

Ansteorra Paypal Request

Review this checklist prior to completing your request to ensure that you have all the required information.

- Name of Event:
- Date(s) of Event:
- Pre-Reg Coordinator:
 - Legal Name:
 - SCA Name:
 - Phone Number:
 - Email Address:
- Pre-Reg Open Date: *recommend not less than 3 weeks prior to event date*
- Pre-Reg Close Date: *9-10 days before the event “gate opens” date and may not close on a Saturday or Sunday*
- Pricing:
 - Adult Registration:
 - Adult Non-Member Reg:
 - Youth Registration:
 - Family Max: *Applies if minors (0-17 yrs) are being charged for registration or as specifically stated in host groups’ financial policy.*
 - Number & Cost of Feasts:
 - Add’l Fee Categories & Cost: *such as Cabins, merchant fee, electricity, etc*
- Exchequer Information
 - Legal name
 - SCA Name
 - Phone Number
 - Email address

A copy of the published/posted Event Flyer must be emailed to the PayPal Deputy in order for the request process to proceed.

To use Paypal

The hosting group must be in good standing according to Kingdom policy. The Exchequer and the Seneschal of the hosting group must approve the PayPal fees being deducted from the payments by replying to the email from the PayPal deputy. Society Law prohibits groups from passing these PayPal fees to event attendees. Because we are a 501c3 organization, our PayPal fees are 2.2% + \$0.30 per transaction.

After the PayPal deputy receives approval from the Exchequer and Seneschal, the deputy will send a link to be included in the event announcements and websites. The Seneschal, the Exchequer and/or Gate Coordinator will also receive a link to view the preregistration responses list. This will enable the local group to monitor how many people are preregistering.

Once pre-registrations have closed and all invoices for the event have been cleared, the PayPal deputy will balance all payments against invoices. A copy of the completed Paypal report spreadsheet will be emailed to the host groups' Exchequer and Seneschal. The PayPal deputy will electronically transfer the event's netted PayPal amount to Ansteorra Kingdom account to then be dispersed to the host group. A gate sheet will also be generated and sent to the Seneschal and Gate Coordinator. Canceled registration requests will remain on a second page of the response sheet named "Canceled Requests".

Attendee- Event Pre-Registration

Event attendees will follow the link provided by the PayPal Deputy which should be published on event announcements and websites by the host group. The link will take attendees to the event's PayPal Pre-registration form. A separate pre-registration form must be completed for each attendee, regardless of age. Multiple guests wishing to be invoiced together should have each person entered under the same email address to which the invoice will be sent. Guests 0-17 years of age where event registration is free, must be preregistered with a paying/preregistering adult. An invoice for \$0 amount cannot be generated. Attendees should receive an emailed invoice within 48 hours of completing the form. Attendees have 72 hours to pay the invoice. Unpaid invoices will be canceled.

Refunds

Society Law prohibits refunds from the PayPal Account. If one pre-registers for an event and then determines they cannot attend, they must request a refund from the group hosting the event following that group's financial policy. Please note that any refunds, if granted, will be minus the PayPal fees.