



Add Memberships

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KNOW WHAT DATA IS REQUIRED

Before starting your roster, it is important to know what data national and state require for your **Chapter Profile**, **Student/Member Roster** and **Teacher/Advisor Profile**. State required data is defined by each state and may vary.

Required Chapter Profile data must be provided the first time it is presented. You will be prohibited from moving forward until the required data is completed. Once the data has been updated, you will only have to revisit/modify the required data when new data points have been added or existing data needs to be reviewed.

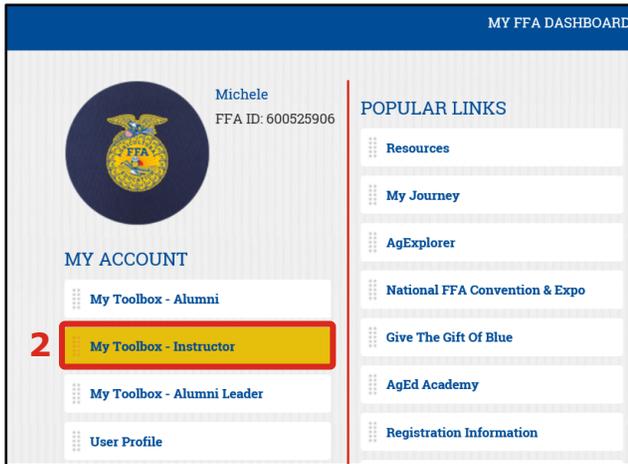
View Chapter Requirements:

To view your chapter requirements, [1] **Open Your FFA Dashboard** (top right of page).

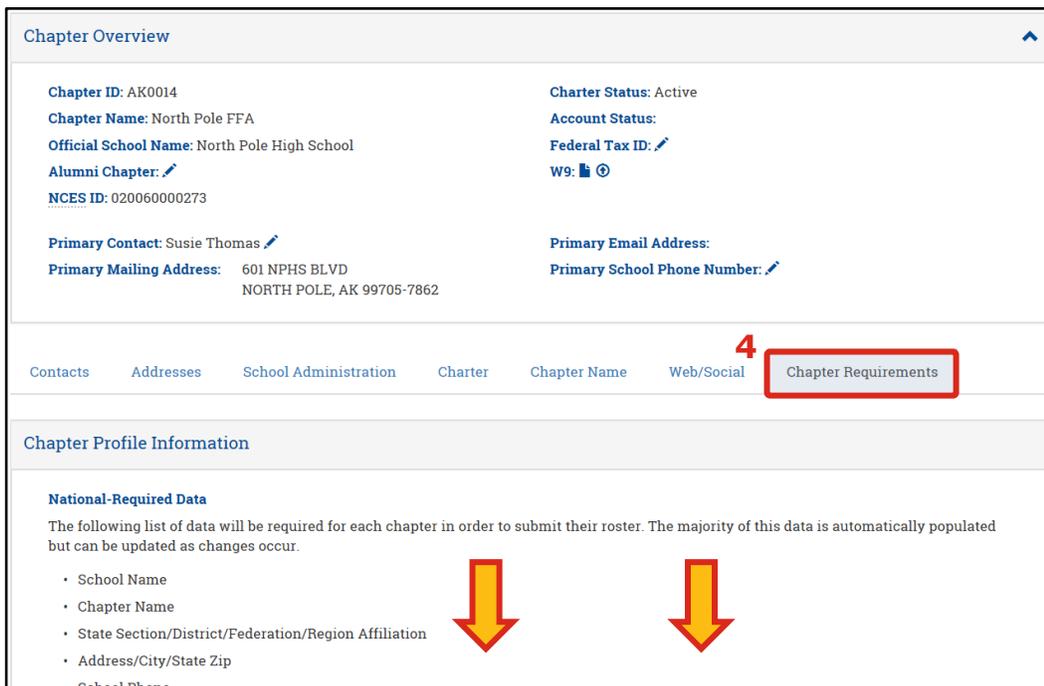


Next, [2] select **My Toolbox – Instructor**. Then, under *Account Settings*, [3] click **Edit Chapter Profile**. If your chapter profile is not missing required data, you will be directed to your chapter profile.

