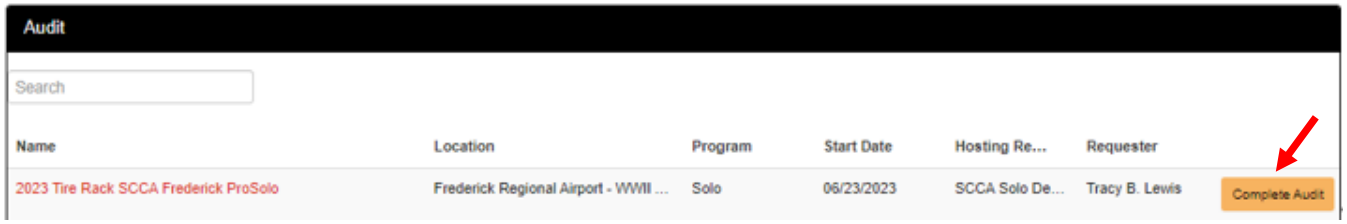
SCCA
Sports Car Club of America®

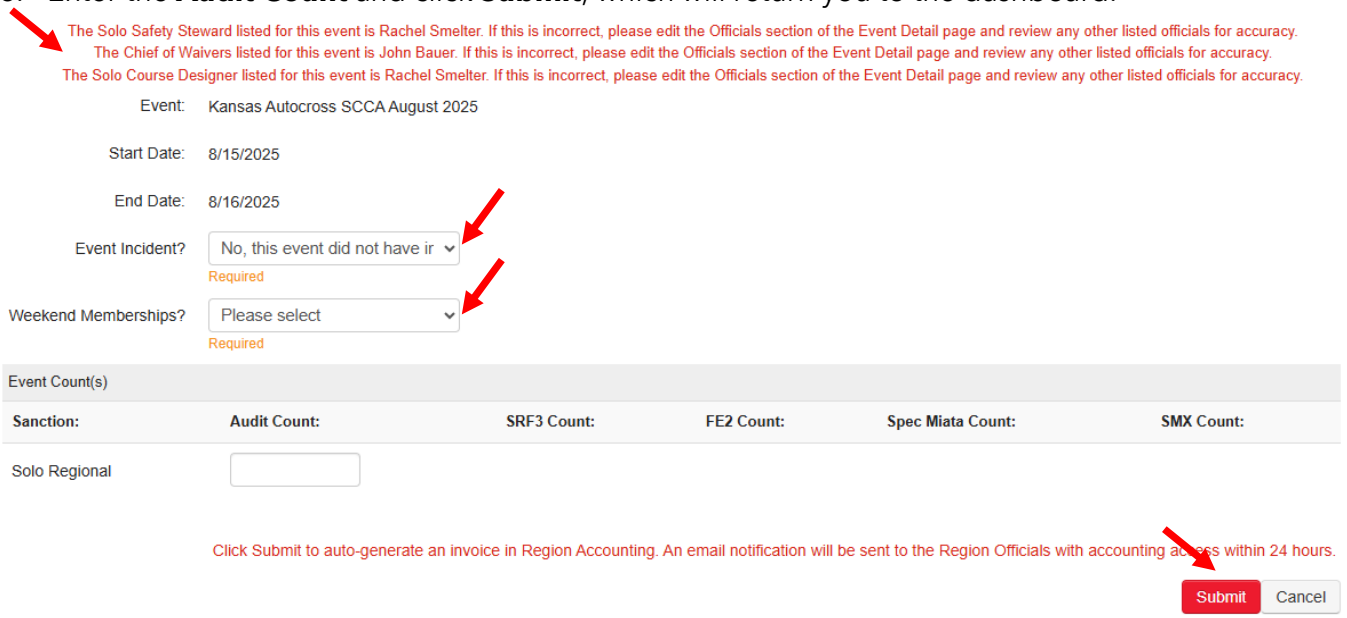
Online Audit Instructions

Sanction & Insurance Department

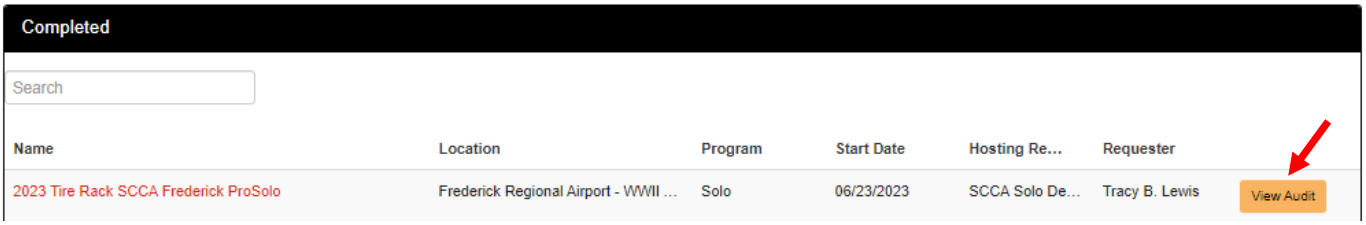
1. Log into the SCCA Member Account Portal (MAP) at my.scca.com.
2. Hover over the **Region Resources Tab** then select **Sanction Events** to access the Event Sanctioning Dashboard.
3. Scroll down to the **Audit** Section of the dashboard.
4. Find the event and click the yellow "**Complete Audit"** button on the right side.



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



9. Confirm the event progressed down to the **Completed** section of the dashboard after clicking submit.
10. You can view a copy of the auto-generated invoice when you find your event and click **View Audit**.



11. The invoice # will be in the top, right-hand corner. Click **View Invoice** to view/print PDF.