

BEFORE YOU BEGIN

Information Needed to Enter 2015 National Convention Delegate and Alternate Registration

If you need more thorough instructions, please see the instructions documents for those attending or not attending National Convention. The documents will walk you through entering your entire delegation, step by step.

Before you begin to enter data:

For every delegate and alternate name you are submitting, the following information will be required. It should match what is in their ALAMIS member record:

1. **First Name:** Please use the first name as it is listed in their member record, and do not use any middle initials in the First Name blank.

Please do not use all capital letters.

If you need to change the spelling or fix a typo for a first name, last name, or email address after your registration is complete, please contact meetings@alaforveterans.org and we will change that information for you.

2. **Last Name**
3. **Email Address**

If a delegate or alternate has attended a national meeting in the last two years, their information should already be in the online system, so you will just need to enter their email address for the system to recognize them.

For members who do not have their own email address, please use the following:

membernamedepartment@americanlegionauxiliary-hq.org

Example: edithhobartohio@americanlegionauxiliary-hq.org

It is VERY important to follow this format to make it easier to identify those without email addresses in the system.

Note: This placeholder is not a functioning email address. The system relies on a unique email address for each person. No two people can have the same email address.

We recommend adding a real email address (a designated representative's or your own) in the Additional (CC) Email Address field. This will allow you to receive confirmations or any correspondence for that person.

We realize you could create this formatted email for every member of your delegation. However, we ask that you avoid creating a formatted email for every doing so, and instead enter the correct email addresses for those members who have email addresses. Many of your members may already be in our online system, and their information will be compromised by creating a fake email address.

4. **Member Number:** This information will eventually be uploaded into ALAMIS, showing a history of participation. You know how important a member number is, so please double-check it!
5. **Unit Number**
6. **Department:** This one should be easy! ☺
7. **First Name for Name Badge:** If attendee prefers a nickname rather than her official member name on her convention badge, please include the nickname in this field. Since name badges will be pulled from this system, please double-check with the individual if you are unsure as to what she wants displayed on her badge.
8. **T-Shirt Size:** For the 2015 National Convention, each American Legion Auxiliary registered delegate, alternate, and guest will receive a T-shirt. Attendees will be asked to wear or bring their t-shirt to the Tuesday, September 1 General Session.
9. **Home Address**
10. **Check Number:** If you are not paying via credit card, on the payment page, you will be asked to add a check number for the payment you will be mailing to ALA NHQ.
Checks should be made payable to "American Legion Auxiliary, National," and mailed with the Certification Form by August 17, 2015.