IMPORTANT: If your chapter profile is missing required data, you will be redirected to a page that displays what data needs to be entered/updated. The requested data must be provided to move forward. Add the required data and then select **Update & Continue**.



[4] Click the **Chapter Requirements** tab and scroll down to review each section.



OPTIONS FOR ADDING MEMBERSHIPS

There are six ways to add memberships to your roster.

Self-Registration



1. Returning members with an FFA.org account just need to login and register
2. Returning members without an FFA.org account will need to use one of the following means to create an FFA.org login and then register:
 - a. Chapter Invite Code and first and last name exactly as shown in the system
 - b. Chapter ID and personal Invite Code, found on Manage Memberships
 - c. FFA ID and last name exactly as shown in the system, found on Manage Memberships
3. New members simply need to create an FFA.org account and register
4. Under *Approve Pending Memberships*, carefully review and then submit all memberships for state approval

Export Previous Roster to National Template, Edit & Import



1. Under *Manage Memberships*, export roster(s) from previous year(s) to the national template
2. Make necessary changes
 - a. Update returning members
 - b. Remove members not returning
 - c. Add new members
3. Under *Add Memberships*, import your revised Excel roster
4. Under *Register Added Memberships*, carefully review and then register all the memberships you added
5. Under *Approve Pending Memberships*, carefully review and then submit all memberships for state approval

Renew Returning Members On-Screen & Import New Members



1. Under *Manage Memberships*, renew returning members from previous years
2. Under *Add Memberships*, download the blank, national template
3. Add new members only to the Excel template
4. Under *Add Memberships*, import your Excel roster of new members
5. Under *Register Added Memberships*, carefully review and then register all the memberships you added
6. Under *Approve Pending Memberships*, carefully review and then submit all memberships for state approval

Renew Returning Members On-Screen & Manually Add New Members



1. Under *Manage Memberships*, renew returning members from previous years
2. Under *Add Memberships*, add new members one at a time using the on-screen form
3. Under *Register Added Memberships*, carefully review and then register all the memberships you added
4. Under *Approve Pending Memberships*, carefully review and then submit all memberships for state approval

Download the National Template & Import All Members



1. Under *Add Memberships*, download the blank, national template
2. Add all members to the Excel template
3. Under *Register Added Memberships*, carefully review and then register all the memberships you added
4. Under *Approve Pending Memberships*, carefully review and then submit all memberships for state approval

Manually Add All Members One at A Time



1. Under *Add Memberships*, manually add new members one at a time using the on-screen form
2. Under *Register Added Memberships*, carefully review and then register all the memberships you added
3. Under *Approve Pending Memberships*, carefully review and then submit all memberships for state approval

OVERVIEW OF ADD MEMBERSHIPS

The various features within the **Add Memberships** section are highlighted below.

The screenshot shows the 'Add Memberships' interface with several callouts:

- Top Callout:** "Add Student or Alumni memberships *Must have permissions for both rosters to add both types of memberships". It points to the "Student" and "Alumni" radio buttons.
- Left Callout:** "Download the national template" with a download icon, pointing to the "Download Template" button in the import section.
- Import Section Callout:** "Import multiple memberships at once using the national template", pointing to the "Import Memberships" dropdown and the "Import" button.
- Form Section Callout:** "Manually add memberships one at a time", pointing to the "Add Membership" dropdown.

The interface includes a sidebar with navigation options: Manage Memberships, Add Memberships (highlighted), Register Added Memberships, Approve Pending Memberships, and Manage Batches.

