

## Accessing the Marketplace

To access the Marketplace, go to <https://marketplace.urj.org> and log in with your Marketplace credentials. Your username should be your e-mail address; if you don't remember your password, you can reset it via the link on the home page. If you can't remember what e-mail address you used, are having other problems logging in, or never received credentials for the Marketplace, e-mail [marketplace@urj.org](mailto:marketplace@urj.org) and someone will be able to help you.

Please note that you need to have administrator privileges in the Marketplace to choose delegates. If you don't have administrator privileges, e-mail [marketplace@urj.org](mailto:marketplace@urj.org) for assistance.

## Where do I go to choose delegates?

Delegates are chosen via the Marketplace. See above if you need access. Once you have logged into the Marketplace, to access the tool for choosing delegates, click on the General Assembly Delegates tab on the Marketplace menu bar.



## I chose delegates in December. Can't I just use those delegates?

If your congregation chose delegates for the January General Assembly, we have prepopulated the Marketplace with those delegates. We ask that you confirm that you want to use the same delegate selections for this vote.

To confirm your delegate selection, please log into the Marketplace and click on the General Assembly Delegates tab. Scroll down until you see the list of delegates. Under the list of delegates, you'll see a "Confirm delegates" button. Click the "Confirm delegates" button.

**Delegates**

Your congregation may have up to 4 delegates.

FIRST NAME	LAST NAME	EMAIL
Wayne	Gretzky	dovberger+gretzky@dovberger.com
Geoffrey	Davenport	dovberger+gdp@dovberger.com
Sergio	Momesso	dovberger+momesso@dovberger.com

[Add a delegate](#)
[Confirm delegates](#)
[Edit delegates](#)

After confirming, you will receive an email confirmation, and each of the delegates will receive an email notification that they have been selected.

If, after confirming your delegate slate, you want to edit your delegate selection, please follow the directions below for deleting or replacing a delegate.

## I want to change some of my delegates. Can I do that?

Absolutely! You can choose delegates for the General Assembly until 11:59 PM (Eastern) on April 6, 2022.

Under the list of delegates, there's an "Edit delegates" button. If you click on that button, you'll be switched into a mode that allows you to add, delete, or substitute delegates. If you need help with the process of managing your delegates, please read the rest of this document. **Don't forget to hit Save when you're done!**

**Delegates**

Your congregation may have up to 4 delegates.

FIRST NAME	LAST NAME	EMAIL
Wayne	Gretzky	dovberger+gretzky@dovberger.com
Geoffrey	Davenport	dovberger+gdp@dovberger.com
Sergio	Momesso	dovberger+momesso@dovberger.com

[Add a delegate](#)
[Confirm delegates](#)
[Edit delegates](#)

## How do I choose delegates?

To choose delegates:

1. Click on the "Add a delegate" button.

**Delegates**

Your congregation may have up to 8 delegates.

FIRST NAME	LAST NAME	EMAIL	PRIMARY AFFILIATION
No delegates selected.			

**Add a delegate**

*Please make sure to click the "Save Your Changes" button below! If you don't click it, your delegate choices will not be saved!*

Save Your Changes

2. You will see a screen that will allow you to enter a person's first name, last name, and e-mail address. Enter the information for a person whom you'd like to add as a delegate, then hit "Search."

Find a person to be a delegate

Please enter first name, last name, and email address and then click "Search." You'll be able to select the person if they're already in our records, or be able to add them if not.

<b>FIRST NAME</b>	<b>LAST NAME</b>	<b>EMAIL</b>
Jane	Doe	jane@gmail.com

**Search** **Add new delegate**

3. If our records find a matching person who's a member of your congregation, they will be displayed in a list below the text boxes. You can select them as a delegate by clicking "Choose as delegate" next to their name.

**Find a person to be a delegate**

Please enter first name, last name, and email address and then click "Search." You'll be able to select the person if they're already in our records, or be able to add them if not.

