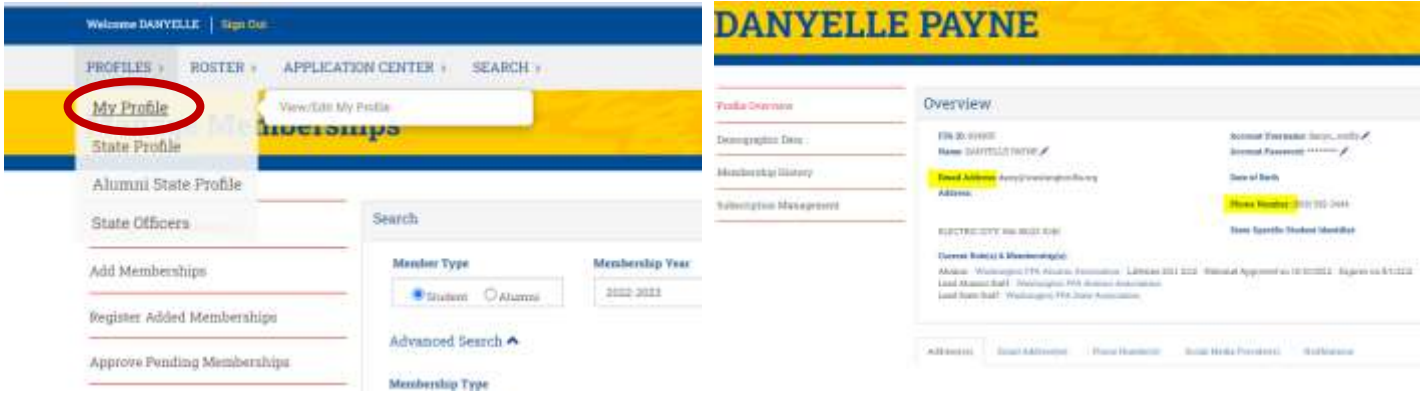


# National FFA Roster Management

## How To's & Tips from Washington FFA State Staff

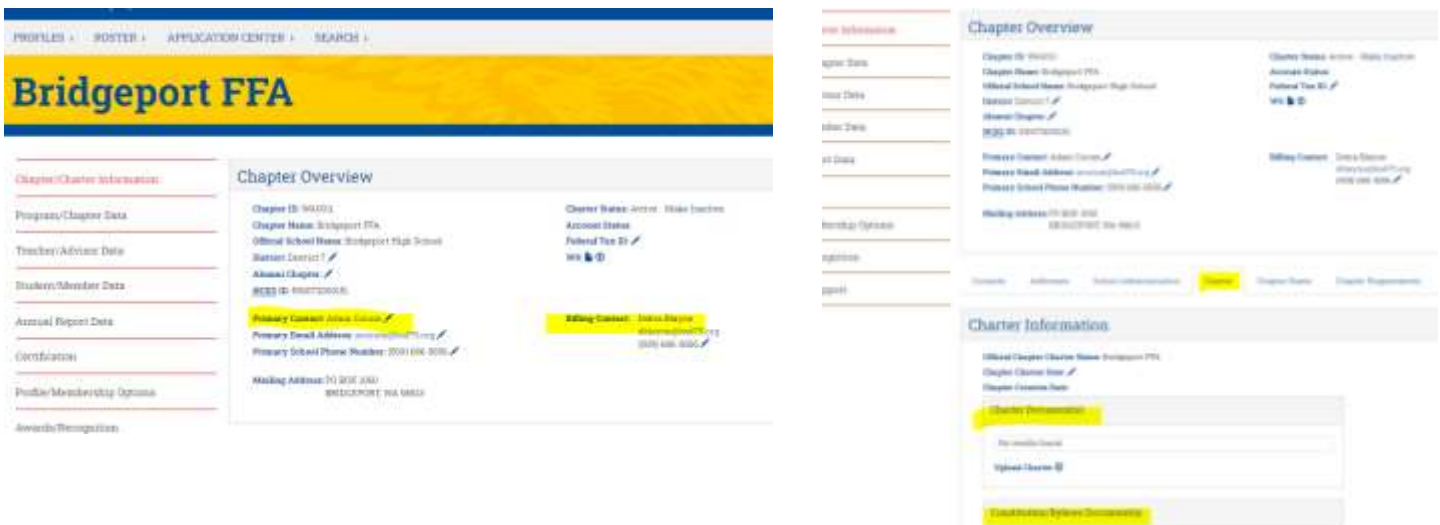
### Your Profile – Is it Current?

