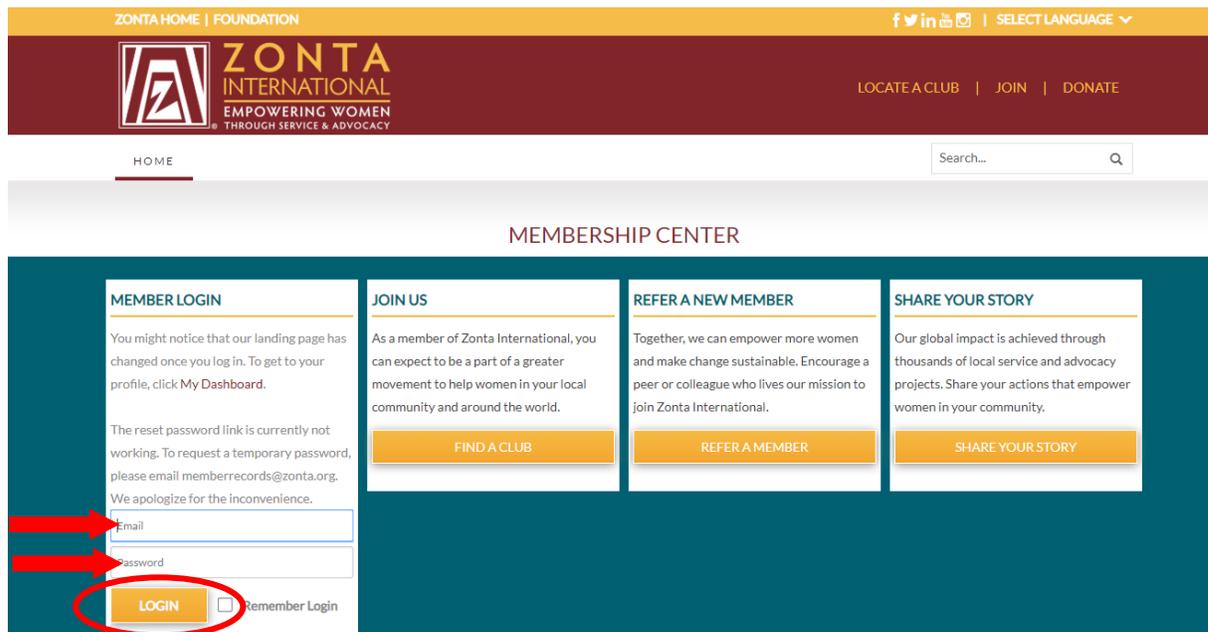


The online voter credentialing form is available to club presidents only. Follow the instructions below to complete your club's voter credentialing. Note, in 2020 you only need to designate delegates and alternates. You do not need to assign a proxy.

If you have questions or would like assistance, please contact the Zonta International Membership Team at memberrecords@zonta.org or at +1.630.928.1400 during normal business hours, Monday - Friday, 8:00 a.m. - 4:00 p.m. CDT.

1. **Login:** Go to <https://membership.zonta.org/> and enter your email address and password.



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MEMBERSHIP CENTER

MEMBER LOGIN

You might notice that our landing page has changed once you log in. To get to your profile, click My Dashboard.

The reset password link is currently not working. To request a temporary password, please email memberrecords@zonta.org. We apologize for the inconvenience.

Email

Password

LOGIN Remember Login

JOIN US

As a member of Zonta International, you can expect to be a part of a greater movement to help women in your local community and around the world.

FIND A CLUB

REFER A NEW MEMBER

Together, we can empower more women and make change sustainable. Encourage a peer or colleague who lives our mission to join Zonta International.

REFER A MEMBER

SHARE YOUR STORY

Our global impact is achieved through thousands of local service and advocacy projects. Share your actions that empower women in your community.

SHARE YOUR STORY

2. Once you login, click **MY DASHBOARD** in the upper right.



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MEMBERSHIP CENTER

JOIN US

As a member of Zonta International, you can expect to be a part of a greater movement to help women in your local community and around the world.

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Together, we can empower more women and make change sustainable. Encourage a peer or colleague who lives our mission to join Zonta International.

