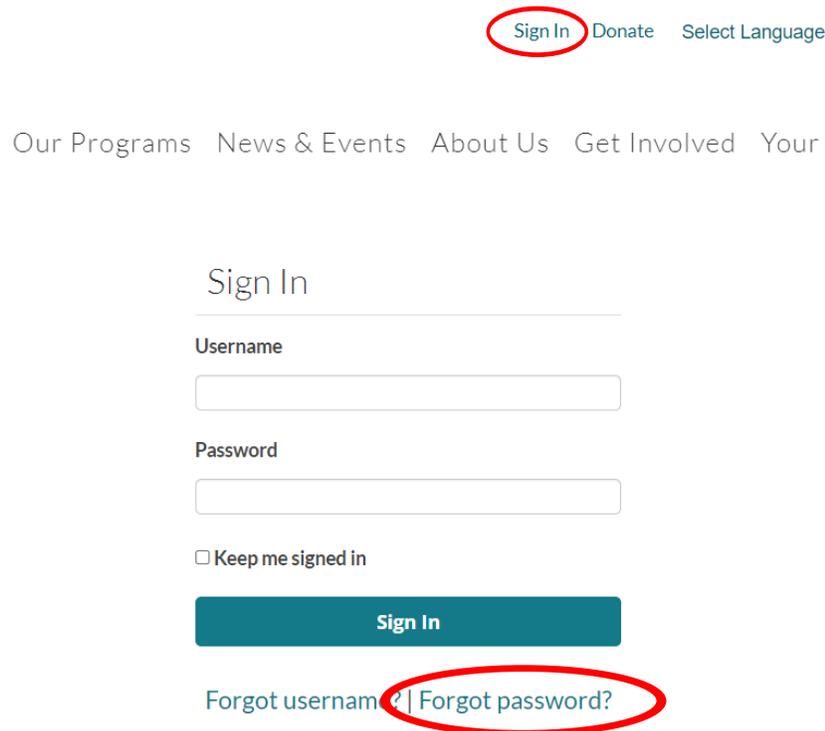


The online voter credentialing portal is available to club presidents only. Follow the instructions below to complete your club's voter credentialing for the 2022 Zonta International Convention.

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

1. **Login:** Go to <https://zonta.org/> and enter your email address and password. If you have forgotten your password, click the "Forgot Password?" link below the **Sign In** button.



Sign In Donate Select Language

Our Programs News & Events About Us Get Involved Your

Sign In

Username

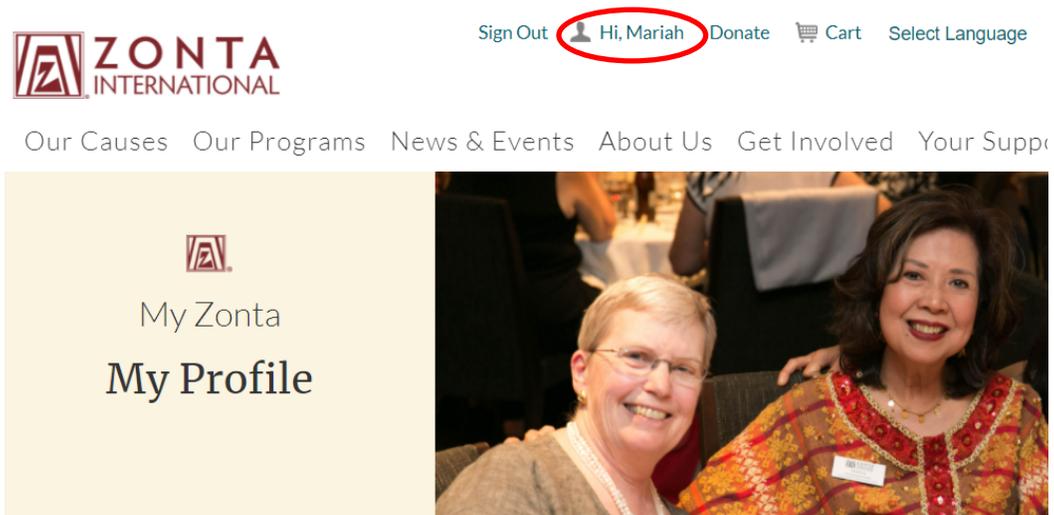
Password

Keep me signed in

Sign In

[Forgot username?](#) | [Forgot password?](#)

