

How to Approve Rosters

For rosters to be officially submitted, Lead Advisors need to approve people, so they are added to the delegation's roster. Here are the steps Lead Advisors need to take:

1. Go to www.reggo.org/calymca
2. If you haven't done so already, create a profile.
3. Click on the link I sent you to become an admin for your delegation.
4. Accept the invitation.
5. You now have admin access to your delegation for the up coming conference. Please note that a separate link will be sent to you for each conference.
 - a. Whenever you log on to Reggo, click on "My Groups" and select the event you would like to manage your roster for (for example, 66th Training & Elections I).
6. Click on "View Roster & Pending Registrations"
 - a. This will show you anyone that has been approved to your roster as well as any pending registrations.
7. To add people to your roster, go to the "Pending Registrations" section. Click on the "Approve" button to the right of any names you wish to add to your roster.
 - a. If there are people listed under "Pending Registrations" that you don't want to add to your roster, don't click the "Approve" button.
 - b. As per the Delegation Participation Agreement, your delegation is responsible to pay for anyone that has been officially added to your roster by the registration deadline.