# Quick Guide to Submitting FFA Membership

*Updated: 10/2018*

*The following steps will walk you through the entire process of adding FFA memberships. For more detailed information please review the How To guide for each individual step along with corresponding video by clicking on the wrench icon on each roster page or by downloading all of the guides from the How To Guide page in your toolbox.*

### BEFORE BEGINNING KNOW WHAT DATA IS REQUIRED

Before starting your roster, it is important to know what data national and state require for your **Chapter Profile**, **Student/Member Roster** and **Teacher/Advisor Profile**. State required data is defined by each state and may vary.

- Currently alumni requirements are universal.
  - o **Alumni Chapter Profile:** Alumni leader name and contact information
  - o **Membership Roster:** Name, Address, City, State, Zip and Email Address

Required Chapter Profile data must be provided the first time it is presented. You will be prohibited from moving forward until the required data is completed. Once the data has been updated, you will only have to revisit/modify the required data when new data points have been added or existing data needs to be reviewed.

### HOW TO ACCESS YOUR MEMBERSHIP PORTAL:

1. Go to [www.ffa.org](www.ffa.org)
2. Open your **Dashboard** *(Teachers/Advisors or Alumni Leader)* (top right of page)
3. Under *Quick Access*, select **Manage Roster**
4. Log in using your existing FFA.org account information
   - *(ALUMNI LEADERS: if you do not have a an existing FFA.org account you will need to create one, register as a chapter leader and notify your local FFA chapter advisor to approve your request.)*

ALL FFA members can now self-register themselves using FFA.org and then the advisor/alumni leader just needs to approve them.

#### SELF-REGISTRATION

1. Returning members <u>with</u> an FFA.org account just need to login and register
2. Returning members <u>without</u> an FFA.org account will need to use one the following means to create an FFA.org login and then register:
   a. Chapter Invite Code and first and last name exactly as shown in the system
   b. Chapter ID and personal Invite Code, found on Manage Memberships
   c. FFA ID and last name exactly as shown in the system, found on Manage Memberships
3. <u>New</u> members simply need to create a FFA.org account and register

## STEP ONE – MANAGE MEMBERSHIPS

This page is where you will manage all memberships that already exist. The first thing you will see are those members that have a currently active membership at the time you go to the page.

### *RENEW RETURNING MEMBERS ON-SCREEN*
1. Under Manage Memberships, renew returning members from previous membership years (*you will need to change the membership year to see all annual members from any previous membership year*)

### *EXPORT PREVIOUS ROSTER TO NATIONAL TEMPLATE & EDIT*
1. Under *Manage Memberships*, export roster(s) from previous year(s) to the national template
2. Make necessary changes
   a. Update returning members
   b. Remove members not returning
   c. Add new members
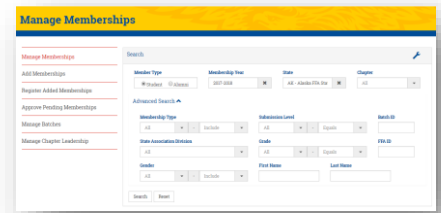
## STEP TWO – ADD MEMBERSHIPS

This page is where you will add any new members to your roster either manually or by importing them via the National FFA Roster template.
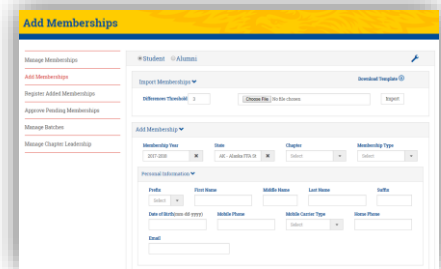
### *MANUALLY ADD NEW MEMBERS*
1. Add new members one at a time using the on-screen form

### *IMPORT UPDATED PREVIOUS ROSTER USING NATIONAL TEMPLATE*
1. Import your revised Excel roster from Step One

### *DOWNLOAD THE NATIONAL TEMPLATE & IMPORT ALL MEMBERS*
1. Download the blank, national template
2. Add **new** members only to the Excel template
3. Import your Excel roster of new members
4.

## STEP THREE – REGISTER ADDED MEMBERSHIPS

This page is where you will review all local memberships created in step two and then assign then assign them automatically their FFA ID.
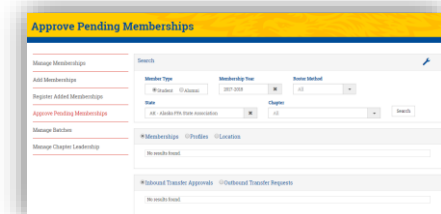
1. Carefully review all memberships that you **added** in steps two and then select **Register Added Memberships** under Actions.
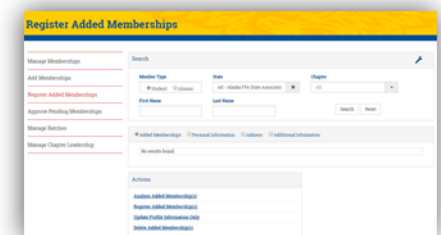
## STEP FOUR - APPROVE PENDING MEMBERSHIPS

This page is where you will review all local memberships created in steps one thru three and submit to state for approval.

1. Carefully review all membership that **self-registered**, you **renewed** in step one and **added** in steps two and then check all memberships that you want to submit onto state approval. Once you have checked all memberships to submit select **Submit Membership(s) to State** under Actions.

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## STEP FIVE – MANAGE MEMBERSHIP TRANSFERS

This page is where you will approve, deny or review any member's requests to transfer their membership into or out of your chapter.
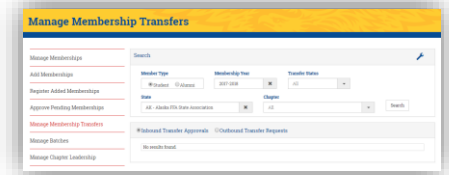


## STEP SIX – MANAGE BATCHES (PRINT INVOICE)

This page is where you will find any and all of your batch invoices. From this page, you will print your invoices to send onto the state level with your payment.