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.*

## Table of Contents

CHAPTER INVITE CODE

The Chapter Invite Code is for your members to register on FFA.org using <u>one shared code</u>. 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.*
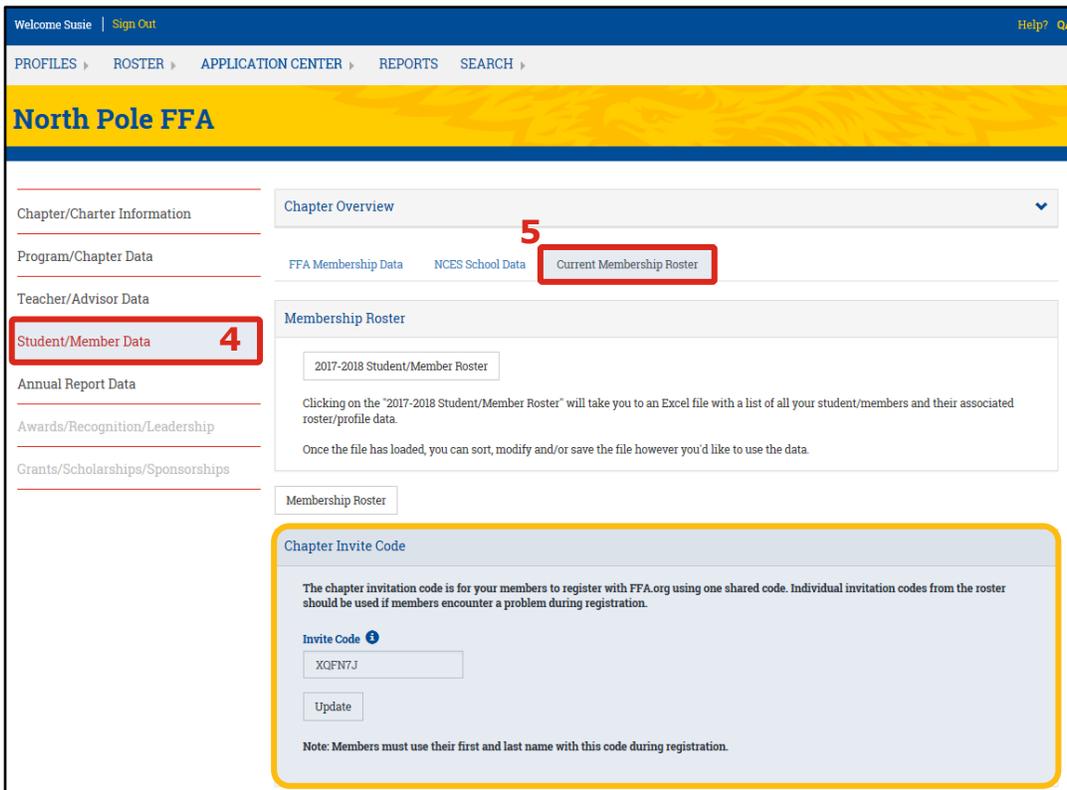
Locate Chapter Invite Code:

To locate your chapter's invite code, [**1**] click **Open your FFA Dashboard**.

Next, [2] select **My Toolbox – Instructor**. In your toolbox, under *Account Settings*, [3] click **Edit Chapter Profile**.
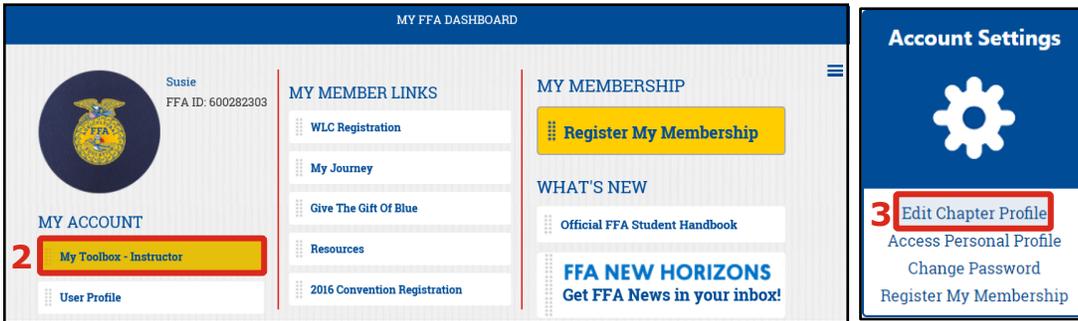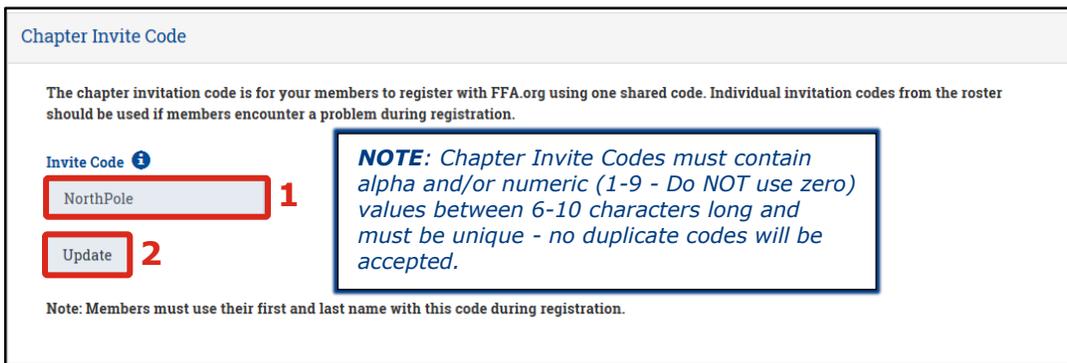

On your chapter profile, [4] choose **Student/Member Data** on the left-hand menu. Then, [5] go to the **Current Membership Roster** tab.

