

NEW JERSEY STATE FIREMEN'S ASSOCIATION

Delegate Selection Report #104 – Online Entry

The Local Relief Association Representatives must elect your three (3) At-Large Relief Association Delegates and Alternates to the State Convention and if you have an Exempt Association, the Exempt Association elects a Delegate and Alternate to the Convention. The highest ranking officer (Department Chief) is automatically a Delegate by virtue of his/her office. The next highest ranking officer is the Alternate to the Chief.

When entering information on the screens, individuals/line numbers cannot be repeated in multiple spots. For Associations with an Exempt Association, there will be ten separate individuals listed as Delegates and Alternates. For Associations without an Exempt Association, there will be eight separate individuals listed as Delegates and Alternates.

- Only the submitted/listed Chief's Alternate can replace the Chief Delegate – no one else.
- Only the submitted/listed Exempt's Alternate can replace the Exempt Delegate – no one else.
- Any one of the submitted/listed three At-Large Alternates can replace any one of the three At-Large Delegates – only the three at-large Alternates – no one else.

You will need to have the names/line numbers of both the Relief and Exempt (if you have one) Delegates to complete this report. We no longer use two separate reports to submit the information.

The Delegate Selection report must be received in the State Office by May 1st. You must file online and **finalize** the report. **Paper, fax or email copies are no longer accepted.** Do this report ASAP! Do not wait.

Remember: Deadlines are closer than then appear!

1. Go to our website www.njsfa.com
2. Click on the **Secretary Reports** tab
3. Enter your: ISO number XXX
Association number XXX
Your password ***** (contact our office if you are having sign-in issues)
4. Select **Update Convention Delegate/Alternate**
5. At the top, enter the date of the Local Relief Association meeting that the Delegates were elected.

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6. Enter the Company number and Line number of the three at-large Delegates and Alternates. Their names should appear. The system will not let you enter a duplicate individual.
7. The Chief Delegate is already filled in and cannot be changed here. It will automatically change/update in our system based on who is listed on the "Officers Listing Report". You do not have to wait for that report to be submitted. It is an internal correction that is automatic.
8. Enter the Alternate Chief (next highest rank). You cannot duplicate any of the previous individuals/line numbers. If the next in line is not a member of your Relief Association, use 9999 for the line number and type in the individual's name.
9. **If you do not have an Exempt Association, go to line 12 to continue.**
10. Enter the date of the Exempt meeting in which the Delegate and Alternate were elected.
11. Enter the Company and Line numbers for the Exempt Delegate and Alternate. If the Exempt Delegate and/or Alternate are not members of your Relief Association, use 9999 for the line number and type in the individual's name. Again, you will not be able to duplicate any previous individuals/line numbers.
12. If you are sure everything is correct, select Save Selections at the bottom of the screen. If you are missing information/line numbers, after you hit the save icon, all previously entered information will be saved so you do not have to re-enter it. Come back to the screen when you have the information needed. You will need to hit the save icon again once you enter the additional information.
13. You can check and view the report and print out a copy.
14. Once you are sure everything is correct, Finalize the report and the State Office will receive it and we will process it on the next business day. Do not send a hard copy to the State Office.

Contact us if you are having any issues, problems or you have questions. Do not wait.

The Delegate Selection report must be received in the State Office by May 1st. Failure to meet the filing deadline will result in your Association not being seated at the Convention as well as other penalties. Finalizing the report online on or before February 1st meets the deadline requirement.