

IMPORTANT NOTE!!! If you will be camping with a larger group of people you should choose “Group Camping”. With this option, everyone’s land allotment is combined for the group. The first person to create a new group is automatically assigned the role of “Camp Master” for that group. The Camp Master will become the official point of contact between the Lands Allocation team and the group. This can be changed later, but may create some confusion within your group if the wrong person is receiving important information. It is highly recommended that the group select a “Camp Master” BEFORE pre-registering, and have that person be the first one to pre-reg and create the group in Castrorum.

Go to the Egils website: <https://www.egilstourneysca.org/> and click on “Pre-Registration”

You may wish to print these instructions to use as a guide.



(print button above to the right.)

Click the green **Pre-Registration** button (at the bottom of this page) to enter Castrorum,

If this is your first time using Castrorum you will need to create a profile. Click “Sign Up”

If you already have a profile in Castrorum, just click “Log In” to bypass this part.

- To sign up through Google you need to have an existing Google account and Gmail address. This will take you to the “Dashboard” page. You still need to complete your Profile, so click “GO” under “Profile”. Your Google account password has automatically become your Castrorum password.

Note: Google does not trust the Facebook Messenger browser, so you will get an error if you click on this link from FB Messenger when trying to log in using a Google account. Instead, copy the link from Messenger and paste it into your phone browser. Or just use the next option.

- To sign up with Email you do not need a Google account, and can use any Email address. You will be asked to create a password for Castrorum.

Fill in the requested information to complete your profile.

Add “Companions”. Think of this as your immediate family, these are the people for whom you will be paying gate fees. If you will be bringing a minor who is not your legal dependent, enter them as a Companion, indicate that you are not the parent or legal guardian, and the system will prompt you to download the required paperwork for completion and presentation at gate.

When you’re done, click “Save” and Castrorum will send you an Email confirmation. The Email has a link to confirm, and return you to Castrorum.

In the future, enter the software through “Log In” and all of your profile information is there for you.

Now you can pre-register for an event.

In Castrorum, click on “Events”, select “Egils”.

The system will bring up your profile, including your “Companions”. Select who will be attending the event and their fee status.

- If your profile includes proof of membership then the system will grant you the member discount. Please make sure that your proof of membership is current.
- If you register a minor, but you are not the legal parent or guardian, the system will provide link(s) to forms that you need to bring, completed and signed by the legal guardian, to present at gate.
- “Comped” individuals include Royalty, Territorial Baron/ess, and specified Event Staff. Enter your reason for being comped in the comments. Our staff will verify your status before processing your invoice.
- If you qualify for the “Family Cap”, the Castrorum total might not correctly reflect any discount. Never fear, our staff will be screening all pre-registrations and will apply the family cap discount when your invoice is generated. Please enter “Family Cap” in the Comments box.

Select your camping option:.

**“Open camping”**: you will pre-register, but you will not be assigned a camping spot. When you check in at gate you will be directed to the Open Camping area where you select your own campsite.

**“Group Camping”**: will add you to others who indicate the same group. Everyone who signs in to a group camp will contribute their land allotment to the group.

- Click on “New Camp”. This will drop a menu of all the group camps that have already been created.
- If your group name is listed, click on that name to be added to the group.
- If your group name is not listed, then you can enter a new group name to create a new group. See the “Important Note” above about Camp Masters”

**“RV Camping”**: is restricted to certain areas of the site. You will not be able to be part of a “Group Camp” if you are in an RV. There will be an area for mobility-impaired RV campers near gate. This space is limited so please let us know ahead of time if you need to be assigned there. All other RVs will be asked to park in the parking lot. Also, ALL RVs longer than 30 ft will need to park in the parking lot. There are no utilities or services available for RV campers. A list of convenient dump stations will be available upon request.

**“Merchant Camping”**: To be a merchant at Egils you must first reserve and pay for your space on Merchant Row. (You can find the merchant instructions on the Egils website <https://egilstourneysca.org/merchants/> Applications must be postmarked by May 1, 2024!). Your Vendor Fee DOES NOT cover your camping fee. Anyone camping on Merchant Row with your booth may pre-register as “Merchant Camping”, you will not be assigned any additional land. Any helpers who will not be camping on your booth space need to pre-register separately, but they can request a “Group Camping” space near your booth. In either case, please include the name of the merchant in the Comments box.

**“Not Camping on site”**: Check this option if you wish to resister for the entire weekend, but you will not be camping on-site (for example commuting from home or a hotel). You will not get any land allocation.

### Payment

Select how you wish to pay for attendance

**“PayPal”**: a notification will be sent to our pre-reg team who will send you an invoice through PayPal. Please allow a few days for processing, this is not automated. When you receive the invoice from PayPal, please authorize payment promptly.

**“Check by Mail”**: print a copy of your invoice and mail it with your check or money order (payable to “Barony of Adiantum SCA Inc.”) to the indicated address. You will receive an Email notification when your check is received and cleared.

In either case, your pre-registration is not complete until your payment is complete.

### Comments

Finally, insert any notes that might help us to serve you better. Especially if:

- You are handicapped or mobility-impaired.
- You are claiming “Comped” status
- You are claiming “Family Cap” status
- You are RV camping (we need to know its length and width including slide-outs)
- You will need access to a generator for recharging essential medical equipment such as CPAP or motorized chair.
- You are Merchant Camping or have additional helpers who wish to Group Camp near a particular merchant space (we need to know the merchant’s name)

Click “Submit” to complete this stage of pre-registration. You will receive a confirmation Email from Castrorum. Your pre-registration is not complete until your payment is complete.

You still need to check in at gate when you arrive on-site, but you will be able to speed through the process and be on your way.