

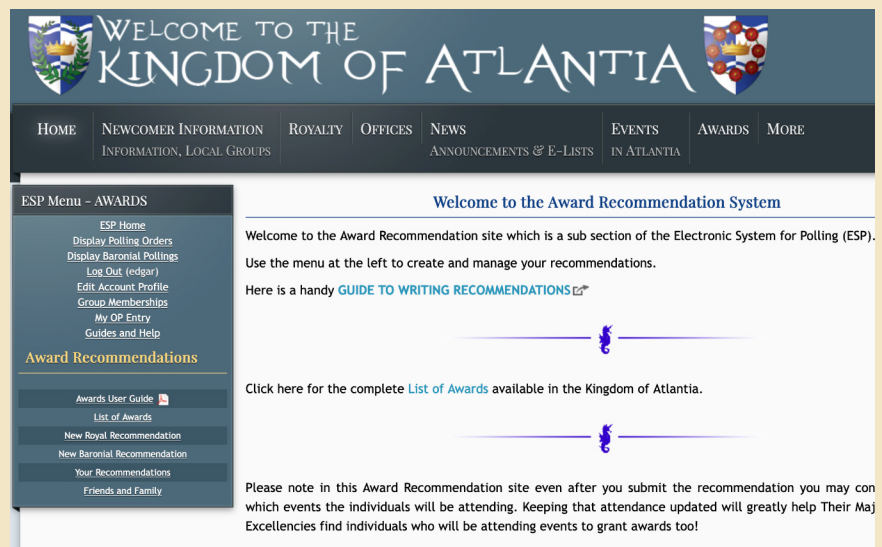
Award Submission Guide

The best time to submit an award recommendation is now! Your friends, family, and even distant acquaintances have likely done some work that is should be recognized by all. This small guide will help streamline the process and take out any guess work and help get people recognition that they have earned!

This guide is to help everyone, new and old alike, navigate the [Award Recommendation System \(ARS\)](#) and get those awards submitted for your Baronage and Their Royal Majesties to see.

Step 1: Log in

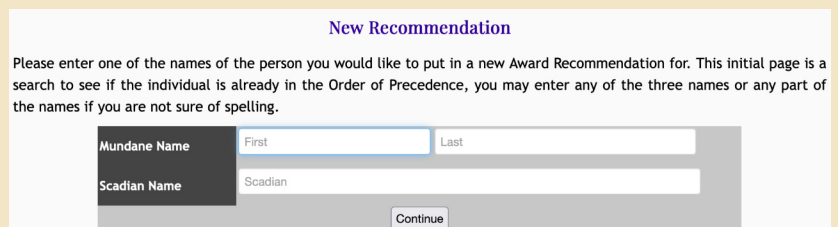
In order to access the ARS, you must have a log in. ARS uses Atlantian Enterprise Login (AEL) so if you've ever signed in for the University of Atlantia, Orders of the Laurel, Pelican, Pearl, or Golden Dolphin – you're ready to go! There is a chance you'll still need to connect your account with your SCA membership but that's super easy, you just type in your account number. For this process, I have logged in as myself. Here is what your screen should look like:



The screenshot shows the website for the Kingdom of Atlantia. The header includes the text "WELCOME TO THE KINGDOM OF ATLANTIA" and a navigation menu with items: HOME, NEWCOMER INFORMATION, ROYALTY, OFFICES, NEWS, ANNOUNCEMENTS & E-LISTS, EVENTS IN ATLANTIA, AWARDS, and MORE. A left sidebar menu is titled "ESP Menu - AWARDS" and contains links for: ESP Home, Display Polling Orders, Display Baronial Pollings, Log Out (edgar), Edit Account Profile, Group Memberships, My OP Entry, Guides and Help, Award Recommendations, Awards User Guide, List of Awards, New Royal Recommendation, New Baronial Recommendation, Your Recommendations, and Friends and Family. The main content area is titled "Welcome to the Award Recommendation System" and contains the following text: "Welcome to the Award Recommendation site which is a sub section of the Electronic System for Polling (ESP). Use the menu at the left to create and manage your recommendations. Here is a handy [GUIDE TO WRITING RECOMMENDATIONS](#)". Below this is a link: "Click here for the complete [List of Awards](#) available in the Kingdom of Atlantia." At the bottom, a note states: "Please note in this Award Recommendation site even after you submit the recommendation you may con which events the individuals will be attending. Keeping that attendance updated will greatly help Their Maj Excellencies find individuals who will be attending events to grant awards too!"

