

The Rapidgate Program



This program was designed to alleviate the congestion experienced at sign-in gates for SCA events due to extraneous paperwork requirements.

The most time consuming activities at gate are 1) Filling out waivers 2) Filling out Rosters 3) Verifying membership information and 4) Paying of fees.

To fix this problem we removed the required steps for a significant percentage of the people. The resulting people who had virtually no business other than to check-in were given their very own line run by a single person that then removed these people from the regular check-in lines thus speeding THEM up to a degree.

Here follows the process in a nutshell.

- 1) A respected person is appointed as the Rapidgate representative. This person, at the gate, could normally have been doing the same job of verifying memberships etc.
- 2) This process involves a pre-registration system for the specific event in question.
- 3) People purchasing advanced ticketing either do so in person or through the mail.
- 4) The representative identifies the required documents for event entrance for each situation:
 - a. Members require funds to purchase site fees and feast tickets and a valid SCA membership with an expiry date on or beyond the event date.
 - b. Non-members require funds to purchase site fees and feast tickets, a valid waiver for the event in question (properly signed and dated) and (if applicable) the appropriate funds for the Non-members Surcharge.
- 5) The person registering provides the documents needed. If registering by mail faxed or scanned versions of the membership card (both sides) and any applicable waivers are required. (note: the SCA accepts faxed waivers when you buy memberships via fax)
- 6) A Rapidgate Roster sheet entry (similar to the regular gate rosters in use) is filled out for the person in question.
- 7) All pertinent information is entered.
- 8) Confirmation of registration in some form should be provided. (The simplest method is email or web)
- 9) When the person arrives at the event they report to the Rapidgate line.

10) Lists of pre-registered people are provided to Rapidgate. One copy is the master sorted by registration number and is used to check-off the names as they arrive. Another is sorted by SCA Name and possibly one by mundane name. Finding an SCA Name on the secondary list you locate the registration number and check-off the master list. Any tokens or site handouts required are provided to Rapidgate personnel to distribute as required.

11) Done.

Since this idea some people are trying to make it a lot more complicate than it is. The gist of it is you take the entire process that is normally done at gate and you do it earlier whether through mail or in person. Checking in 100 people over 6 weeks is a lot easier than doing so over 6 hours.

If you have any questions regarding how this program was implemented and run please drop me a line at tpilcher@shaw.ca

Master James Llewellyn ap Gruffydd, OP