Make sure your profile is current in the National FFA System. This profile contact information is used by National FFA for communication.



**Chapter Profile Data:** Make sure contact information is current including primary chapter and billing contact data. This info is used by both Nationals and the State Association (for invoicing).

Additionally – this would be a GREAT place to store your chapter information (charter, constitution & bylaws) for yourself and future advisors!



# National FFA Roster Management

## How To's & Tips from Washington FFA State Staff

### **When in Doubt – FFA.org for Help!**

National FFA has some great step by step instructions on their website. They can be found here:

<https://help.ffa.org/categories/roster/>.

### **New Teacher or Need to Switch Chapters?**

You can request access to your new chapter under the Teacher Dashboard on FFA.org and selecting “Request Access to a Chapter” (<https://www.ffa.org/my-toolbox/instructor/>). From there you will log-in (or create a new account if you're BRAND new) and look up the chapter you need to get access to. State staff will approve you as a chapter leader and from there you're good to go!

Tips:

- If you're in a multiple teacher program, please use unique emails to log in so you all can have access to your chapter.
- State staff can remove anyone who shouldn't have access to your chapter (i.e. previous advisors or staff). Just send us an email if that's needed.

### **Managing Your Roster – Terminology**

- Membership Year – September 1 to August 31 Annually
- Chapter Number – WA + 4 digit code assigned to each chapter
- Membership Type
  - One-Year – One year of FFA membership.
  - Ag-Ed Only – Students are not full-fledged FFA members, need access to systems for education purposes. Not eligible for State Contests, Awards, etc.
- FFA ID – Unique Identifier to each FFA member, alumni, and advisor.
- Batch/Batch ID – Students added to your roster at one time. If you upload student groups at different times, you'll create different batches and/or batch IDs. Batch ID's may be referred to for invoicing/billing purposes by Washington FFA.
- Status – Assigned to batches at different phases of approval.
  - Local – Membership has not been approved by local chapter. Membership is not approved.
  - State – Membership has been submitted to state by the local chapter. Membership is not approved.
  - National – Membership has been approved at the state level and is pending national approval. Membership is not approved.
  - Approved – Membership has been approved by National FFA.

# National FFA Roster Management

## How To's & Tips from Washington FFA State Staff

### Existing Membership (Renew)

1. Manage Membership
  - a. Update Membership year to the previous membership year.
  - b. Update Grade to desired year and Below/Above
  - c. "Search" – This will bring up students that fit in the qualifying grade. The grade displayed is in real-time and not what it would have been for the selected membership year (i.e., if you search the 2021-2022 membership year for grades 11 and below, those showing as grade 12 were in grade 11 in 2021-2022. Those showing as grade 11 were in grade 10 in 2021-2022, and so on).
2. Select the members you plan to renew and under Actions select "Renew Membership". Be sure the membership year is current and membership type is completed.

Manage Memberships

Manage Memberships

  
 Add Memberships  
 Register Added Memberships  
 Approve Pending Memberships  
 Manage Membership Transfers  
 Manage Batches  
 Manage Chapter Leadership

Search ?

Member Type:  Student  Alumni

Membership Year: 2021-2022

State: WA - Washington FI

Chapter: WA0302 - H. M. Jaci

Advanced Search ^

Membership Type: All

Submission Level Status: All

Batch ID:

State Association Divisions: All

Grade: 11

Or Below (+):

Roster Method: All

Gender: All

FFA ID:

First Name:

Last Name:

