

## Annual Conference Registration: Guide for Branch Secretaries

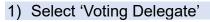
Branch Secretaries will need to register on behalf of voting delegates (both virtual and in person) for Annual Conference 2024.

Please click the following link for the registration platform <u>Annual Conference | Membership | Royal</u> <u>British Legion</u>

To complete the registration process you will need to collect the following data from the Branch delegate:

- Voting Delegates full name
- Voting Delegates email address
- Voting Delegates Branch code
- Secretary name
- Secretary email address
- Secretary phone number

The 5 images below will shop you step by step how to complete the registration process.

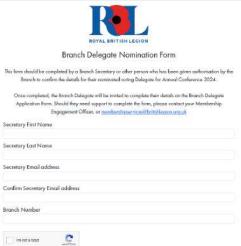




Register to apply for the Membership Annual Conference here Are you a visitor or voting delegate?

Voting Delegate	Visitor
County Delegate	Standard Bearer

2) Input the Voting Delegates details and their Branch Number



If you have any questions please email <u>membershipevents@britishlegion.org.uk</u>



## 3) Select 'continue'. Do <u>NOT</u> close the page

## INITIAL REGISTRATION COMPLETE

Thank you for registering for the Annual Membership Conference. Please click the button below to login and start your application.

Click below to login

Continue

Thank you I	for your interest in attending the RBL Annual Conference 2024, Newport Wales as a Branch Delegate.
	on the button below to access the application form where you will be asked to enter your details to complete registration. Deted, you will receive an email confirming your registration and a link which you can use to log back into review and amend your application details before the event.
	Enter Branch Details
out Branc	h Secretary details
out Branc	h Secretary details BRANCH REGISTRATION RECORD
Branch Code	
Branch Code Branch Name	
put Branc Branch Code Branch Nome Secretary Name Secretary Email	

Important note: Please remember that a voting delegate must be an Active Member, paid their membership fees and have committee approval.

6) Once the registration has been completed, delegates and the Branch Secretary will receive a confirmation email that contains a link to access their application and will allow changes to be made. Once Compliance checks have been completed and status confirmed, changes to applications will not be permitted and the final pass for attendance as a voting delegate will be available to print.

If you have any questions please email <u>membershipevents@britishlegion.org.uk</u>