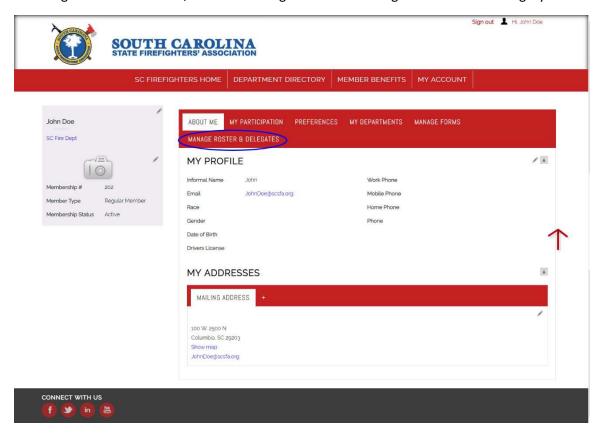
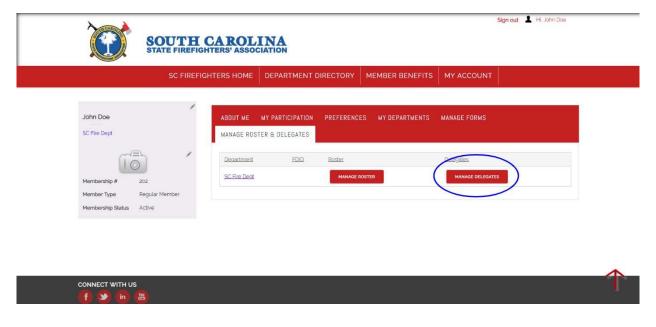
Managing Delegates and Alternates

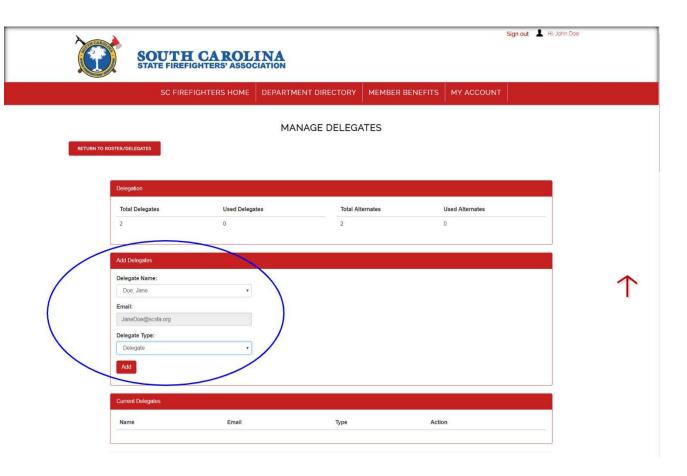
1. To add Delegates and Alternates, click on "Manage Roster and Delegates" in the red category tab.



2. Select "Manage Delegates" next to your department.



3. Choose your Delegates/Alternates using the drop-down boxes and click "Add". Only members of your roster with an email address on file can be selected and appear on the dropdown menu. The new Delegate/Alternate will appear in the Current Delegate box at the bottom of the page.



4. To remove Delegates/Alternates, select "Delete" beside their name.

