

Tau Beta Pi Convention Credentials Instructions

Overview

The State of Tennessee requires that each voting member at Convention be elected and certified by his or her chapter. Prior to 2015, this was accomplished by a two-part paper form. The bottom listed the name of the delegate and alternate and was sent to Headquarters in the spring and the top portion was presented at Convention registration by the voting delegate. Starting with the 110th Convention in Providence, RI, chapters are required to file their Convention Credentials using the electronic reporting system. This process replaces the bottom portion of the form and the top portion of the form is replaced with the voting delegate presenting photo identification at Convention registration.

Requirements

To complete the Convention Credentials, a chapter will need to meet the following requirements:

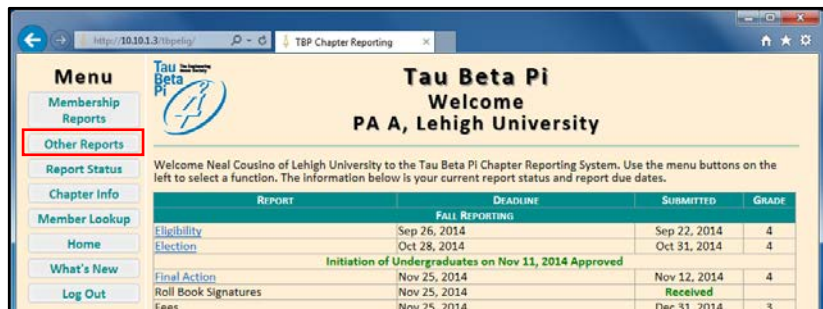
- A valid user ID and password to access the electronic reporting system.
- The name, birthdate, and cell phone number of the people representing the chapter as the voting delegate and potential alternate delegate.
- The people representing the chapter must be members of Tau Beta Pi or have been elected and accepted membership in Tau Beta Pi.
- A current Officer Election Report with an elected president and corresponding secretary who can receive an email and validate the Convention Credentials.

Process for Filing Convention Credentials

1. Open a web browser and visit the Electronic Reporting System at www.tbp.org/tbpeleg. Enter the chapter's User ID and Pass Phrase and click **Enter**.

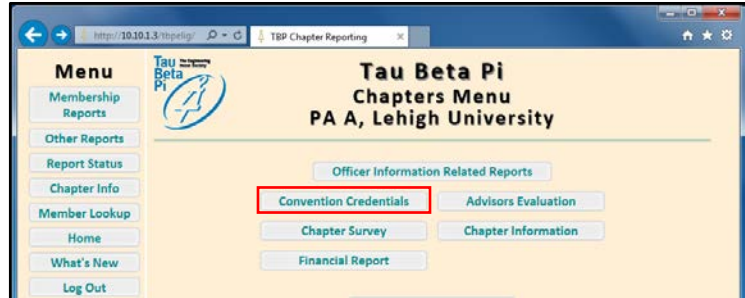


2. On the Welcome page, click on **Other Reports**.

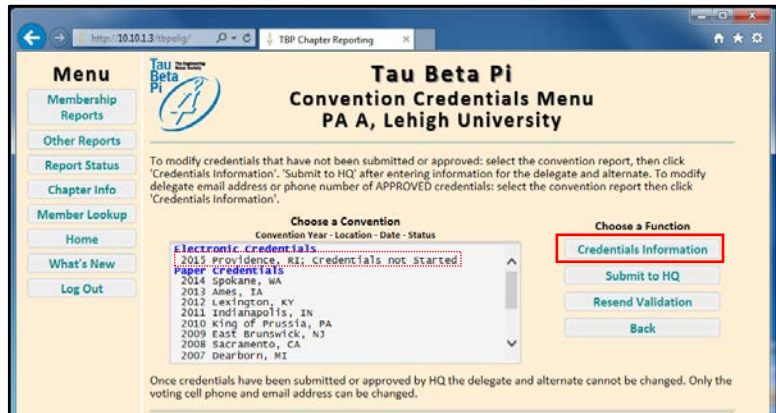


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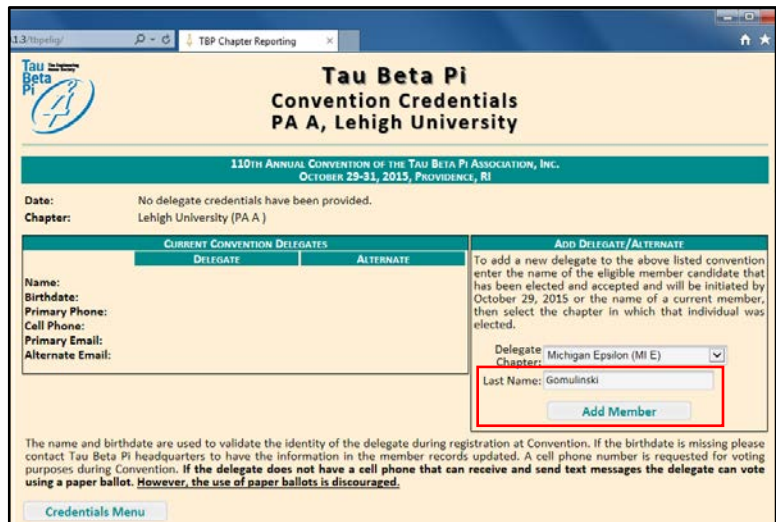
3. On the Chapters Menu page, click on **Convention Credentials**.



