

KINGDOM OF MERIDIES: EPAY FOR EVENTS

SCA Registration System

&

PayPal Here

PROCESS OVERVIEW

1. Send the SCA-rs Authorization Form to scars@Meridies.org If using PayPal Here sent PayPal authorization form to epay@Meridies.org. Please allow a minimum of 5 days for updating the website.
2. The SCA-rs & ePay Deputy will send both forms to the Kingdom Exchequer and Kingdom Seneschal for approval.
3. Once the Kingdom Exchequer and Kingdom Seneschal approves the group to use SCA-rs/PayPal, then the event will be set-up on the SCA Website.
4. Once available, the SCA-rs Deputy will post to the Kingdom of Meridies Facebook group. The hosting group is responsible for all other advertisement.
5. The SCA-rs Deputy will send a weekly registration report to the Reservation Steward of the hosting group to record for the event.

PROCESS OVERVIEW (CONTINUED)

6. When the registration period closes the SCA-rs Deputy will send the troll sheets for the event to the Reservation Steward to ensure accuracy of all data prior to the event.
7. If using PayPal Here (Credit Cards at the Door) ensure that the reader has been tested on devices prior to opening Troll and that all responsible for swiping have had the training.
8. The Society will do a final reconciliation of all online reservations and deduct any transaction and event fees. The PayPal Deputy and the Reservation Steward will confirm reconciliation of the final report for PayPal Here.
9. For SCA-rs Only: Once Society has reconciled and taken out any transaction and event fees, Society will send a check to the exchequer of the hosting group. Please allow 10-14 days.
10. For PayPal Here only: The Fund Transfer/Check Release Form and the final report will be sent to the Kingdom Exchequer and Kingdom Seneschal to be approved.
11. For PayPal Here only: Once the Fund Transfer/Check Release Form is approved by both the Kingdom Exchequer and Kingdom Seneschal, the funds will be released to the hosting group. Please allow 10-14 days.

SET-UP

- Please refer to the Kingdom of Meridies Epay Documents on the Kingdom Website under the Exchequer Office.
- You should allow 70%-80% of total beds/feast to be sold online. Hold back some for those who prefer to hand deliver or mail their reservation.
- End registration 14 day before the event to allow time for review and to get your final totals and troll sheets if you need the funds before the event. If you do not need the funds before the event, you may end you event 72 hours before the start of the event.
- The authorization form must be signed by your groups Seneschal.
- Send SCA-rs authorization form and copy of event flyer to scars@Meridies.org. For Paypal Here send the Paypal authorization form and copy of event flyer to epay@Meridies.org
- **Your group's reports to the Kingdom Exchequer and Kingdom Seneschal must be up to date and in good standing.**

EVENT RESERVATIONS: RESERVATION STEWARD

- To be successful, you must have
 - Good working relationship with SCA-rs & ePay Deputy - Communication!
 - Have a great spreadsheet.
 - Shared Google doc for waiting list (For any event that typically will have a waiting list, for either feast or cabin space).
 - Problems with reservations – SCA-rs deputy can edit easily
 - Training (this class!)
 - Advertise - You are in charge of this.
-

EVENT RESERVATIONS: RESERVATION STEWARD (CONTINUED)

- Reports
 - You will receive updates on a weekly basis to allow you to keep track of the number of SCA-rs Reservations you have. If this is a large event, more reports can be made available.
 - After the final pre-event reconciliation report is complete, the SCA-rs Deputy will send out troll sheets for your event.
 - Please note that if someone shows a membership number, but no waiver signed and paid non-member registration fees this means they are a non-member whether they only signed up for SCA login to register for events or their membership lapsed.
- Event Time - Print out the Final list (xls.), Waiting Lists and Cabin Assignment sheets if necessary.

