



American Legion Auxiliary
Department of California

Registration Secretary Process

Duties – Sign Up

1. Sign up, using current process, to be a registration secretary.
2. Choose from the time slots listed
3. Ensure your contact information is accurate. You will receive a registration confirmation email.

Duties – Day of

1. Arrive 5 mins before your registration shift begins
2. You will be updated of any changes
3. Stay your entire time. If you need to leave before your shift has ended, please notify your fellow registration secretary and the Credentials Chair

Registration Process*

1. When a delegate/alternate arrives to register, **make sure to verify their current membership by their membership card.** If they do not have their current membership card, refer them to the office to be verified by the Department Secretary.
2. Ask for their District and Unit number.
3. Pull the District folder. On the lower right corner of the unit delegate registration page will be Unit numbers.
4. Enter the registration date in the designated area, in red ink. The designated area is to the right of the delegate's (unit elected or in their own right) or alternate's name.
5. Provide the delegate/alternate with the appropriate color name badge.
6. Have the delegate/alternate complete their name badge in black ink.
7. Once completed, stamp registered across badge and give them a badge holder
8. Give delegate/alternate convention materials (i.e. goodie bag and convention booklet)

***if there is a post it note on the Unit page, anyone registering must see the Department Secretary or Credentials Chair prior to registration – NO EXCEPTIONS**

***NO ONE UNDER ANY CIRCUMSTANCE MAY REGISTER FOR SOMEONE ELSE**

***If there are any questions or changes to what is listed on the Unit delegate sheet refer the person to the office to speak to the Department Secretary or the Credentials Chair**