

CWA On-Line Credentials Instructions

This on-line system will replace filling out the credential forms and demographics card. Once a local has entered credentials information on-line, a print-image of the credential will be emailed back to the local to be printed.

Basic Requirements:

1. On-line access to the Internet.
2. Your password that was sent to the local on the convention voting strength letter.
3. Valid email address of local for receiving documents.
4. Acrobat Reader to print PDF files.

If you do not have Acrobat Reader you can download a free reader from
www.adobe.com/products/acrobat/readstep2.html

Usage Requirements:

- Before you use the system the first time, be sure you have the valid email address of the local. You will also be asked to confirm the city & state location of your local which will be printed on **ALL** delegate & alternate badges. The email address and badge city/state will only be requested once.
- Before you start to enter credential information be sure you have the delegates full name and address along with the last 4 digits of their SSN, their demographics and designations of chair or delegate for convention. You will also need any alternate delegate information at the time you are entering the credential.
- You must also enter your Local President's name and Local Secretary's name at the bottom of the credential. This is a mandatory field.

Results:

- Once you have submitted credential information via on-line system, CWA Secretary/Treasurer's office will send you an email with two attachments. (Local and Delegate copies).
- Each attachment must be printed and delegates should bring their copy to convention.
- **You DO NOT need to mail a copy back to CWA Headquarters.**

Note for AOL Users: Use AOL 8.0 or higher to properly receive multiple attachments.

The following is a worksheet you should duplicate and use to prepare the information prior to entering on-line.

Once a credential has been submitted it CAN NOT be changed on-line. All changes must be in writing to CWA Secretary/Treasurer's Office.

Any questions regarding credentials should be directed to Cheryl Stoner at 202-434-1368 or CStoner@cwa-union.org

Delegate/Alternate On-Line Worksheet

DELEGATE INFORMATION:

*First Name: _____ Middle Init: ____ *Last Name: _____

*Last 4 SSN: _____ Nick Name on Badge if not First Name: _____

*Street: _____ *City: _____ *State: ____ *Zip: _____

Email Address: _____ - Chairperson - Delegate

Optional Demographics:	Age	Ethnic Origin	Sex
	<input type="radio"/> - Under 21	<input type="radio"/> - White	<input type="radio"/> - Male
	<input type="radio"/> - 21-30	<input type="radio"/> - Black	<input type="radio"/> - Female
	<input type="radio"/> - 31-40	<input type="radio"/> - Hispanic	
	<input type="radio"/> - 41-50	<input type="radio"/> - Asian	
	<input type="radio"/> - 51-60	<input type="radio"/> - American Indian	
	<input type="radio"/> - Over 61	<input type="radio"/> - Other	

First Time Delegate: -Yes -No # Prior Conventions-_____

ALTERNATE INFORMATION (if any):

First Name: _____ Middle Init: ____ Last Name: _____

Last 4 SSN: _____ Nick Name on Badge if not First Name: _____

Street: _____ City: _____ State: ____ Zip: _____

Email Address: _____

LOCAL INFORMATION

*Your Local Presidents Name: _____

*Your Local Secretary Name: _____

ADDITIONAL MEETING: LEGISLATIVE POLITICAL CONFERENCE

*Chair/Delegate Attending: -Yes -No


*Alternate Attending: -Yes -No

* Denotes Mandatory Field

Getting On-Line: You access CWA On-Line Credentials System by going to web address of:
www.CWA-Secy-Treas.org/2009Convention.htm

Logging In:

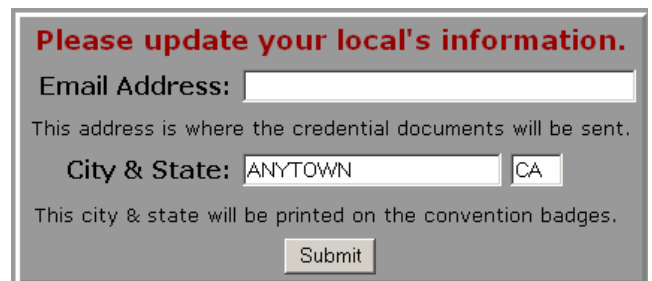
On the Login Screen you must enter your CWA local number. If your local number is four digits it must be preceded by a zero. The Password is found on your CWA Voting Strength letter. It will be in the format of **xxx-xxx**. **It is a secure field and will be displayed as shown on the example to the right.**



Local Number: 05432
Password: [masked]
Login

Initial One Time Setup:

The first time you use the system, you must enter a proper email address in the box provided to receive your completed credential forms as submitted for printing. Please input the full email address including the “@” followed by the name of the service provider. If you fail to input an email address it will not let you proceed. You should also verify the City & State noted in the next box. This will print on ALL delegate & alternate badges for your local.



