Part 1: Roster Processing – Renew Returning Members

Created: 09/2015

*Renewing returning members is the **most important** part of roster processing, as it keeps the student's membership history and other information on one record. Plus, it saves you time and reduces the number of duplicates in the system. After renewing your returning members, move on to Part 2 (Option A or Option B) to add your brand new members. Questions? Check out the FAQs on page 2.*

STEP ONE – NARROW YOUR SEARCH RESULTS

On the *Expired Roster*, use the search controls to find members to renew by [A] chapter (*if you manage multiple chapters*), [B] most recent **Expired Year** and then [C] click **Search**. *NOTE: The Expired Roster should default to the most recent Expired Year. Narrow your results even further by searching by Membership Type, Past Submission Level, other Expired Years, Grade, etc.*


STEP TWO – SELECT MEMBERS TO RENEW

After narrowing your search results, select students to renew by either [A] choosing specific members, [B] clicking **Select All Students** or [C] checking the box for **Select all # student membership(s)**. **IMPORTANT**: *Options [A] and [B] must be renewed **one page at a time**. To view more students per page, click the blue/white chevron (⊗), located after **# Student Membership(s) found**, to expand the view to 100 members per page.* **DO NOT** *use options [B] or [C]* unless *you are* certain *all the members in your search results should be renewed.*

STEP THREE – SELECT MEMBERSHIP TYPE AND RENEW

In the *Bulk Actions* area, [A] choose the **Membership Type** from the dropdown, [B] click **Renew Membership** and then [C] choose **OK** when prompted to approve the transaction. See FAQ 2 if you do not know which membership type to choose. *IMPORTANT*: *Renewed members **will not** disappear from the Expired Roster. To find out why, see FAQ 5.*
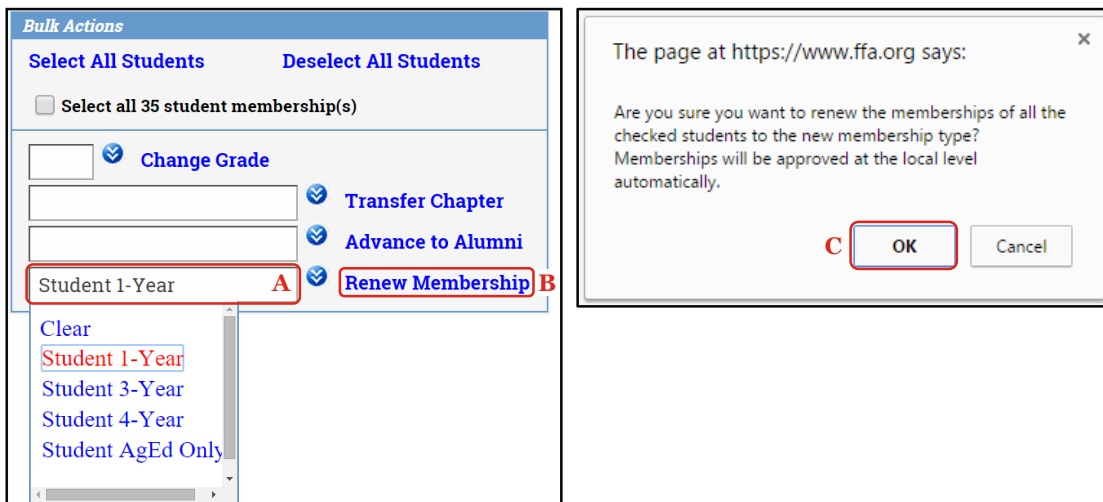
STEP FOUR – SCROLL UP TO VIEW RESULTS

Scroll to the top of the page to review the results of the transaction. *IMPORTANT:* Renewed members go directly to the Active Roster, **not** Pending Review. Only brand new members go to Pending Review. To find out why, see FAQ 7.
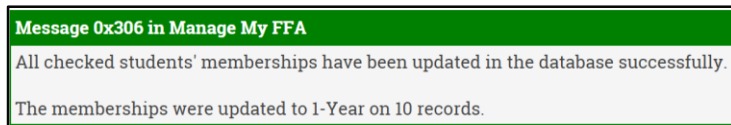
Frequently Asked Questions

