



# 2021 Credentials

- **What time zone is Credentials on August 17–20? What time will Credentials close on August 20?**  
Credentials will be open from 12:01 a.m. Eastern Daylight Time (UTC -4) on August 17 until 11:59 p.m. Eastern Daylight Time (UTC -4) on August 20.
- **When is the last day clubs can assign proxies?**  
Clubs can assign their proxies until August 16 at 11:59 p.m. Eastern Daylight Time (UTC -4).
- **Can clubs assign proxies between August 17 and 20?**  
No, clubs will not be able to assign proxies or make changes to their proxy assignment after 11:59 p.m. Eastern Daylight Time (UTC -4) on August 16. Voting delegates and proxyholders will only have to complete the Credentials process once.
- **Can a club reassign their proxy after it has been submitted? How is that done?**  
A club can reassign their proxy after it has been submitted at any point before 11:59 p.m. Eastern Daylight Time (UTC -4) on August 16. To reassign their proxy the Club President or Club Secretary should log in to Club Central and click on **Club Proxy**. At the bottom of the page will be a link to click for reassigning the club proxy assignment.
- **How will clubs casting their club's vote be notified of the Credentials process?**  
The letter to Club Presidents and Club Secretaries regarding assignment of the club's proxy included basic instructions on how to complete the Credentials process. All proxyholders will be sent an email reminding them to complete Credentials, which will also include basic instructions.
- **Can we send the Credentials slide deck to District leaders?**  
A recording of the Credentials training session will be made available on the Annual Business Meeting page of the Toastmasters International website ahead of Credentials opening on August 17.
- **Will communications relating to club proxies, Credentials, and voting be available in multiple languages?**  
All communications will be in English.
- **When does the 24-hour voting begin?**  
During the Annual Business Meeting, the International President will announce when the ballot has been turned active and the 24-hour voting period has begun.
- **If the Club President has opted out of receiving Toastmasters emails, who gets the email at the club about proxies?**  
The letters regarding club proxies are sent to both the Club President and Club Secretary. If there is no email on record for either club officer, a letter was mailed to the club's mailing address.

Further, if a member selected “No” for email under “My Privacy and Consents” that member will still receive communications related to their membership and the organization such as voting, region alignments, dues, and recognition.

- **Can a District Director see a list of who proxies are assigned to within the District?**

The District Director has access to information about club proxies in their District under **View International Election Proxy Information** in District Central. There are four different lists that can be viewed: clubs that are sending a club delegate; clubs proxies assigned to District Director; club proxies assigned to an active member; and clubs that have not yet assigned their proxy.