

# Part One

## An Introduction to SCORES

### Application and documents required

Presented by the Kingdom of Atlantia,  
Office of the Exchequer  
Dame Fjorleif in Ruada, Kingdom  
Exchequer and  
Mistress Adair of Makyswell, OP,  
Kingdom Deputy Exchequer

Over the past two years of using the SCORES application for Reservations and the changes made to the form to make it comprehensive in use to not only the Kingdoms but Corporate to process, we have had quite a few errors and hold ups in processing the required information for Corporate to enter the required information to make an event active. Therefore, I developed an “**Introduction to the SCORES Application**” and what is required to comprehensively meet the requirements of the Corporate SCORES deputy which keeps all of us stress free.

What are the requirements for SCA Corporate to process your Event Request?

1. SCORES Application completed for your event, signed by the Seneschal of either your Kingdom, Barony, Canton.
2. A Copy of your Financial Policy for the Group that is being submitted. Highlight your refund Policy. You will include your entire Financial Policy  
\*\* The new Kingdom Financial Policy has been approved by Corporate. To keep your Financial Policy current, please review and revise your Policy to be in line with the Kingdom Policy.
3. A copy of your SPIKE submission which is now done via email.
4. You will send this package to:  
[events-deputy@sca.org](mailto:events-deputy@sca.org)  
[exchequer@officer.atlantia.sca.org](mailto:exchequer@officer.atlantia.sca.org)

The Corporate Deputy will not approve the event until the Kingdom Exchequer releases your event and all of your Reports and been filed correctly and on time.

Please email this form, event description, important notes about event, site restrictions, and refund policy to:  
your Kingdom Exchequer and copy: [events-deputy@sca.org](mailto:events-deputy@sca.org)

- Dropdown select
- Edit
- Autofill

REQUIRED CONTACT INFORMATION

EVENT INFORMATION	EVENT NAME:		START DATE:	7/1/2024
	KINGDOM:	Kingdom	START TIME:	1200 pm
	Subsidiary of:	Not A Subsidiary	TIME ZONE:	Time Zone
	GROUP NAME:	Group Type	END DATE:	7/1/2024
			END TIME:	1200 pm
EVENT SITE	Did this event occur at this site last year?	Yes/No		
	NAME:			
	ADDRESS:			
	CITY:		STATE:	STATE ZIP: 00000
RESERVATIONIST	Reservation Emails will come to email address listed here			
	LEGAL NAME:		PHONE #:	(123) 456-7890
	EMAIL:	example@event.com		
EVENT STEWARD				
	LEGAL NAME:		PHONE #:	(123) 456-7890
	EMAIL:	example@event.com		
GROUP SENESCHAL				
	LEGAL NAME:		PHONE #:	(123) 456-7890
	EMAIL:	example@event.com		
GROUP EXCHEQUER				
	LEGAL NAME:		PHONE #:	(123) 456-7890
	EMAIL:	example@event.com		
MAILING ADDRESS OF WHERE TO SEND THE CHECK AFTER REGISTRATION IS CLOSED	NAME:			
	ADDRESS:			
	CITY:		ST:	STATE ZIP: 00000

The Financial committee of the local group needs to verify that the

- 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
- 2.9% plus \$.30 per transaction via PayPal

FinCom approval date:	7/1/2024	
Seneschal (Legal Name):		X

Please email all pages of this form	
Please add your event web link:	

KINGDOM OFFICE USE ONLY	
Approved:	7/1/2024
Exchequer:	X
	Legal Name email address

CORPORATE OFFICE USE ONLY	
Approved:	7/1/2024
Exchequer:	X
	Legal Name exchequer at sca dot org

Let us start on page one on how to fill in the SCORES form correctly.

USE ONLY BOXES THAT APPLY TO YOUR EVENT.

Open Online Reg		7/1/2024		Close Online Reg @ 11:55 pm		7/1/2024	
<b><u>SITE FEES</u></b>							
				If a further child discount is used			
		Adult	Youth	Youth 2	Child	Non-Member Rate	Daytrip
		18+	# - 17	0 - #	0 - #	Member Rate	Weekend
Age Ranges for Admittance						Youth Rate	
						Youth 2 Rate	
Maximum attendance at event						Child Rate	
<b>Define Family Cap</b> ex. Family cap = the cost of 2 Adults and 2 Paid Youth							
Choose One Family Cap						Site Only	
						\$	\$

