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.
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.
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.

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

9. Click the Submit to HQ button to begin the validation process. The verification emails can be resent by clicking the Resend Validation button.
10. 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.

11. On the Convention Credentials Verification page, click on the Validate Information button if the information is correct.

12. 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.