Q-1: Why is it important to renew a student's expired membership rather than add him/her as a brand new member?
A: Renewing a student's expired membership reduces your data entry time and also decreases the number of duplicates in FFA.org. Plus, many elements of a student's record remain intact when renewed, such as:
1. Membership history, which is especially important for verifying years of membership for State and American Degrees
2. FFA.org login (*username and password*)
3. Contact information
4. Degrees received (*i.e. Discovery, Greenhand, Chapter, etc.*)
5. Applications started/submitted (*i.e. American Degree, Proficiency, Scholarship, etc.*)
6. Saved résumé (*via Résumé Generator under My Journey*)
7. Access to their personal ShopFFA account and purchase history

Q-2: What is the difference in membership types? (i.e. Student 1-Year, Student 3-Year, Student 4-Year and AgEd Only)
A: The basic membership type is **Student 1-Year**. Multi-year memberships (*i.e. **Student 3-Year** and **Student 4-Year***) are for high school seniors and recent grads who want to maintain their membership for American Degree and/or scholarship eligibility. The **AgEd Only** option is for ag education students who do not want to be FFA members. Yet, they want access to features on FFA.org. See below chart.

Details/Benefits ▶ Membership Type ▼	Years of Membership	National Dues *(non-affiliated)*	Available Under Affiliation	Eligible Grades	Includes Magazine	Can Wear Official FFA Jacket	Eligible for FFA Degrees	Eligible for FFA Member Scholarships	Eligible for Non-Member Scholarships	Access to FFA.org	Access to Career Cruising
Student 1-Year	1	$ 7.00	Yes	07 – 16†	Yes	Yes	Yes	Yes ‡	No ‡§	Yes	Yes
Student 3-Year*	3	$ 20.50	No	12 – 14†	Yes	Yes	Yes	Yes	No §	Yes	Yes
Student 4-Year*	4	$ 27.50	No	12 – 13†	Yes	Yes	Yes	Yes	No §	Yes	Yes
AgEd Only	0	$ 0	No	07 – 16	No	No	No	No	Yes ‡	Yes	Yes

* Not all states allow 3-Year and/or 4-Year memberships

† Per the Official FFA Manual, "A member may retain active membership until November 30, following the fourth National FFA Convention after graduation from high school... No individual may retain active membership beyond his or her twenty-third birthday."

‡ Must be a high school senior or college student and less than 23 years of age at time of application (*February 1*)

§ Unless otherwise stated in the Eligibility criteria

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Q-3: *Why are multi-year and AgEd Only membership types not allowed under Program Affiliation?*
A: Currently, multi-year membership packages (*Student 3-Year and Student 4-Year*) are not allowed as affiliation is an ongoing annual program based on actual student numbers in ag education that cannot be paid for in advance. Also, no student can be marked as AgEd Only in an affiliation chapter. All secondary students in ag education are considered FFA members entered as Student 1-Year.

Q-4: *Do members have to be renewed one page at a time?*
A: No. As mentioned in step two, options [A] and [B] still have to be submitted to state **one page at a time**. Yet, choosing option [C] in step two will allow you to renew all pages of expired members at one time. **HOWEVER**, options [B] and [C] are **not the best options** for renewing members, as not all of your students will be returning. Remember, you can expand your view to 100 members per page by clicking the blue/white chevron (⊘), located after **# Student Membership(s) found**.

Q-5: *Why do renewed members remain on the Expired Roster after being renewed?*
A: The *Expired Roster* is also used as a means for viewing past years of membership, which is why renewed members remain visible on the Expired Roster. Go to the *Active Roster* to view your current members. The system will not allow you to renew a member more than once for the current membership year.

Select	Chapter	FFA ID	Last Name ↑	First Name	Enrolled	Expired	Past Membership	Past Sub. Level	Invite Code	Actions
☐	ZZ0007	600727099	Black	Abraham	9/3/2013	8/31/2014	1-Year	Approved	I!LIVS 🖨	
☐	ZZ0007	600727099	Black	Abraham	8/9/2015	8/31/2015	1-Year	Approved	I!LIVS 🖨	

Q-6: *Which account should be renewed for a student with multiple membership accounts?*
A: When a member is found with multiple accounts, the account with the **lowest FFA ID** should be renewed, as it marks his/her original start date as an FFA member. For example, National FFA prefers to have FFA ID 600727067 renewed instead of FFA ID 601221108 for Josh Bledsoe, even though FFA ID 601221108 was active last.