Please update your local's information.
Email Address: [input field]
This address is where the credential documents will be sent.
City & State: ANYTOWN CA
This city & state will be printed on the convention badges.
Submit

Welcome Screen:



Local 99999
ANYTOWN CA
richard@cwalocal12345.org
Local Votes: **1150**
Delegates Allowed: **4**
Credentials Submitted: **0**
Create New Credentials | Review Legislative Political Conference Sign-Up | Review Submitted Credentials
Logout

Once logged-in you will be presented with the Welcome screen that shows your Local Votes, the Number of allowed Delegates and number of Credentials you have already Submitted. From this screen you can “Create New Credentials”, “Review Legislative Political Conference Sign-Up”, “Review Submitted Credentials” or “Logout” of the system.

Create New Credentials:

The Credential input screen is shown on the next page. It will be easier to enter all of the correct fields if you have previously filled out the provided worksheet. (Duplicate as many as you need)

The **mandatory** field names will be displayed in Red on the screen.

Please note before you proceed that you must fill out the credential for the chairperson of your local's Delegation first. The on-line system is programmed to designate the first credential as "Chairperson."

Delegate Information

You can enter optional demographic information by using the pull-down fields indicated.

If delegate has an alternate, enter information into the specified fields.

Next you enter Local President and Secretary Name.

Finally, you indicate if this

DELEGATE INFORMATION
First Name M Last Name Last 4 of SSN Name for Badge/Nickname
Street City State Zip
Email Address
 Delegate

*** Items in red are required!**

OPTIONAL DEMOGRAPHIC INFORMATION
Age Ethnic Origin Sex First Time Delegate Prior Conventions
Select Select Select Select If no, how many have you attended

ALTERNATE INFORMATION
First Name M Last Name Last 4 of SSN Name for Badge/Nickname
Street City State Zip
Email Address

LOCAL INFORMATION
Your Local Presidents Name
Your Local Secretary Name

ADDITIONAL MEETING: LEGISLATIVE POLITICAL CONFERENCE - JUNE 24-25
Chair/Delegate Attending Yes No
Alternate Attending Yes No

Submit Reset

Chair/Delegate and/or Alternate are attending the Legislative Political Conference. You can later enter conference attendees that are not delegates to the CWA convention itself.

At the very bottom of the form will be the Submit, Reset and Main Menu buttons. The Submit will verify mandatory information and if all is OK, will update the database. The Reset will clear all of the fields so you can reenter all of the information or forget you started this entry.

WARNING: Please verify & review the data before you press the SUBMIT button. You will not be allowed to change the information on-line once you have pressed the SUBMIT. Any changes after you SUBMIT, must be in writing to CWA Secretary-Treasurer's Office.

Submit Reset
Main Menu

Review Legislative Political Conference Sign-Up

The following will be displayed when you press...

Review Legislative Political Conference Sign-Up

This screen shows you all of your convention delegates/alternates and any manual conference attendees you have entered. The C/D/A/M stands for Chair/Delegate/Alternate/Manual. The check box under L.P.C indicates if this person is attending the conference. You can uncheck any person on this display. If you uncheck a “manual” it will be removed from the list.

Attendees - Legislative Political Conference - June 24-25	C/D/A/M	L.P.C.
GRACE COMER	C	<input checked="" type="checkbox"/>
RICHARD VAN ELGORT	A	<input type="checkbox"/>
LORENE HANNAH	M	<input checked="" type="checkbox"/>
DAVID VAN ELGORT	M	<input checked="" type="checkbox"/>

Add Attendee to Conference

Main Menu

You can add an Attendee to the conference who is not a delegate or alternate to the CWA convention by using the “Add Attendee to Conference” button. This will display a screen to add the full name of the attendee.

ATTENDEE INFORMATION

First Name M Last Name

*** Items in red are required!**

Submit Reset

Main Menu

Review Submitted Credentials:

If you request to “Review Submitted Credentials”, a list of all of the credentials you have submitted will show the Delegate name along with any Alternate Name. It will also show if the print-image of the credential was emailed to the local. If there is no email sent date shown, there is no reason to call CWA Headquarters because they have not processed the submissions yet. **On the other hand, if there is a date in the “Email Sent Date” field and you have not received your email, you should call CWA Headquarters Secretary-Treasurer’s office and verify your email address after checking SPAM Filters.**

Credential #	Submitted Date	Email Sent Date	Delegate Name	Alternate Name
9	05/17/2004	05/17/2004	THOMAS JONES	SALLY SMITH
11	05/17/2004	05/17/2004	JOHN SMITH	

If you wish to review the complete details of any credential you have submitted, just click on the underlined Credential Number shown on the left side of any line for a full display of all the data.

For Information on how to use the on-line system or questions on submitted credentials call Cheryl Stoner at 202-434-1368 or cstoner@cwa-union.org.