



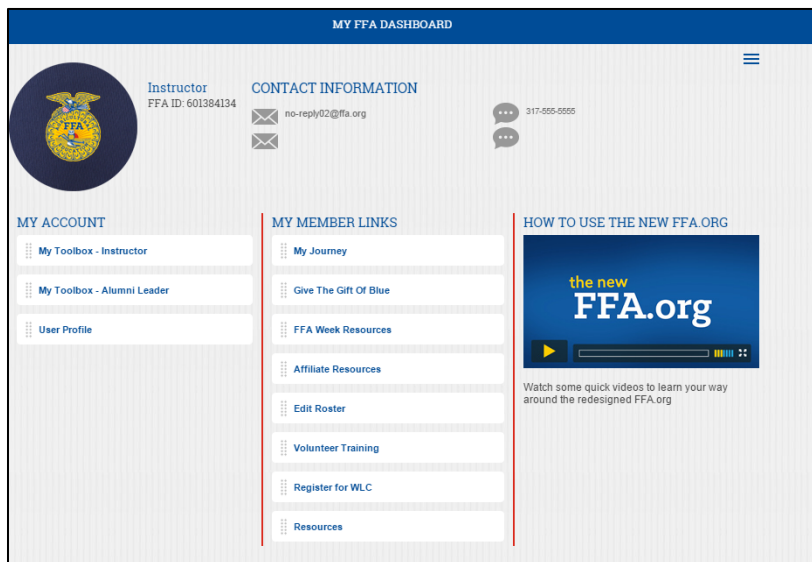
NATIONAL  
FFA ORGANIZATION

## How Do I Add a New Member?

LOGON TO [WWW.FFA.ORG](http://WWW.FFA.ORG)

OPEN YOUR DASHBOARD

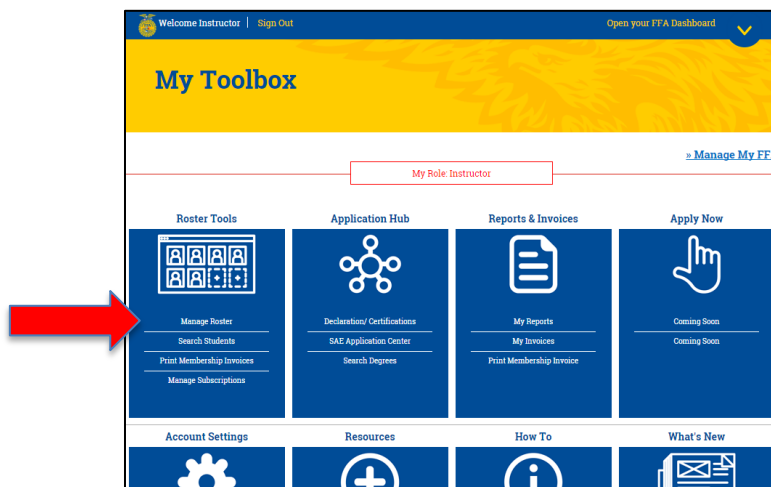
Using the **Open your FFA Dashboard** drop down arrow found at the upper right hand corner of the page, open your dashboard and locate **My Toolbox – Instructor**. This will open the toolbox area.



### MY TOOLBOX - INSTRUCTOR

My Toolbox allows instructors to quickly locate key activities.

All roster tools are located now in one section, **Roster Tools**. To access your membership roster, select **Manage Roster**.





## MANAGE MY FFA - ROSTER

The Manage My FFA menu allows you to maneuver to key activities such as **Roster, Application Center and Profiles**. In addition, you also can change the chapter you are accessing.

Choose the **Add New Students** tab

Welcome Instructor | Sign Out | Open your FFA Dashboard

Manage My FFA - Version 1.0 | Instructor - ZZ0001

Home | Profiles | Application Center | Roster | Reporting | Search | Refresh

Manage Student Roster and Membership | Switch To Alumni Roster

Select from the tabs below to manage your student roster and student memberships. [Download the help file for this tab.](#)

Active Roster | Exp | **Add New Students** | Submitted Batches | Instructors

**Upload Student Memberships**

Show instructions

Download National Roster Template

Select Template: [Dropdown] [Add] [Edit] [Delete] [X]  Show Import Errors  Show Import Warnings Minimum Difference Threshold: [1]

Select file on your computer: [Choose File] | No file chosen | Import

**Add New Student Membership**

Please enter in the information below and click the save button. \* indicates a required field.

Chapter \* [Dropdown] | Membership Type \* [Dropdown]

Prefix [Dropdown] | First Name \* [Text] | Middle Initial [Text] | Last Name \* [Text] | Suffix [Dropdown]

Email Address [Text] | Date of Birth [Text]

Add all information in the **Add New Student Membership** section then select **Save or Save and Add Another**

Show instructions

Download National Roster Template

Select Template: [Dropdown] [Add] [Edit] [Delete] [X]  Show Import Errors  Show Import Warnings Minimum Difference Threshold: [1]

Select file on your computer: [Choose File] | No file chosen | Import

**Add New Student Membership**

Please enter in the information below and click the save button. \* indicates a required field.

Chapter \* [Dropdown] | Membership Type \* [Dropdown]

Prefix [Dropdown] | First Name \* [Text] | Middle Initial [Text] | Last Name \* [Text] | Suffix [Dropdown]

Email Address [Text] | Date of Birth [Text]

Address \* [Text] | City \* [Text] | State \* [Dropdown] | Zip Code \* [Text]

Ethnicity [Dropdown] | Race [Dropdown] | Gender [Dropdown]

Residence Location Type [Dropdown] | Grade \* [Dropdown] | H.S. Grad. Year [Text]

[Save] [Save & Add Another]