CLOSING OUT AN EVENT

- If the event is not using PayPal Here, the final report reconciliation is a verification that all SCA-rs funds are accounted for before the check is released to the group.
- Transactions fees of 3% and Event fee of 1% (Minimum \$15, Maximum \$400) will be deducted by Society before the check is sent to the Exchequer of the local group.
- If the event is using PayPal Here, the final report for PayPal Here transactions will have to be reconciled and approved by the Event Reservation Steward.
- The ePay Deputy will send a copy to Kingdom with a form to be signed by the Kingdom Exchequer and Kingdom Seneschal to release the funds less any PayPal fees. Fees for PayPal Here are a flat rate of 2.7%.
- Kingdom Exchequer will cut a check to the hosting group (Bank Transfer if using Regions Bank).

SAMPLE REPORT

Last payment date	Type	To email	Invoice	Reference	Item name	Item description	Item total	Discount am	Total in
2/13/2017	Invoice item	Protogallus@aol.com	2349	St. Vals 2017	St. Vals 2017 Feast	Modern Name: Chelsea Jones Paid Member: No	10		
2/12/2017	Invoice item	patriciamcgee84@gmail.com	2347	St. Vals 2017	St. Vals 2017- (2)TWO NIGHTS Adult Event Reg.	Patricia McGee SCA Name: Bronach of Kildare Paid Member: Yes My Bedspace should already be saved with Scott McGee (Ragnvaldr Andhrimniss, formerly known as Sebastian Dekker) who is cooking	35	5	
2/12/2017	Invoice item	patriciamcgee84@gmail.com	2347	St. Vals 2017	St. Vals 2017 Feast	Patricia McGee SCA Name: Bronach of Kildare Paid Member: Yes	10		
2/8/2017	Invoice item	cheryl.lewis@apdcares.org	2338	St. Vals 2017	St. Vals 2017- (2)TWO NIGHTS Adult Event Reg.	Cheryl Lewis SCA Name: Fionnuala MacLeod called Takara Paid Member: Yes	35	5	
2/8/2017	Invoice item	cheryl.lewis@apdcares.org	2338	St. Vals 2017	St. Vals 2017 Feast	Cheryl Lewis SCA Name: Fionnuala MacLeod called Takara	10		
2/8/2017	Invoice item	cheryl.lewis@apdcares.org	2338	St. Vals 2017	St. Vals 2017- (2)TWO NIGHTS Adult Event Reg.	Ed Birnbryer SCA Name: James the Tavern Keeper Paid Member: Yes	35	5	

SAMPLE TROLL SHEET

Reference	Invoice number	MKA Name	Persona Name	Member Number	Expiration Date	Waiver #	Adult or Child	KA Initial if Corr	No of Days	Feast	Cost
Test with Detail	Test	Lisa Adkins	Caterina Angelica Galilei	170397	31-Oct-19		Adult		Weekend	Feast	27
Test with Detail	Test	Rhea Adkins	Rhea Galilei	278587	31-Oct-19		Child		Daytrip	Feast	13

WEBSITE - LOGIN

Sign In | SCA

index.php

Secure | https://members.sca.org/apps/#SignIn

Apps Rackspace Webmail: Gmail costumingdiary | a co Google Docs Google Sheets My Coach Disney Cruise Line sales tax Google Forms Alaska Whale Watchin Other bookmarks

02/28/2017

SCA

THE SOCIETY FOR CREATIVE ANACHRONISM, INC.

Back

Sign In

My Membership

Marketplace

Register for Events

Log In to SCA!

Not yet a member? Now's your chance to [join the SCA](#).

Default login credentials: If you are a member but have not yet set up login credentials on this site, your *username* is your *SCA MemberNumber* and your *password* is your first initial and last name, all lower case, with no spaces or punctuation. For example, if your name is *Jennifer O'Hara*, your default password is *johara*. When you logon with default credentials, you will be immediately prompted to change them.

If you don't know your Member Number, [click here](#).

If you are having difficulty logging on to this site, please call the SCA Membership office at (800) 789-7486.

Sign in!

