

SCARS vs PayPal (a guide to their usage)

Responsible Party	SCA Registration System (SCARS)	PayPal (not currently available)	Notes:
Event Steward (Autocrat)	<ul style="list-style-type: none"> - During Event Planning, make sure to adjust for SCARS fees in the event budget/proposal - these will automatically deducted from the proceeds prior to payout - 3%/transaction + 1% usage fee (usage fee is calculated on the gross amount but has a minimum of \$15 and maximum of \$400) 	<ul style="list-style-type: none"> - During Event Planning, make sure to adjust for PayPal fees in the event budget/proposal - these will automatically deducted from proceeds prior to payout - 1.99% +\$.49/transaction 	<ul style="list-style-type: none"> - Both Reservation Systems must close 14 days prior to the Event for reconciliation and time to send proceeds to the hosting Branch prior to the Event
	<ul style="list-style-type: none"> - Have an Event webpage/post created to include a link to www.sca.org for ease of use for Registrants/Participants to register - The SCARS Deputy will send you the link once the event has been created 	<ul style="list-style-type: none"> - Have an Event webpage/post created to include the PayPal logo (required) - A link to the PayPal Event Registration Form (google doc) may be added later for Registrants/Participants to request an invoice - DO NOT POST A DIRECT LINK TO PAYPAL (such registrations/payments will be lost) 	<ul style="list-style-type: none"> - A specific Event can NOT be set up on both SCARS and PayPal, with the exception of PayPal Here for at the door for credit card payments
	<ul style="list-style-type: none"> - Complete Authorization Request to Use SCARS form for Branch and Kingdom approval 	<ul style="list-style-type: none"> - Complete Authorization Request to Use PayPal form for Branch and Kingdom approval 	<ul style="list-style-type: none"> - If using SCARS for PreReg and PayPal Here for at the door credit card payments, both Authorizations must be completed and approved by the Branch and Kingdom
	<ul style="list-style-type: none"> - Send approved Authorization and Required Event information to SCARSDeputy@Outlands.org, Exchequer@Outlands.org, and the Branch Exchequer/Reservationist - A list of potential PayPal Here Swipers for each Event must be provided to the Kingdom PayPal Deputy at this stage to ensure proper training and to be warranted 	<ul style="list-style-type: none"> - Send approved Authorization to PayPalDeputy@Outlands.org, Exchequer@Outlands.org, and the Branch Exchequer/Reservationist - A list of potential PayPal Here Swipers for each Event must be included on the Authorization to the Kingdom PayPal Deputy at this stage to ensure proper training and warranting 	<ul style="list-style-type: none"> - PayPal Here is not currently available for any purpose at this time - Event Site must have acceptable internet service in order to use PayPal Here at the door - If PayPal Here will be accepted at the door, all PayPal Here Swipers must be trained and warranted prior to the Event by the Kingdom PayPal Deputy and Kingdom Exchequer - The hosting Branch will need use of any Smartphone or tablet pre-loaded with the PayPal Here app and an approved PayPal Reader
	<ul style="list-style-type: none"> - Confirm that Comps will be attending and notify your Reservationist and Kingdom SCARS Deputy for tracking and capacity limits 	<ul style="list-style-type: none"> - Confirm that Comps will be attending and notify your Reservationist and the Kingdom PayPal Deputy for tracking and capacity limits 	
Kingdom SCARS/PayPal Deputy	<ul style="list-style-type: none"> - Receive the approved Authorization to Use SCARS and confirm approval from the Kingdom Exchequer 	<ul style="list-style-type: none"> - Receive the approved Authorization to Use PayPal and confirm approval from the Kingdom Exchequer 	
	<ul style="list-style-type: none"> - Set up the Event in SCARS within 24-48 hours of receipt - Reservationist to notify the SCARS Deputy immediately if capacity limits need to be adjusted 	<ul style="list-style-type: none"> - Set up the PayPal Reservation Invoice Request (google form) that Registrants/Participants will use for their Event Registration for PayPal - Reservationist to notify the PayPal Deputy immediately if capacity limits need to be adjusted 	
	<ul style="list-style-type: none"> - As confirmation, send a blank Event Report (spreadsheet) that includes event-specific Options to the Reservationist to track mailed-in Check registrations that they receive (this may be different from event-to-event) 	<ul style="list-style-type: none"> - As confirmation, send a link for the event-specific PayPal Reservation Invoice Request to the Reservationist/Branch Exchequer and the Event Steward to be added to Event webpage/post 	
		<ul style="list-style-type: none"> - Receive individual, completed PayPal Reservation Invoice Requests via email from Registrants/Participants, create and email individual Resevaion Invoices in PayPal to each Registrant/Participant for payment 	
		<ul style="list-style-type: none"> - Reservation will be cancelled if not paid within 7 days - PayPal will send out a reminder 	
		<ul style="list-style-type: none"> - Forward payment confirmations to the Reservationist to track and reconcile after PayPal Registration closes 	
	<ul style="list-style-type: none"> - After Registration closes, pull the SCARS event report and Pending Refunds, add a signature line for the Registrant/Participant to sign at Gate Check In - Send this report to Reservationist and Branch Exchequer (if different) 	<ul style="list-style-type: none"> - After Registration closes, send PayPal event report to Reservationist/Branch Exchequer to reconcile with their emails - Include a version of this report that adds a signature line for the Registrant/Participant to sign at Gate Check In 	
		<ul style="list-style-type: none"> - Request permission from KE and KS to transfer PayPal event funds (minus fees) to Kingdom PayPal bank account - Once the transferred funds have been confirmed, notify and request permission from KE and KS to write a check to the hosting Branch 	

