NATIONAL FFA ORGANIZATION

Manage Batches

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OVERVIEW OF MANAGE BATCHES

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

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.

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.

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.*

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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 <u>all</u> batches with details.

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.

Questions/Concerns

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

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