



Quick Guide to Submitting FFA Membership

Created: 09/2017

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.
 - **Alumni Chapter Profile:** Alumni leader name and contact information
 - **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
2. Click **My FFA Registration and Login** to sign into FFA.org (top right of page)
3. Open your **FFA Dashboard** (top right of page)
4. Under *My Account*, select **My Toolbox – Alumni Leader/Instructor**
5. Under Roster Tools, select **Manage Roster**

NEW FOR THE 2017-2018 MEMBERSHIP YEAR – SELF REGISTRATION

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 with an FFA.org account just need to login and register
2. Returning members without 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. New members simply need to create an FFA.org account and register

STEP ONE – MANAGE MEMBERSHIPS

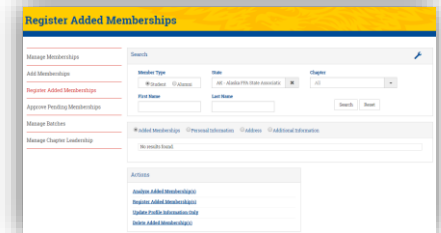
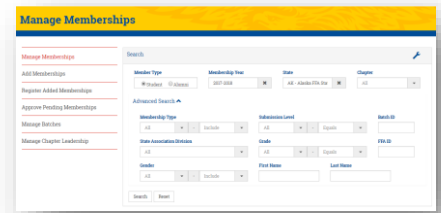
This page is where you will manage all memberships that already exist.

RENEW RETURNING MEMBERS ON-SCREEN

1. Under Manage Memberships, renew returning members from previous years
2. Under *Register Added Memberships*, carefully review and then register all the memberships you renewed (*if you do not do this before moving to the next step these memberships will be overwritten and you will have to redo this process*)

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
3. Under *Register Added Memberships*, carefully review and then register all the memberships you renewed (*if you do not do this before moving to the next step these memberships you will be overwritten and you will have to redo this process*)

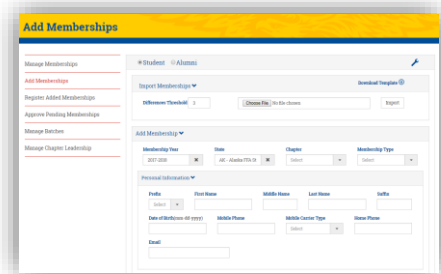


STEP TWO – ADD MEMBERSHIPS

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
2. Under *Register Added Memberships*, carefully review and then register all the memberships you added (*if you do not do this before moving to the next step these memberships will be overwritten and you will have to redo this process*)



IMPORT UPDATED PREVIOUS ROSTER USING NATIONAL TEMPLATE

1. Import your revised Excel roster from Step One
2. Under *Register Added Memberships*, carefully review and then register all the memberships you added (*if you do not do this before moving to the next step these memberships will be overwritten and you will have to redo this process*)

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. Under *Register Added Memberships*, carefully review and then register all the memberships you added (*if you do not do this before moving to the next step these memberships will be overwritten and you will have to redo this process*)

STEP THREE – 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 submit all memberships for state approval.

