



## Manage Batches

Created: 08/2017

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### OVERVIEW OF MANAGE BATCHES

The various features within the **Manage Batches** section are highlighted below.

**Toggle between Student and Alumni Batches**  
\*Must have permissions for both rosters to access both

**View batches from current and previous memberships years**

**Switch views to see details about your batches on-screen**

**Select ALL batches on THIS PAGE ONLY**

**Review your batches by exporting them to Excel**

**View memberships in a batch, Disapprove Batches within your level of permissions and/or Print Invoices**

**Manage Batches**

**Member Type**:  Student  Alumni

**Membership Year**: 2016-2017

**State**: AK - Alaska FFA Sta

**Chapter**: All

**State Association Division**: All

**Submission Level**: All

**Affiliation**: All

**Batch ID**: [Empty]

**Search** [Search] [Reset]

<input type="checkbox"/>	Batch ID	State	Chapter	Affiliated	Status	Last Approval On	Memberships	Dues	[Actions]
<input type="checkbox"/>	417432	AK	AK0014	Yes	Approved	12/12/2016	27	\$ 300.00	[Actions]

**1 Membership Batch(es)**

**Actions**

- Disapprove Batch(es)
- Print Invoice(s)

## VIEW A LIST OF MEMBERSHIPS ON A BATCH

To view a list of memberships on a batch, click either [A] the **Batch ID** or [B] the magnifying glass icon (🔍) for a specific batch.

● Batches ○ Details

<input type="checkbox"/>	Batch ID	State	Chapter	Affiliated	Status	Last Approval On	Memberships	Dues	
<input type="checkbox"/>	417432	AK	AK0014	Yes	Approved	12/12/2016	27	\$ 300.00	🔍 🔄 🖨️

1 Membership Batch(es)

**A** OR **B**

● Memberships ○ Profiles ○ Location

<input type="checkbox"/>	FFA ID	First Name	Last Name	Membership Type	State	Chapter	Membership Year(s)	Status-Batch ID	
<input type="checkbox"/>	602679972	Noble	A'field	One Year	AK	AK0014	2016 - 2017	Approved - 417432	🗑️ 🔄
<input type="checkbox"/>	601143333	Tommy	Frank	One Year	AK	AK0014	2016 - 2017	Approved - 417432	🗑️ 🔄
<input type="checkbox"/>	600365687	Josie	Gibbs	One Year	AK	AK0014	2016 - 2017	Approved - 417432	🗑️ 🔄
<input type="checkbox"/>	601400361	Ethan	Gilbert	One Year	AK	AK0014	2016 - 2017	Approved - 417432	🗑️ 🔄
<input type="checkbox"/>	601804739	Bess	Holland	One Year	AK	AK0014	2016 - 2017	Approved - 417432	🗑️ 🔄
<input type="checkbox"/>	601804737	Randy	Holloway	One Year	AK	AK0014	2016 - 2017	Approved - 417432	🗑️ 🔄
<input type="checkbox"/>	602562139	Mabelle	Hopkins	One Year	AK	AK0014	2016 - 2017	Approved - 417432	🗑️ 🔄
<input type="checkbox"/>	601804735	Todd	King	One Year	AK	AK0014	2016 - 2017	Approved - 417432	🗑️ 🔄
<input type="checkbox"/>	601191093	Sadie	Martin	One Year	AK	AK0014	2016 - 2017	Approved - 417432	🗑️ 🔄
<input type="checkbox"/>	601804741	Gavin	McBride	One Year	AK	AK0014	2016 - 2017	Approved - 417432	🗑️ 🔄

1 of 3 27 Membership(s)

## DISAPPROVE A BATCH

To disapprove a batch, [A] check specific batches and then click **Disapprove Batch(es)** in the *Actions* section. Or, [B] click the "undo" (🔄) icon for a single batch.

● Batches ○ Details

<input type="checkbox"/>	Batch ID	State	Chapter	Affiliated	Status	Last Approval On	Memberships	Dues	
<input type="checkbox"/>	417432	AK	AK0014	Yes	Approved	12/12/2016	27	\$ 300.00	🔍 🔄 🖨️

1 Membership Batch(es)

**A** OR **B**

Actions

**Disapprove Batch(es)**

Print Invoice(s)

**IMPORTANT:** Teachers/Advisors and/or Alumni Leaders can disapprove an entire batch if the batch has not been approved by the state or national. State Staff can disapprove an entire batch if the batch has not been approved by national. Upon disapproval, all memberships in the batch will revert to a Local submission level.

### VIEW BREAKDOWN BY MEMBERSHIP TYPE(S)

To view a breakdown of memberships by membership type(s), [A] switch to the **Details** view. Or, [B] click the Excel icon (📄) to export all batches with details.

Batch ID	State	Chapter Name	One Year	Three Year	Four Year	Dues
417432	AK	North Pole FFA	27	0	0	\$ 300.00

### PRINT AN INVOICE

To print batch invoices, [A] check specific batches and then click **Print Invoice(s)** in the *Actions* section. Or, [B] click the printer icon (🖨️) for a single batch.

Batch ID	State	Chapter	Affiliated	Status	Last Approval On	Memberships	Dues
417432	AK	AK0014	Yes	Approved	12/12/2016	27	\$ 300.00

**Actions**

[Disapprove Batch\(es\)](#)

[Print Invoice\(s\)](#)

### Questions/Concerns

If you have any questions or concerns, please contact the Membership Team at National FFA at [membership@ffa.org](mailto:membership@ffa.org) or 888-332-2668.