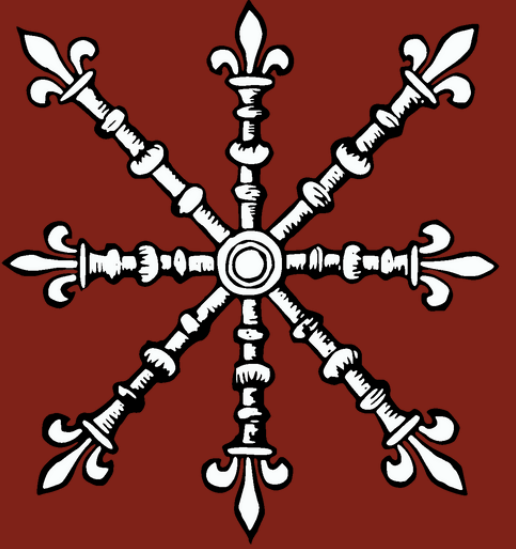


Kingdom of Æthelmearc  
Authorizations Clerk

# Online Authorization Process



# Agenda

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# Introduction

Into the new...

We are introducing an enhancement to the current paper process for authorizations, an online form. This will not replace the current paper form, but is now an option.

## Improvements

- Minimizes misspellings of names (both SCA and Modern).
- Submitting the online form allows you to track the progress of the authorization, from form completion to card issuance.
- Speeds up the turnaround time for the physical cards to be mailed.

## InfoSec

- Personal information will be secured by only passing along needed data for marshals to sign off on the form.
- Complete information continues to be secured in the Auth database.

# Process Timeline

Submit the paper form with marshal's signature


Auth Clerk  
Receives  
information


Enters data into the Auth  
Database.  
Creates Physical Card.


Card Issuance  
Card is put in the  
mail to the fighter.

3-6 Weeks

2-3 Weeks

 Submit the  
online form

 Marshal  
approves the  
authorization  
The marshal has 72 hours  
to approve the auth form

 Auth Clerk  
Receives  
information  
Enters data into the Auth  
Database.  
Creates Physical Card.

Card Issuance  
Card is put in the  
mail to the fighter.

# Process Information

The Online Process Mirrors the Paper Process, but with an important difference You can track the progress of your authorization so you always know where things are in the process from end to end.

- The online form must be filled out within 72 hours after the authorization bout.
- The form has required fields so if you don't fill in the information, you can't proceed with the online form until you do.
- Once the form is submitted, you will receive an email confirmation from **Aethelmearc Authorization Clerk-Online Form** (so, look for this in your SPAM filter if you don't see it in your inbox shortly after submitting your form).
- From the point that you receive the confirmation email, you will be able to track or cancel your request.
- **Please** screenshot this email in the event that you have little to no cell signal at a site and you need to present this paperwork to the MOLs.

We recommend that you do this with your authorization card as well, a picture of both sides of your card on your phone is acceptable in lieu of you not having your physical card on you.

# Process Information

(Continued)

- Once the request has been submitted, the authorizing marshal has 72 hours to approve the request.
- If the marshal does not approve the request within that timeframe, the form will automatically cancel and the request will need to be resubmitted.
- There will be reminders sent to process the form to help move things along, but, ultimately, the marshals are responsible for completing the approval.
- Once the form is approved and completed you will receive another email from Aethelmearc Authorization Clerk-Online Form. It will look basically the same as the initial confirmation but marked as "COMPLETED" in green on the email. You can also use this as proof of authorization while your card is being created.

# Online – Adult Auth

The fields on the paper form are the same as the fields on the online form

The online form was based on the paper form and is structured to ensure that all of the required fields are included in the online form.

# Online – Youth Auth.

The fields on the paper form are the same as the fields on the online form

The online form was based on the paper form and is structured to ensure that all of the required fields are included in the online form. This is particularly important with the Youth Waiver with the requirements that we have for Guardian sign-off.



# FAQ

Can I access my authorization card online?

No. But we recommend that you take a picture of the front and back of your card and keep it on your phone in case you lose/forget your card.

Since this is online, are the MoLs able to look up my authorization information for me?

No. It is still your responsibility to have your proof of authorization to show to the MoLs to enter a tournament.

What if the marshal that did my authorization is not listed in the form?

The marshals are added from the marshal database. If they are in training or expired, they will not show as a marshal until they are fully warranted. You will need to contact the marshal that did your authorization and let them know that they need to check their marshal authorization and make arrangements to re-authorize with a warranted marshal before submitting your form.

# FAQ

What if I authorize the same day as a tournament, but there is no internet access?

In this case, you should use the paper form for the day to show to the MoLs. Once you get to a spot that has internet access, you can then enter the online form.

You also have the option to mail the form as per the paper process if you would prefer.

I'm a marshal, how do I approve an authorization?

When you receive the approval email, please review the application to be sure that it is accurate.

At the bottom of the email, there will be three buttons; "Approve", "Decline", and "Comment".

Approve = This application is correct and I marshaled this authorization bout

Decline = This application must be re-done

Comment = This application is inaccurate and here is the explanation as to what needs to be changed for it to be accurate

# Action Items & Next Steps

All marshals will need to send their preferred email to the Kingdom Authorization Clerk ([authorization@aethelmearc.org](mailto:authorization@aethelmearc.org))

This email address needs to be one that you check on a regular basis.

If you are not warranted or your warrant has expired, you will not be added to the database for online approvals.

Marshals are not required to opt-into using the form. If you choose not to, you must disclose this to the person that you are authorizing that they will need to send in the paper form to the appropriate Authorization Clerk:

THL Deirdre Scot of Clann Scot

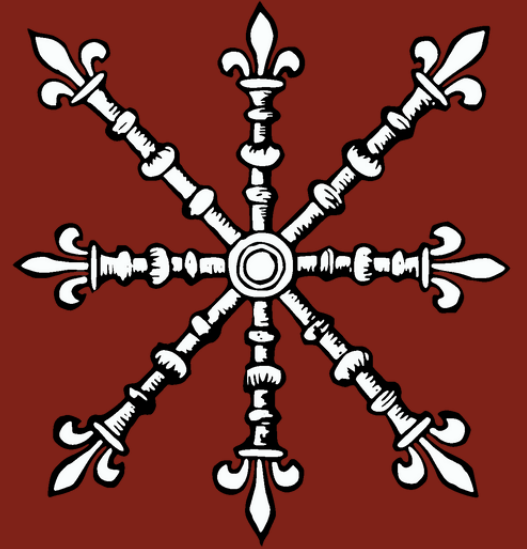
Meesteres Odriana vander Brugghe

You can also visit the website at [aethelmearc.org/offices/authorizations-clerk](http://aethelmearc.org/offices/authorizations-clerk)

# Q & A

If you think of a question after the session or would like to speak with someone about either an in-person or virtual presentation about the online process, please don't hesitate to contact either THL Deirdre or Meesteres Odriana.

# Contact Information:



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