

INSTRUCTIONS

1. From the Dropdown box under Delegation Credential Certificate select the convention that certificate is for.
 2. From the Region Dropdown box select your Region.
 3. Enter your Branch Number in the Branch # box.
 4. Enter your Chairman information under the Chairman Section:
 - a. Enter Last Name, First Name
 - b. Enter Member ID (Numbers Only)
 - c. Enter Title (i.e Br. President, PRPEC, etc..)
 5. Enter your Delegates Information under the Delegates Section:
 - a. Enter Last Name, First Name
 - b. Enter Member ID (Numbers Only)
 - c. Enter Title (i.e Br. President, PRPEC, etc..)
 - d. Repeat 5a – 5c for each Delegate.
 6. Enter your Branch Proxy Delegate(s) under the Branch Proxy Delegate(s) Section.

NOTE: It is required to have at least one proxy, but two is recommended. The proxy needs to be from another Branch that is attending the convention.

 - a. Enter Last Name, First Name
 - b. Enter Branch Number.
 - c. Enter Title (i.e Br. President, PRPEC, etc..)
 - d. From the Voting Instructions Dropdown select Instructed or Uninstructed.

NOTE: If going Instructed then the Branch needs to give Branch Voting Preferences to the proxy.

 - e. Repeat 6a – 6d for second proxy, if needed.
 7. Under the “Branch President and Branch Secretary Must Sign Credential Certificate” section the following should be completed:
 - a. From the Dropdown box select the convention that you selected under #2.
 - b. Select “DID” or “DID NOT” that the members of your Branch at a regular stated meeting, approve and grant the Chairman of the Branch's Convention Delegation the authority to add the name of any member in good standing of the Branch at the Regional Convention to the Delegate Credential Certificate.
 - c. If the next Dropdown box did not populate to what was selected under 7a, select the convention again.
 - d. Enter the Branch President’s Name (First Name and Last Name)
 - e. Enter the Branch President’s Member ID (Numbers Only)
 - f. Enter the Branch Secretary’s Name (First Name and Last Name)
 - g. Enter the Branch Secretary’s Member ID (Numbers Only)
 - h. Select the Date Signed from the Dropdown calendar.
 - i. If your Branch # is not already added, enter your Branch #.
 8. At the top of the page enter your Voting Strength per the 4th Quarter Membership Report that can be downloaded from the FRA website (fra.org) under your Profile and then Official Correspondence.
 9. Once completed Save the form naming the file with your Branch Number, Respective Convention, and Year. (i.e. Br182_National_Delegation_Credential_2026)
 10. Then email your Credential to your Regional Secretary for validation of your Credential.
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- The following instructions are only for the Regional Secretary:
1. Once the Delegation Credential is received validate the form is completed correctly, all members are in good standing and confirm voting strength.
 2. If anything needs to be updated return to the Branch for them to correct. If form is completed correctly and all members listed are in good standing complete the following under the section at the bottom of the form:
 - a. Enter your Name (First Name and Last Name)
 - b. Enter your Member ID (Numbers Only)
 - c. Enter your Title (i.e RSEC, RPEC, etc..)
 - d. Select Date using the Dropdown calendar.
 3. Once your information is added, click on the “Lock Form” button. This will lock down all fields, so they cannot be edited, and it will also prompt you to Save the form.
 4. Save the form as listed in #9 above except add Validated at the end of the file name. (i.e. Br182_National_Delegation_Credential_2026-Validated)
 5. Email the Validated Delegation Credential to the following depending on Convention:

National: Branch Secretary, Regional President, National Convention Credential Chairman, National Convention Chairman, National President, and National Executive Director.

Regional: Branch Secretary, Regional President, Regional Vice President, Regional Convention Chairman, and Regional Convention Credential Chairman (if there is one appointed).