

# Office of the Seneschal, Kingdom of Atenveldt



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## Atenveldt Kingdom Policy Re: Registering Website Domain Names Using SCA Funds

*Last revised 8/19/04*

Greetings Kingdom Officers, Barons and Baronesses and Local Seneschals!

As part of the Kingdom wide inventory of assets, Atenveldt is implementing the below guidelines to be used by local group Seneschals, Exchequers, Webministers and Regalia officers whenever SCA funds are used to pay for a Domain Name registration for an SCA group website.

Please be sure the below information is forwarded to the Exchequers, Webministers and Regalia officers in your group.

I would also ask that you modify existing Domain Name registrations to comply with these guidelines at your earliest convenience. Our goal is to have all SCA Group Domain Name registrations in the Kingdom of Atenveldt modified to this standard by the end of 2004.

Thank you,  
Duchess Katerina O'Callaghan, Pel  
Atenveldt Kingdom Seneschal

### Guidelines for Registering Website Domain Names

In the Kingdom of Atenveldt, SCA funds may be used to reimburse or directly pay website Domain Name registrations when the below listed guidelines are followed:

1. The "Administrative Contact" for the Domain must be entered using:
  - a. The name of the SCA Group Seneschal
  - b. The 1st address line of " Society for Creative Anachronism, Inc" OR "Society for Creative Anachronism, Inc - [INSERT SCA GROUP NAME]"
  - c. Subsequent address lines as the address of the SCA Group Seneschal, or an address used by the Group for SCA correspondence (i.e., a Baronial, Shire, College PO Box)
  
2. The "Technical Contact" for the Domain must be entered using:
  - a. The name of the SCA Group Webminister
  - b. The 1st address line of " Society for Creative Anachronism, Inc" OR "Society for Creative Anachronism, Inc - [INSERT SCA GROUP NAME]"

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- c. Subsequent address lines as the address of the SCA Group Webminister, or an address used by the Group for SCA correspondence (i.e., a Baronial, Shire, College PO Box)
  3. The "Billing Contact" for the Domain must be entered using:
    - a. The name of the SCA Group Webminister OR the SCA Group Exchequer
    - b. The 1st address line of " Society for Creative Anachronism, Inc" OR "Society for Creative Anachronism, Inc - [INSERT SCA GROUP NAME]"
    - c. Subsequent address lines as the address of the SCA Group Webminister, the SCA Group Exchequer, or an address used by the Group for SCA correspondence (i.e., a Baronial, Shire, College PO Box)
  4. The SCA Group Exchequer must track the amount of the Domain Name registration on the books as a separate line item from any other web service fees.
  5. The SCA Group Exchequer must receive a receipt for the Domain Name registration within 30 days of the registration.
  6. The SCA Group Exchequer or SCA Group Regalia officer must list the domain name, administrative contact, technical contact, and Domain Name expiration date in the Group's official Inventory of Assets

## Example Of Domain Registration For an SCA Group Inventory

Registrant: Society for Creative Anachronism, Inc Kingdom of Atenveldt  
3210 W. Goret Road  
Tucson, Arizona 85745  
United States

Registered through: V-DNS.NET  
Domain Name: ESTRELLAWAR.COM  
Created on: 17-Dec-00  
Expires on: 17-Dec-04  
Last Updated on: 17-Jun-03

Administrative Contact:  
Richardson, Katie seneschal@atenveldt.com  
Society for Creative Anachronism, Inc Kingdom of Atenveldt  
3210 W. Goret Road  
Tucson, Arizona 85745  
United States  
5207435073

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Technical Contact:

Amaral, Kim [webmin@atenveldt.com](mailto:webmin@atenveldt.com)  
Society for Creative Anachronism, Inc Kingdom of Atenveldt  
3317 W Paradise Lane  
Phoenix, Arizona 85053  
United States  
6023548244

Domain servers in listed order:

NS-1.V-WEBHOSTING.NET  
NS-2.V-WEBHOSTING.NET