



# Roster Management

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Knowledge Management Center  
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- Roster Manager role will be identified in Contact Management.
- Those identified as Roster Managers will need to request Voting>Roster Administrator access in Account Manager
- Roster Managers will then be set up by PJM in Voting application.
  - Authority to create and maintain rosters for all PJM stakeholder groups
  - Transparent and centralized process
  - Easy to maintain
  - Managed by members who know their data best
  - Improved data quality and validation
  - Easy and efficient process to add single meeting proxy voters

- Roster Managers will maintain rosters in the Voting Application (voting.pjm.com)
- Roster Managers will now see a new tab for labeled “Roster Manager”
- Roster Manager tab contains three sections for the maintenance of the rosters
  - Contacts
  - Roster
  - Designates

Contacts

Voting Registration Details **Roster Manager**

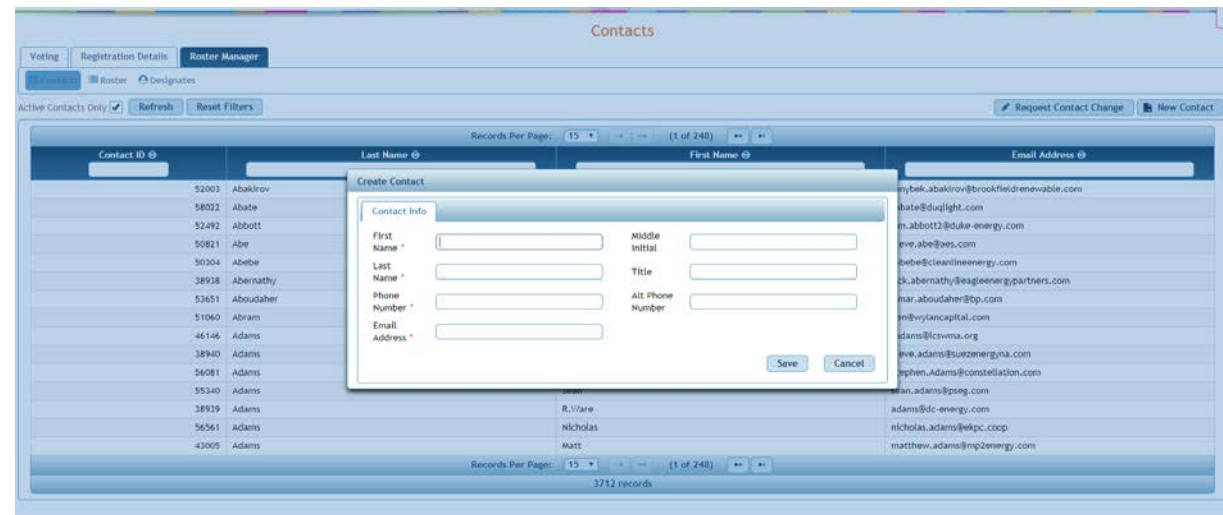
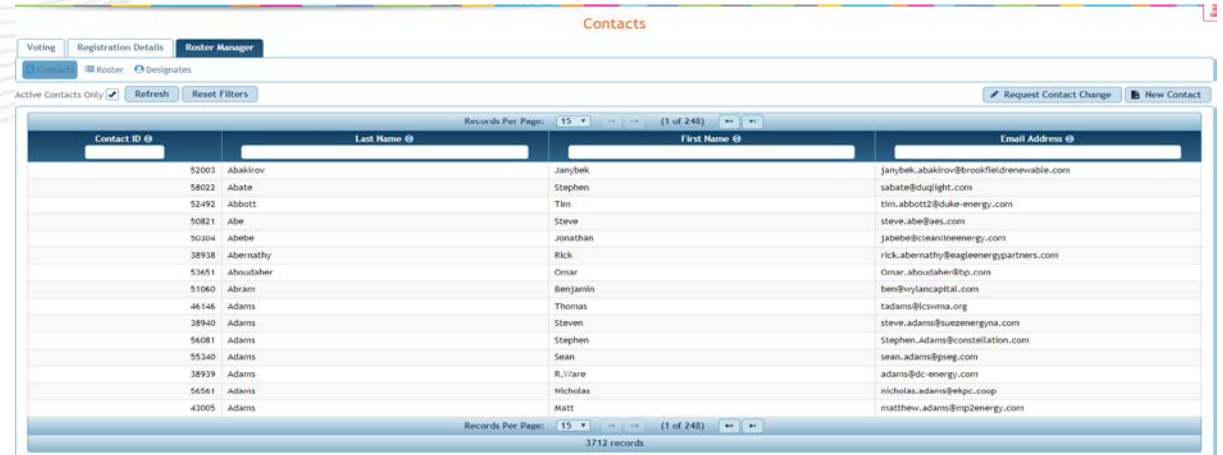
Contacts Roster Designates

