Chapter Leadership: Member Self-Registration

Created: 09/2017

Brand-new and returning members now have the ability to self-register for a membership in your chapter. This process was developed to help you move the workload downstream. Individuals that utilize the self-registration process are able to fill out their personal information (to include state and national required data) and submit a membership request for you to approve. They can also request to transfer an existing membership.

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CHAPTER INVITE CODE

The Chapter Invite Code is for your members to register on FFA.org using one shared code. If a member encounters a problem using the chapter invite code, he/she should use his/her individual invitation code from the roster (e.g. if you have two members with the same first and last name). IMPORTANT: Chapter invitation codes are only available for student chapters.

Locate Chapter Invite Code:
To locate your chapter’s invite code, [1] click Open your FFA Dashboard.

On your chapter profile, [4] choose **Student/Member Data** on the left-hand menu. Then, [5] go to the **Current Membership Roster** tab.

**Change Chapter Invite Code:**
Chapter Invite Codes can be customized for your specific chapter by [1] removing the existing invite code and entering a new one. Afterwards, [2] click **Update**.

**NOTE:** Chapter Invite Codes must contain alpha and/or numeric (1-9 - Do NOT use zero) values between 6-10 characters long and must be unique - no duplicate codes will be accepted.
ACCESSING THE SELF-REGISTRATION FORM
How members access the self-registration form depends on if they are a brand-new member, community member or returning member with or without an FFA.org login.

Brand-New Members – Not in the Membership System:

Next, [3] enter your First Name, Last Name, Email, State and Chapter ID (if known) and [4] click Next. If no existing profile is found, [5] enter your desired Username, Password, and Confirm Password and [6] click Next.
Then, [7] click **Register as a student or alumni** to access the self-registration form.

**Returning Members without an FFA.org Login:**
On FFA.org, [1] click **My FFA Registration and Login**. Then, [2] click **Start Here**.
Next, [3] enter your First Name, Last Name, Email, and State. Then, [4] enter one of the following combinations: 

- A. Chapter ID and Chapter Invite Code
- B. Chapter ID and FFA ID
- C. Chapter ID and Individual Invite Code


If entered correctly, your existing profile should be found. Next, [6] enter your desired Username, Password, and Confirm Password and [7] click Next.
Once logged into your FFa.org account, [8] **Open your FFA Dashboard** and then [9] select **Register My Membership** to access the self-registration form.

**Returning Member or Community Member with an FFA.org Login:**
Returning members and/or Community Members simply need to login to FFA.org, open their FFA Dashboard and select **Register My Membership** to access the self-registration form.

**DETERMINE WHICH MEMBERS HAVE AN FFA.ORG LOGIN**
In the roster system, you can see which members have created an FFA.org account. [1] Go to **Manage Memberships** and search for the most recent membership year (e.g. 2016-17). Next, [2] switch to the **Profiles** view. Under the **Profiles** view, you will see a **Username** column and **Invite Code** column. Those with a username have created an FFA.org login and those without a username have not. You can also export all your memberships to Excel to perform additional sorting/filtering.
SELF-REGISTRATION FORM
Each section of the self-registration form needs to be completed (i.e. Register, Personal Information, Mailing Address and Additional Information). Afterwards, click Register to submit your membership for approval.

IMPORTANT: If your profile is missing any state or national required data, you must enter the missing data before submitting your registration.
**MANAGE SELF-REGISTERED MEMBERSHIPS**

**View Self-Registered Memberships:**

Approve Self-Registered Memberships:
To approve self-registered memberships, [1] select memberships to approve and [2] click **Submit Membership(s) to State**.

Cancel Self-Registered Memberships:
To cancel self-registered memberships, [1] select memberships to cancel and [2] click **Cancel Membership(s)**.
HOW MEMBERS SELF-TRANSFER
To self-transfer your existing membership, login to FFA.org, open their FFA Dashboard and select Register My Membership. Under Register, [1] select a Membership Year, State, Chapter to which you are transferring to and Membership Type. Next, [2] scroll down and click Register.

A message should appear, in a yellow banner (and at the bottom of the screen), acknowledging your existing membership and providing further instructions for transferring. Clicking Transfer will submit a transfer request to your new chapter leader for approval and clicking Cancel will cancel the transfer request. IMPORTANT: If your profile is missing any state or national required data, you must enter the missing data before submitting your registration.
SELF-REGISTRATION AND THIRD-PARTY SYSTEMS
Self-registration is not available to student chapters using a third-party system (i.e. The AET and Wieghat Graphics).

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.