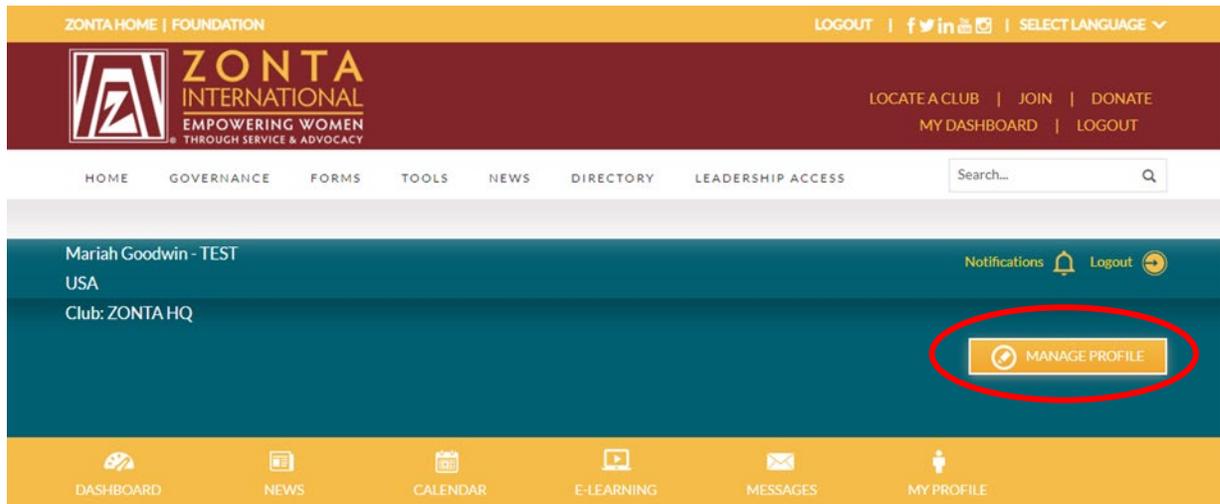
REFER A MEMBER

SHARE YOUR STORY

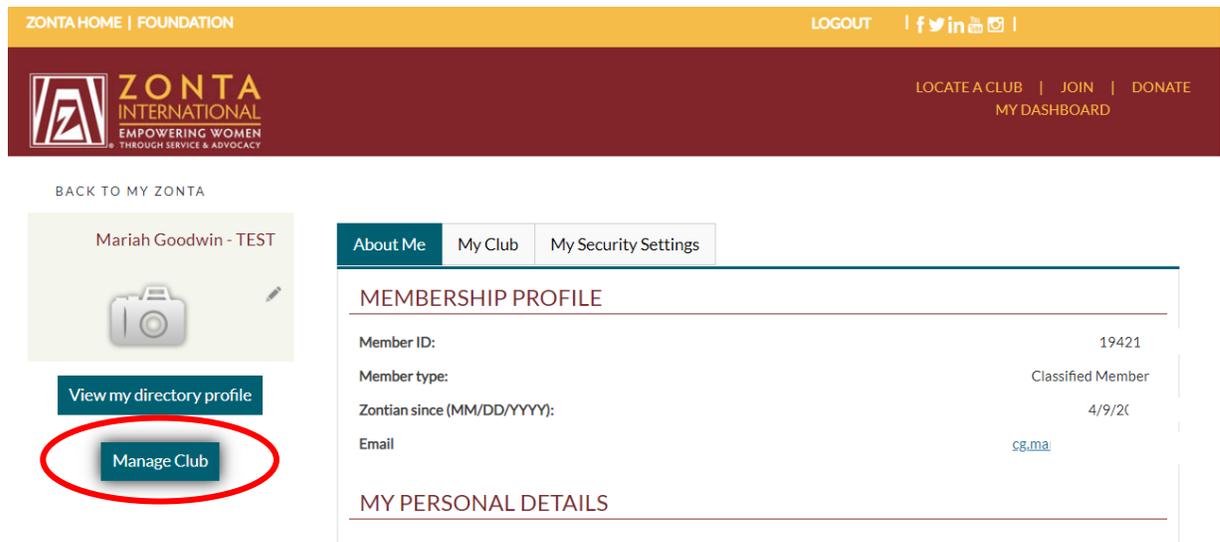
Our global impact is achieved through thousands of local service and advocacy projects. Share your actions that empower women in your community.

