# Sport of Kings Pre-Registration Guide

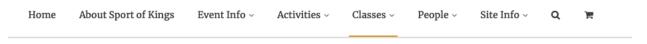
Pre-registration for Sport of Kings is a multi-part process

- 1. Review the class schedule and pick classes.
- 2. Add classes to your "shopping cart".
- 3. Add the class fee
- 4. Add the site fee.
- 5. Choose your t-shirt size and type (optional).
- 6. Review your order
- 7. Tell us who you are and "check out".
- 8. Submitting payment OR If paying by PayPal, we will send you and invoice, and then you will submit payment.

# Review class schedule

The first thing you should do is download the <u>class schedule PDF</u> for Friday and Saturday. This gives you a visual reference for class times.

- Select your classes.
- Note the class or instructor name. You will use this to search the "shop".



Home / Class Schedules

# Class Schedules

Click on the links below to see the full schedules for Heavy, Rapier, and Non-Combat classes. Use these to help design your personal class schedule to register.

- > Friday Heavy Combat
- > Saturday Heavy Combat
- > Friday Rapier Combat
- > Saturday Rapier Combat
- > Friday Non-Combat
- > Saturday Non-Combat



# SoK on Facebook



# About the pre-registration website

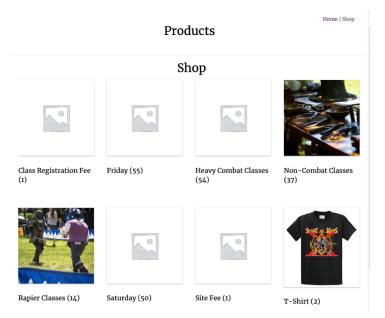
This is the link to the pre-registration site: <a href="http://www.sportofkings.org/shop/">http://www.sportofkings.org/shop/</a>

In the "shop", classes are grouped by categories:

- 1. Type of classes (i.e. Non-fighting, Heavy Combat and Rapier)
- 2. Day

Additional categories on this screen are:

- 1. The class registration fee (required for anyone taking classes at the event.)
- 2. Site fee
- 3. T-shirt



# Submit a separate website order for each person attending the event.

Note: If you only want to pre-pay your site fee, you can skip the next couple of sections.

# Add classes to your "shopping cart".

You can search the shop by class or instructor name. A few classes are offered more than once, so be sure to note the time and date of the class you select. Add all your classes.

# Add the Class Fee

Add the <u>Class Registration Fee</u> to your cart. (This is one of the product categories. See screen shot above.) One class fee per order, if the person is taking classes. If you're not taking classes, you may skip this. If you change your mind later, you can pay the class fee at the event.

Class fee (All ages): \$10, for any number of classes

Class Fee \$10.00



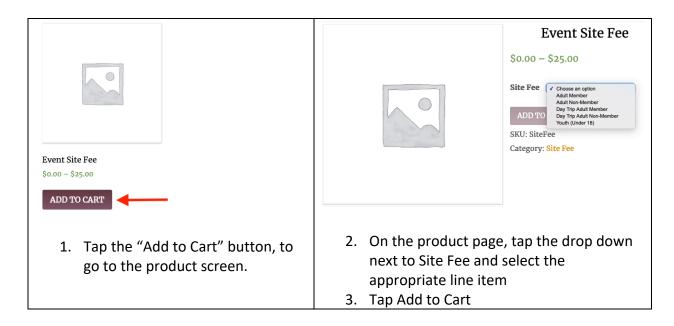
### Add the Event Site fee.

Add the Site Fee to your cart. (This is one of the product categories.

See screen shot above.) Site fee/event fee/camping fee... these all refer to the same thing.