Step 2: Enter their name

This is to help find their entry in th Order of Precedence (OP). Why is this important? Some people have very similar names, some may have changed their name. All in all, it's to help make sure you are selecting the right person to get the right award. That could be awkward.



The screenshot shows a form titled "New Recommendation". The text above the form reads: "Please enter one of the names of the person you would like to put in a new Award Recommendation for. This initial page is a search to see if the individual is already in the Order of Precedence, you may enter any of the three names or any part of the names if you are not sure of spelling." The form has three input fields: "Mundane Name" with sub-fields for "First" and "Last", and "Scadian Name" with a sub-field for "Scadian". A "Continue" button is located at the bottom right of the form.

Step 3: What did they do?

So you've found your person, great! This is when you get to tell Their Excellencies or Their Royal Majesties what awesome thing they did to deserve their award. When you select the award, It will give a brief description of the qualifications one would reach to earn it. As you can see, you have a ton of space to tell of their deeds, so splurge away!

OP Entry [View OP Entry](#) -- Wrong OP Entry [Click to Correct/Remove](#)

Gender: Male Lord

Branch: Lochmere - Barony

Award: -- None Selected --

Created: 3/29/2023

Recommendation -- Characters Remaining

Step 4: Where are they?

If you've ever attended court, you know that all levels of royalty love to surprise those who are receiving awards. But get ready for awkward moment #2: they aren't around. How awful would that be? In this section of the recommendation, if you know of events the recipient is going to attend, you can mark them here! But only mark it if you're sure they will be there. Of course things happen and plans change, but you can't help that. However, if you know ahead of time that they can't go to an event anymore, you can always change it after the fact. Once you're done, just hit submit!

Events Attending

Select Calendar Events	Date	Event	Host
Select Events this Person is Attending			
No known Event Attendance			
March 2023			
31 - Spring Coronation			
April 2023			
8 - Duke University De			
15 - St. Clare "Lite"			
15 - Ponte Alto's Barc			
15 - Dragon's Fire II:			
20 - BAWT III			
21 - Revenge of the St			
29 - Tir-y-Don Baronia			
May 2023			
5 - Atlantian Spring C			
13 - On Target			
13 - Day in the Park			
19 - Hawkwood Baronia			
<input type="button" value="Add Selected Events"/>			

Here is what this page will look like if you've filled in events.

Select Calendar Events	Date	Event	Host
Select Events this Person is Attending			
<input type="checkbox"/>	Mar 31	Spring Coronation 2023	Sturvik
<input type="checkbox"/>	Apr 8	Duke University Demo	Windmasters' Hill
<input type="checkbox"/>	Apr 15	St. Clare "Lite"	Aethelmearc
<input type="checkbox"/>	Apr 15	Ponte Alto's Baronial Birthday Bloodbath	Ponte Alto
<input type="button" value="Remove Checked Events"/>			
May 2023			
<input type="checkbox"/>	5	Atlantian Spring C	
<input type="checkbox"/>	13	On Target	
<input type="checkbox"/>	13	Day in the Park	
<input type="checkbox"/>	19	Hawkwood Baronia	
<input type="checkbox"/>	20	Not Quite Quarter	
<input type="checkbox"/>	26	Ruby Joust	
June 2023			
<input type="checkbox"/>	2	STORVIK NOVICE ANI	
<input type="checkbox"/>	3	Festival of Riveg	
<input type="button" value="Add Selected Events"/>			

Step 5: So you've made a mistake...

No worries! Luckily, you can go back and update your recommendation. For this lucky recipient, I've blocked out the good deeds they've done. But you can see that it will date your recommendation so you know when you wrote it!

Don't forget that whenever you're done, you need to save.

Save	You may continue to edit after you save.
Submit	Submit recommendation to Their Majesties. Once Submitted you may no longer edit the recommendation text. <i>However, you may update the Events this individual will be attending.</i>
Remove	Remove recommendation from the system and delete it.

Step 6: The waiting game

Congratulations! If you've made it this far, you have successfully submitted your very first award! Now you have spread one's good deeds to Their Excellencies and Their Royal Majesties to review. But when will they get said award? Who knows! Awards aren't guaranteed and there is no timeline for when they get announced. Plus, there is scribal work and illumination. It takes some time.