1. Enter your username and password for accessing ESA. Agree to the disclaimer on the following page.

2. Agreement to the disclaimer populates this page. Choose CDS (highlighted in yellow below).
3. To access the delegate election entry page, choose Convention Delegates (highlighted in yellow below).

4. The delegate entry page will populate showing the number of vacancies available to fill. The example below shows a Membership Count of 390, entitling this district to two delegates/alternates as shown. Delegate entry (yellow) is in the left-hand column with each corresponding alternate (green) entered to the right.

Delegate entitlement is determined by the membership count divided by 200 and rounded to the nearest whole number. Membership count for the current two-year election cycle is based on total NYSTRS members as of June 30, 2014. Below is an example.

<table>
<thead>
<tr>
<th>Membership Count</th>
<th>Delegate Entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 299</td>
<td>1</td>
</tr>
<tr>
<td>300 – 499</td>
<td>2</td>
</tr>
<tr>
<td>500 – 699</td>
<td>3</td>
</tr>
</tbody>
</table>
5. For a description of the information contained on the delegate election entry page, see the screenshot and key below.

- **Date of Election**: Must enter a date from March 1 through June 1.
- **Delegates** entered in left-hand column; corresponding **Alternates** entered in right-hand column.
- **EmplID**: Seven digit NYSTRS member number.
- **SSN**: If EmplID is unknown, use SSN to search for member’s EmplID.
- **Email/Confirm**: Enter school email address for elected member in both fields.
- **Mtg Status**: Default for a Delegate is Attending/Voting; default for an Alternate is Not Attending. *If an Alternate will be attending the Annual Delegates Meeting for their corresponding Delegate*, the Delegate’s status must be changed to Not Attending and Alternate’s status to Attending/Voting so they may assume the voting rights of the Delegate. Attending/Visitor is an option to indicate the Alternate will be attending along with their Delegate, but the Alternate will not have voting rights (only one vote per ticket).
- **Mail Pref**: NYSTRS will communicate with delegates and alternates using the email address provided on this screen. The option to change the default to Traditional-U.S. Mail is available.
- **Elig Status**: The default option is Eligible. The employer should change the status to Ineligible if a Delegate or Alternate can no longer fulfill his/her role. They will be removed once NYSTRS receives notification of the status change.