Search    Reset

Memberships    Member Details    Member Login Info

<input type="checkbox"/>	FFA ID	Prefix	First Name	Last Name	Suffix	Membership Type	State	Chapter	Membership Year(s)	Status-Batch ID	Actions
<input type="checkbox"/>	00409f		Hawkeye			One Year	WA		2021 - 2022	Approved - 65109	
<input type="checkbox"/>	00409f		Brooke			One Year	WA		2021 - 2022	Approved - 65109	
<input type="checkbox"/>	00409f		Amanda			One Year	WA		2021 - 2022	Approved - 65109	
<input type="checkbox"/>	00409f		Patricia			One Year	WA		2021 - 2022	Approved - 65109	
<input type="checkbox"/>	00409f		Lily			One Year	WA		2021 - 2022	Approved - 65109	

11 Membership(s)

Actions

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

---

[Change Membership Type](#)    Select

---

[Transfer Membership\(s\)](#)    State: WA    Chapter: Select

---

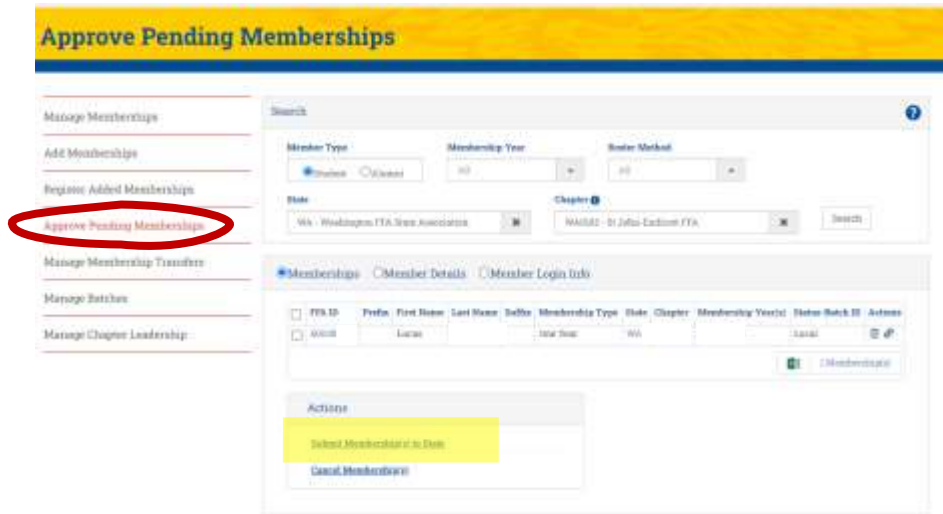
[Renew Membership\(s\)](#)    Membership Year: 2022-2023    Membership Type: Select

# National FFA Roster Management

## How To's & Tips from Washington FFA State Staff

### Existing Membership (Renew) – CONT'D

3. Move to “Approve Pending Memberships”
4. Select members and under Actions, hit “Submit Memberships to State”
5. After this step, membership is pending approval at the state and national level. Invoices will be generated by state staff via Quickbooks and delivered via email.



# National FFA Roster Management

## How To's & Tips from Washington FFA State Staff

### New Membership

#### Adding a few new members? Start here:

6. Add Memberships
7. Input Student Information
  - a. Membership Year, State, Chapter Membership Type
  - b. First, Last, DOB, Phone, Email
  - c. Mailing Address
  - d. Graduation Year, Month, Grade, Gender, Race, Location
8. Hit "Add" – Repeat for additional New Members

### Add Memberships

Manage Memberships

**Add Memberships**

Register Added Memberships

Approve Pending Memberships

Manage Membership Transfers

Manage Batches

Manage Chapter Leadership

Student Alumni

Import Memberships Download Template

Choose File No file chosen Import

Add Membership

Membership Year: 2022-2023 State: WA - Washington I Chapter: Select Membership Type: Select

Personal Information

Prefix: Select First Name: Middle Name: Last Name: Suffix: Select

Date of Birth (mm/dd/yyyy): Mobile Phone: Home Phone:

Email Address: State-Specific Student Identifier: **X**

Mailing Address

Start typing an address here. Ex: 6060 FFA Drive... Search Info

Address Line 1: Address Line 2: City: State: ZIP Code:

Additional Information

High School Graduation Year: High School Graduation Month: Grade:

Gender: Race/Ethnicity: Location:

