Approve Pending Memberships

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Table of Contents

OVERVIEW OF APPROVE PENDING MEMBERSHIPS ............................................. 1
OVERVIEW OF TRANSFER APPROVALS/REQUESTS ........................................... 2
REVIEW PENDING MEMBERSHIPS ........................................................................... 2
SUBMIT MEMBERSHIPS TO STATE .......................................................................... 3

OVERVIEW OF APPROVE PENDING MEMBERSHIPS

The various features within the Approve Pending Memberships section are highlighted below.

![Diagram of Approve Pending Memberships features]

- Approve Student or Alumni memberships entered via import, manually or self-registered
  *Must have permissions for both roster to access both*

- Switch views to see details about your members on-screen

- Select ALL memberships on THIS PAGE ONLY

- Review your memberships by exporting them to Excel

- Search by Roster Method

- Submit or Cancel one, a few or all memberships
OVERVIEW OF TRANSFER APPROVALS/REQUESTS
The various features of the Inbound Transfer Approvals/Outbound Transfer Requests section are highlighted below.

REVIEW PENDING MEMBERSHIPS
All self-registered memberships go directly to the Approve Pending Memberships section, as they skip the Register Added Memberships. BEFORE submitting your memberships for state approval, visually review them on-screen to ensure there are no duplicates between added/imported memberships and self-registered memberships. [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 (Trash Bin).

[Optional] If you have numerous memberships, you may want to click the Excel icon (Excel) and export the data to Excel.
**SUBMIT MEMBERSHIPS TO STATE**

To submit memberships to state, [1] select one, a few or [2] all memberships and then [3] click **Submit Membership(s) to State**. Afterwards, go to the **Manage Batches** section to print your Batch Invoice.

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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.