If you already have an account here, just sign in below

Username:

AGF1603

Password:

☐ Remember me on this computer

Forgot your password?

Login

ver5.0.2/

Sign Up Now

Create Your Account

Create an SCA Web site user name and password here.

First Name

Mid Name

Last Name

Suffix

Society Name

Date of Birth

mm/dd/yyyy

Country

United States

Street

Street 2

City

State

Select State or Province Name

Zip

7:45 PM

2/28/2017

WEBSITE - EVENTS

Upcoming Events

[VIEW/MODIFY MY REGISTRATIONS](#)

Kingdom:

Now in HD

[Event Details](#)

Dates: 08/07/2021 – 08/07/2021
Archery for everyone

WEBSITE – EVENTS CONTINUED

Event Detail | SCA

index.php

Secure | https://members.sca.org/apps/#MtgDetail/00001003

Apps Rackspace Webmail: Gmail costumingdiary | a co Google Docs Google Sheets My Coach Disney Cruise Line sales tax Google Forms Alaska Whale Watchin Other bookmarks

Child (6 to 12): \$4.00
Day Trip Child (6 to 12): \$4.00
Royalty: \$0.00

The Spanish Inquisition is coming to The Barony of Grey Niche for the weekend!

Please join us for Heavy and Light Inquisitorial Tournaments, an Inquisition A&S Competition, Bardic Activities, as well as games, classes, and other high entertainment that includes an Inquisition court. *More info to come*

	Site Registration	Bed Space Registration	Tenting Registration	Feast Registration
Adult Member Discount Registration	\$12.00	\$5.00	\$5.00	\$5.00
Adult Registration	\$17.00	\$5.00	\$5.00	\$5.00
Child Registration	\$6.00	\$3.00	\$3.00	\$3.00

Early bird discount subtracts \$2.00 when you register before April 1st.
Online registration closes - April 14th at 11 PM CST.
For member discount - proof of membership required at door.
Children under 6 are free (excluding beds and feast). Child price is for 6-12 years of age.

AUTOCRAT: Master Cormac the Bald, Mike Fletcher, 901.270.0927 (no calls after 9:00 PM)
Mastercormacthebald@gmail.com

HEAD COOK: Sir James the Holy, James Erby, 870.394.6417
RightJerby@yahoo.com

RESERVATIONIST: Maistresse Alysia Gabrielle de Fougères, Mazelle Attiya 901-833-4263
attiyam@bellsouth.net

Please see the Flyer [here](#) for more information.

[Back to Upcoming Events](#) [Continue Registration](#) [Create New Registration](#)

Windows Taskbar


7:57 PM 2/28/2017

WEBSITE - REGISTRATION TYPE

**Society
for Creative
Anachronism**

Join Us Find Your Kin

KETPLACE NEWSLETTE

Renew Membership ✕
 Your Membership expires before event start date, Do you want Renew now ?


Event Information:

NOW IN HD
Dates: 08/07/2021 - 08/07/2021


New Registration

Welcome JANETTE ANDERSON

To simply register yourself for this event, press button below

 **Register Yourself**



To register your family or group for this event, press button below

 **Register your Family
Or Group**





WEBSITE – ADD REGISTRANTS

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 #: 00237539
Last: ANDERSON
First: JANETTE
Middle:
Suffix: 
Date of Birth: 11/26/1969 
Society Name: CERI ADAIN
Email: ceriadin@gmail.com

 Add another Person  Remove This Person

Family Member: 
Member #: Member's MbrNum 
Last:
First:
Middle:
Suffix: 
Date of Birth: mm/dd/yyyy 
Society Name:
Email:

 Add another Person  Remove This Person



Register your Group

WEBSITE – CHOOSE OPTIONS

Registration Confirmation x index.php x

Secure | <https://members.sca.org/apps/#MtgCart/0000>

Apps Rackspace Webmail: Gmail costumingdiary | a co Google Docs Google Sheets My Coach Disney Cruise Line sales tax Google Forms Alaska Whale Watchin Other bookmarks