<b>FIRST NAME</b>	<b>LAST NAME</b>	<b>EMAIL</b>
<input type="text" value="Geoff"/>	<input type="text" value="Davenport"/>	<input type="text" value="gpd209@gmail.com"/>

	<b>FIRST NAME</b>	<b>LAST NAME</b>	<b>EMAIL</b>	<b>PRIMARY AFFILIATION</b>	<b>STATUS</b>
<a href="#">Choose as delegate</a>	Geoffrey	Davenport	gpd209@gmail.com	Farmington Valley Jewish Congregation Emek Shalom (Simsbury, CT)	Available

4. If we cannot find member of your congregation who matches, no one will appear in the list. You can create this person by clicking the "Add new delegate record" button. The person will then appear in the list, and you can make them a delegate by clicking "Choose as delegate" next to their name.

**Find a person to be a delegate**

Please enter first name, last name, and email address and then click "Search." You'll be able to select the person if they're already in our records, or be able to add them if not.

<b>FIRST NAME</b>	<b>LAST NAME</b>	<b>EMAIL</b>
<input type="text" value="Jane"/>	<input type="text" value="Doe"/>	<input type="text" value="jane@gmail.com"/>

## Find a person to be a delegate

Please enter first name, last name, and email address and then click "Search." You'll be able to select the person if they're already in our records, or be able to add them if not.

FIRST NAME

Jane

LAST NAME

Doe

EMAIL

jane@gmail.com

FIRST NAME

LAST NAME

EMAIL

PRIMARY AFFILIATION

STATUS



Choose as delegate

Jane

Doe

jane@gmail.com

Farmington Valley Jewish Congregation Emek Shalom  
(Simsbury, CT)

Available

Search

Add new delegate

5. If the person whose information you entered is already a delegate, either for another congregation or because they are a member of the URJ's North American Board, they will appear in the list with text explaining why the person is not available.

## Find a person to be a delegate

Please enter first name, last name, and email address and then click "Search." You'll be able to select the person if they're already in our records, or be able to add them if not.

FIRST NAME

geoff

LAST NAME

davenport

EMAIL

FIRST NAME

LAST NAME

EMAIL

PRIMARY AFFILIATION

STATUS

Geoffrey

Davenport

gpd209@gmail.com

Farmington Valley  
Jewish Congregation  
Emek Shalom  
(Simsbury, CT)



This person is already a delegate because of their affiliation with the URJ and cannot be selected.

Search

Add new delegate

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6. Once you have added all your delegates, please hit the Save Your Changes button. **Your delegate choices will not be saved until you hit the Save Your Changes button.**

**Delegates**

Your congregation may have up to 4 delegates.

FIRST NAME	LAST NAME	EMAIL	PRIMARY AFFILIATION	DELETE ENTRY
Jane	Doe	jane@gmail.com	Farmington Valley Jewish Congregation Emek Shalom (Simsbury, CT)	Delete

**Add a delegate**

*Please make sure to click the "Save Your Changes" button below! If you don't click it, your delegate choices will not be saved!*

**Save Your Changes**

**Please note that you can make changes to your Delegate selections until 11:59 PM (Eastern) on April 6, 2022. After that time, you will not be able to assign new delegates or substitute delegates via the Marketplace.**

## How do I remove a delegate, or replace a delegate with a new one?

If you would like to substitute delegates, you can delete a delegate and add a replacement. To remove an existing delegate:

1. On the list of delegates, click the “Delete” link at the far right of the list. Please note that you can remove multiple delegates. **Make sure to click Save Your Changes after you have deleted all the delegates you’d like to delete.**

**Delegates**

*Your congregation may have up to 4 delegates.*

FIRST NAME	LAST NAME	EMAIL	PRIMARY AFFILIATION	DELETE ENTRY
Jane	Doe	jane@gmail.com	Farmington Valley Jewish Congregation Emek Shalom (Simsbury, CT)	Delete

[Add a delegate](#)

Confirm delegate removal

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Are you sure that you want to remove this person as a delegate?

[Yes](#) [Cancel](#)

***Please make sure to click the "Save Your Changes" button below! If you don't click it, your delegate choices will not be saved!***

[Save Your Changes](#)

2. After you have removed the delegate(s) whom you would like to replace, please follow the directions above to add a replacement delegate.

**Please note that you can make changes to your Delegate selections until 11:59 PM (Eastern) on April 6, 2022. After that time, you will not be able to assign new delegates or substitute delegates via the Marketplace.**