



## 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

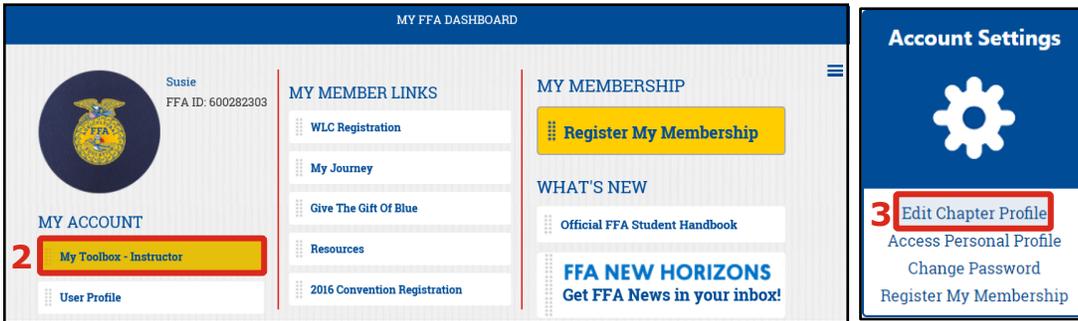
The Chapter Invite Code is for your members to register on FFA.org using one shared code. If a member encounters a problem using the chapter invite code, he/she should use his/her individual invitation code from the roster (e.g. if you have two members with the same first and last name). **IMPORTANT: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

#### Locate Chapter Invite Code:

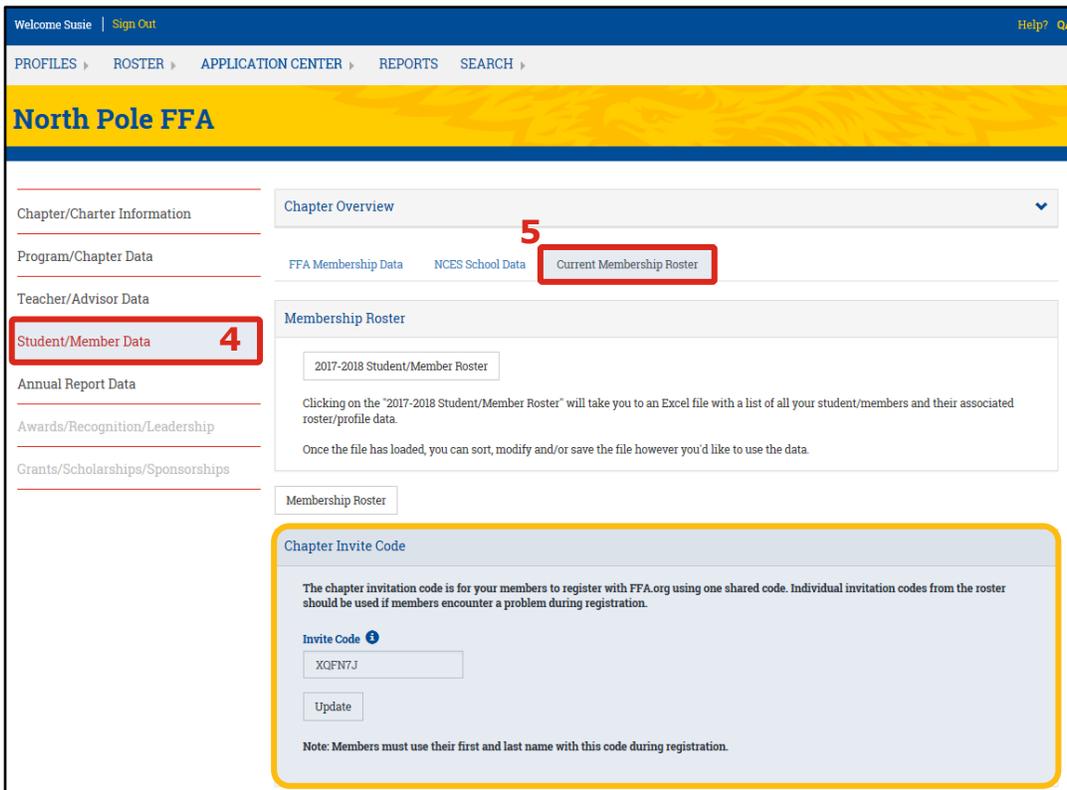
To locate your chapter’s invite code, [1] click **Open your FFA Dashboard**.