2. Once you login, click your name at the top of the screen. This will take you to your My Zonta profile.



 **ZONTA**
INTERNATIONAL

Sign Out **Hi, Mariah** Donate Cart Select Language

Our Causes Our Programs News & Events About Us Get Involved Your Support



My Zonta
My Profile



3. Click on the **Manage Club** button below your profile picture.

MARIAH GOODWIN

View my directory profile

Manage Club

About Me My Club My Settings

Membership Profile

Member ID	194217
Member type	Classified Member
Zontian since (MM/DD/YYYY)	4/9/2019
Email	
Status	Active

My Personal Details

4. Once on the club dashboard:

- 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.
- To open the online credentialing portal click on the **Voter Credentialing Portal** button on the left side of the page.

2022 Credentialing Information

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

Pay Dues/Manage Club Roster

View Invoice (Form A)

Club Membership List

Voter Credentialing Portal

5. After you click on the button, you will be directed to the voter credentialing portal.

Submit the form below to inform Zonta International of the delegates and alternates or proxy who will vote on behalf of your club at the Zonta International 2022 Convention.

For further information on and criteria for delegates, alternates and proxies, please visit

https://www.zonta.org/Web/News_Events/Convention_2022/ConventionBusiness 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.

Delegate 1:

Delegate 2:

Delegate 3:

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 in the event that your delegate(s) cannot.

If you are assigning a proxy skip to **step 10** on this instruction sheet and leave the delegate and alternate fields blank.

6. Follow the instructions on the page and begin at "1: Select Delegates" if your club is sending at least one delegate to convention.

- a. To add a delegate, click on the dropdown arrow button beside the "Delegate 1" space. Select 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.

Delegate 1:

Delegate 2:

Delegate 3:

- 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.

Delegate 1:

Delegate 2:

Delegate 3:

7. 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.

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 in the event that your delegate(s) cannot.

Alternate 1: 

Alternate 2: 

Alternate 3: 

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

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 in the event that your delegate(s) cannot.

Alternate 1: 

Alternate 2: 

Alternate 3: 

3. ASSIGN PROXY

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

IMPORTANT: Your club must contact 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, skip assigning a proxy, skip this step and click Submit.

Assign Proxy Club

Choose District: 

Choose Club: 

OR

Assign District Governor/PIP

Choose Proxy: 

Submit

9. After you have clicked the **Submit** button, you will see a confirmation page. You will receive a confirmation email as well, which will include your club's chosen delegates and alternates.

REGISTRATION COMPLETE

You have successfully completed credentialing for your club.

You will receive a confirmation email, which will include your club's current delegates and alternates or assigned proxy.

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

If you are assigning a proxy begin here and leave the delegate and alternate fields blank.

10. If you are sending a proxy, make sure the delegate and alternate fields are blank and follow the proxy instructions:
 - a. To assign another club as proxy to vote on behalf of your club, first click on the dropdown arrow button beside the "District" field and select the desired District. The available names are the clubs within the selected district. Select 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 lists 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

Choose District:

Choose Club:

- b. To assign a current district governor or past international president (PIP) as proxy to vote on behalf of your club leave the district and club fields blank and select the governor or PIP from the dropdown list.

Please note: governors and PIPs may carry proxies for up to two (2) clubs not exceeding five (5) total votes. You must obtain agreement before assigning a governor or PIP as a proxy.

Assign District Governor/PIP

Choose Proxy:

Submit

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 lists 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

Choose District:

Choose Club:

OR

Assign District Governor/PIP

Choose Proxy:



13. After you have clicked the **Submit** button, you will see a confirmation page. You will receive a confirmation email, which will include your club's current proxy. The club or individual carrying the proxy will also receive a confirmation email.

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 previously, so all delegates and alternates must be entered each time, even if not all of them are changing.

After **15 May** changes must be made in-person at the Credentialing Help Desk.

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