



Instructions for New Group Seneschals

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This is how to get onto the various sites on the Net that you will need to be able to access to get up and running as a Group Seneschal.

1. Cos mailing List

The first thing you should do is join the College of Seneschals' (Cos) mailing List. This mailing List is inhabited by all the Group Seneschals throughout Lochac and is your first point of call when you have a question.

Point your web-browser at this page: <http://www.sca.org.au/mailman/listinfo/cos>

Joining is fairly simple. You enter your email address, your name and a password (twice). Your subscription has to be confirmed by the Kingdom Seneschal. Once that's done, send an email to the list at: cos@sca.org.au

Watch this list for frequent announcements and such-like.

2. Kingdom Seneschal's Web site

You should familiarise yourself with the Kingdom Seneschal's Web site at: <http://www.sca.org.au/seneschal/>

Bookmark this site and visit it at least once per month. The 'From the Seneschal' column is there, as well as postings of monthly reports. You will need to read these when they come out as they contain answers to questions that you have asked and a summary of what is going on in your Group.

This web site also contains the Book of Laws, links to things like Corpora, administration handbooks, blue books, etc.

3. Database

Starting at the Seneschal's web site above, click on database.

As a Group Seneschal, you should log into this site as `seneschal`. . . The password is `remnant`. Make sure you type it correctly or you won't see all the good stuff.

The first thing is Quarterly Reports. You need to do this once every three months and also update your details here every time they change, (you move house, get a new phone number, etc.).

Select your group from the pull-down list and your details will be displayed. Correct them if they are wrong and press "Send Report" at the bottom of the page.

You also need to do this immediately you take office as Seneschal, to update the Roster. The details you enter here go directly to Pegasus. You can't change your details in Pegasus without changing them here first.

If you are entering this form just to change details then don't bother with a full report. Just type "changing details" into one of the report boxes.

When you are writing your report you need to fill all of the boxes before you press "Send Report".

There are other things you can look at in the database, such as postcodes assigned to your group, (check with the Lochac Seneschal if you need any changes) and the full roster of Seneschals. Other things are being added as time goes by, so check back here occasionally.