<u><b>LODGING</b></u>											
<i>*If camping requires a camp selection, final listing must be included with submission of request</i>											
COST by age group						COST by age group					
ITEM	Max sell incl Comp	Adult	Youth	Youth 2	Child Rate	ITEM	Max sell incl Comp	Adult	Youth	Youth 2	Child Rate
Cabin Top Bunk per night	#	\$	\$	\$	\$	Cabin Full	#	\$	\$	\$	\$
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	#	\$	\$	\$	\$		#	\$	\$	\$	\$
							Max sell incl Comp	Adult	Youth	Child_1	Child Rate
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	#	\$	\$	\$	\$

<u>FOOD</u>												
COST by age group						COST by age group						
ITEM	Max sell incl Comp	Adult	Youth	Youth 2	Child Rate	ITEM	Max sell incl Comp	Adult	Youth	Youth 2	Child Rate	
Friday Feast	#	\$	\$	\$	\$	Sunday Breakfast	#	\$	\$	\$	\$	
Saturday Breakfast	#	\$	\$	\$	\$	Sunday Lunch	#	\$	\$	\$	\$	
Saturday Lunch	#	\$	\$	\$	\$	Sunday Feast	#	\$	\$	\$	\$	
Saturday Feast	#	\$	\$	\$	\$		#	\$	\$	\$	\$	
	#	\$	\$	\$	\$		#	\$	\$	\$	\$	
	#	\$	\$	\$	\$		#	\$	\$	\$	\$	

[illegible]

Complementary Site, Feast and/or Lodging may only be granted to members

**EVENT STAFF COMP LIST** Do not assume the Events Deputy knows the role of individuals provided below

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[illegible]

ROYALTY COMP LIST
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[illegible]

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

Page Three is usually the only area not completed as required. Please remember: no individual or group may be comp'd unless they are members. No deviations or considerations.

Corporate Financial Policy – Chapter VIII – Section 8a



Society  
for Creative  
Anachronism

SCA REGISTRATION SYSTEM CHECK REQUEST FORM

DATE:6/5/2025 KINGDOM ATLANTIA

EVENT ID# AND EVENT NAME:2025ATL Ruomors of War Part Deux  
ATL2025016 "A Lovely Little War"

MAKE CHECK PAYABLE TO:SCA Inc., Canton of Stormwall

MAIL CHECK TO:Catherine Y King  
1009 North River Road  
Sylva NC  
28779

		Exchequer Form	
TOTAL AMOUNT RECEIVED VIA CREDIT CARD/PAYPAL	\$ 105.71	Used to Calc 1%	
DONATIONS To Cover Fees	\$ (1.71)	Info Only	
EVENT INCOME	\$ 100.00	Pg 11b, 3b(A)	
DONATIONS (included in Income)	\$ 4.00	Info Only	
Transaction Fees (not paid by donations)	3.79	Pg 11b, 3b(B)	
1% USAGE FEE (\$400 MAX)	1.06	Pg 11b, 3b(B)	
TOTAL AMOUNT TO SEND TO GROUP		\$ 99.15	

Attendance Counts for Pre-Registration via SCORES

Registrations			Non E-Trans		
Member	9	\$ 90.00	Member	0	\$ -
Member	0	\$ -	Member	0	\$ -
Member	0	\$ -	Member	0	\$ -
Non-Member	0	\$ -	Non-Member	0	\$ -
Non-Member	0	\$ -	Non-Member	0	\$ -
Non-Member	0	\$ -	Non-Member	0	\$ -
Youth	0	\$ -	Youth	0	\$ -
Youth	0	\$ -	Youth	0	\$ -
Youth	0	\$ -	Youth	0	\$ -
Youth	0	\$ -	Youth	0	\$ -
Child	0	\$ -	Child	0	\$ -
Child	0	\$ -	Child	0	\$ -
Comp	0	\$ -	Comp	0	\$ -
Total Attendance	9	\$ 90.00	Total Attendance	0	\$ -
RV	0	\$ -	Camping	0	\$ -
Camp	1	\$ 10.00	Comp	0	\$ -
	0	\$ -		0	\$ -
Total Lodging	1	\$ 10.00	Total Lodging	0	\$ -
Feast 18+	0	\$ -	Feast	0	\$ -
Feast	0	\$ -		0	\$ -
	0	\$ -	Comp	0	\$ -
Total Food	0	\$ -	Total Food	0	\$ -
Ghost	0	\$ -	Other	0	\$ -
Merchant	0	\$ -		0	\$ -
	0	\$ -		0	\$ -
Total Other	0	\$ -	Total Other	0	\$ -
Grand Total			Grand Total		
	10	\$ 100.00		0	\$ -

The date you select to close your event – you will receive the following document that is paid from Corporate to you as the Gate Minister. This document will assist you in compiling your Post Event report.

Now on to: Part II