The main content area is divided into sections:

- Membership Selection:** Radio buttons for "Student" and "Alumni".
- Import Memberships:** Includes a "Differences Threshold" (set to 3), a "Browse..." button, and an "Import" button.
- Add Membership Form:** Contains fields for Membership Year (2016-2017), State (AK - Alaska FFA St), Chapter, and Membership Type. It also has sections for Personal Information (Prefix, First Name, Middle Name, Last Name, Suffix, Date of Birth, Mobile Phone, Mobile Carrier Type, Home Phone, Email), Address Information (Postal Code, City, State, Address Line 1, Address Line 2), and Additional Information (High School Graduation Year, High School Graduation Month, Grade, Gender, Race/Ethnicity). "Add" and "Reset" buttons are at the bottom.

DOWNLOAD THE NATIONAL TEMPLATE

[1] Select **Student** or **Alumni**, as the templates are slightly different. Next, [2] click the download icon (⬇️). [3] Click **Save as** and save the template to your computer. Then, [4] **Open** the document and start adding members.

NOTE: The steps to save and open the template may vary by browser.

The screenshot shows the 'Import Memberships' section of a web application. At the top, there are two radio buttons: 'Student' (selected) and 'Alumni'. A red box labeled '1' highlights the 'Student' button. Below this, there is a 'Download Template' button with a download icon, highlighted with a red box labeled '2'. Underneath, there is a 'Differences Threshold' input field set to '3', a 'Browse...' button, and an 'Import' button.

The screenshot shows a file save dialog box. The title bar reads 'What do you want to do with RosterNationalTemplate_Student.xlsx? From: qaroster.ffa.org'. There are three buttons: 'Save', 'Save as' (highlighted with a red box labeled '3'), and 'Cancel'.

The screenshot shows a notification bar that says 'RosterNationalTemplate_Student (5).xlsx finished downloading.' There are three buttons: 'Open' (highlighted with a red box labeled '4'), 'Open folder', and 'View downloads'.

IMPORT AN EXCEL ROSTER

After adding all your memberships to the national template, it is time to import them into the system. [1] Click **Browse**. Next, [2] locate and open your file. Then, [3] click **Import**. Afterwards, go to the **Register Added Memberships** section to carefully review and register the members you added.

The screenshot shows the 'Import Memberships' section. The 'Differences Threshold' is set to '3'. The 'Browse...' button is highlighted with a red box labeled '1'. The 'Import' button is also visible.

The screenshot shows a Windows File Explorer window titled 'Open'. The address bar shows 'This PC > Documents > My Roster'. The file list contains one file: 'AK0014 2017-18 Roster' (Microsoft Excel W..., 80 KB, modified 8/30/2017 4:15 AM). The file name is highlighted with a red box labeled '2'. The 'Open' button is also highlighted with a red box labeled '2'.

The screenshot shows the 'Import Memberships' section. The file path 'C:\Users\learn_000\Documents\My Roster\AK' is entered in the text field. The 'Import' button is highlighted with a red box labeled '3'.

ADD MEMBERSHIPS - ONE AT A TIME

[1] Choose **Student** or **Alumni**. [2] Complete all sections under **Add Memberships** and then [3] click **Add**. Afterwards, go to the **Register Added Memberships** section to carefully review and register the members you added.

Student Alumni **1**

Import Memberships Download Template

Differences Threshold: 3 Browse... Import

Add Membership **2**

Membership Year: 2016-2017 State: AK - Alaska FFA St Chapter: Select Membership Type: Select

Personal Information

Prefix: Select First Name: Middle Name: Last Name: Suffix:

Date of Birth(mm-dd-yyyy): Mobile Phone: Mobile Carrier Type: Select Home Phone:

Email:

Address Information

Postal Code: City: State: Select Address Line 1: Address Line 2:

Additional Information

High School Graduation Year: High School Graduation Month: Select Grade: Select

Gender: Select Race/Ethnicity: Select

3 Add Reset

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.