

## RENEWING AND ADDING MEMBERS TO YOUR ROSTER AND PRINTING INVOICES

- Log on to FFA.org
- Click on the **DASHBOARD** down arrow in the upper right corner
- Click on **TEACHER/ADVISORS**
- Click on **MANAGE ROSTER** on the column on the left side of the screen
- Log on with your username and password.

You will be at the **MANAGE MEMBERSHIPS** screen.

### TO RENEW MEMBERSHIPS FROM THE PREVIOUS SCHOOL YEAR

- Click on the **MEMBERSHIP YEAR** box under SEARCH and change 2019-2020 to 2018-2019.
- Click on the **SEARCH** button at the bottom of the Search box.

YOU WILL SEE THE FIRST PAGE OF THE 2018-2019 ROSTER.

- Click the box to the left of each member you want to renew to the 2018-2019 roster on that page.
- Scroll down to the **ACTIONS** box.
- Click on **MEMBERSHIP TYPE** down arrow and select **ONE YEAR**.
- Click **RENEW MEMBERSHIP(S)** (You will click on the actual words)
- A dialog box will appear. Click **OK** to continue.

IF ALL INFORMATION IS CORRECT YOU WILL SEE A GREEN BAR AT THE TOP OF THE SCREEN THAT TELLS YOU THAT THE MEMBERSHIPS WERE SUCCESSFULLY RENEWED.

IF YOU SEE A YELLOW OR RED BAR AT THE TOP OF THE SCREEN – FOLLOW THE INSTRUCTIONS IN THAT BAR TO CORRECT ANY ISSUES. ONCE ALL CORRECTIONS ARE MADE

- Click **RENEW MEMBERSHIP(S)** to renew.

EACH PAGE MUST BE COMPLETED INDIVIDUALLY. IF YOU HAVE A ROSTER WITH MORE THAT ONE PAGE

- Click the > arrow at the bottom of the Membership box to go to the next page.
- Click the box to the left of each member that you are renewing, then click **RENEW MEMBERSHIP(S)**
- Repeat this step for all pages of your roster.

TO CHECK THAT ALL MEMBERS WERE RENEWED CORRECTLY

- Scroll up to the **SEARCH** box
- Click on the **MEMBERSHIP YEAR** box and change it to 2019-2020.
- Click on the **SEARCH** button at the bottom of the Search box.

YOU WILL SEE YOUR CURRENT YEAR ROSTER IN THE LOCAL STATUS.

### **NEXT – ADD NEW MEMBERS**

- Click **ADD MEMBERSHIPS** on the column to the left.
- Verify that **STUDENT** is highlighted on the top.
- Scroll down to the **ADD MEMBERSHIP** box.
- Verify that the MEMBERSHIP YEAR, STATE & CHAPTER are correct.
- Click the **MEMBERSHIP TYPE** down arrow and click **ONE YEAR**.
- Scroll down to **PERSONAL INFORMATION** and fill in the following information:

- First Name
- Last Name
- Mobile Phone **OR** Home Phone – (you can use the school number)
- Mailing Address – (you can use the school address)

- Additional Information:
  - + High School Graduation Date
  - + High School Graduation Month
  - + Grade
  - + Gender
  - + Race/Ethnicity
  - + Student Location
- Click the **ADD** button

IF ALL THE INFORMATION IS CORRECT, YOU WILL SEE A GREEN BAR ACROSS THE TOP OF THE SCREEN. IF YOU SEE A YELLOW OR RED BAR AT THE TOP OF THE SCREEN – FOLLOW THE INSTRUCTIONS IN THAT BAR TO CORRECT ANY ISSUES.

ADD EACH NEW MEMBER LIKE THIS UNTIL ALL ARE ENTERED.

**NEXT – REGISTER ADDED MEMBERSHIPS**

- Click **REGISTER ADDED MEMBERSHIPS** on the column to the left.

YOU WILL SEE ALL THE NEW MEMBERS YOU JUST ADDED.

- Verify that all new members are there and that none are duplicated.
- Click the **SELECT ALL MEMBERSHIPS** button on the upper right portion of the Memberships box
- Scroll down to the **ACTIONS** box
- Click **REGISTER ADDED MEMBERSHIPS**

IF ALL THE INFORMATION IS CORRECT, YOU WILL SEE A GREEN BAR ACROSS THE TOP OF THE SCREEN. IF YOU SEE A YELLOW OR RED BAR AT THE TOP OF THE SCREEN – FOLLOW THE INSTRUCTIONS IN THAT BAR TO CORRECT ANY ISSUES.

**NEXT – SUBMIT MEMBERSHIP FOR STATE APPROVAL**

- Click **MANAGE MEMBERSHIPS** on the column to the left
- Verify that all members are on your roster (renewed and new) and that none are duplicated
- Scroll down to the **ACTIONS** box
- Click **SUBMIT MEMBERSHIP(S) TO STATE**

**NEXT – PRINT AN INVOICE**

- Click **MANAGE BATCHES** on the column to the left
- Scroll down to **BATCHES**
- Click the box to the left of the Batch you have submitted
- Scroll down to the **ACTIONS** box
- Click **PRINT MEMBERSHIP BATCH DETAILS**

YOUR INVOICE WILL DOWNLOAD. YOU SHOULD SEE IT ON THE LOWER LEFT SIDE OF YOUR SCREEN OR IN YOUR DOWNLOAD FILE. CLICK ON THAT AND PRINT.

**\*\*\*PLEASE MONITOR YOUR ROSTERS CLOSELY. THE STATE OFFICE WILL SUBMIT ROSTERS TO NATIONAL FFA ON NOVEMBER 15 & APRIL 15. IF YOU HAVE ANYONE ON YOUR ROSTER AT THE LOCAL LEVEL, THEY WILL BE ADVANCED TO THE NATIONAL LEVEL AND YOU WILL BE INVOICED FOR THEM EVEN IF YOU DID NOT ENTER THEM.**