

Tau Beta Pi Convention Credentials Instructions

Due by June 1

Any questions regarding the credentials process can be directed to Sherry King at sherry@tbp.org or by calling Headquarters (865) 546-4578.

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**.

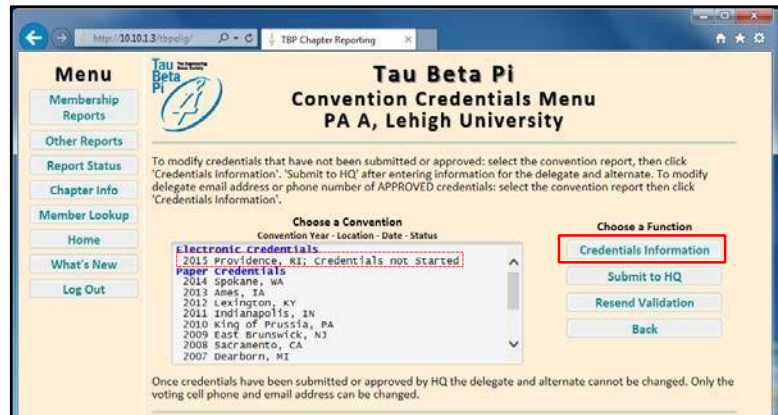


Tau Beta Pi Convention Credentials Instructions

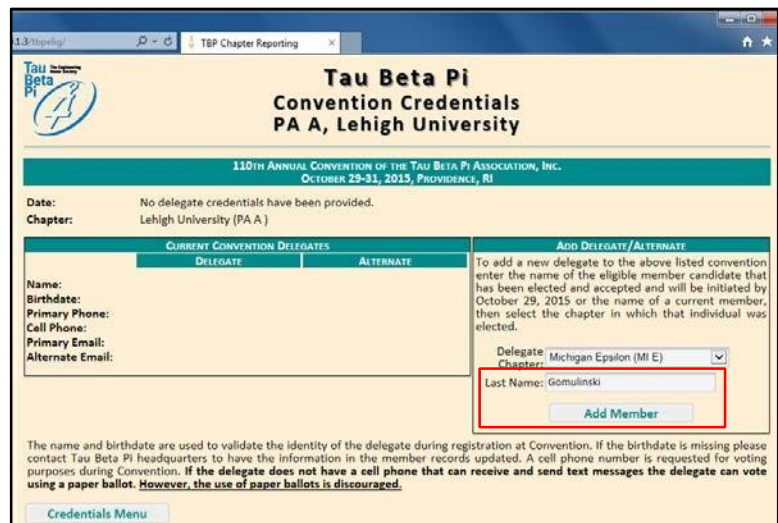
- On the Chapters Menu page, click **Convention Credentials**.



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



- 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.*



- 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**.



Tau Beta Pi Convention Credentials Instructions

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**.

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		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: Last Name: Hawks <input type="button" value="Add Member"/>
Birthdate: 11/18/1977		
Primary Phone: 734-274-4579		
Cell Phone: 586-801-9623		
Primary Email: curt@tbp.org		
Alternate Email:		
<input type="button" value="Update"/>	<input type="button" value="Delete Delegate"/>	

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 voting delegate and alternate is correct, click **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: Curtis Dennis Gomulinski	Mr Roger E Hawks	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: Last Name: <input type="button" value="Add Member"/>
Birthdate: 11/18/1977	09/30/1959	
Primary Phone: 734-274-4579	865-579-5522	
Cell Phone: 586-801-9623	865-579-5519	
Primary Email: curt@tbp.org	roger@tbp.org	
Alternate Email:		
<input type="button" value="Update"/>	<input type="button" value="Delete Delegate"/>	<input type="button" value="Delete Alternate"/>

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.

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	Convention Year - Location - Date - Status	Choose a Function
Electronic Credentials	2015 Providence, RI; 04/02/2015; Submitted	<input style="border: 2px solid red;" type="button" value="Submit to HQ"/>
Paper Credentials	2014 Spokane, WA	
	2013 Ames, IA	<input type="button" value="Resend Validation"/>
	2012 Lexington, KY	<input type="button" value="Back"/>
	2011 Indianapolis, IN	
	2010 King of Prussia, PA	
	2009 East Brunswick, NJ	
	2008 Sacramento, CA	
	2007 Dearborn, MI	

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.

Tau Beta Pi Convention Credentials Instructions

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.**