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

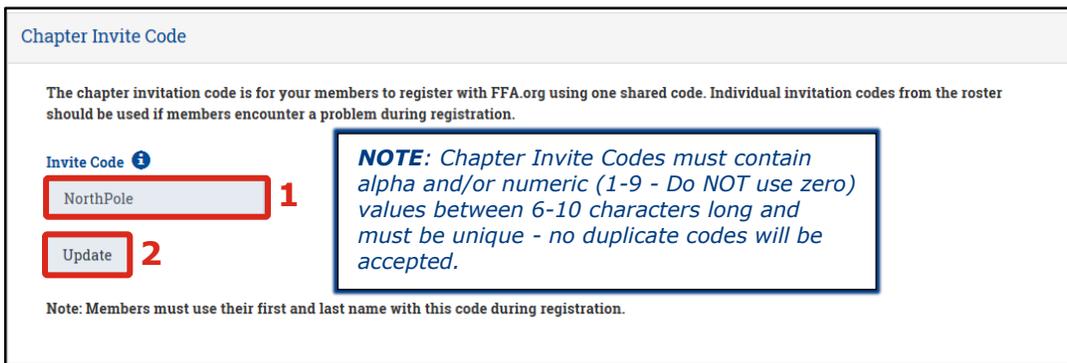


On your chapter profile, [4] choose **Student/Member Data** on the left-hand menu. Then, [5] go to the **Current Membership Roster** tab.



### 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**.



## 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**.

The image shows two screenshots from the FFA.org website. The top screenshot is the homepage, featuring the FFA logo on the left, the text "NATIONAL FFA ORGANIZATION" in the center, and the slogan "WE BELIEVE IN THE FUTURE OF AGRICULTURE." on the right. A red box labeled "1" highlights the "My FFA Registration and Login" link in the top right navigation bar. The bottom screenshot is the "MY FFA LOGIN" page. It has a login form on the left with fields for "User name" and "Password", and a "Sign In" button. To the right, there is a section titled "New to the FFA online experience?" with a "Start Here" button highlighted by a red box labeled "2". Links for "Forgot password?", "Still having trouble?", and "Email loginhelp@FFA.org" are also present.

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**.

The image shows two screenshots of the FFA.org registration form. The left screenshot is titled "FFA.org Registration" and contains a message: "Please supply all available information." A red box labeled "3" highlights the input fields for "First Name" (Beau), "Last Name" (Vyne), "Email" (beauvyne@myemail.com), "State" (Alaska), and "Chapter Id" (AK0014). Below these are fields for "Invite Code" and "FFA ID". A red box labeled "4" highlights the "Next" button at the bottom right. The right screenshot is also titled "FFA.org Registration" and contains a message: "No existing profiles were found. Continue below to create a new profile." It has input fields for "First Name" (Beau), "Last Name" (Vyne), and "Email" (beauvyne@myemail.com), with a red box labeled "5" highlighting the email field. Below these are fields for "Username" (beauvyne), "Password" (masked with dots), and "Confirm Password" (masked with dots). A red box labeled "6" highlights the "Next" button at the bottom right.

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

**FFA.org Registration**

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**.

**1** My FFA Registration and Login



NATIONAL  
FFA ORGANIZATION

WE BELIEVE IN THE FUTURE OF AGRICULTURE.

MY FFA LOGIN

User name

Password

**Sign In**

Forgot password?  
Still having trouble?  
Email [loginhelp@FFA.org](mailto:loginhelp@FFA.org)

**2** **Start Here**

**New to the FFA online experience?**

Register today to enjoy all the benefits of the FFA online experience. Click the "start here" button below to begin the process.

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**

Please supply all available information. x

**3**

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:  
OTN0XB

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. x

Email:  
rodneyowen@myemail.com

Username: **6**  
rodneyowen17

Password:  
.....

Confirm Password:  
.....

**7** 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.

The screenshot shows the FFA.org website interface. At the top, there is a navigation bar with 'Welcome Rodney | Sign Out' and a button labeled 'Open your FFA Dashboard' with a red box and the number 8. Below this is the FFA logo and the text 'NATIONAL FFA ORGANIZATION' and 'WE BELIEVE IN THE FUTURE OF AGRICULTURE.' A menu bar contains 'ABOUT', 'JOIN', 'PARTICIPATE', 'SUPPORT', 'DONATE', and 'SHOP'. Below the menu is the 'MY FFA DASHBOARD' section. On the left, it shows the user's profile 'Rodney' with FFA ID: 602662550. In the center, 'MY MEMBER LINKS' includes 'WLC Registration', 'My Journey', 'Give The Gift Of Blue', 'Resources', 'FFA Pulse', and 'Officer 2 Officer'. On the right, 'MY MEMBERSHIP' features a button 'Register My Membership' with a red box and the number 9. Below that, 'WHAT'S NEW' includes 'Official FFA Student Handbook' and 'FFA NEW HORIZONS Get FFA News in your inbox!'.

*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.

The screenshot shows the 'Profiles' view of the FFA roster system. It includes search filters for Member Type (Student, Alumni), Membership Year (2016-2017), State (AK - Alaska FFA Sta), and Chapter (All). Below the filters is a table of member profiles. The 'User Name' and 'Invite Code' columns are highlighted with a yellow box. The table contains three rows of data:

FFA ID	First Name	Last Name	Gender	Grade	User Name	Invite Code	Contact Info
602679278	Abigale	Bartolomeo	Female	11		HUY9SL	Mailing Address - 28 Bartelt Parkway, Unit 9, North Pole, AK-99999 Email - abartolomeo2@princeton.edu Home Phone - (814) 989-7190
601804739	Bess	Holland	Female	13	sheltonrocks345		Mailing Address - 1955 W ATHENA CIR, NORTH POLE, AK-99705-7418 Email - Home Phone - (907) 385-6251
601097962	Billy	Peters	Male	13	codymeyer		Mailing Address - 1234 School Lane, NORTH POLE, AK-99999 Email - Home Phone -

## 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

<b>Member Type</b>	<b>Membership Year</b>	<b>State</b>	<b>Chapter</b>	<b>Membership Type</b>
<input checked="" type="radio"/> Student <input type="radio"/> Alumni	2017-2018 ✖	AK ✖	AK0014 - North Pole FF ✖	One Year ✖

#### Membership(s) ^

No memberships found.

