Ansteorra PayPal Request

The link to request that an event be setup to use PayPal is [Https://tinyurl.com/AnsteorraPayPalRequest](https://tinyurl.com/AnsteorraPayPalRequest).

It is recommended that you review this checklist to ensure that you have all the required information.

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| --- | --- |
| Name of Event: |  |
| Date(s) of Event: |  |
| Pre-Reg Coordinator: |  |
| Legal Name: |  |
| SCA Name: |  |
| Phone Number: |  |
| Email Address: |  |
| Pre-Reg Open Date: |  |
| Pre-Reg Close Date: |  |
| Pricing: |  |
| Adult Registration: |  |
| Adult Non-Member Reg: |  |
| Youth Registration: |  |
| Family Max: |  |
| Number & Cost of Feasts: |  |
| Add’l Fee Categories and Cost: |  |
| Exchequer Information |  |
| Legal Name: |  |
| Mailing Address: |  |
| Email Address: |  |
| Phone Number: |  |

**An Event Flyer must be emailed to the PayPal Deputy, the event cannot be setup in PayPal until the Deputy has received this Event Flyer. Also, a comp list must be emailed to the PayPal deputy.**

To use PayPal, the Exchequer and the Seneschal of the hosting group must approve (by replying to the email from the PayPal deputy) the PayPal fees being deducted from the payments. 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. The PayPal deputy will attempt to put families together on one invoice provided all members of the family have the same “family name” in the form OR are registered from the same email address.

After the PayPal deputy receives the approval from the Exchequer and Seneschal, the deputy will send a link to be included in the event announcements and websites. A link to the sign-up list will also be made available to the requester, the Seneschal and the Exchequer. This will enable the local group to keep tabs on how many people are pre-registering.

PayPal Pre-registrations must close at least 1 week before the event. Do not set the close date to Saturday or Sunday. 72 hours after the close of pre-registrations, the PayPal deputy will balance all payments against invoices and email a copy of the completed spreadsheet to the requester, the Exchequer and the Seneschal.

The check will be mailed to the hosting group as soon as possible.

Event Attendee Pre-Registrations

Event attendees will follow the link provided by the PayPal Deputy which should be published on event announcements and event websites. This link will take attendees to the PayPal Pre-registration form. A separate pre-registration form must be completed for each event attendee regardless of age. Families wishing to be invoiced together should have all family members pre-registered with the same “Family Name” OR from the same email address. Attendees should receive an emailed invoice within 48 hours of completing the form. Attendees then have 72 hours to pay the invoice. If an invoice is not paid, the registration will remain on the sign-up spreadsheet, but will show as unpaid.

Refunds

Society Law prohibits refunds from the PayPal Account. If you pre-register for an event and later determine you cannot attend, you must request your refund from the group hosting the event in accordance with that group’s financial policy. Please note that your refund, if granted, will be minus PayPal fees.