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.
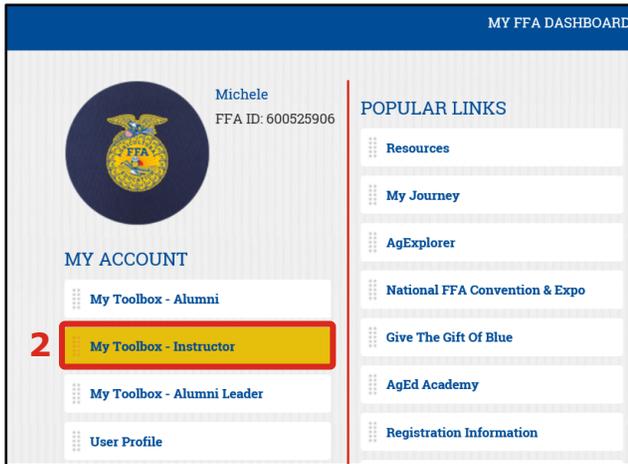
View Chapter Requirements:

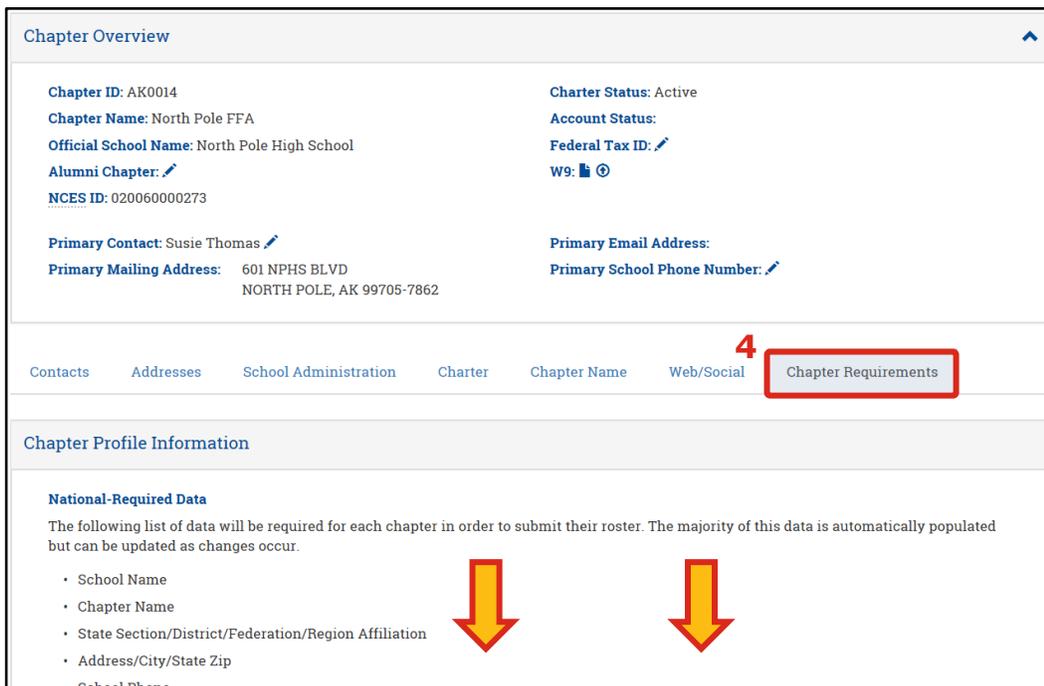To view your chapter requirements, [**1**] **Open Your FFA Dashboard** (top right of page).

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.

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OPTIONS FOR ADDING MEMBERSHIPS

There are six ways to add memberships to your roster.

Self-Registration

1. Returning members <u>with</u> an FFA.org account just need to login and register
2. Returning members <u>without</u> an FFA.org account will need to use one 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. <u>New</u> 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 <u>not</u> 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 <u>new members only</u> 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 <u>one at a time</u> 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 <u>all members</u> 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 <u>one at a time</u> 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.

Add Memberships

Add Student or Alumni memberships
Must have permissions for both rosters to add both types of memberships

Download the national template

- Manage Memberships
- **Add Memberships**
- Register Added Memberships
- Approve Pending Memberships
- Manage Batches

○ Student   ○ Alumni

Import Memberships ❤

Import **multiple memberships at once** using the national template

Download Template ⊕

Differences Threshold   3   Browse...   Import

Add Membership ❤

Manually add memberships **one at a time**

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

Personal Information ❤

Prefix	First Name	Middle Name	Last Name	Suffix
Select				

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

Email

Address Information ❤

Postal Code	City	State	Address Line 1	Address Line 2
		Select		

Additional Information ❤

High School Graduation Year	High School Graduation Month	Grade
	Select	Select

Gender	Race/Ethnicity
Select	Select

Add   Reset

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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.

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.

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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   C:\Users\learn_000\Documents\My Roster\AK [Browse...]   [Import]

Add Membership ⌄ 2

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

Personal Information ⌄

Prefix	First Name	Middle Name	Last Name	Suffix
Select ▾				

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

Email

Address Information ⌄

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

Additional Information ⌄

High School Graduation Year	High School Graduation Month	Grade
	Select ▾	Select ▾

Gender	Race/Ethnicity
Select ▾	Select ▾

3 [Add] [Reset]

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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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