Active Contacts Only  Refresh Reset Filters Request Contact Change New Contact

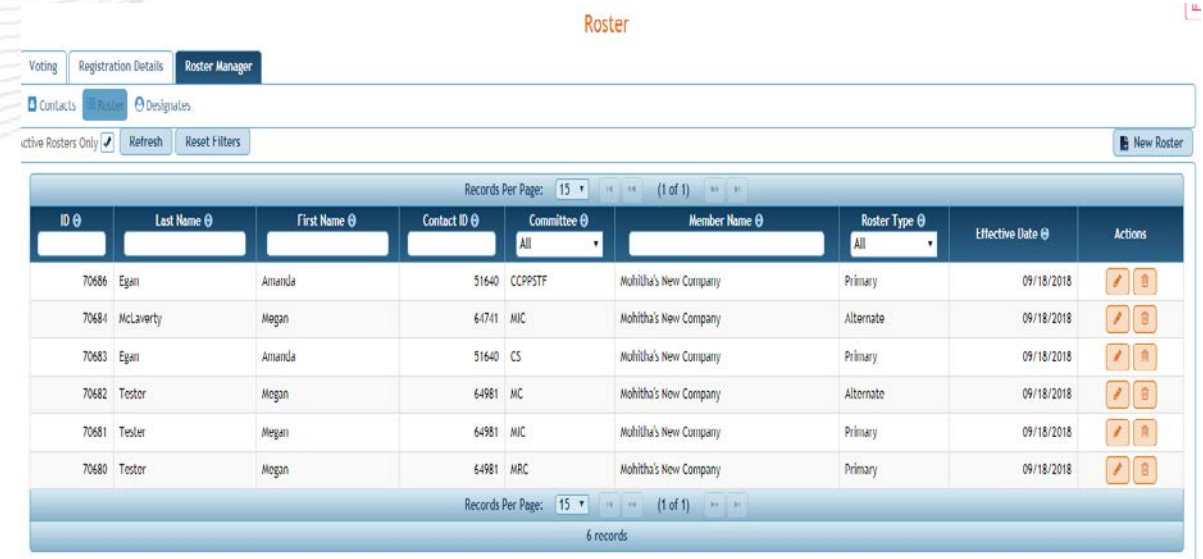
Contact ID	Last Name	First Name	Email Address
52003	Abakirov	Janybek	janybek.abakirov@brookfieldrenewable.com
58022	Abate	Stephen	sabate@duqlight.com
52492	Abbott	Tim	tim.abbott2@duke-energy.com
50871	Ahe	Steve	steve.ahe@aec.rnm
50304	Abebe	Jonathan	jabebe@cleanlineenergy.com
38938	Abernathy	Rick	rick.abernathy@eagleenergypartners.com
53651	Aboudaher	Omar	Omar.aboudaher@bp.com
51060	Ahram	Ranjamin	hen@vylanncapital.rnm
46146	Adams	Thomas	LaAdams@lcwma.org
38940	Adams	Steven	steve.adams@suezenergyna.com
56081	Adams	Stephen	Stephen.Adams@constellation.com
55340	Adams	Sean	sean.adams@pseg.com
38939	Adams	R. VVare	adams@dc-energy.com
56561	Adams	Nicholas	nicholas.adams@ekpc.coop
43005	Adams	Matt	matthew.adams@mp2energy.com

