

How Applying for Elected/Appointed Leadership Works

For Delegates

Starting this year, all elected and appointed leadership applications will be available through reggo.org (the same site you register through). In order to access these forms, you must register for the conference the form in question is for and then your Lead Advisor must officially add you to the roster. Once that is done, follow these steps:

1. Log-on to reggo.org
2. Click the home button (it's the one on the top left that looks like a house).
3. Click "Available Optional Forms".
4. Select the form you wish to complete.
5. Fill out the form (please note that the Elected Leadership applications are not complete until you also submit a picture, the instructions are on the application).
6. Remind your advisor you filled out your application and that she/he needs to approve your application before the deadline. The more you pester them to approve your application, the quicker they will approve it. They will also be super happy that you are taking this seriously and won't be at all bothered by the 12 e-mails and 8 phone calls. I'm sure they'll love you even more for it. Honest.

For Lead Advisors

To view your delegate's elected/appointed leadership applications, please follow the steps below:

1. Use the admin link to sent to you by Scott to become your delegation's administrator. This will allow you to officially add people to your roster and approve their applications. Please keep in mind that once you officially add someone to your roster, your delegation responsible for paying his or her registration fee. *Delegates cannot access the forms until they have been officially added to your delegation roster.*
2. Log-on to reggo.org.
3. Go to "My Groups"
4. Select the conference that has the corresponding form you would like to approve (T&E I Elected Leadership form would be attached to the Training & Elections I conference).
5. Click on "Approve Pending Forms".
6. Review your delegate's form(s).

7. Approve all the applications you would like to officially submit.
Please keep in mind:

- a. Some applications have a limited amount per delegation (i.e. 5 Legislative Committee Chair applications per delegation).
- b. Your delegate's application is not considered officially submitted until you approve the application. *Any applications not approved by the deadline will be disqualified.*

If you have any questions, please let Scott know ASAP. Do NOT wait until 5:00 pm on the deadline to send an e-mail or leave a message asking for help.