

Online Management System Delegate Registration Instructions

1. Log into the ENA website by selecting **Login** in the upper right hand corner.
2. Click on **My Account** in the upper right hand corner and select **My Profile**.
3. On the right-hand side of your Personal Information page, click on **Volunteer and Leadership** within the **Account Links** section.
4. Scroll down to the 'Delegate Management' area and click on **'+Add Delegate'**.
5. Type in the individuals name and click **Search**.
6. Add the delegate name and relationship (delegate/alternate delegate). The start and end dates should automatically populate with the dates of the 2022 General Assembly (Sept. 29-30).
7. If the individual is a New Delegate, please check the box for **New Delegate**.
8. Following registration, the delegate will be show in the **'Manage Delegates'** area.
9. You will now see the delegate listed. In the list, you will see the membership status of the delegate. If it says active, their membership is current. **If it says NO, they are not a current member** and will have to renew their membership before General Assembly.
10. If you have to stop in the middle of entering your delegates, you may do so at any time and come back.
11. If you entered a delegate by mistake or incorrectly, you may delete the person by clicking the **Remove icon** (X) next to the name.
12. If a delegate needs to be removed and you need to move an alternate delegate into a delegate position, select the alternate delegate and change their position by clicking the **Edit Delegate** icon (looks like a pencil), then click save.

Each state council must register their delegates and alternate delegate at least 75 days prior to the General Assembly, **no later than July 15**. **Following this deadline, all delegate registration or changes must be submitted to ENA staff.** Only changes to the existing delegates registered in the Online Management System by the July 15 deadline may be made. This deadline is in accordance with the ENA General Assembly Standing Rules of Procedure and must be implemented. Contact ENA Governance at governance@ena.org for assistance.