Records Per Page: 15 (1 of 248) 3712 records

- The 'Contacts' tab contains all existing contacts of whom can be added to a roster
- The 'New Contact' button will allow for a Roster Manager to create a new contact
- The application will not allow for a duplicate contacts to be created with the same email address



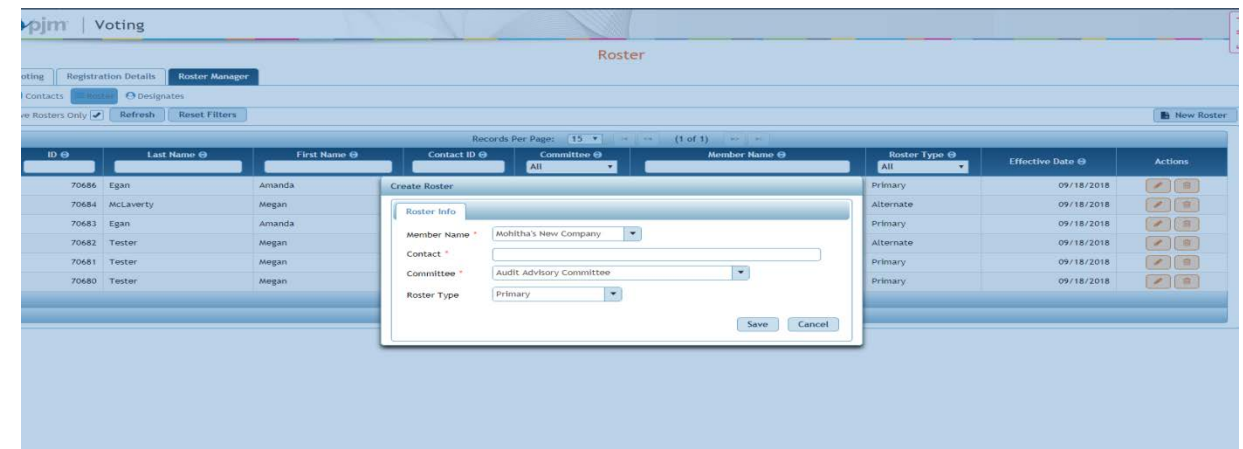
- The Roster tab allows Roster Manager to see all 'Active' rosters for the companies they are designated as Roster Managers
- Select 'New Roster' and select the Company, Contact, Committee, Roster Type and Save to create a new roster
- Rosters will be pre-populated with current roster representation



Records Per Page: 15 (1 of 1)

ID	Last Name	First Name	Contact ID	Committee	Member Name	Roster Type	Effective Date	Actions
70686	Egan	Amanda	51640	CCPPSTF	Mohitha's New Company	Primary	09/18/2018	[Edit] [Delete]
70684	McLavery	Megan	64741	MIC	Mohitha's New Company	Alternate	09/18/2018	[Edit] [Delete]
70683	Egan	Amanda	51640	CS	Mohitha's New Company	Primary	09/18/2018	[Edit] [Delete]
70682	Testor	Megan	64981	MIC	Mohitha's New Company	Alternate	09/18/2018	[Edit] [Delete]
70681	Testor	Megan	64981	MIC	Mohitha's New Company	Primary	09/18/2018	[Edit] [Delete]
70680	Testor	Megan	64981	MIC	Mohitha's New Company	Primary	09/18/2018	[Edit] [Delete]

Records Per Page: 15 (1 of 1)  
6 records



Records Per Page: 15 (1 of 1)

ID	Last Name	First Name	Contact ID	Committee	Member Name	Roster Type	Effective Date	Actions
70686	Egan	Amanda				Primary	09/18/2018	[Edit] [Delete]
70684	McLavery	Megan				Alternate	09/18/2018	[Edit] [Delete]
70683	Egan	Amanda				Primary	09/18/2018	[Edit] [Delete]
70682	Testor	Megan				Alternate	09/18/2018	[Edit] [Delete]
70681	Testor	Megan				Primary	09/18/2018	[Edit] [Delete]
70680	Testor	Megan				Primary	09/18/2018	[Edit] [Delete]

