

Secretary Main Contact Registration Checklist

Please review the tips before registering delegates. If your state conference or unit is not compliant, you are not eligible to register delegates.

1. Delegates should not register as observers. Registering as an observer will delay the process for registering as a delegate.
2. Check the Member Portal to find your compliance status and delegate count.
 - a. If you do not have access to the NAACP Member Portal, sign up for a training [here](#):
3. Only State Conference and Unit Secretaries can register their delegates. The **invitation to register email** will be sent to the State Conference or Unit Secretary in the member portal. If your State Conference or Unit does not have the correct person listed as secretary, please click here to complete an [officer update form](#).
 - a. For youth units, please contact << Jimel Calliste, jcalliste@naacpnet.org>> if the email should go to an advisor.
4. As State Conference or Unit Secretary, you are listed as the main point of contact for your state conference or unit. If you will be a delegate, you must register yourself as a delegate in the following steps.
5. Review your delegates member records and confirm the following:
 - a. **They are active members.** They **cannot** be a delegate, if they are not an active member.
 - b. Their contact information and membership type is active and correct.
 - i. Verify the correct email address is listed on their membership.
 - ii. If the member has multiple records under the same email address, it is recommended that you consolidate the records into one or the email address you are using is associated with only one active membership. NOTE: The registration system will select the first membership record in the Member Portal even if it is inactive.
 - iii. You must enter their first name and last name exactly as it is listed in the member portal, unless there is an apostrophe in the name.
 1. If the delegate's name has an apostrophe, enter part of the name pre or post the apostrophe to up the record.
 - a. Ex. If the delegate's name is Ja'landra Harris, the first name of the delegate can be entered using the following examples.
 - Ja
 - Landra
 - Jalandra
 2. If a middle initial is in the first name box of the membership record you must include it in the registration search field.
 - c. If you have issues updating the member's contact information, please email Membershipservices@naacpnet.org.
6. Dietary Restrictions and Accommodations
 - a. Please have the dietary restrictions and disability & accommodation needs available when registering your delegates.
7. Consent for Convention Waivers
 - a. Registering adult delegates –

- i. Delegates must acknowledge and agree to all waivers. The registration will be in pending status until the delegate agrees to ALL waivers.
- b. Registering youth delegates –
 - i. You **must** select their age range.
 - ii. **For youth 17 and under**, we **must** receive parental/legal guardian consent on all waivers. Please add the parent/legal guardian's email address in the contact field. The registration will be **pending** until the waiver is signed by the parent or legal guardian.
 - iii. Delegates 18 to 25 years old must acknowledge and agree to all waivers. The registration will be **pending** until the delegate agrees to **ALL** waivers.

Who do units and state conferences contact if they have issues? Membershipservices@naacpnet.org or call the National contact center (410) 580-5777.