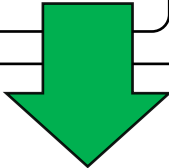


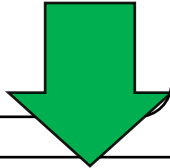
Submit your event to the Kingdom Calendar via the Calendar Deputy kingdomcalendar@outlands.org



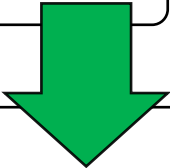
Fill out the Authorization Request to use the SCA, INC Online Event Registration System (SCARS) This goes to SCA, INC [Fillable PDF](#)



Fill out the following Required SCARS google docs as they apply to your event:

- SCARS Event Information <https://forms.gle/ntgBdq4ndE2NhVf39>
 - SCARS Free Event <https://forms.gle/NXEkm73ujndPp5K88>
 - SCARS Merchant Information (if your event charges merchants a different fee) <https://forms.gle/rYoGLjErygzodcwh8>
- 

Event will be placed into SCARS system within 48 hours of Google Doc submission.



Provide the Modern Names OR Member Numbers of the persons who will be comped for the event per your group's Financial Policy.

- SCARS Comped Attendee <https://forms.gle/Dpp6Y1F3hFg6v8kMA>