

INSTRUCTIONS FOR COMPLETING SELF-CALCULATING FORMS FOR ONLINE EVENTS

INSTRUCTIONS FOR USING THE ONLINE SELF-CALCULATING FORM

Log in to the RC website. (If you don't already have an account, you can register by clicking on member login in the upper right corner of the home page under the search field. Follow the instructions you find there.)

- Go to the "Backoffice" (upper right of home page once logged in)
- Under "Administration," scroll down and select the form you wish to complete.
- Click on the green plus (+) sign at the bottom.
- Fill in all the fields in the first two columns.
- Click "Save" (icon at the bottom on the right that says "Insert New Record")
- The calculations are made automatically and show up in the column on the right. The form is also saved in a database accessible to RCCR.
- Send the amounts indicated to the: workshop leader, organizer, tech leader, Rational Island Publishers and RCCR/Community Service Fund, as relevant.
- If you are sending money to RCCR by check (see below), click "Print" at the upper left of the form.
- Send the printed form with the check to RCCR.
- Please do this all within 30 days of the workshop.
- Please only save one form for each workshop organized.

INSTRUCTIONS FOR USING THE EXCEL SELF-CALCULATING FORM (if the online form is burdensome for you)

- Download the form.
- Complete the fields that are shaded blue on the left side of the form. (It will be very difficult to complete the form on a smartphone; we highly recommend you use a tablet or computer.)
- The fields on the right side of the form will be completed automatically.
- Rename, save, and print the completed form.
- Send the amounts indicated and a copy of the printed form to the: workshop leader, organizer, tech leader, Rational Island Publishers and RCCR/Community Service Fund, as relevant.
- Please do this all within 30 days of the workshop.

TO SEND MONEY TO RCCR

RCCR accepts personal checks and bank issued checks within the US, and personal checks (in USD or your currency) and wires from outside of the US. We do not accept electronic payments at this time for classes, support groups, and workshops, or any monies related to these Forms. When we do accept electronic payments in the future, we will notify the

community and change the instructions in the Guidelines, on the Forms, and on the website.

RCCR
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ADDITIONAL INFORMATION

The forms on this page implement the 2020 changes to the Guidelines for online workshops, webinars, gather-ins, play-days, support groups, and classes. These modifications will be in effect until the next World Conference in 2022.

We highly recommend you use the self-calculating workshop expense reporting forms for online workshops because the calculations regarding distribution of Net Income are significantly more complex than for regular workshops. There are two versions of each self-calculating form: one online and one Excel downloadable form.

We have also posted the standard (not-self-calculating) version of each form so that you may understand how the calculations are made. (Forms 100/300, for online classes, do not have self-calculating forms because the calculations are straight-forward, only the percentage has changed.)

The first version of the self-calculating form is online and requires that you be registered on the RC website. (Link at the upper right corner of the RC website home page. Only one account is needed on the RC website for subscriptions, editing, organizing workshops, and filing workshop expense report forms.) We strongly encourage you to use this form if possible, as it saves us considerable work at RCCR.

If you are unable to use the online form, there are Excel self-calculating forms that you can download, complete, and print out to send with your payments.

Form 110A is for Online Area or Local Workshops outside the US

Form 310A is for Online Area or Local Workshops in the US

Form 400A is for Regional and International Workshops, Regional gather-ins, and webinars (RCCR sponsored on the RC website)