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		- Mail check to Kingdom Exchequer for second signature, who will then record Transfer Out in QB and forward the check on to the hosting Branch Exchequer	
		- Help Train and Warrant PayPal Here Swipers prior to each Event that will be accepting PayPal Here at the door - must have acceptable internet service at the site location as well as an approved PayPal Reader and device.	
Reservationist/Branch Exchequer	<ul style="list-style-type: none"> - Receive copy of Authorization request from Event Steward for your records - Receive confirmation in the form of a blank Event Report that includes all event-specific Options to track mailed-in check registrations that they receive (this may be different from event-to-event) from the SCARS Deputy 	<ul style="list-style-type: none"> - Receive copy of Authorization request from Event Steward for their records - Receive confirmation in the form of a link to the event-specific PayPal Reservation Invoice Request from the PayPal Deputy 	- A Reservationist is the person taking pre-event registrations for a given event. This person should be a member of the hosting Branch, and can be the Branch Exchequer and/or Gate Keeper for the Event. Bigger (larger capacity) events may require additional personnel.
	<ul style="list-style-type: none"> - Receive mailed preregistrations/payments directly, use blank Event Report for tracking - Send email confirmations to Registrants/Participants for checks received 	<ul style="list-style-type: none"> - Receive mailed preregistrations/payments directly, create a blank Event Report for tracking - Send email confirmations to Registrants/Participants for checks received 	
	- Update the Kingdom SCARS Deputy if the # of comps change or if check registrations are received, so they can adjust registration limits for the event in SCARS	- Update the Kingdom PayPal Deputy if the # of comps change or if check registrations are received, so they can adjust registration limits for the event in PayPal	
	<ul style="list-style-type: none"> - After Registration closes, receive SCARS event report and Pending Refunds - copy/paste tracking form for checks and comps into it to, sort and use for Gate Check In and hand it off to the Gate Keeper 	<ul style="list-style-type: none"> - After Registration closes, receive PayPal event report to reconcile with emails - copy/paste tracking form for checks and comps into it to, sort and use for Gate Check In and hand it off to the Gate Keeper 	
	- Receive Event proceeds (minus the SCARS fees) from Society Corporate	- Receive Event proceeds (minus the PayPal fees) from Kingdom PayPal Deputy and Kingdom Exchequer	
Registrant/Participant	- Log into sca.org, go to Events, register for event, pay for event by credit card or PayPal	- Follow Event webpage/post link to internal PayPal Reservation Invoice Request, complete and email to PayPalDeputy@Outlands.org - DO NOT PAY HERE	
		- 24-48 hours later, receive email with Reservation Invoice from PayPal and pay for the event by credit card or PayPal	
	<ul style="list-style-type: none"> - If paying by check, mail Event PreRegistration Form and check to the Reservationist - If unsure of the amount for the check, email your Reservationist with your information/questions - contact information should be on the Event webpage/post 	<ul style="list-style-type: none"> - If paying by check, mail Event PreRegistration Form and check to the Reservationist - If unsure of the amount for the check, email your Reservationist with your information/questions - contact information should be on the Event webpage/post 	
	- Receive email confirmation of paid registration from the Reservationist	- Receive email confirmation of paid registration from the Reservationist	