

2016 Basic Steps - FFA Membership Rosters

If you read these instructions and follow the indicated steps, you have the information you need to successfully use the National FFA Website to complete your membership roster.

If you are having any technical issues where the system is not working for you, etc. please contact the Wisconsin FFA Center so we can investigate your situation.

STEP 1: Go to the National FFA Website. www.ffa.org

STEP 2: In the upper right hand corner, you will see where you have “My FFA Registration and Login” . Click on that to then enter your User Name in the first box and your Password in the second box. Click on “**SIGN IN**”.

If you forgot your **Password** - Just under the login option, you will see where you can reset your password. Passwords must contain at least 7 characters and include one letter and one number.

STEP 3: Click on “Open your FFA Dashboard “

STEP 4: Select “**My Toolbox – Instructor**”

WHAT SHOULD YOU SEE AT THIS POINT? Once you have entered this portion of the website you should have a screen with several blue boxes.....

STEP 5: View the blue box that says **ROSTER TOOLS** then **Select “MANAGE ROSTER”**.

STEP 6: RENEWING MEMBERS: Go to the tab on the top of your screen titled “**EXPIRED ROSTER**”. These students are those that have been FFA members in your chapter in the past and now have the potential to be renewed.

1. Make sure to sort your members so you only see members that were active LAST school year.
 - a. Under “**EXPIRED YEAR** “on the right-hand side of your screen, click on the pull down and **select “2016**”. Click “**SEARCH**”. This will sort out the members that were active on your roster last year. The screen will appear in alphabetical order. Not all students will appear at one time. You can also search for specific students if needed on the top portion of this screen if necessary.

NOTE: If you want to expand your list of students on your screen...next to where it shows you how many students were found in your search, **click on the blue button** to view more names on your screen.

2. Click on the boxes of the students in the “**Select**” **column (far left column)** to select those students that you want to renew their membership.

NOTE: REMEMBER YOU MUST FINISH PROCESSING SELECTED STUDENTS ON EACH SCREEN YOU ARE VIEWING BEFORE GOING TO THE NEXT SCREEN OR YOU WILL LOSE YOUR WORK.

3. At the bottom of the screen, **in the “BULK ACTIONS” box**, once you have selected the students on the screen that you want to renew, **click on the blue button next to Renew Membership**. This will give you the option to **SELECT “Student 1- Year”** which indicates FFA membership. **Select this option.**
4. **Click on the words “RENEW MEMBERSHIP”**. This will then give you a prompt double-checking that you want to complete this step. If all is good click yes to move forward.

STEP 7: ADDING NEW MEMBERS: Go to the tab titled: “**ADD NEW STUDENTS**”.

Here is where you will add your new members.

If you are uploading a list of students from another document - Please read the specific instructions provided “**SHOW INSTRUCTIONS**”. You will need to use the National FFA Template so that you have the information in the correct format to fill in the information requested.

1. Input all the required information about the new student you are entering on your roster. **THIS MUST BE DONE IN ORDER FOR YOU TO BE ABLE TO STATE APPROVE YOUR ROSTER.**
2. **Click “SAVE” or “SAVE & ADD ANOTHER”** – If you are missing required information it will prompt you and not allow you to save that entry.

The students that you add will move to the **ACTIVE ROSTER** page **UNLESS** there is a problem detected with the entry. If the student is a potential duplicate or there is information missing for a student, they will then go to the **PENDING REVIEW** tab and you will then have to **Local Approve/Create Membership** before they are moved to the **ACTIVE ROSTER**.

STEP 8: DOUBLE CHECKING MEMBERS ON ACTIVE TAB

Review your “**ACTIVE ROSTER**” tab.

On this screen you should see all the new and renewed students you want to add to your roster for this school year.

If you find that there is a student that is not supposed to be on the “**ACTIVE ROSTER**”, click on the “**X**” on the far right side of the student’s information and you can expire them from your active page.

Make sure that the list of students on your “ACTIVE ROSTER” tab is what you want to submit for membership for this school year. REMEMBER ONCE YOU CLICK “SUBMIT FOR STATE APPROVAL” YOUR ROSTER HAS NOW BEEN PROCESSED.

STEP 9: FINAL STEPS TO SUBMITTING STUDENTS FOR STATE APPROVAL: Once you have all the students renewed and addedyou have reviewed your list to make sure all the student names are correct and you don’t have any duplicates.....

- a. Click on “**SELECT ALL STUDENTS**”
- b. Click on “**SUBMIT FOR STATE APPROVAL**”
- c. Invoice link is provided once you submit your roster for state approval at the top of the screen. If you miss that you can click on “**Submitted Batches**” to print your invoice.

THIS STEP HAS TO BE COMPLETED OR YOUR MEMBERSHIP IS NOT OFFICIAL.

This is new this year!!!!

You must make sure all renewing students have all required data on their profile completed. FFA has provided a single invite code that can be found on every chapter profile by going to “Student/Member Data” and clicking on the “Current Membership Roster” tab. Simply post the “Invite Code” in your classroom and request students sign into FFA.org and update/complete their profile. If there is any missing data you will not be able to submit that student on the roster until all data is there.

Required Chapter Profile Data

In order to submit a roster to state, a chapter must have all national and state required data on their chapter profile completed. If there is missing data, the chapter will get a link to a form to complete the data when they try to submit the roster to state. The only way you will be able to “Submit to State” is to make sure all renewing students have all required data on their profile completed.

THIS YEAR WISCONSIN FFA IS REQUIRING THAT YOU SUBMIT YOUR CHAPTER CONSTITUTION AND PROGRAM OF ACTIVITIES TO YOUR CHAPTER PROFILE TO BE ABLE TO COMPLETE YOUR SUBMISSION OF YOUR ROSTER ON TO STATE.

FIRST DEADLINE FOR THIS IS DECEMBER 1. ALL CHAPTERS ARE REQUIRED TO MEET THIS DEADLINE. FINAL DEADLINE FOR THE SCHOOL YEAR IS MARCH 1.

FOLLOW THE SAME PROCESS ABOVE FOR SUBMITTING MORE STUDENTS AFTER DECEMBER 1.

STUDENTS ARE NOT OFFICIALLY MEMBERS UNTIL YOU DO THE FINAL “SUBMIT FOR STATE APPROVAL” AND DUES ARE PAID. CHECKS MUST BE MADE PAYABLE TO THE WISCONSIN ASSOCIATION OF FFA AND SENT TO:

Wisconsin Association of FFA, ATTN: CTSO Accountant, PO Box 7841, Madison, WI 53707-7841