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/](https://membership.zonta.org/) and enter your email address and password.

2. Once you login, click **MY DASHBOARD** in the upper right.
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.
6. After you click on the button, you will be directed to the voter credentialing form.
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.

    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.

8. Once you have entered your club’s 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.
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 and Alternate Input Fields]

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 for 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 Input Field]

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:

   a. 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.

![Assign Proxy Club Input Field]
12. Once you have entered your club’s proxy click the **Submit** button at the bottom of the page.

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.

**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.