#### Personal Information ^

<b>Prefix</b>	<b>First Name</b>	<b>Middle Name</b>	<b>Last Name</b>	<b>Suffix</b>
Select ▼	Beau		Vyne	
<b>Date of Birth(mm-dd-yyyy)</b>	<b>Mobile Phone</b>	<b>Mobile Carrier Type</b>	<b>Home Phone</b>	
09-01-2003	123-456-7890	Verizon ✖	123-456-7890	
<b>Email</b>				
beauvyne@myemail.com				

#### Mailing Address v

<b>Postal Code</b>	<b>City</b>	<b>State</b>	<b>Address Line 1</b>	<b>Address Line 2</b>
98765	North Pole	AK ▼	1234 FFA Ln	

#### Additional Information v

<b>High School Graduation Year</b>	<b>High School Graduation Month</b>
2021	June ✖
<b>Gender</b>	<b>Race/Ethnicity</b>
Male ✖	Alaska Native ✖

## 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**.

Welcome Susie | Sign Out Test Help?

## Approve Pending Memberships

Manage Memberships

---

Add Memberships

---

Register Added Memberships

---

Approve Pending Memberships

---

Manage Batches

Search 🔍

**Member Type**  Student  Alumni

**Membership Year** 2017-2018 ✕

**Roster Method** Self-Registered ✕ 2

**State** AK - Alaska FFA State Associatio: ✕

**Chapter** All ▼

Search 3

Memberships  Profiles  Location

<input type="checkbox"/>	FFA ID	First Name	Last Name	Membership Type	State	Chapter	Membership Year (s)	Status-Batch ID	
<input type="checkbox"/>	601488174	Gavin	Brown	One Year	AK	AK0014	2017 - 2018	Local	🗑️
<input type="checkbox"/>	602562139	Mabelle	Hopkins	One Year	AK	AK0014	2017 - 2018	Local	🗑️
<input type="checkbox"/>	602684912	Beau	Vyne	One Year	AK	AK0014	2017 - 2018	Local	🗑️

📄 3 Membership(s)

**Actions**

[Submit Membership\(s\) to State](#)

[Cancel Membership\(s\)](#)

### Approve Self-Registered Memberships:

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

●Memberships ○Profiles ○Location

**1**

<input type="checkbox"/>	FFA ID	First Name	Last Name	Membership Type	State	Chapter	Membership Year (s)	Status-Batch ID	
<input type="checkbox"/>	601488174	Gavin	Brown	One Year	AK	AK0014	2017 - 2018	Local	
<input type="checkbox"/>	602562139	Mabelle	Hopkins	One Year	AK	AK0014	2017 - 2018	Local	
<input type="checkbox"/>	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**

<input type="checkbox"/>	FFA ID	First Name	Last Name	Membership Type	State	Chapter	Membership Year (s)	Status-Batch ID	
<input type="checkbox"/>	601488174	Gavin	Brown	One Year	AK	AK0014	2017 - 2018	Local	
<input type="checkbox"/>	602562139	Mabelle	Hopkins	One Year	AK	AK0014	2017 - 2018	Local	
<input type="checkbox"/>	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.

Welcome Jimmy | 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:  Student  Alumni

Membership Year: 2017-2018 ✕

State: AK ✕

Chapter: AK0014 - North Pole FF ✕

Membership Type: One Year ✕

Membership(s) ▲

Membership Type	State Association	Chapter Id	Start Date	End Date	Status	Local Approved Date	State Approved Date	Approved Date
Four Year	NE0000	NE0109	9/1/2014	8/31/2018	Approved	9/5/2014	1/28/2015	4/10/2015

Update Profile 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.**

Welcome Jimmy | Sign Out Test Help?

You already have a membership at NE0109 - Loup County-Taylor FFA for the year 2017-2018. If you intend to transfer from NE0109 - Loup County-Taylor FFA to AK0014 - North Pole FFA, click on 'Transfer' button at the bottom of the page otherwise click on 'Cancel' button.

Postal Code: 98764 City: NORTH POI State: AK Address Line 1: 1234 School Lane Address Line 2:

Additional Information ▼

High School Graduation Year: 2018 High School Graduation Month: Select

Gender: Male Race/Ethnicity: White, Non-Hispanic

Update Profile Register

You already have a membership at NE0109 - Loup County-Taylor FFA for the year 2017-2018. Do you want to transfer your membership to AK0014 - North Pole FFA? Transfer Cancel

## **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](mailto:membership@ffa.org) or 888-332-2668.