Site fee: \$25.00 adult non-member Day fee: \$15.00 adult non-member

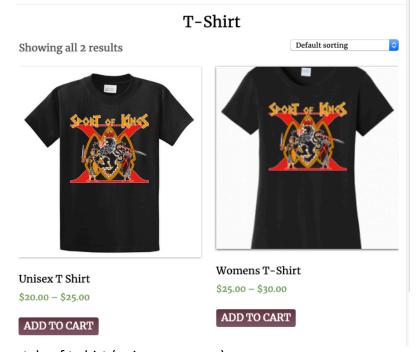
\$5.00 member discount Youths under 18: Free.



# Choose your t-shirt size and type (optional)

Sport of Kings X commemorative t-shirts are available through pre-order only. If you want to ensure getting a shirt, make sure to add a shirt to your shopping cart.

T-shirts are available in Unisex and Women's styles. For more information about this year's shirt, including sizing charts, visit the T-Shirt page on the Sport of Kings website.



- 1. Select the style of t-shirt (unisex, womens).
- 2. On the product page, select your size from the drop down.
- 3. Tap Add to Cart.

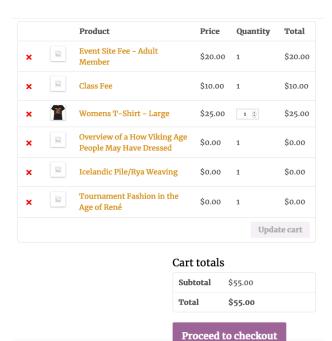
Review your order Cart

Before preceding to checkout, review your order, making sure that you didn't forget anything.

### You should have:

- 1 Class registration fee (if you are taking classes)
- 1 Site Fee
- T-shirt (optional, but you can order as many as you want by adjusting the quantity in the cart)
- Classes

If it all looks good, tap "Proceed to checkout".



### Checkout

You may pay by Check/Money Order for your PayPal registration. **T-shirts CAN NOT be included in the PayPal invoices per Society PayPal policy**.
For T-shirts, you may either mail payment (check/money order) or pay onsite.

# PayPal users please note:

- You will receive an email from PayPal with a link to your invoice.
   Use the link in the email to make electronic payments
- If registering and paying for more than one person, use the same email for each registrant who will be on the same invoice. Place this email in the PayPal email field below.

| Billing details   | Additional information                                       |
|---|--|
| Country *   | Order notes (optional)                                       |
| United States (US)  First Name * Last Name *                                  | Notes about your order, e.g. special notes for delivery.     |
| Street address (optional)  House number and street name                       | Are You A SoK Instructor? *  O Yes  O No                     |
| Apartment, suite, unit etc. (optional)  Town / City (optional)  Battle Ground | Will you be eating at the Virgin Countess Inn? *  • Yes • No |
| State (optional)  Washington  Washington  Phone *                             | Are You Royalty? *  O Yes  No                                |
| SCA Name SCA Member #   | Payment Type *  O Check or Money Order  An Tir PayPal        |
| SCA Expiration  | PayPal Email Address  If paying by PayPal ONLY               |

Fill out your details on the check out form.

# Important things to note:

- **Submit one order per attendee.** If paying by PayPal, use the SAME email address for all attendees so we can put them on a consolidated invoice.
- The browser may cache information in the fields when entering multiple attendees. Make sure to edit the fields to be specific to the attendee. (We will use this information to communicate directly with individuals about things like schedule changes, classes, t-shirts, etc.)
- The required email address in the Billing details column on the left should be the attendees email address. The PayPal address can be different.
- Please include your SCA Name. Include your member number and expiration, if selecting one of the member site fee options.
- The question about eating at the Virgin Countess Inn allows us to better plan the amount of food we need to prepare.
- Select the payment type and add the Paypal email for invoicing.

Refer to the pre-registration website page for more information and for whom to contact in case of questions, problems or concerns.

At the bottom of the screen, you have one last opportunity to validate your order before tapping, place order.

Place order

After submitting your order, the system will send you an order confirmation to your email, which will include the order details as well as payment information.

If you have questions, contact registration@sportofkings.org

# See you at Sport of Kings X!