



Register Added Memberships

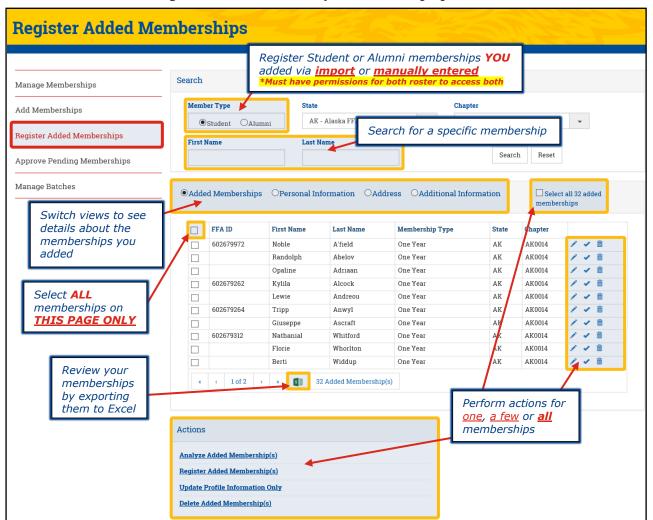
Created: 08/2017

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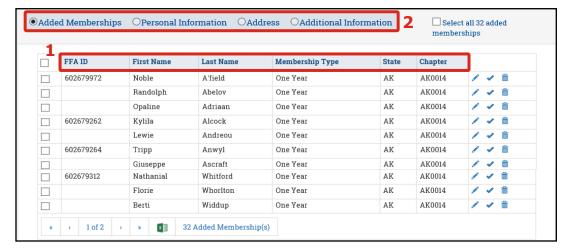
OVERVIEW OF REGISTER ADDED MEMBERSHIPS

The various features within the Register Added Memberships section are highlighted below.



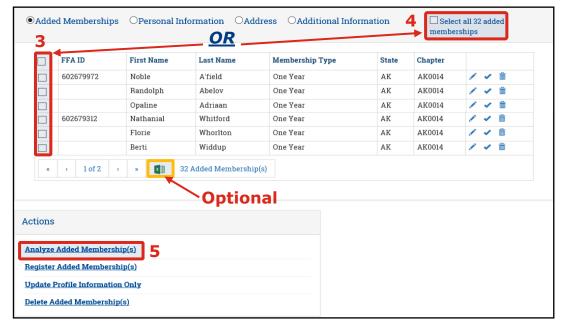
REVIEW AND ANALYZE ADDED MEMBERSHIPS

BEFORE registering the memberships you imported and/or manually added, visually review them on-screen to ensure there are no duplicates. [1] Click the different column headers to sort the data and also [2] switch between the assorted views (i.e. Personal Information, Address and Additional Information). If you find any duplicates, just click the trashcan icon (în).



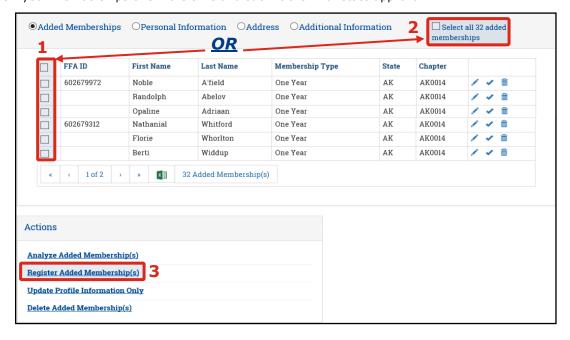
Next, [3] select one, a few <u>or</u> [4] all memberships and then [5] click **Analyze Added Memberships**. The system will determine if any national or state required data is missing. It will also compare the added memberships to the active and/or expired memberships <u>within the chapter only</u> (it does not perform a state/nationwide search) and attempt to identify duplicates.

[Optional] If you have numerous memberships to review, you may want to click the Excel icon (III) and export the data to Excel. The export will show an Errors column to aid in identifying missing state and/or national data.



REGISTER ADDED MEMBERSHIPS

To register the memberships you imported and/or manually added, [1] select one, a few <u>or</u> [2] all memberships and then [3] click **Register Added Memberships**. Afterwards, go to the **Approve Pending Memberships** section to carefully review your memberships one more time and submit them for state approval.



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.