Mazelle's Registration Options

- ☐ **Beltaine 2017**
\$10.00
04/28/2017
- ☒ **Lodging**
 - ☐ **Adult-Cabin-Top Bunk**
\$5.00
04/28/2017 From 5:00 PM To 11:45 PM
 - ☒ **Adult-Cabin-Bottom Bunk**
\$5.00
04/28/2017 From 5:00 PM To 11:45 PM
 - ☐ **Child-Cabin-Top Bunk**
\$3.00
04/28/2017 From 5:00 PM To 11:45 PM
 - ☐ **Child-Cabin-Bottom Bunk**
\$3.00
04/28/2017 From 5:00 PM To 11:45 PM
 - ☐ **Adult-Tenting**
\$5.00
04/28/2017 From 5:00 PM To 11:45 PM
 - ☐ **Child-Tenting**
\$3.00
04/28/2017 From 5:00 PM To 11:45 PM
- ☒ **Banquet**
 - ☒ **Adult-Feast**
\$5.00
04/29/2017 From 7:00 PM To 9:30 PM
 - ☐ **Child-Feast**
\$3.00
04/29/2017 From 5:00 PM To 9:00 PM

Desktop 8:11 PM 2/28/2017

WEBSITE – CHECKOUT

Registration Confirmation: x index.php
Secure | https://members.sca.org/apps/#MtgCart/0000
Apps Rackspace Webmail: Gmail costumingdiary | a co Google Docs Google Sheets My Coach Disney Cruise Line sales tax Google Forms Alaska Whale Watchin Other bookmarks

SCA
THE SOCIETY FOR CREATIVE ANACHRONISM, INC.

Welcome: AGF1603
02/28/2017

[Back](#) [Log Out](#) [Change Pwd](#) [My Membership](#) [Marketplace](#) [Newsletters](#) [Register for Events](#)

Event Information:
Beltaine 2017
Dates: 04/28/2017 - 04/30/2017 **New Registration**

Registration Summary



Mazelle Attiya (38301)	
Beltaine 2017	10.00
Adult-Cabin-Bottom Bunk	5.00
Adult-Feast	5.00
JAMES BAKER (192996)	
Beltaine 2017	10.00
Adult-Cabin-Bottom Bunk	5.00
Adult-Feast	5.00
Total registration fees	40.00

Billing Info
Address Book

Name: Mazelle Attiya
Country:
Address: 7496 Valley Mist Drive
City: Memphis
State: Tennessee
Zip: 38133
Phone: (901)833-4263
Email: ATTIYAM@BELLSOUTH.NET

