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# Recording Constituency Delegates

- Go to the Organization tab on eAdventist.net.
- Enter your church name in the search field and then click on the result, underlined as a link.

## Special Notes:

- **Only current members may be elected to delegate positions.**
  - Non-members and/or individuals in the process of incoming transfer are not eligible to represent churches at Constituency Session. See included list.
- **Do not attempt to record Delegates - At Large.**
  - These delegates have already been recorded in eAdventist.net, according to the criteria set forth by the Florida Conference Constitution.
  - Delegates - at Large are recorded under the “Florida Conference SDA Church”.
- **Ensure that current address, phone, and email are recorded in eAdventist.net for each delegate.**

## **On the bottom half of the screen you will see the officers currently listed for your church.**

- Click the “new office” button on the right side of the screen;
  - Select the office title “**Delegate – Organizing Committee**”.
  - Click SELECT PERSON. A pop-up box will appear.
  - Enter the first few letters of the person’s last name in the last name field and the first few letters of the person’s first name in the first name field.
  - Click the SEARCH button.
  - Click in the circle to the left of the correct person.
  - Click the SELECT button. The pop-up box will disappear.
  - Click the SAVE button on the lower right side of your screen and you will be taken back to the Officers tab of the Organization screen where you will see that the delegate has been added.
  - Repeat, if necessary to assign the appropriate number of Delegates – Organizing Committee which are allotted to your church.
- Click the “new office” button on the right side of the screen;
  - Select the office title “**Delegate**”.
  - Repeat the steps listed above, to assign the first regular delegate for your church.
  - Repeat, if necessary, to assign the appropriate number of delegates which are allotted to your church.
- “Delegate – Alt” and “Delegate – Organizing Committee Alt” may also be recorded, if nominated by your church.
  - Simply use the steps above to assign Alternate Delegates and Alternate Organizing Committee Delegates.

Delegates must be entered by May 15, 2022

If you encounter any difficulty at all, please email Carmen Rodriguez [immediately.](mailto:carmen.rodriquez@floridaconference.com)  
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