom 12th Night	Rowan	Wild-Huntsman	Rowan	266001	10/31/2023	11/20/2023 12:27 PM	27887	Child 6-17	10.00	145.00	PayPal	SUCCEEDED	
19	651	2024 ATL Kingdom 12th Night	Glee	Huntsman				11/20/2023 12:27 PM	27887	Member 18+	20.00	145.00	PayPal	SUCCEEDED	
20	651	2024 ATL Kingdom 12th Night	Douglas	Stevens	Anton Tremayne	220801	06/30/2025	11/20/2023 04:28 PM	27889	Member 18+	20.00	70.00	PayPal	SUCCEEDED	
21	651	2024 ATL Kingdom 12th Night	Diane	Stevens				11/20/2023 04:28 PM	27889	Member 18+	20.00	70.00	PayPal	SUCCEEDED	
22	651	2024 ATL Kingdom 12th Night	Crystal	Temple				11/20/2023 04:44 PM	27891	Member 18+	20.00	70.00	E-Check/ACH	SUCCEEDED	
23	651	2024 ATL Kingdom 12th Night	Jayson	Frawley				11/20/2023 04:44 PM	27891	Member 18+	20.00	70.00	E-Check/ACH	SUCCEEDED	
24	651	2024 ATL Kingdom 12th Night	Justin	Mullens	Magnus Ulfson	227406	10/31/2024	11/20/2023 05:03 PM	27892	Member 18+	20.00	70.00	Credit Card (Online)	SUCCEEDED	
25	651	2024 ATL Kingdom 12th Night	Shannon	Mullens				11/20/2023 05:03 PM	27892	Member 18+	20.00	70.00	Credit Card (Online)	SUCCEEDED	
26	651	2024 ATL Kingdom 12th Night	Darong	Hultman	Darong	242462	06/30/2024	11/20/2023 07:40 PM	27894	Member 18+	20.00	70.00	PayPal	SUCCEEDED	
27	651	2024 ATL Kingdom 12th Night	David	Hultman				11/20/2023 07:40 PM	27894	Member 18+	20.00	70.00	PayPal	SUCCEEDED	
28	651	2024 ATL Kingdom 12th Night	Carol	Atkins				11/22/2023 03:13 PM	27897	Member 18+	20.00	35.00	PayPal	SUCCEEDED	
29	651	2024 ATL Kingdom 12th Night	Adrian	Alma	Robert Shockley Of Avonsford	216801	02/28/2025	11/22/2023 03:48 PM	27898	Member 18+	20.00	70.00	PayPal	SUCCEEDED	
30	651	2024 ATL Kingdom 12th Night	Kathy	Alma				11/22/2023 03:48 PM	27898	Member 18+	20.00	70.00	PayPal	SUCCEEDED	
31	651	2024 ATL Kingdom 12th Night	Alisa	Christian	Lady Erna Mani	236066	06/30/2025	11/24/2023 10:47 AM	27899	Member 18+	20.00	70.00	Credit Card (Online)	SUCCEEDED	

export +

Ready Accessibility: Good to go

41°F Mostly cloudy 11:58 AM 1/30/2024

To this?.....

The Final Gate Sheet

KINGDOM OF ATLANTIA

EVENT ID: 651

Adult, Member \$20.00
 Adult, Non Member \$25.00
 Youth (5-17) \$10.00
 Child (0-4) \$0.00
 Feast (all ages) \$15.00

