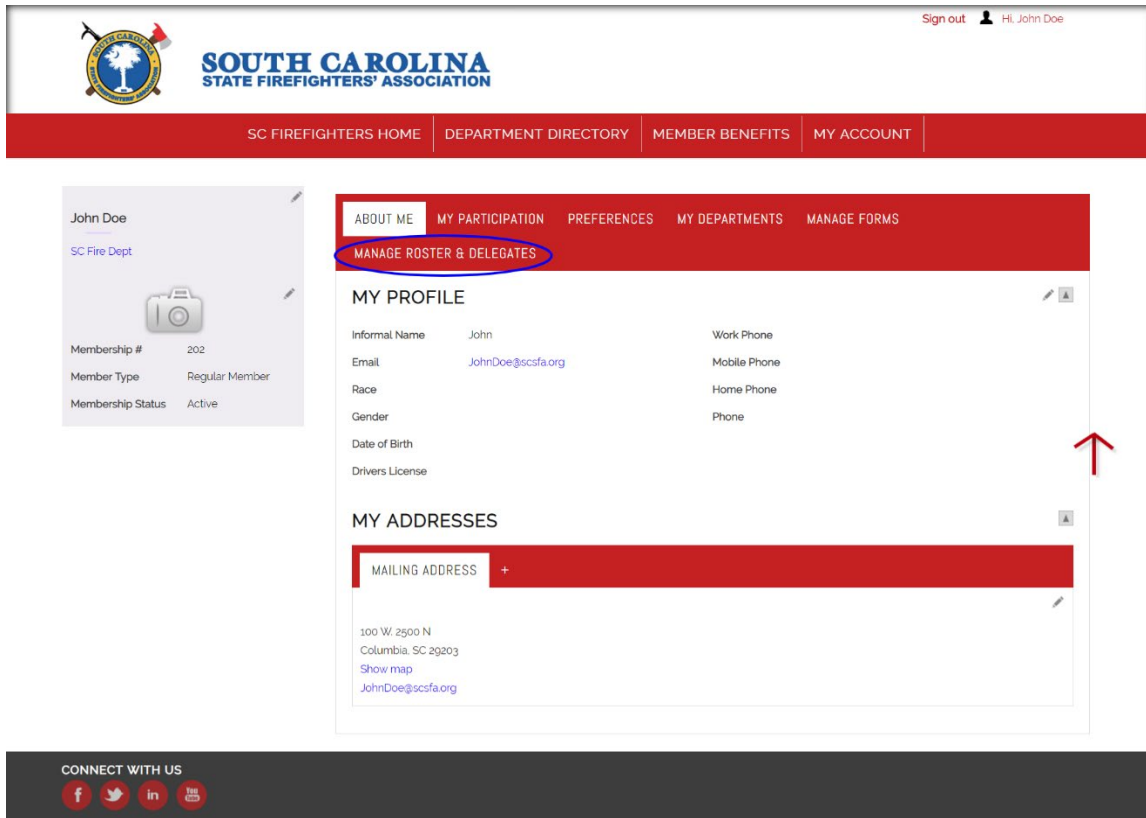
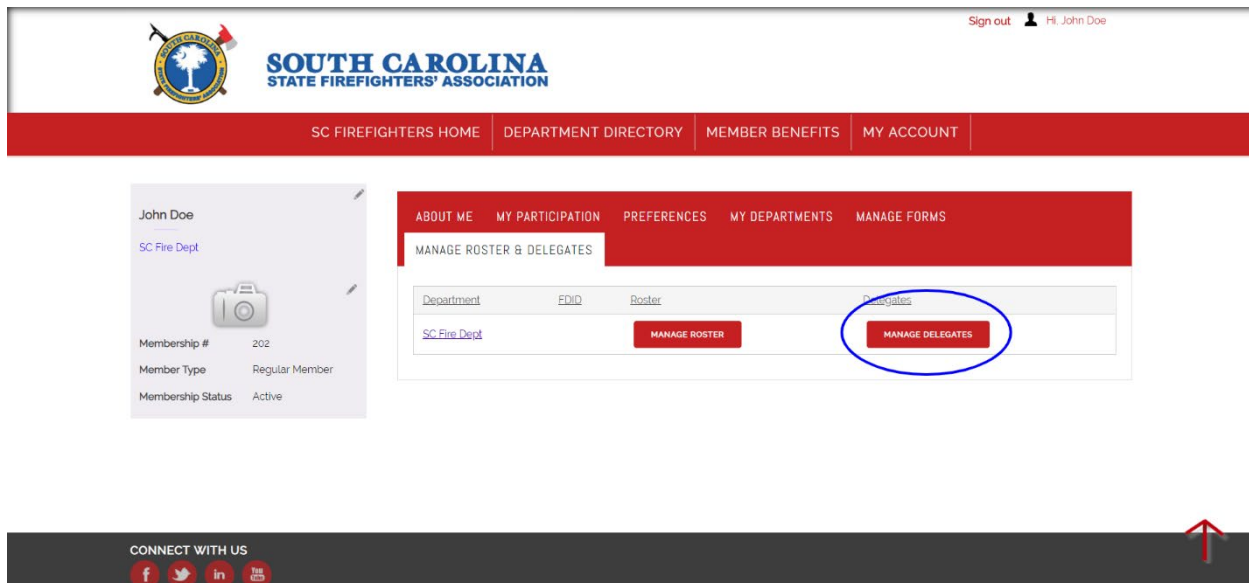


Managing Delegates and Alternates

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.



MANAGE DELEGATES

RETURN TO ROSTER/DELEGATES

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

RETURN TO ROSTER/DELEGATES

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"/>



RETURN TO ROSTER/DELEGATES