

Awards and Recommendations Part 2:

How to Submit a Recommendation For a Newcomer Night – Created May 15, 2019

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WHO TO SEND RECOMMENDATIONS TO

1. Kingdom Awards
 - a. Advocates
 - b. The Kingdom Award system – King/Queen (also polling orders)
 - c. Additional Contacts - Baronage, Baronial Seneschal, and Canton Seneschal.
2. Baronial Awards

INFORMATION FOR THE FORMS

1. Both the Kingdom and the Barony have award submission pages. **Gather the information you need before logging on.**
 - a. Kingdom Awards are inside a password protected area of the Atlantia website. The same area is used for signing up for Kingdom University and for members of polling orders and for responding to polls.
 - b. To sign up for a User Account, you will need the following information: A Username of your choice, Mundane First Name, Mundane Last Name, SCA Name, Email Address, Password (of your choice).
2. Kingdom Awards – Link <https://award.atlantia.sca.org/>
 - a. Login with your information.
 - b. See if the person already is in the OP
 - c. Person is not in the OP
 - i. MUSTS - SCA Name (spelled properly), Modern Name, Branch Name (Barony of Sacred Stone or Canton of Aire Faucon),
 - ii. NICE TO HAVE - Gender of their PERSONA (so the scrolls have the proper pronouns)
 - d. Write the Recommendations
 - i. Award Name (dropdown available)
 - ii. Award Recommendation Comments
 - iii. Events the person will be attending
 - e. Cool things about the Kingdom System
 - i. Your Recommendations
 - ii. Friend and Family
3. Baronial Awards through the Kingdom Website – Work very similar to the Kingdom awards

4. Baronial Awards through the Baronial Website – Link
<http://sacredstone.atlantia.sca.org/orders-awards/>
 - a. Your information: SCA Name, Modern Name, and Email.
 - b. Person you are writing in: SCA Name, Modern Name, SCA Branch, Award Name (dropdown available), Award Recommendation Comments.

5. Things to Include in Comments or Know about when writing:
 - a. Crowns change out every Six Months – Update your Recommendation accordingly, especially for polling orders.
 - b. Pollings take time – Baronial polling take several months, Crown polling of Orders can take years. Follow up regularly. Peerages are not made lightly.
 - c. Specific and General – Write general information related to the award, stuff like how long they have been doing the things they have been doing. Write specific information related to the award, stuff like at Blank Event in March 2019 the gentle won Competition Name and worked in the Kitchen. If submitting in another reign, then update with “what have they done lately”.
 - d. Where to give the award – Include likely events for them to attend with at least a month warning so the scribes have time to work the scrolls. Three months are ideal for non-polling orders.
 - e. If submitting a child for an award – include their age, birthdate if possible, and parental contact information