Payment Info

Payment Type: ☒ Credit Card ☐ Paypal

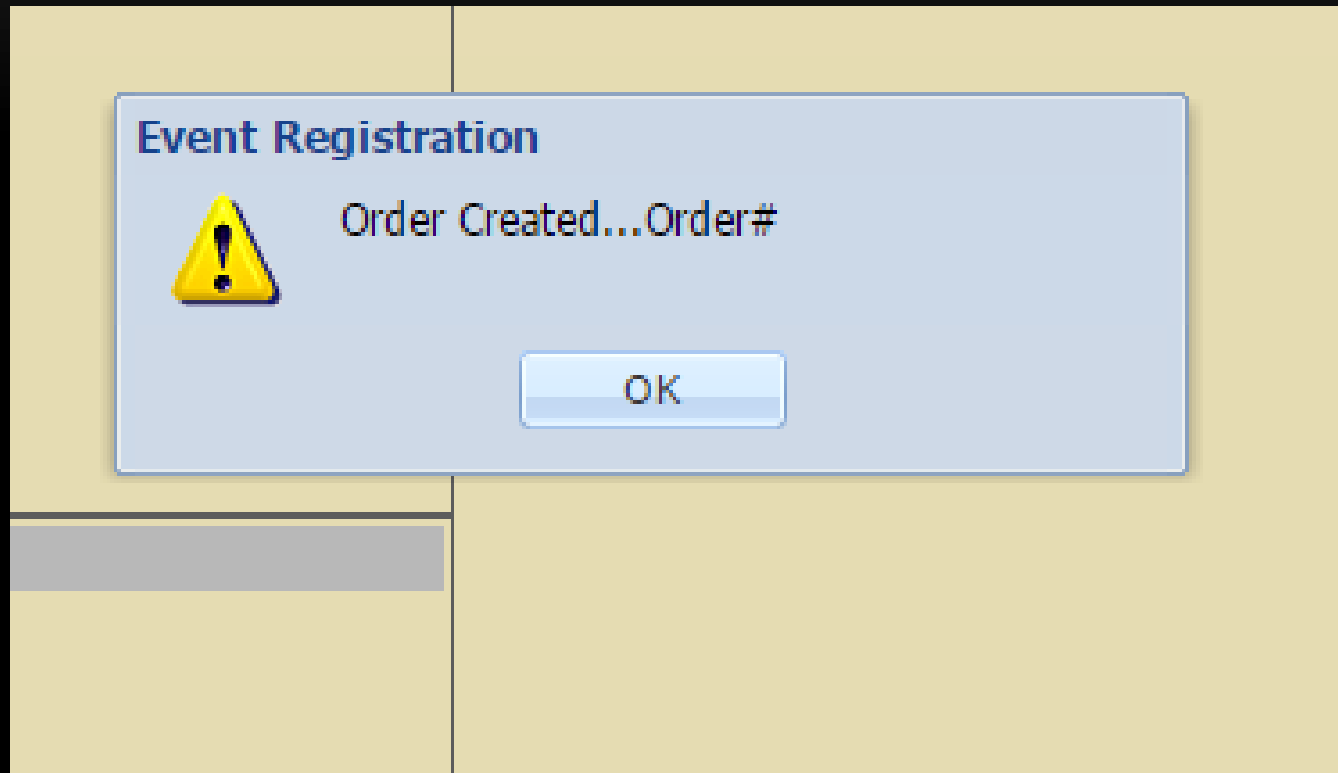
 

Card Number:
Exp. Date: 02 / 17
Name on Card:
Card Security Code:

[Change Registrations](#) [Add Registrants](#) [Submit Payment and Complete Registration](#)

Windows taskbar: Desktop 8:14 PM 2/28/2017

WEBSITE – REGISTRATION RECEIPT



WEBSITE – VIEW & MODIFY REGISTRATIONS

My Event Registrations

These are the registration orders that you have placed. Click the + to open. You may modify or cancel an order if today is not later than Registration Deadline shown.

Registration where I placed the Order	
Now in HD [08/07/2021]	\$16.00
Order # 00003067	
Registration Summary	
JANETTE ANDERSON	
Now in HD	8.00
VERNON ANDERSON	
Now in HD	8.00
Total registration fees	\$16.00
 Modify Registration	 Cancel Registration
Registration Deadline : 07/24/2021	
Now in HD [08/07/2021]	\$16.00
Now in HD [08/07/2021]	\$16.00

These are ALL your registrations. You may only modify or cancel a registration if YOU placed the order. In which case, you need to open that order on the left-hand panel.

All my Registrations	
Now in HD [08/07/2021]	\$8.00
Order # 00003067	
Registration Summary	
ANDERSON, JANETTE	
Now in HD	8.00
Total registration fees	\$8.00
Now in HD [08/07/2021]	\$8.00
Now in HD [08/07/2021]	\$8.00