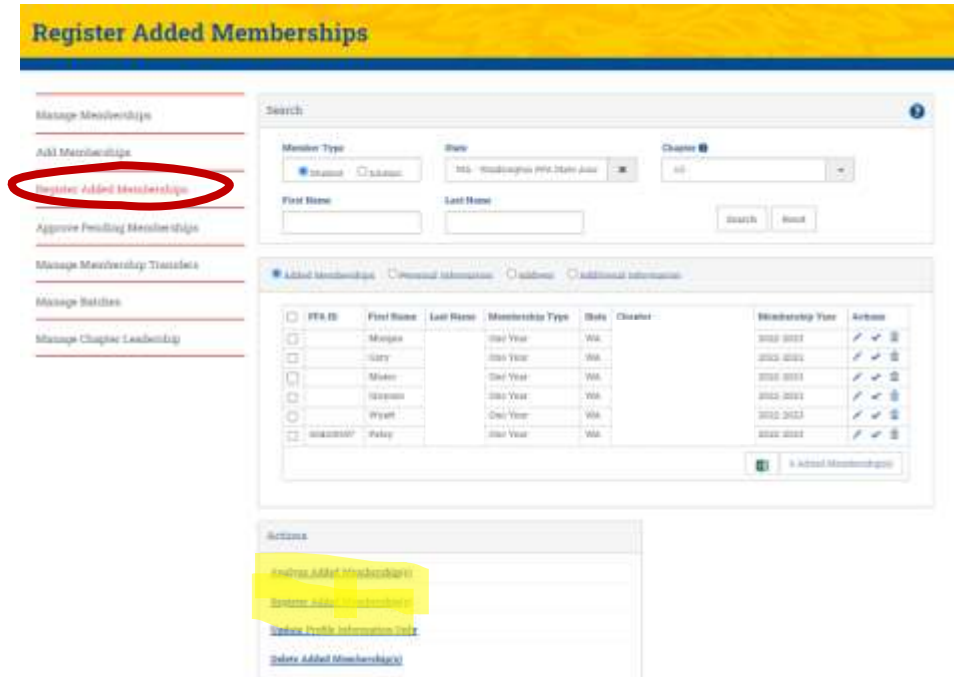
Add Reset

# National FFA Roster Management

## How To's & Tips from Washington FFA State Staff

### Adding a few new members CONT'D

9. Move to "Register Added Members"
10. Select the newly added members (check box) and under Actions, hit "Analyze Added Memberships". This will look for potential duplicates.
11. Select newly added members again and under Actions, hit "Register Added Members". This will formally register and assign an FFA ID.



12. Move to "Approve Pending Memberships"
13. Select members and under Actions, hit "Submit Memberships to State"
14. After this step, membership is pending approval at the state and national level. Invoices will be generated by state staff via Quickbooks and delivered via email.

# National FFA Roster Management

## How To's & Tips from Washington FFA State Staff

### Approve Pending Memberships

Manage Memberships

Add Memberships

Register Added Memberships

**Approve Pending Memberships**

Manage Membership Transfers

Manage Batches

Manage Chapter Leadership

Search

Member Type:  Student  Alumni

Membership Year:

State:

Chapter:

Search

Memberships | Member Details | Member Login Info

<input type="checkbox"/>	FFA ID	Prefix	First Name	Last Name	Suffix	Membership Type	State	Chapter	Membership Year(s)	Status	Batch ID	Actions
<input type="checkbox"/>	W0001		Lucas			Student	WA			Approved		<input type="checkbox"/> Memberships

Actions

Select Membership(s) to Delete

Cancel Memberships

### Adding lots of new members? Start here:

1. Add Memberships
  - a. Input Student Information into the Template including
    - i. Membership Year, State, Chapter Membership Type
    - ii. First, Last, DOB, Phone, Email
    - iii. Mailing Address
    - iv. Graduation Year, Month, Grade, Gender, Race, Location

Please note that some of the cells are drop down selections and others require specific format.