4. On the Convention Credentials Menu page, select a Convention to report credentials from the Choose a Convention box and click **Credentials Information**.



5. On the Convention Credentials page, enter the Last Name of the person to be reported as the delegate or alternate and click **Add Member**. *Note: Only change the "Delegate Chapter" if the person you are electing is a member of another chapter. This may be the case if the delegate or alternate is a graduate student or advisor who was initiated into a different chapter.*



6. On the Convention Delegate Locate page, select the desired member or eligible candidate from the respective drop-down box, indicate if the person is to be the delegate or alternate, and then click on **Continue**.



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7. Repeat steps 5 and 6 so a Delegate and Alternate is listed on the Convention Credentials page.

a. If the cell phone or email address of the delegate or alternate need to be updated, change the information and click on **Update** to record the new information.

b. If necessary, an individual delegate can be deleted by clicking on **Delete Delegate** or the entire credentials report can be deleted by clicking on **Delete Credentials**.

Tau Beta Pi Convention Credentials PA A, Lehigh University

110TH ANNUAL CONVENTION OF THE TAU BETA PI ASSOCIATION, INC. OCTOBER 29-31, 2015, PROVIDENCE, RI

Date: April 2, 2015
Chapter: Lehigh University (PA A)
It is hereby certified that the members named below are duly elected as delegate and alternate for this chapter, and are hereby authorized to cast its vote at the 2015 Convention.

CURRENT CONVENTION DELEGATES		ADD DELEGATE/ALTERNATE
DELEGATE	ALTERNATE	
Name: Curtis Dennis Gomulinski Birthdate: 11/18/1977 Primary Phone: 734-274-4579 Cell Phone: 586-801-9623 Primary Email: curt@tbp.org Alternate Email: <input type="text"/> <input type="button" value="Update"/> <input type="button" value="Delete Delegate"/>		To add a new delegate to the above listed convention enter the name of the eligible member candidate that has been elected and accepted and will be initiated by October 29, 2015 or the name of a current member, then select the chapter in which that individual was elected. Delegate: New York Lambda (NY L) Chapter: Hawks Last Name: <input type="text"/> <input type="button" value="Add Member"/>

The name and birthdate are used to validate the identity of the delegate during registration at Convention. If the birthdate is missing please contact Tau Beta Pi headquarters to have the information in the member records updated. A cell phone number is requested for voting purposes during Convention. **If the delegate does not have a cell phone that can receive and send text messages the delegate can vote using a paper ballot. However, the use of paper ballots is discouraged.**

8. Once the information for the delegate and alternate is correct, click on the **Credentials Menu** button to return to the Convention Credentials Menu.

Tau Beta Pi Convention Credentials PA A, Lehigh University

110TH ANNUAL CONVENTION OF THE TAU BETA PI ASSOCIATION, INC. OCTOBER 29-31, 2015, PROVIDENCE, RI

Date: April 2, 2015
Chapter: Lehigh University (PA A)
It is hereby certified that the members named below are duly elected as delegate and alternate for this chapter, and are hereby authorized to cast its vote at the 2015 Convention.

CURRENT CONVENTION DELEGATES		ADD DELEGATE/ALTERNATE
DELEGATE	ALTERNATE	
Name: Curtk Dennis Gomulinski Birthdate: 11/18/1977 Primary Phone: 734-274-4579 Cell Phone: 586-801-9623 Primary Email: curt@tbp.org Alternate Email: <input type="text"/> <input type="button" value="Update"/> <input type="button" value="Delete Delegate"/>	Name: Mr Roger E Hawks Birthdate: 09/30/1959 Primary Phone: 865-579-5522 Cell Phone: 865-579-5519 Primary Email: roger@tbp.org Alternate Email: <input type="text"/> <input type="button" value="Delete Alternate"/>	To add a new delegate to the above listed convention enter the name of the eligible member candidate that has been elected and accepted and will be initiated by October 29, 2015 or the name of a current member, then select the chapter in which that individual was elected. Delegate: Pennsylvania Alpha (PA A) Chapter: <input type="text"/> Last Name: <input type="text"/> <input type="button" value="Add Member"/>

The name and birthdate are used to validate the identity of the delegate during registration at Convention. If the birthdate is missing please contact Tau Beta Pi headquarters to have the information in the member records updated. A cell phone number is requested for voting purposes during Convention. **If the delegate does not have a cell phone that can receive and send text messages the delegate can vote using a paper ballot. However, the use of paper ballots is discouraged.**

9. Click the **Submit to HQ** button to begin the validation process. The verification emails can be resent by clicking the **Resend Validation** button.