+



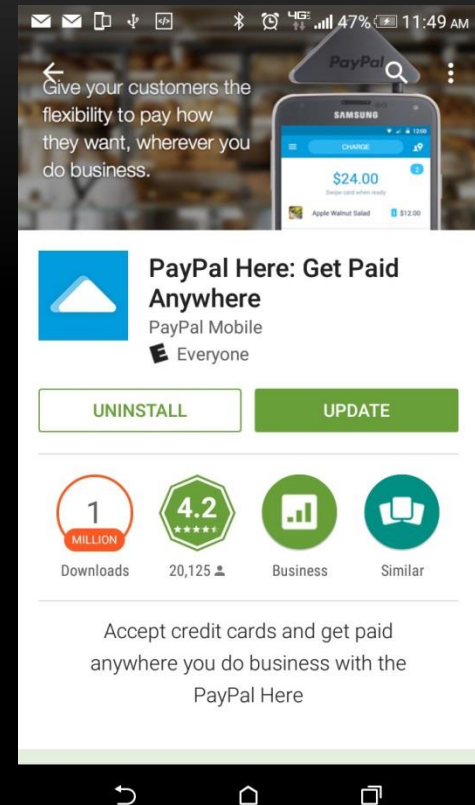
+



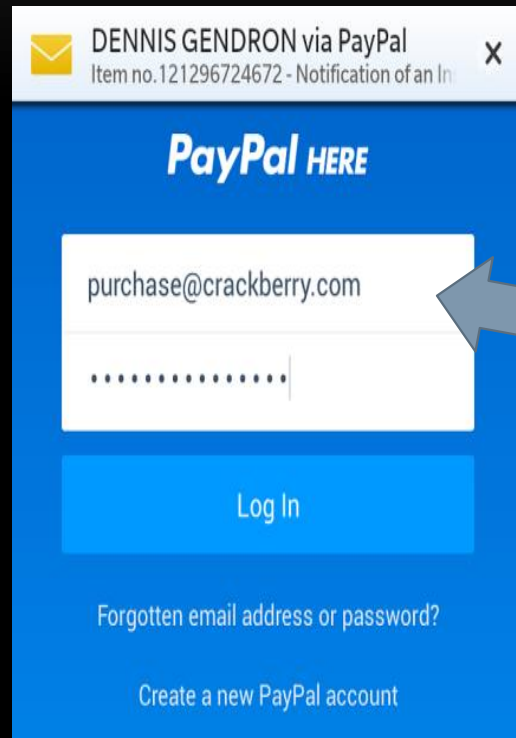
+ Login ID = \$UCCESS\$

POINT OF SALE

- Download PayPal Here app



LOGGING ON



DENNIS GENDRON via PayPal
Item no. 121296724672 - Notification of an In

PayPal HERE

purchase@crackberry.com

.....

Log In

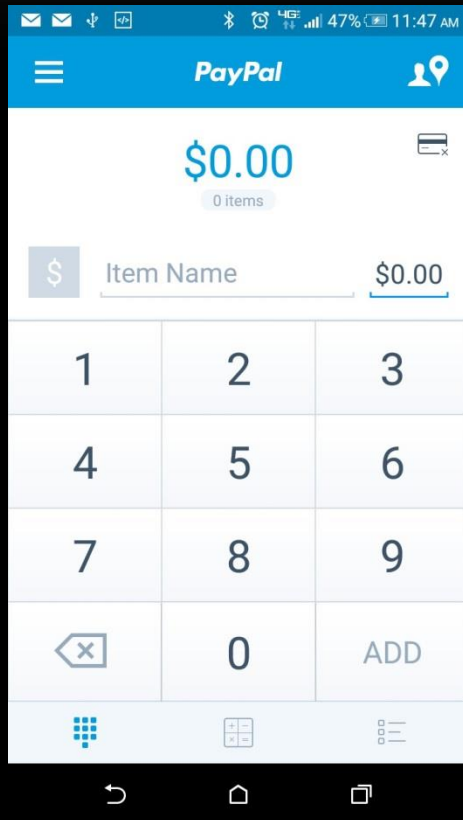
[Forgotten email address or password?](#)

[Create a new PayPal account](#)

Even though it says email address on the login page, you will enter your username.

