

WELCOME & OVERVIEW

The functionality is designed to streamline incident reporting and improve accuracy of the data by collecting the information electronically from the start. Please follow the steps below to get started.

ACCESSING THE SYSTEM

1. Login to the SCCA Member Account Portal (MAP) at my.scca.com
2. From your profile page, Click on the **Region Resources** tab and select **Incident Reporting**
3. From the Incident Reporting Dashboard, click "**Add Report**" to the right of My Incident Reports
4. Compatible Browsers: Chrome, Edge, (not optimized for mobile)

COMPLETING THE INCIDENT REPORT

***Please note that the online form in MAP replicates the K&K hard copy form. Required fields are marked as "required" in the form.*

1. Add Incident Report Details:

The information below does not address all fields in the form but highlights important information for specific fields. Please provide as much detail as possible.

a. General Section

- **Event:** Events are listed in the dropdown from newest to oldest. The field is also searchable.
- **Incident ID Number:** If there is more than one person involved in the same incident, select the same incident ID number for all incident reports corresponding to that incident.
- **Date/Time of Incident:** Click in the field to select the date and time, then click **OK** in the lower right corner.
- **Person Involved in the Incident:** Search for the person by entering a member number or name. Select the name from the results. If you cannot find a match, please contact sanction@scca.com.
- **Waiver Type:** Required if there is a person involved in the incident. If the party involved has an Annual Waiver on file with SCCA National, Annual Waiver will automatically populate in this field with no other options. If there's no Annual Waiver on file, please select the other appropriate option.

b. Occasion Section

Occasion: Select the option that best represents the type of occasion during which the incident occurred. Selecting Other will display an additional required field to enter detail.

c. Additional Section

- **Accident Details:** Enter a description of the incident that occurred.
- **Property Damage:**

- Select **YES** if property damage is known at the time of the incident report completion. Selecting yes will display a field to enter any details known about the property damage.
- Select **No/Unknown** if property damage is not known at the time of the incident report filing.

2. Multiple Incident Reports:

If you have additional incident reports to enter for the same event, click **Save and Add Another Report**. If you do not have additional incident reports to enter click **Save and Finish**. Note that clicking **Save and Finish** will direct you to the **Incident Reporting Dashboard**.

3. Incident Reporting Details Page:

From this page, you can add attachments for the current report, edit the report, view related incidents with the same ID number, as well as all other reports from the event.

- a. **Add Attachments:** Find the Attachments section and click Add Attachment. In the newly opened form, select Document Type, click Choose File to browse your computer for the file you want to attach. Add a description, if needed and click **Save**.
- b. **Edit the Incident Report:** Click **Edit Report** in the upper right corner. Make the necessary changes and click **Save** at the top or bottom of the screen.
- c. **Submit the Report to K&K:** Click the **Submit** button in the upper right corner. A confirmation window will open on the screen. Change the dropdown to Completed and click **Save**. This single step ensures the Incident Report is provided to both SCCA and K&K.
 - **Region Executives and Assistant Region Executives have access to the Online Incident Reporting System**, including all incident reports from events hosted by the region. Therefore, not only is it redundant, but it is discouraged to share sensitive incident information via email, mail, etc.

KEY NOTES

- 1.** You can save your incident report without submitting it. The system allows you to save your report, collect additional/clarifying information, and submit to K&K at a later date.
- 2.** When you are ready to submit your incident report to K&K, you must click **Submit** on the Incident Report Details page to complete the submission process.
- 3.** Submitted reports cannot be edited. Editing a report after submission is not permitted to maintain data integrity. If changes need to be made, contact sanction@scca.com.
- 4.** Users may only edit their own incident reports. In certain cases, users may view others' reports but may not edit.