TNG Sector Conference On-Line Registration Instructions - 2021

Web Site:   locals.cwa-union.org
Select link for TNG Sector Conference On-Line Registration Instructions

Login:   Local Number (that’s the Username) and Password

The password is the same as the Local used for the last Sector Conference. Email TNG at guild@cwa-union.org if that information has been misplaced.

Then click on “Credentials” in the blue menu bar. In the following screen, select “TNG Conference Credentials.”

Initial Credential Screen for Local Setup:

Enter email address for Credentials and verify your City, State, Zip.

IMPORTANT: Enter number of delegates attending. Select from 1 up to the maximum your local is authorized. The program defaults to max allowed.

Credentials Main Menu:

This screen shows the number of delegates allowed, the number attending and split of the votes.

There are buttons to do the following:

- Create New Credentials
- Review Submitted Credentials
- Add New Guest
- Review Submitted Guests
Create New Credentials:

PLEASE NOTE:
Please be sure to complete the credential process completely. Once finished you will see the message Credential for DELEGATE NAME successfully added. You should also receive the credential(s) via email within 24-48 hours.

CWA TNG Sector Conference On-Line: Credential Screen

<table>
<thead>
<tr>
<th>DELEGATE/ALTERNATE INFORMATION</th>
<th>Name for Badge/Nickname</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>M</td>
</tr>
<tr>
<td>Street</td>
<td>City</td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
</tr>
</tbody>
</table>

* Items in red are required!

Submit  Reset  Main Menu
Returning to the Main Menu and selecting “Create New Credential” will allow you to continue adding credentials for other delegates and alternates.
Add New Guest:

After selecting “Submit,” a list of all guests previously registered will appear. If you are done adding guests, select “Main Menu” to return to main menu, or continue adding guests by selecting “Add guest.”

Review Submitted Credentials:

Review Submitted Guests:
SAMPLE Delegate credential that will be emailed to local:

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CREDENTIAL TO THE 2010 CWA DISTRICT 3 MEETING
APRIL 1-8, 2010, ATLANTA, GA
Communications Workers of America
June 17, 2010

We Hereby Certify, That ABRAHAM LINCOLN
1234 MAIN STREET, ATLANTA, GA, 33333

was elected among the members in good standing as a delegate to represent Local 3333 located in
ATLANTA, GA, 33333, and has been authorized to cast 371 votes.

The Chairperson of our Local delegation is ABRAHAM LINCOLN.
Given under our hand and seal this day 17 of June, 2010

ALTERNATE: JOHN R LEWIS
333 4TH AVE, ATLANTA, GA, 3333

Local President Local Secretary
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SAMPLE Guest credential that will be emailed to local:

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GUEST TO THE 2010 CWA DISTRICT 3 MEETING
APRIL 1-8, 2010, ATLANTA, GA
Communications Workers of America
June 17, 2010

We Hereby Certify, That MARTHA WASHINGTON
WASHINGTON, DC

has registered as a guest from Local 3333.

Local President Local Secretary
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If you have any issues with registering, please email guild@cwa-union.org.