The first time you login, connect using Wi-Fi, after you will be able to use data connections.

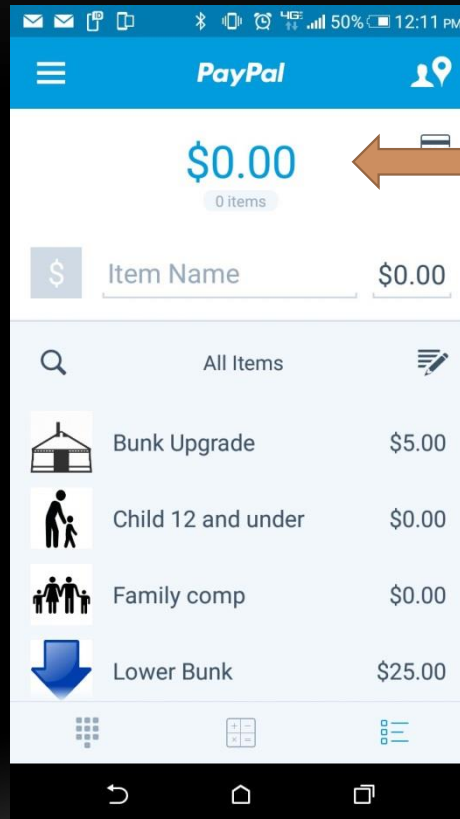
GETTING STARTED



Find the "Add item" or
the List button

ADDING AN ITEM TO THE SHOPPING CART

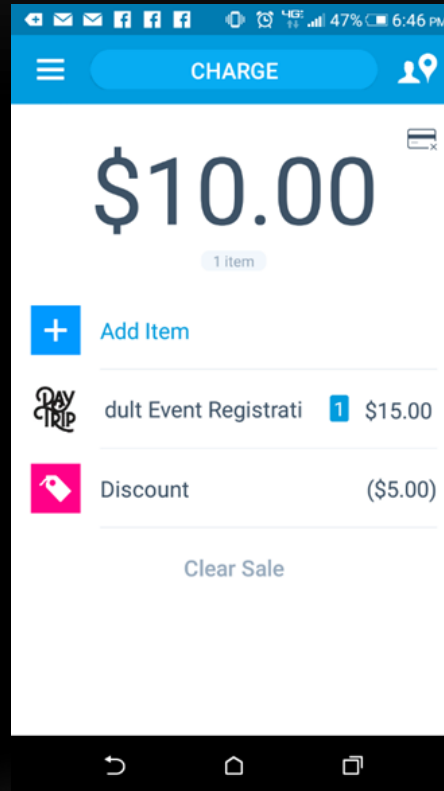
****Since the BOD does not want us to enter in any items, there will be both member and nonmember prices.**



2nd Click on the total button to check order

1st choose your items. One press will equal an addition to the shopping cart

DOUBLE CHECKING BEFORE YOU SWIPE



Press charge or swipe immediately

Double check to see if the items that you are charging are correct.

