

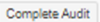
# ONLINE AUDIT INSTRUCTIONS

**Post-event Audits are due within 14 days after your event to avoid late fees!**

1. Log into the SCCA Member Account Portal at [my.scca.com](https://my.scca.com).
2. Click region **Resources Tab** then select **Sanction Events** to access the Event Sanctioning Dashboard.
3. Scroll down to the **Audit** Section of the dashboard.
4. Find the event and click **"Complete Audit"** button on the right side.

**Audit**

Search

Name	Location	Program	Start Date	Hosting Reg...	Requester	
2022 Tire Rack SCCA Crows Landing ProSolo	Crows Landing	Solo	04/28/2022	SCCA National ...	Tracy B. Lewis	


5. Select **Yes** or **No** to indicate if any incidents took place at the event.
6. Complete the **Weekend Memberships?** field by selecting from the dropdown the option that best describes how any Weekend Memberships were submitted to SCCA.
7. Review red text to verify the correct Event Officials are listed on the event. You can edit your Event Officials within the event online. You cannot delete Event Officials. Contact [sanction@scca.com](mailto:sanction@scca.com) to delete, or if you have questions.
8. Enter the **Audit Count** and click **"Submit"**, which will return you to the dashboard.


## Sanction Audit


Event: 2023 Topeka DRIVE: FUNRUNS - August 10

Start Date: 8/10/2023


End Date: 8/10/2023

Event Incident?    
Required

Weekend Memberships?    
Required

 The Solo Safety Steward for this event is/are Rick Myers and the Chief of Waivers for this event is/are Jamie Mullin. If this is incorrect, please add/edit the info in the Officials section on the Event Detail page. If you need to delete an official, please contact [sanction@scca.com](mailto:sanction@scca.com).

Event Count(s)				
Sanction:	Audit Count:	SRF/SRF3 Count:	FE/FE2 Count:	Spec Miata Count:
Solo Champ Tour	<input type="text"/>			

 **Submit** Cancel

9. The event will progress down to the **Completed** section of the dashboard once you click Submit.
10. You can view a copy of the auto-generated invoice when you find your event and click **"View Audit"**.

**Completed**

Search

Name	Location	Program	Start Date	Hosting Reg...	Requester	
2022 Tire Rack SCCA Crows Landing ProSolo	Crows Landing	Solo	04/28/2022	SCCA National ...	Tracy B. Lewis	