SHARE YOUR STORY

3. Click on the **MANAGE PROFILE** button.



4. Click on the **Manage Club** button on the left side of the page.



5. Once on the club dashboard:
 - a. You can see your club's credentialing information. The paid members numbers as of 1 March and the entitled number of votes are both available here.
 - b. To open the online credentialing form click on the **Voter Credentialing Form** button at the bottom of the page.

BACK TO MY ZONTA

ABOUT MY CLUB

Club Name: OAK BROOK
District: 06
Area: 01
Club number: 1889

2018 CREDENTIALING INFORMATION

Paid Members as of 1 March: 13
Entitled Votes: 1

CLUB WEBSITE

Club website: <http://zontadistrict6.org/oakbrook/>

CLUB CONTACT INFORMATION

Home

P.O. Box 4642
Oak Brook, IL 60523
USA

zontaOakbrook@district6.org

Pay Club Dues

Club Membership List

Club Dues Invoice (Form A)

Credentialing Registration Form

6. After you click on the button, you will be directed to the voter credentialing form.

BACK TO MY ZONTA

This form is intended to inform Zonta International of the delegates and alternates OR proxy club who will vote on behalf of your club at meetings of the Zonta International 2020 convention.

For further information on and criteria for delegates, alternates and proxies, please visit <http://convention.zonta.org/Resources/Credentialing> or consult the Zonta International Bylaws. If you have questions about your club's entitled votes or paid membership count, please contact memberrecords@zonta.org.

1. SELECT DELEGATES

Select your club's delegate(s) and the number of votes they will carry by using the dropdown lists below. Delegates are members of your club appointed to vote for your club at convention. If your club is not sending delegates, skip to step 3.

Delegate 1:	<input type="text"/>	▼	1	▼
Delegate 2:	<input type="text"/>	▼	1	▼
Delegate 3:	<input type="text"/>	▼	1	▼

2. SELECT ALTERNATE DELEGATES

Select your club's alternate(s) by using the dropdown list below. Alternates are members of your club appointed to vote for your club at convention in the event that your delegate(s) cannot.

Alternate 1:	<input type="text"/>	▼
Alternate 2:	<input type="text"/>	▼
Alternate 3:	<input type="text"/>	▼

3. ASSIGN PROXY

Select the club's proxy by using the dropdown list below. A proxy is a club, within your district, appointed to vote on your club's behalf at convention.

IMPORTANT: Your club must notify the club carrying your proxy and obtain agreement to this representation by the appointed proxy club before submitting this form.

If your club is sending delegates and not assigning a proxy, skip this step and click Submit.

Assign Proxy Club:

Submit

7. Follow the instructions on the page and begin at “1: Select Delegates” if your club is sending at least one delegate to convention. If you are assigning a proxy, then skip to step 11 on this instruction sheet and leave the delegate and alternate fields blank.
 - a. To add a delegate, click on the dropdown arrow button beside the “Delegate 1” space. Click the name of the member you wish to add as a delegate. Repeat this process for Delegates 2 and 3, if applicable.

1. SELECT DELEGATES

Select your club's delegate(s) and the number of votes they will carry by using the dropdown lists below. Delegates are members of your club appointed to vote for your club at convention. If your club is not sending delegates, skip to step 3.

Delegate 1:	<input type="text"/>	<input type="text" value="1"/>
Delegate 2:	<input type="text"/>	<input type="text" value="1"/>
Delegate 3:	<input type="text"/>	<input type="text" value="1"/>

- b. Assign each delegate the number of votes they will carry using the dropdown arrow to the right of each name. Please note that the number of delegates cannot exceed the number of votes to which your club is entitled.

1. SELECT DELEGATES

Select your club's delegate(s) and the number of votes they will carry by using the dropdown lists below. Delegates are members of your club appointed to vote for your club at convention. If your club is not sending delegates, skip to step 3.

Delegate 1:	<input type="text" value="Mariah Goodwin - TEST"/>	<input type="text" value="2"/>
Delegate 2:	<input type="text" value="Tina Haglund"/>	<input type="text" value="1"/>
Delegate 3:	<input type="text"/>	<input type="text" value="1"/>

8. Once you have entered your clubs delegate(s), move on to the “2: Select Alternate Delegates” section. You may add up to three alternates, but if you do not have any alternates to add, skip to step 9 on this instruction sheet.
 - a. To add an alternate, click on the dropdown arrow button beside the “Alternate 1” space. Click the name of the member you wish to add as an alternate. Repeat this process for Alternates 2 and 3, if applicable.