Select	Chapter	FFA ID	Last Name ↑	First Name	Enrolled	Expired	Past Membership	Past Sub. Level	Invite Code	Actions
☐	ZZ0007	601221108	Bledsoe	Josh	11/5/2014	8/31/2015	1-Year	Approved	Q4CSYN 🖨	
☐	ZZ0007	600727067	Bledsoe	Josh	9/3/2013	8/31/2014	1-Year	Approved	1F2VJP 🖨	

Q-7: *Why do renewed members go to Active Roster and not Pending Review?*
A: Pending Review provides a staging area for you to review all your brand new members, remove duplicates and determine if any students were missed **prior to** adding them as official members in the system. It is more complicated to remove duplicates once members are on the *Active Roster* and/or *Expired Roster* and submitted for approval, as there may be a financial consequence.

Q-8: *How are years of membership consolidated onto one account for members with multiple accounts?*
A: Have a student whose years of membership need to be consolidated onto one account? Contact your state membership representative and ask them to submit request to national, as the state does not have the ability to merge accounts. The request must be sent to national from the state. If you contact national directly, you will be asked to contact the state.

Q-9: *How are last year's middle school FFA members transferred to the high school?*
A: If you manage the rosters for both the middle school and high school, you should have the ability to transfer middle school members to the high school chapter. Click HERE for instructions on transferring members. You may need to login to FFA.org to view the instructions. If you manage multiple chapters and do not have appropriate access, contact your state membership representative and ask them to add any required Instructor roles. If you contact national directly, you will be asked to contact the state.

Q-10: *How are members transferred from other chapters (in-state and/or out-of-state)?*
A: Have a new student who was an FFA member in an in-state chapter or out-of-state chapter? Contact your state membership representative as they have the ability to process in-state transfers. If your new student came from a different state, ask your state membership representative to submit a transfer request to national, as the state does not have the ability to process out-of-state transfers. The request must be sent to national from the state. If you contact national directly, you will be asked to contact the state.

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.

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Part 2, Option A: Roster Processing — Add New Members One At A Time

Created: 09/2015

After renewing returning members (Part 1), you are now ready to add your brand new members. If you just have a few students to add, the quickest option is to enter them one at a time. However, if you have several new members, you may want to use the Excel import (Option B). Questions? Check out the FAQs on page 2.

STEP ONE — ADD THE FIRST NEW MEMBER AND SAVE

On the *Add New Students* tab, under the **Add New Student Membership** section, enter the information for the first student (see *required fields circled in blue*) and then [A] click **Save & Add Another**. See FAQ 8 to find out why the zip code is required before address, city and state. **NOTE**: *The required fields are denoted by a red asterisk [*].*

STEP TWO — SCROLL UP TO VIEW RESULTS

Scroll to the top of the page to review the results of the transaction. You should see the student's name and membership type.

Message 0x302 in Manage My FFA

The pending student membership (Wyshin Wuzfyshin - Student 1-Year in ZZ0007) has been updated in the database successfully.

STEP THREE – CONTINUE ADDING NEW MEMBERS

Continue following steps one and two until all your new members are added. Remember to click **Save & Add Another** after each one. To find out why, see FAQ 9. **WARNING**: *If you decide to import an Excel roster (Option B) and have records in Pending Review, the Excel import will overwrite any unattended/unapproved records in Pending Review. Approve any records you want to process in Pending Review before importing the Excel roster.*

STEP FOUR – REVIEW PENDING MEMBERS AND ADD TO ACTIVE ROSTER

On the *Pending Review* tab, examine the list of new members for duplicates and/or missing students. Next, select students to move to the *Active Roster* by either [A] choosing specific members, [B] clicking **Select All Students** or [C] checking the box for **Select all # pending student membership(s)**. Then, [D] click **Create Memberships and Approve Locally**. *IMPORTANT*: Options [A] and [B] must be processed one page at a time. *NOTE*: Records shown on Pending Review are only visible to the individual (username) who entered the data. Teaching partners, state staff and national staff cannot see the records on your Pending Review (see FAQ 7).

STEP FIVE – SCROLL UP TO VIEW RESULTS

Scroll to the top of the page to review the results of the transaction.

Frequently Asked Questions

Q-1: Is it required to enter the member's e-mail address, birthdate, race, gender, high school grad year, etc.
A: Not all fields are required. **However**, demographic information is extremely helpful to state and/or national staff when trying to determine if a member is a duplicate. Additionally, some applications and/or features require an e-mail address (*i.e. American Degree, Scholarship, National Officer Candidacy, Nominating Committee, Résumé Generator, etc.*) Plus, entering the member's high school grad year will make it easier down the road, when it is time to advance the student to Alumni for their FREE Associate memberships (*senior year*). Click HERE for more information on advancing students to Alumni.