**Create Roster**

Roster Info

Member Name: Mohitha's New Company

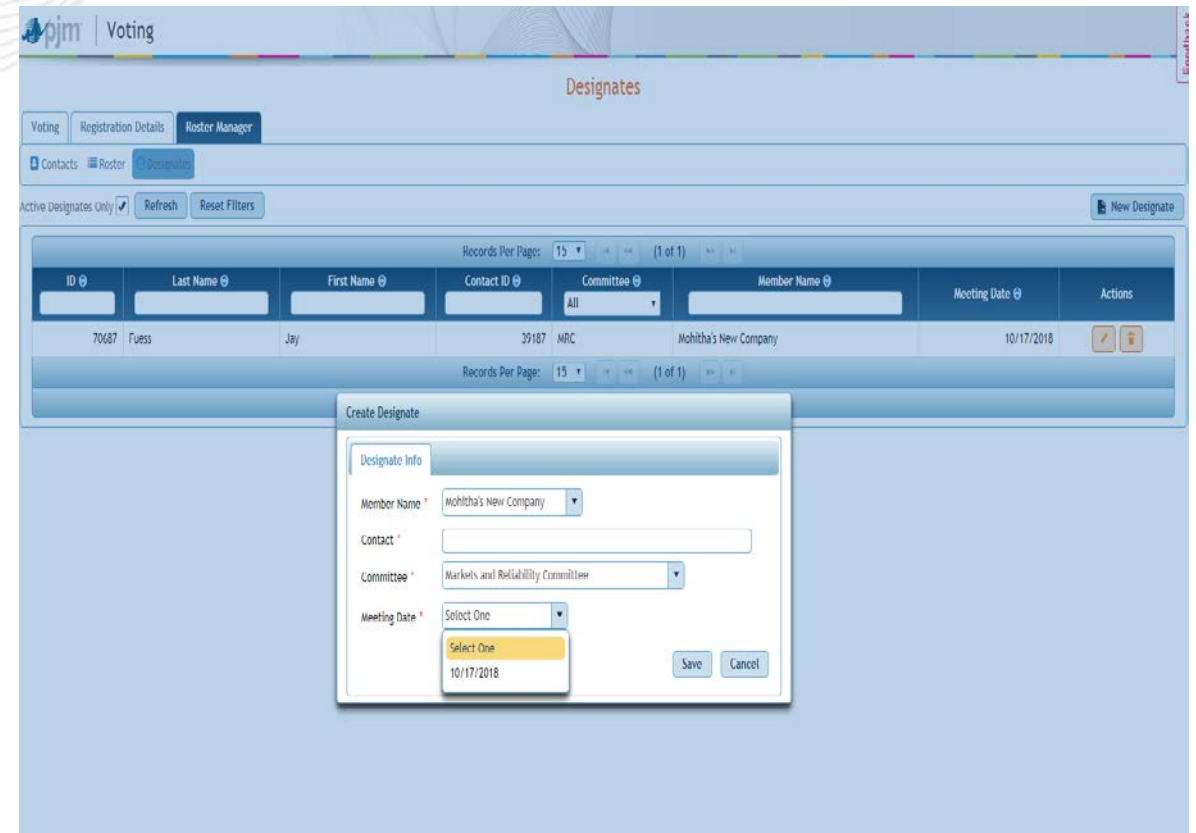
Contact: [Empty]

Committee: Audit Advisory Committee

Roster Type: Primary

[Save] [Cancel]

- Roster Managers will be able to assign designated voters (proxies) for a single meeting through this page
- Meeting dates for specified committees will be prepopulated for Roster Managers to select from
- Contact Managers can search existing designations for their companies to quickly re-add proxies for future meetings of the same committee (uncheck 'Active Designates Only' box to search)



- For assistance using the Roster Manager functionality in the Voting Application, please email:
  - Amanda Egan – [Amanda.Egan@pjm.com](mailto:Amanda.Egan@pjm.com)
  - Megan McLaverty – [Megan.McLaverty@pjm.com](mailto:Megan.McLaverty@pjm.com)
  - Membership Forms – [MembershipForms@pjm.com](mailto:MembershipForms@pjm.com)
- PJM Staff will be available on site during meetings for further assistance