**IF YOU DON'T FOLLOW THE TEMPLATE REQUIREMENTS THE SYSTEM WON'T ACCEPT YOUR SPREADSHEET.**

Detailed outline of requirements can be found here: <https://ffa.app.box.com/v/addmem-template-addmem-import>

2. Once your file is complete, you can upload it under the "Import Memberships" section.

### Add Memberships

Manage Memberships

**Add Memberships**

Register Added Memberships

Approve Pending Memberships

Student  Alumni

Import Memberships

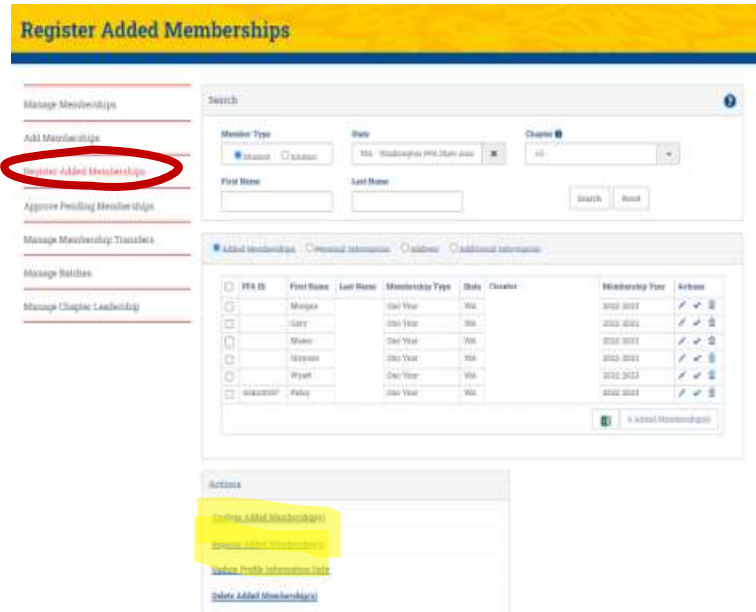
Choose File No file chosen

3. Move to "Register Added Memberships"

# National FFA Roster Management

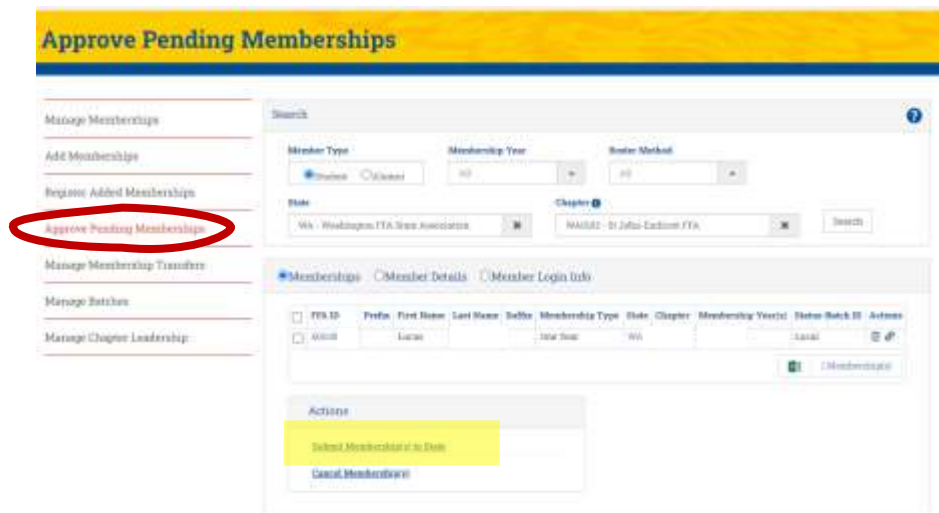
## How To's & Tips from Washington FFA State Staff

4. Select the newly added members (check box) and under Actions, hit "Analyze Added Memberships". This will look for potential duplicates. Select newly added members again and under Actions, hit "Register Added Members". This will formally register and assign an FFA ID.



### Adding lots of new members – CONT'D

5. Move to "Approve Pending Memberships"
6. Select members and under Actions, hit "Submit Memberships to State"
7. After this step, membership is pending approval at the state and national level. Invoices will be generated by state staff via Quickbooks and delivered via email.