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.

FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

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:
On FFA.org, [**1**] click **My FFA Registration and Login**. Then, [**2**] click **Start Here**.

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**.

FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

Then, [7] click **Register as a student or alumni** to access the self-registration form.

Beau, you have successfully created your FFA.org account. Select from the options below to return to the original resource you were accessing or register yourself as a student member, alumni member, teacher/advisor, or alumni leader in your chapter. If you have any questions or comments for us, please call 888-332-2668. Welcome to FFA.org!

Register as a student or alumni. **7**
Register as an advisor or alumni leader.
Continue on to Sharepoint QA

*Returning Members **without** an FFA.org Login:*
On FFA.org, [1] click **My FFA Registration and Login**. Then, [2] click **Start Here**.

FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

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.

[5] click **Next**.

FFA.org Registration

3 Please supply all available information. ✕

First Name:
Rodney

Last Name:
Owen

Email:
rodneyowen@myemail.com

State:
Alaska

Chapter Id: **4A**
AK0014

Invite Code:
XQFN7J

FFA ID:

5 Next

Chapter Id:
AK0014

Invite Code: **4B**

FFA ID:
602662550

Chapter Id: **4C**
AK0014

Invite Code:
0TN0XB

FFA ID:

If entered correctly, your existing profile you should be found. Next, [6] enter your desired **Username**, **Password**, and **Confirm Password** and [7] click **Next**.

FFA.org Registration

Your profile was found. Provide the following information to create ✕
an account for your profile.

Email:
rodneyowen@myemail.com

Username: **6**
rodneyowen17

Password:
•••••••

Confirm Password:
•••••••

7 Next

FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

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.

FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

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.

Welcome Beau | Sign Out

PROFILES ▸

Self-Registration

Member Self-Registration 🔧

To register for a membership, please complete the information below and submit your request.
Upon submission, your local leader must approve your membership before you are an official member.

Register

Member Type	Membership Year	State	Chapter	Membership Type
⦿Student ○Alumni	2017-2018 ✖	AK ✖	AK0014 - North Pole FF ✖	One Year ✖

Membership(s) ▲

No memberships found.

Personal Information ▲

Prefix	First Name	Middle Name	Last Name	Suffix
Select ▾	Beau		Vyne	

Date of Birth(mm-dd-yyyy)	Mobile Phone	Mobile Carrier Type	Home Phone
09-01-2003	123-456-7890	Verizon ✖	123-456-7890

Email
beauvyne@myemail.com

Mailing Address ▾

Postal Code	City	State	Address Line 1	Address Line 2
98765	North Pole	AK ▾	1234 FFA Ln	

Additional Information ▾

High School Graduation Year	High School Graduation Month
2021	June ✖

Gender	Race/Ethnicity
Male ✖	Alaska Native ✖

Update Profile   **Register**

FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

MANAGE SELF-REGISTERED MEMBERSHIPS

View Self-Registered Memberships:

To view self-registered memberships awaiting local approval, [1] go to **Approve Pending Memberships**. There, [2] choose **Self-Registered** on the *Roster Method* dropdown and click [3] **Search**.

FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

Approve Self-Registered Memberships:

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

1

◉ Memberships ◯ Profiles ◯ Location

	FFA ID	First Name	Last Name	Membership Type	State	Chapter	Membership Year (s)	Status-Batch ID	
☐	601488174 ✏	Gavin	Brown	One Year	AK	AK0014	2017 - 2018	Local	🗑
☐	602562139 ✏	Mabelle	Hopkins	One Year	AK	AK0014	2017 - 2018	Local	🗑
☐	602684912 ✏	Beau	Vyne	One Year	AK	AK0014	2017 - 2018	Local	🗑

📑 3 Membership(s)

Actions

2 Submit Membership(s) to State

Cancel Membership(s)

Cancel Self-Registered Memberships:

To cancel self-registered memberships, [**1**] select memberships to cancel and [**2**] click **Cancel Membership(s)**.

◉ Memberships ◯ Profiles ◯ Location

1

	FFA ID	First Name	Last Name	Membership Type	State	Chapter	Membership Year (s)	Status-Batch ID	
☐	601488174 ✏	Gavin	Brown	One Year	AK	AK0014	2017 - 2018	Local	🗑
☐	602562139 ✏	Mabelle	Hopkins	One Year	AK	AK0014	2017 - 2018	Local	🗑
☐	602684912 ✏	Beau	Vyne	One Year	AK	AK0014	2017 - 2018	Local	🗑

📑 3 Membership(s)

Actions

Submit Membership(s) to State

2 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 transfering. 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.**_

FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

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.

FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.