SWIPING

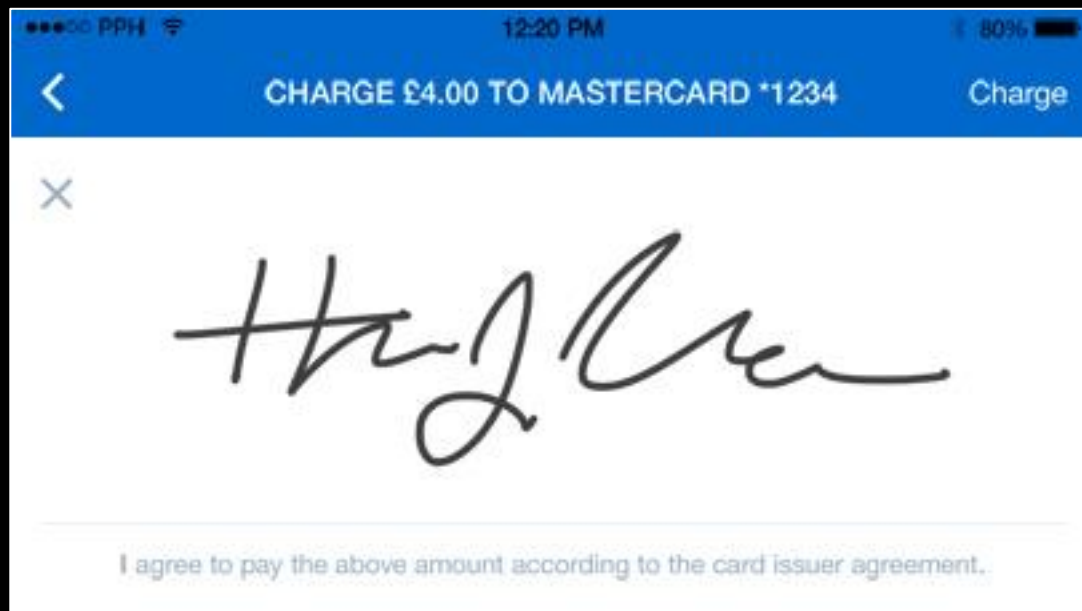
Hold the phone steady and try to pull the credit card through the triangle in a quick straight line. The swiper will want to spin.

Once you swipe, it has gone through. Do not re-enter everything just because someone did not sign.

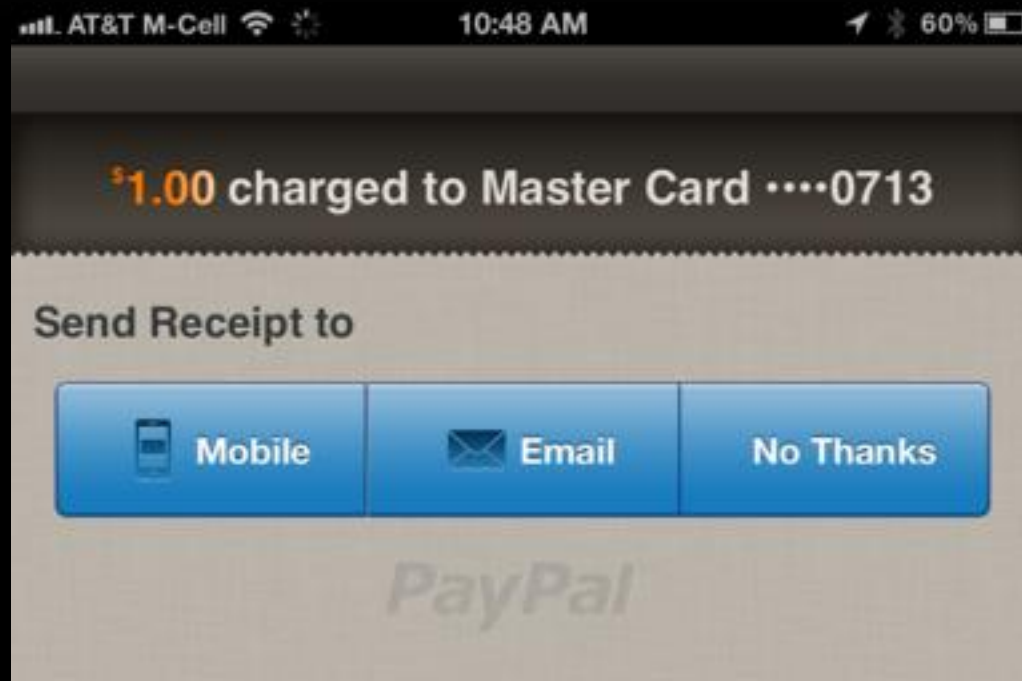
If the charge does not go through meaning the signature page does not load, you can force close the app and it will not charge the guest multiple times.



SIGNING



RECEIPT – ASK WHICH IS PREFERRED





&

