

Tau Beta Pi Convention Credentials Instructions

Due by July 1

Any questions regarding the credentials process can be directed to chapters@tbp.org.

Requirements

To complete 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 members representing the chapter as the voting delegate and alternate delegate.
- The voting delegate and alternate delegate representing the chapter must be members of Tau Beta Pi.
- A current Officer Election Report with an elected president and corresponding secretary who can receive an email approval of credentials.

Process for Filing Convention Credentials

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



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



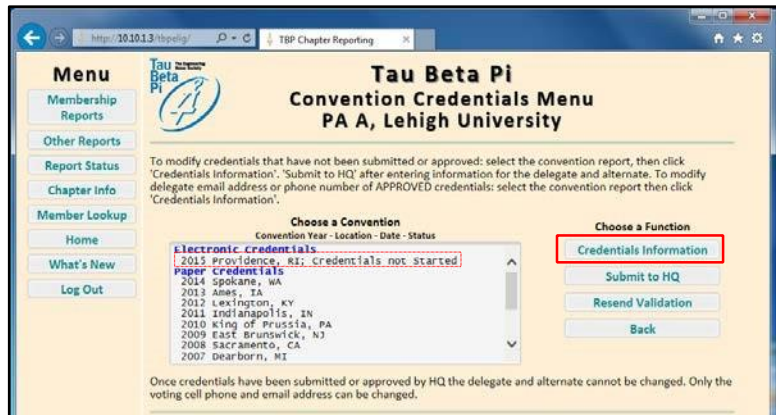
REPORT	DEADLINE	SUBMITTED	GRADE
Eligibility	Sep 26, 2014	Sep 22, 2014	4
Election	Oct 28, 2014	Oct 31, 2014	4
Initiation of Undergraduates on Nov 11, 2014 Approved			
Final Action	Nov 25, 2014	Nov 12, 2014	4
Roll Book Signatures	Nov 25, 2014	Received	
Fees	Nov 25, 2014	Dec 31, 2014	3

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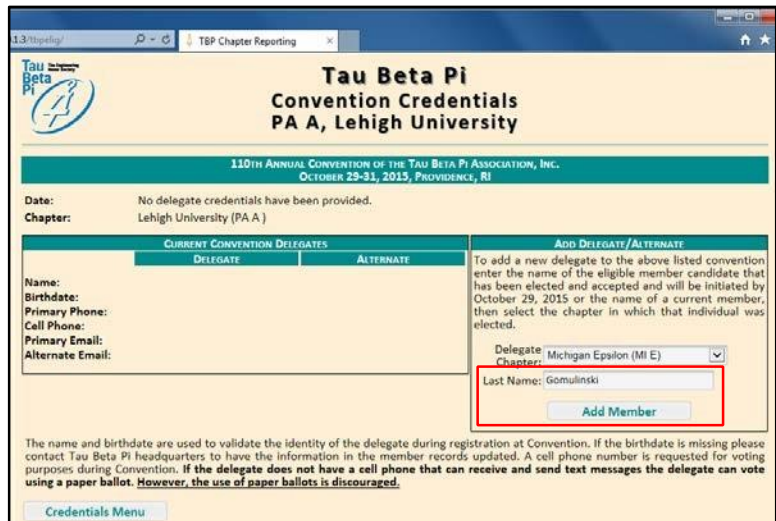
3. On the Chapters Menu page, click **Convention Credentials**.



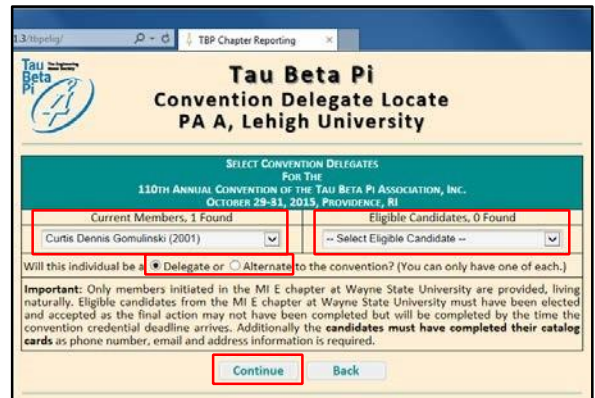
4. On the Convention Credentials Menu page, select current Convention to report credentials from "Choose a Convention" and click **Credentials Information**.



5. On the Convention Credentials page, enter the Last Name of the member to be reported as the voting delegate or alternate and click **Add Member**. *Note: Only change the "Delegate Chapter" if the member 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 member from the drop-down box, indicate if the member is to be the voting delegate or alternate, and click **Continue**.



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7. Repeat steps 5 and 6 so a voting 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 voting delegate and alternate is correct, click **Credentials Menu** button to return to the [Convention Credentials Menu](#).

9. Click the **Submit to HQ** button.

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The chapter president and corresponding secretary will each receive an email notifying them of submission and approval.

The chapter's voting delegate should be prepared to present photo ID that includes his/her full name and birthdate at Convention registration. If the chapter's voting delegate or alternate changes prior to Convention, contact TBP HQ at (865) 546-4578 or sherry@tbp.org so updated credentials can be recorded. **If accurate credentials are not on file prior to the opening of Convention, your chapter's voting delegate may not be able to vote.**