

Reporting S/P/D Delegates and Alternates

Reporting state, provincial and district (s/p/d) delegates and alternates for this year's s/p/d conventions will be available on March 1 on the P.E.O. Hub. This task should be completed immediately after the Election of Officers is reported on the Hub. After logging into the Hub, local chapter presidents will have an item under My To-Do Items/Notices shown in the top left quadrant of the dashboard. Click on this To-Do Item to be directed to your chapter's Leadership tab. A section for delegates and alternates for s/p/d convention is at the bottom of the page.

Note: According to Instructions to Officers of Local Chapters (IOLC) the corresponding secretary reports s/p/d delegates and alternates at the direction of the president. Delegate this task to the corresponding secretary. The following instructions will assist her with this task.

Report Delegates and Alternates

In the upper right quadrant of the dashboard, click the Officers button to go to your chapter's Leadership tab. Scroll to the bottom of the page.

Search and Select Delegate

S/P/D Delegates and Alternates + ADD DELEGATE + ADD ALTERNATE

Quota: 0 / 1 delegates

Delegates	Alternates
No delegates assigned	No alternates assigned

Important! A member cannot be listed as both a delegate and an alternate.

To add a delegate, select the + Add Delegate button. Type in the name of the member who will fulfill that role in the search area. When her name appears, select it by clicking the checkmark to the right of her name. Click the Add button. Note: Only active members can be added as a delegate or alternate. Adding a delegate is required.

SET TO ME

Search
Q Lori Johnson

Status
Active

Name	Member Status	Current Chapter	
Lori Johnson	Active	TJCA Del Mar	<input checked="" type="checkbox"/>

Add Delegate

Selected: Lori Johnson

Order
1

CANCEL **ADD**

Remove Delegate

If a reported delegate is no longer able to attend, click the trash can next to her name to remove her. After she is removed, add a new delegate.

S/P/D Delegates and Alternates

Quota: 1 / 1 delegates

Delegates

1. Lori Johnson	 
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Add Alternate

To add alternates, select the +Add Alternate button using the same steps outlined above for searching and selecting a delegate. There is no limit as to how many alternates can be added. The Alternates field is not required.

Remove Alternate

To remove an alternate, select the trash can next to her name.

S/P/D Delegates and Alternates

Quota: 1 / 1 delegates

[+ ADD DELEGATE](#) [+ ADD ALTERNATE](#)

Delegates	Alternates
1. Lori Johnson  	Alt 1. Deloris Currie  
	Alt 2. Yvonne Hernandez  
	Alt 3. Kyla Jacoby  

This information will be available on the P.E.O. Hub, on the Leadership tab of your local chapter's page until the day after your s/p/d convention begins.