2. SELECT ALTERNATE DELEGATES

Select your club's alternate(s) by using the dropdown list below. Alternates are members of your club appointed to vote for your club at convention in the event that your delegate(s) cannot.

Alternate 1:	<input type="text" value="Tina Haglund"/>
Alternate 2:	<input type="text"/>
Alternate 3:	<input type="text"/>

9. Once you have entered all delegates and alternates, skip “3. Assign Proxy” and click the **Submit** button at the bottom of the page.

Delegate 1:	Mariah Goodwin - TEST ▾	2 ▾
Delegate 2:	▾	1 ▾
Delegate 3:	▾	1 ▾

2. SELECT ALTERNATE DELEGATES

Select your club's alternate(s) by using the dropdown list below. Alternates are members of your club appointed to vote for your club at convention in the event that your delegate(s) cannot.

Alternate 1:	Tina Haglund ▾
Alternate 2:	▾
Alternate 3:	▾

3. ASSIGN PROXY

Select the club's proxy by using the dropdown list below. A proxy is a club, within your district, appointed to vote on your club's behalf at convention.

IMPORTANT: Your club must notify the club carrying your proxy and obtain agreement to this representation by the appointed proxy club before submitting this form.

If your club is sending delegates and not assigning a proxy, skip this step and click Submit.

Assign Proxy Club:



10. After you have clicked the **Submit** button, you will see a confirmation page with links and information that you may need. You will receive a confirmation email, which will include your club's chosen delegates and alternates or proxy.

REGISTRATION COMPLETE

You have successfully completed convention credentialing for your club.

You will receive a confirmation email in the next 5-10 business days, which will include your club's current delegates and alternates or proxy. Clubs carrying a proxy will also receive a notification at this time

Clubs must have paid dues in full for 2020-2021 and have turned in a complete membership list to Zonta International by 1 June 2020 in order to vote at the Zonta International 2020 convention.

To make changes to club delegates, alternates or proxies, please resubmit this online form. Questions? Email memberrecords@zonta.org.

11. If you are sending a proxy, make sure the delegate and alternate fields are blank and read the following instructions:
- To assign a proxy to vote for your club, click on the dropdown arrow button beside the “Assign Proxy Club” space. The available names are other clubs within your district. Click the name of the club you wish to assign as your club's proxy.

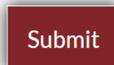
3. ASSIGN PROXY

Select the club's proxy by using the dropdown list below. A proxy is a club, within your district, appointed to vote on your club's behalf at convention.

IMPORTANT: Your club must notify the club carrying your proxy and obtain agreement to this representation by the appointed proxy club before submitting this form.

If your club is sending delegates and not assigning a proxy, skip this step and click Submit.

Assign Proxy Club: ▾



12. Once you have entered your club's proxy click the **Submit** button at the bottom of the page.

3. ASSIGN PROXY

Select the club's proxy by using the dropdown list below. A proxy is a club, within your district, appointed to vote on your club's behalf at convention.

IMPORTANT: Your club must notify the club carrying your proxy and obtain agreement to this representation by the appointed proxy club before submitting this form.

If your club is sending delegates and not assigning a proxy, skip this step and click Submit.

Assign Proxy Club:



13. After you have clicked the **Submit** button, you will see a confirmation page with links and information that you may need. You will receive a confirmation email, which will include your club's current delegates and alternates or proxy.

REGISTRATION COMPLETE

You have successfully completed convention credentialing for your club.

You will receive a confirmation email in the next 5-10 business days, which will include your club's current delegates and alternates or proxy. Clubs carrying a proxy will also receive a notification at this time

Clubs must have paid dues in full for 2020-2021 and have turned in a complete membership list to Zonta International by 1 June 2020 in order to vote at the Zonta International 2020 convention.

To make changes to club delegates, alternates or proxies, please resubmit this online form. Questions? Email memberrecords@zonta.org.

Making Changes to your selected delegates, alternates, or proxy:

You may make changes to your club's selected delegates, alternates or proxy until 15 May by submitting the form again. Submitting the form again will erase any choices made in the previously, so all delegates and alternates must be entered each time, even if not all of them are changing.

If you have questions or need assistance, please contact the Zonta International Membership Team at memberrecords@zonta.org.