### Membership Transfers

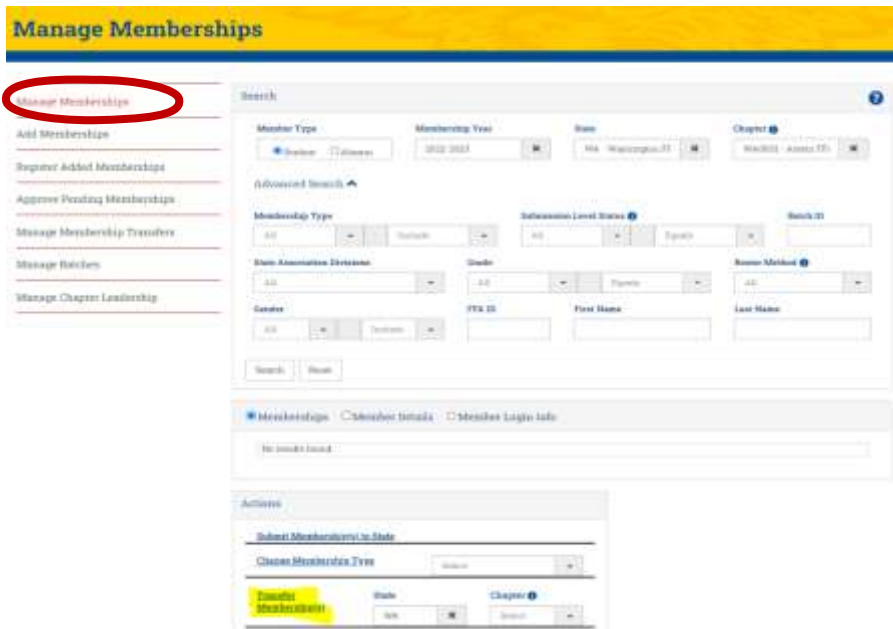
New student that was an FFA member at another school (WA or not)? Memberships can be transferred in or out of chapters as necessary. This can be done accessing "Manage Memberships", selecting the student, and under actions selecting Transfer Membership by filling out the state and new chapter information. Transfers will then have to be



# National FFA Roster Management

## How To's & Tips from Washington FFA State Staff

approved by state staff (incoming state). Membership transfers need to be initiated by the original chapter advisor, not the new chapter.



### Roster Errors

If you're submitting your roster but running into this big red error, the message can be misleading. It doesn't necessarily mean that there is something wrong; however, you're required to review and verify this data annually.

Before you can submit your roster to state, all national and state required data for all the chapters must be complete. To see what needs to be completed on your chapter profile, please click on the link(s) provided. It should take you less than one minute to complete any missing data.

[WA](#)

# National FFA Roster Management

## How To's & Tips from Washington FFA State Staff

To fix it, head over to your chapter profile and under Chapter Requirements, select "Annual Data Verification". Please review the data on this page for accuracy then hit "Submit/Verify". Once you've done that, pop back into your roster and submit.

The screenshot displays the FFA National Roster Management interface. At the top is a yellow banner with the FFA logo. On the left is a navigation menu with the following items: Chapter/Charter Information (highlighted), Program/Chapter Data, Teacher/Advisor Data, Student/Member Data, Annual Report Data, Certification, Profile/Membership Options, Awards/Recognition, and Financial Support. The main content area is titled "Chapter Overview" and contains the following information:

- Chapter ID:
- Chapter Name:
- Official School Name:
- District:
- Alumni Chapter: [✎](#)
- NCES ID:
- Primary Contact: [✎](#)
- Primary Email Address:
- Primary School Phone Number:
- Mailing Address:
- Charter Status: Active - Make Inactive
- Account Status:
- Federal Tax ID: [✎](#)
- W9: [📄](#) [🔄](#)
- Billing Contact:

Below the Chapter Overview is a horizontal navigation bar with the following tabs: Contacts, Addresses, School Administration, Charter, Chapter Name, Chapter Requirements (circled in red), and Annual Data Verification (circled in red). The "Annual Data Verification" tab is currently selected, showing the "Chapter Profile Information" section. This section includes a sub-section titled "National-Required Data" with the following text: "The following list of data will be required for each chapter in order to submit their roster. The majority of this data is automatically populated but can be updated as changes occur." Below this text is a bulleted list of required data points:

- School Name
- Chapter Name
- State Section/District/Federation/Region Affiliation
- Address/City/State/ZIP Code