

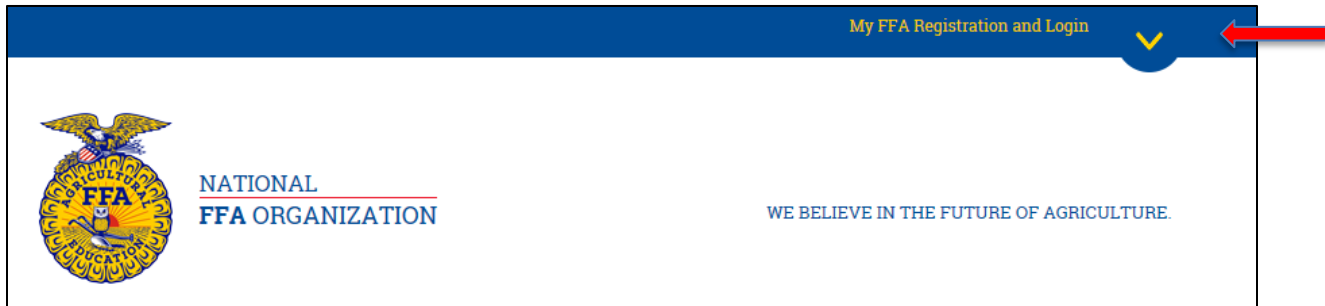


NATIONAL  
FFA ORGANIZATION

## How Do I Locate the Membership Roster?

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

To begin, go to FFA.org and select the *My FFA Registration and Login* dropdown at the top right corner.



From the dashboard, select provide your Username and Password and select *Sign In*





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## 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.

Welcome Instructor | Sign Out

Open your FFA Dashboard

NATIONAL FFA ORGANIZATION

WE BELIEVE IN THE FUTURE OF AGRICULTURE.

ABOUT | JOIN | PARTICIPATE | SUPPORT | DONATE | SHOP

MY FFA DASHBOARD

Instructor  
FFA ID: 601384134

CONTACT INFORMATION  
no-reply02@ffa.org  
317-555-5555

MY ACCOUNT

- My Toolbox - Instructor
- My Toolbox - Alumni Leader
- User Profile

MY MEMBER LINKS

- Give The Gift Of Blue
- FFA Week Resources
- Affiliate Resources
- Edit Roster
- Volunteer Training
- Register for WLC
- Resources

HOW TO USE THE NEW FFA.ORG

the new FFA.org

Watch some quick videos to learn your way around the redesigned FFA.org



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## 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**.





Welcome Instructor | Sign Out Open your FFA Dashboard

# My Toolbox

[» Manage My FFA](#)

My Role: Instructor

Roster Tools	Application Hub	Reports & Invoices	Apply Now
<div style="text-align: center;"></div> <ul style="list-style-type: none"><li style="border-bottom: 1px solid white; padding: 5px 0;">Manage Roster</li><li style="border-bottom: 1px solid white; padding: 5px 0;">Search Students</li><li style="border-bottom: 1px solid white; padding: 5px 0;">Print Membership Invoices</li><li style="padding: 5px 0;">Manage Subscriptions</li></ul>	<div style="text-align: center;"></div> <ul style="list-style-type: none"><li style="border-bottom: 1px solid white; padding: 5px 0;">n/ Certifications</li><li style="border-bottom: 1px solid white; padding: 5px 0;">SAE Application Center</li><li style="padding: 5px 0;">Search Degrees</li></ul>	<div style="text-align: center;"></div> <ul style="list-style-type: none"><li style="border-bottom: 1px solid white; padding: 5px 0;">My Reports</li><li style="border-bottom: 1px solid white; padding: 5px 0;">My Invoices</li><li style="padding: 5px 0;">Print Membership Invoice</li></ul>	<div style="text-align: center;"></div> <ul style="list-style-type: none"><li style="border-bottom: 1px solid white; padding: 5px 0;">Coming Soon</li><li style="padding: 5px 0;">Coming Soon</li></ul>

Account Settings	Resources	How To	What's New
			



### 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 by using right hand box

Welcome Instructor | Sign Out Open your FFA Dashboard

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**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 Expired Roster Pending Students Add New Students Submitted Batches Instructors

**Search for Active Student Memberships**

Use the search controls below to find memberships. You can search for chapters to filter typing a partial chapter name/affiliate or ID into the chapter/affiliate box and typing the down arrow or clicking its chevron to the right. Last name and first name are automatically a partial text search (e.g. "mal" will find "Maldonado," "O'Malley", and "Comal").

Chapter  Membership Type

Last Name  First Name  Email Address  H.S. Grad. Year

FFA ID  Gender  Grade  Submission Level

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Active Student Memberships View: Membership Profile Demographics

<< Prev Next >> Page 1 of 6 Go 51 Student Membership(s) found

Bulk	Chapter	FFA ID	Last Name	First Name	Enrolled	Expires	Membership	Sub. Level	Invite Code	Actions
<input type="checkbox"/>	ZZ0001	600770666	Alston	Tony	1/26/2015	8/31/2015	1-Year	Local		
<input type="checkbox"/>	ZZ0001	601092504	Apple	Bev	10/23/2014	8/31/2015	1-Year	Local	Z\$3SIB	