Tau Beta Pi Convention Credentials Menu PA A, Lehigh University

To modify credentials that have not been submitted or approved: select the convention report, then click "Credentials Information", "Submit to HQ" after entering information for the delegate and alternate. To modify delegate email address or phone number of APPROVED credentials: select the convention report then click "Credentials Information".

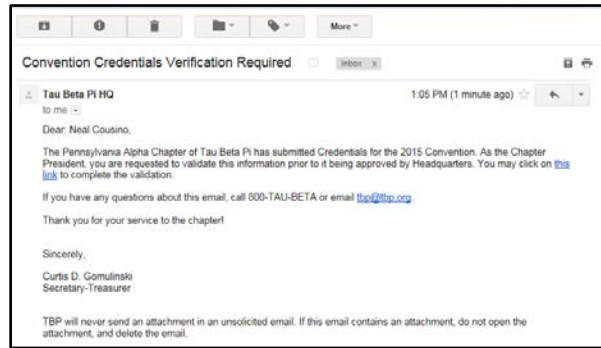
Choose a Convention	Choose a Function
Convention Year - Location - Date - Status	
Electronic Credentials 2015 Providence, RI: 04/02/2015: Submitted Paper Credentials 2014 Spokane, WA 2013 Ames, IA 2012 Lexington, KY 2011 Indianapolis, IN 2010 King of Prussia, PA 2009 East Brunswick, NJ 2008 Sacramento, CA 2007 Dearborn, MI	<input type="button" value="Credentials Information"/> <input type="button" value="Submit to HQ"/> <input type="button" value="Resend Validation"/> <input type="button" value="Back"/>

Once credentials have been submitted or approved by HQ the delegate and alternate cannot be changed. Only the voting cell phone and email address can be changed.

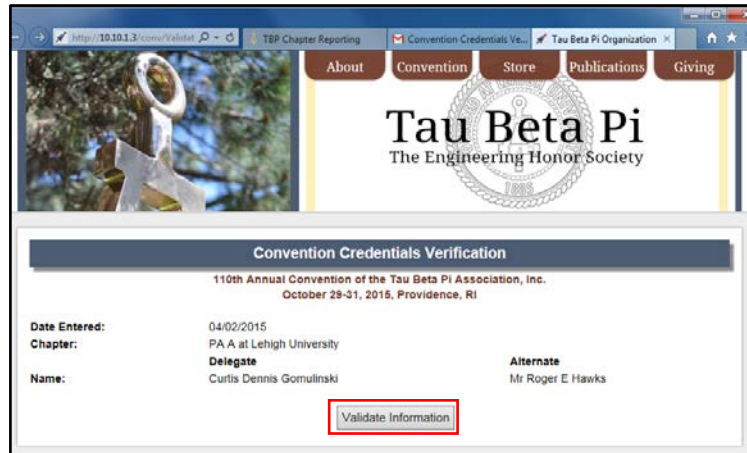
Convention credentials have been submitted to HQ and are awaiting verification by the chapter president and corresponding secretary.

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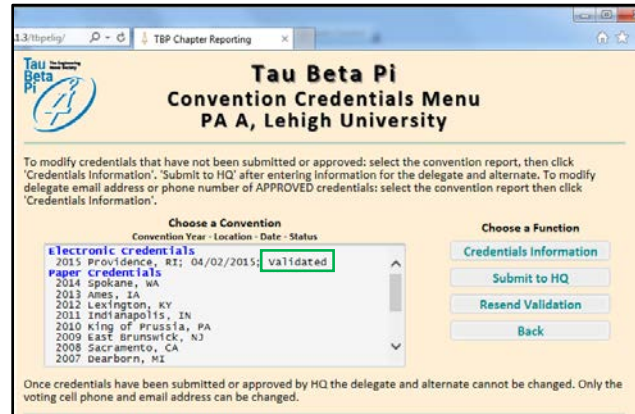
- The chapter president and corresponding secretary will each receive an email with a link to validate the credentials. Click on the link to begin the validation process.



- On the [Convention Credentials Verification](#) page, click on the **Validate Information** button if the information is correct.



- Once the president and corresponding secretary have completed the validation process, the status of the report will be changed to validated. At this point, no changes can be made to credentials.



The chapter's delegate should be prepared to present photo ID that includes his or her full name and birthdate at Convention registration. If the chapter's delegate or alternate changes prior to Convention, contact TBP HQ at 800/TAU-BETA or tbp@tbp.org so updated credentials can be recorded. **If accurate credentials are not on file prior to the opening of Convention, your chapter's delegate may not be able to vote.**