

Managing Delegates and Alternates

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

The screenshot shows the user profile page for John Doe. The navigation bar includes 'SC FIREFIGHTERS HOME', 'DEPARTMENT DIRECTORY', 'MEMBER BENEFITS', and 'MY ACCOUNT'. The user's profile information is displayed on the left, including membership details. The main content area has a red header with tabs: 'ABOUT ME', 'MY PARTICIPATION', 'PREFERENCES', 'MY DEPARTMENTS', and 'MANAGE FORMS'. The 'MANAGE ROSTER & DELEGATES' option is circled in red. Below this, the 'MY PROFILE' section contains fields for Informal Name, Email, Race, Gender, Date of Birth, Drivers License, Work Phone, Mobile Phone, Home Phone, and Phone. The 'MY ADDRESSES' section shows a mailing address: 100 W. 2500 N, Columbia, SC 29203. A red arrow points to the right side of the profile section.

2. Select “Manage Delegates” next to your department.

The screenshot shows the 'Manage Roster & Delegates' page. The navigation bar is the same as in the previous screenshot. The main content area has a red header with tabs: 'ABOUT ME', 'MY PARTICIPATION', 'PREFERENCES', 'MY DEPARTMENTS', and 'MANAGE FORMS'. The 'MANAGE ROSTER & DELEGATES' option is selected. Below this, a table lists departments with columns for 'Department', 'FDID', 'Roster', and 'Delegates'. The 'Delegates' column for 'SC Fire Dept' has a red button labeled 'MANAGE DELEGATES' circled in blue. A red arrow points to the right side of the page.

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.



MANAGE DELEGATES

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Delegation			
Total Delegates	Used Delegates	Total Alternates	Used Alternates
2	0	2	0

Add Delegates

Delegate Name:

Email:

Delegate Type:



Current Delegates			
Name	Email	Type	Action

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



MANAGE DELEGATES

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Delegation			
Total Delegates	Used Delegates	Total Alternates	Used Alternates
2	1	2	0

Add Delegates

Delegate Name:

Email:

Delegate Type:



Current Delegates			
Name	Email	Type	Action
Jane Doe	JaneDoe@scsfa.org	Delegate	<input type="button" value="Delete"/>

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