



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 [Annual Conference | Membership | Royal British Legion](#)

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 show you step by step how to complete the registration process.

1) Select 'Voting Delegate'

ROYAL BRITISH LEGION

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

ROYAL BRITISH LEGION

Branch Delegate Nomination Form

This form should be completed by a Branch Secretary or other person who has been given authorisation by the Branch to confirm the details for their nominated voting Delegate for Annual Conference 2024.

Once completed, the Branch Delegate will be invited to complete their details on the Branch Delegate Application Form. Should they need support to complete the form, please contact your Membership Engagement Officer, or membershipservices@britishlegion.org.uk

Secretary First Name

Secretary Last Name

Secretary Email address

Confirm Secretary Email address

Branch Number

☐ I'm not a robot

If you have any questions please email membershipevents@britishlegion.org.uk



3) Select 'continue'. Do NOT 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](#)

4) Select 'Enter Branch Details'

Thank you for your interest in attending the RBL Annual Conference 2024, Newport Wales as a Branch Delegate.

Please click on the button below to access the application form where you will be asked to enter your details to complete registration.

Once completed, 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](#)

5) Input Branch Secretary details

BRANCH REGISTRATION RECORD

Branch Code	<input type="text"/>
Branch Name	<input type="text"/>
Secretary Name	<input type="text"/>
Secretary Email	<input type="text"/>
Secretary Tel	<input type="text"/>

Thank you for registering your Branch details. If you need to change something, please contact ...

[Continue](#) [Save](#)

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 membershipevents@britishlegion.org.uk