TWELFTH NIGHT 2024

Attendee Last Name	Attendee First Name	Society Name (C)	Membership #	Expiration Dates	Event Ticket Name	Event Ticket Price	Feast	Registration Date/Time	Event Registration ID	Event Registration Amount	Tender Type	Reservation Fee	Event Registration Status	Attendee Email
Abrams	Enmar	Fujina Sadatoshi	232376	4/30/2024	Member 18+	20.00	15.00	12/17/2023 08:52 PM	28045	70.00	Credit Card (Online)		SUCCEEDED	enmarabrams@gmail.com
Allen	Curtis	Alan Macfarlane	WAIVER		Non-Member 18+	25.00	15.00	12/24/2023 10:36 AM	28095	40.00	Credit Card (Online)	1.54	SUCCEEDED	curtisall@gmail.com
Alma	Adrian	Robert Shockley Of Avonsford	216801	2/28/2025	Member 18+	20.00	15.00	11/22/2023 03:48 PM	27898	70.00	PayPal		SUCCEEDED	adrian_alma@yahoo.com
Alma	Kathy	Annora Hall	145213	2/8/2025	Member 18+	20.00	15.00	11/22/2023 03:48 PM	27898	70.00	PayPal		SUCCEEDED	annorahall@yahoo.com
Anderson	Kelsey	Saine	213307	7/31/2026	Member 18+	20.00	15.00	12/20/2023 10:02 AM	28064	70.00	PayPal		SUCCEEDED	tinlaure@gmail.com
Apple	Eric	Erennach MacConchoille	WAIVER		Non-Member 18+	25.00		01/05/2024 06:15 AM	28214	50.00	PayPal		SUCCEEDED	jeraperthro@gmail.com
Apple	Sean	Wesley Anton	WAIVER		Non-Member 18+	25.00		01/05/2024 06:15 AM	28214	50.00	PayPal		SUCCEEDED	
Arthur	Sydney Susan				Member 18+	20.00		12/04/2023 06:29 PM	27970	20.00	PayPal		SUCCEEDED	s.l.arthur@gmail.com
Atkins	Carol	Eleanor of Gray	247942	5/31/2025	Member 18+	20.00	15.00	11/22/2023 03:13 PM	27897	35.00	PayPal		SUCCEEDED	Ladyeworks@yahoo.com
Atlow	Neal				Member 18+	20.00	15.00	12/03/2023 03:16 PM	27960	35.00	Credit Card (Online)	1.77	SUCCEEDED	njatlow@gmail.com
Baker	Emily	N/A	WAIVER		Non-Member 18+	25.00		01/02/2024 02:50 PM	28164	45.00	Credit Card (Online)		SUCCEEDED	
Barnhurst	David	Snorri	303041	9/30/2024	Member 18+	20.00	15.00	12/03/2023 01:23 PM	27958	35.00	PayPal		SUCCEEDED	davidbarnhurst@gmail.com
Bell	Ian	Die Federmaus	174628	4/30/2026	Member 18+	20.00		01/03/2024 08:16 AM	28155	20.00	PayPal		SUCCEEDED	
Bernstein	Jonna	Rosalind Jehanne	51144		Member 18+	20.00	15.00	12/04/2023 11:29 AM	27964	70.00	PayPal		SUCCEEDED	ros@lionrose.org
Boraks	Ellie	Ellie of Hawlwood	301581	5/31/2026	Member 18+	20.00	15.00	12/17/2023 01:47 PM	28039	35.00	Credit Card (Online)	1.39	SUCCEEDED	ellieboraks@me.com

1. You will see the Last name in color – that means they gated in and were on site
2. You will see lines bolded – that means they are Non-Members and Waivers are required
3. You will see some cells with bright yellow or blank- on the first draft of the Gate sheet – it means the data was missing
4. You will see they are in alphabetical order by the last name. This is a Sort function in Excel
5. You will see the Reservation Fee Colum for Donations
6. There is quite a bit of information on the Gate sheet with the exception of Personal Information
7. That ever important Registration ID Column helps you bring all sheets together.

The Final Gate Sheets

I have developed a relationship with my Printer in Sylva, NC who keeps my files on record so they can reproduce “Ledger” size Gate Sheets, and blank sheets for those who walk into the event and register.

Print Haus of Sylva, NC – Telephone # (828) 586-4287 (hours 9:00 am to 5:00pm)
The costs are more than acceptable and I usually donate these to the event.

I am uploading to the folder where the Authorization Request is being stored on the Kingdom Dropbox.

<https://www.dropbox.com/scl/fi/zxh63v0xqscvt7eqf6ofb/Gate-to-Print-1.9.24-for-upload-to-Dropbox-Empty.xlsx?rlkey=dtaabawnwpxog27gtki8u4irv&dl=0>

You are free to use this file as a template.

I bring back to your attention the filing of the Reservations that are emailed to your for each event. If the information did not come through on SCORES, the information was on each reservation. I just spent a few hours each day adding the information I desired on the Gate Sheet to help the Gate function at a premium.

In conclusion to this program:

1. The Office of the Exchequer at the Kingdom, Kingdom Deputy and Regionals are always there to assist you. As one of the forerunners of SCORES to this Kingdom, I am always there to assist you.
2. Do know that the SCORES staff at Corporate may only dialog with the Office of the Exchequer. You can reach out to Events@sca.org with relevant information about your event by checks received, duplications (as this usually opens up feast space), or if your event is formally closed to download your forms. Any other issues you may have please forward these to: Exchequer@officer.atlantia.sca.org and she will forward them to me to assist you with any issues you may be encountering. Do not be offended if Events does not respond to your inquiries as this is the Corporate email and she has an entire Knowne World to enter.
3. Be kind and proactive to your Gate Staff. Be on standby in case your files are required to verify a reservation. It happens, they get lost in the ether. Communicate with your Autocrat. She should provide you with a copy of the Approved SCORES application and COI for the Event site to keep at Gate.

It is quite a bit of information to take in and we will probably expand this program based on questions from the populace.

In your service,
Mistress Adair of Makyswell, O.P.

SCORES Fee's Charged for Each Event

- 1% Flat Fee for use of SCORES (Maximum to \$400.00)
- 2.9% plus \$.30 cents per transaction via Visa, MasterCard and Discover
- 3.9% plus \$.30 cents per transaction via American Express
- 1% plus \$1.00 for E-Check
- 2.4% per transaction for PayPal

We understand that this is quite a bit of information to take in, in such a short time. We will most likely expand this program based on questions and commentary from the attendees. Just know that once you become familiar with the system, it will be easier to work with for future events.

In your service,
Lady Fjorleif in Ruada, Kingdom Exchequer and
Mistress Adair of Makyswell, OP, Kingdom Deputy