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Q-2: *Why do new members go to Pending Review and not the Active Roster?*
A: Pending Review provides a staging area to review all your <u>brand new members</u>, remove duplicates and determine if any students were missed **prior to** adding them as official members in the system. It is more complicated to remove duplicates once members are on the *Active Roster* and/or *Expired Roster* and submitted for approval, as there may be a financial consequence.

Q-3: *Why are there no invitation codes on Pending Review?*
A: Invitation codes are not generated until the students are added to the **Active Roster** (*see* <u>step 4</u> *letter [D]*) and they receive their nine-digit FFA ID.

Q-4: *What does the "hand" icon (✍) on Pending Review do?*
A: If you want to quickly approve **a single student** on *Pending Review*, you can use the "hand" icon (✍) under the Actions column.

Select	ID	FFA ID to Update	Chapter	Last Name	First Name	Membership	Actions
☐	336925		ZZ0007	Breeze	Autumn	Student 1-Year	✏ ✍ ✕

Q-5: *How are edits made to students on Pending Review?*
A: To make changes to a student on *Pending Review*, [A] click the pencil (✏) under the *Actions* column for the member to edit. On the next screen, make necessary changes and [B] click **Save & Add Another** to save the changes. Then, return to the *Pending Review* tab.

Select	ID	FFA ID to Update	Chapter	Last Name	First Name	Membership	Actions
☐	336925		ZZ0007	Breeze	Autumn	Student 1-Year	A ✏ ✍ ✕

Add New Student Membership

Please enter in the information below and click the save button. * indicates a required field.

Chapter * ZZ0007   **Membership Type *** Student 1-Year

Prefix   **First Name *** Autumn   **MI**   **Last Name *** Breeze   **Suffix**

Email Address breeze@school.org   **Date of Birth** 9/21/2001

Zip Code * 46278-1370   **City *** Indianapolis   **State *** IN

Address Line 1 * 6060 Ffa Dr   **Address Line 2**

Ethnicity Non-Hispanic   **Race** Asian   **Gender** Female

Residence Location Type Suburban 50,000 - 10,000   **Grade *** 9   **H.S. Grad. Year** 2019

Save **B** Save & Add Another

Q-6: *How are duplicates removed from Pending Review?*
A: There are two ways to remove duplicates from *Pending Review*. The first way is to [A] select the duplicates to remove and then [B] click **Delete Pending Student Memberships**. The second way is to [C] click the blue X (✕) under the *Actions* column for the duplicate you want to remove.

Select	ID	FFA ID to Update	Chapter	Last Name	First Name	Membership	Actions
☐	336925		ZZ0007	Breeze	Autumn	Student 1-Year	✏ ✍ ✕ **C**
☐	336926		ZZ0007	Haven	Winter	Student 1-Year	✏ ✍ ✕
☐	336924		ZZ0007	Lites	Amber	Student 1-Year	✏ ✍ ✕
☐	336923		ZZ0007	Sung	Sam	Student 1-Year	✏ ✍ ✕
☐	336922		ZZ0007	Wuzfyshin	Wyshin	Student 1-Year	✏ ✍ ✕

A

Bulk Actions

Select All Students   Deselect All Students

Create Memberships and Approve Locally
Update Contact Information Only
Delete Pending Student Memberships **B**

Duplication and Error Analysis

Analyze All Pending Student Memberships

Q-7: Why are records on Pending Review only visible to the individual (username) who entered the data?
A: Many schools have multiple instructors. By limiting visibility on *Pending Review* to a specific username, each instructor has the ability to enter their own students without disturbing records added by their teaching partner(s). Once all students are on the *Active Roster*, the final roster can be submitted for state approval.

Q-8: Why does the system ask for the zip code before the address, city and state?
A: To ensure delivery of the New Horizons magazine, an address verification tool was put in place to validate mailing addresses. After entering the zip code and clicking the Tab key, [A] the verification tool populates the corresponding city and state. Then, as you begin to type the mailing address, [B] the verification tool finds possible matches. Once a valid address is selected, [C] the verification tool adds the last four numbers of the zip code (*ZIP+4 code*).

Q-9: On the Add New Students tab, what is the difference between Save and Save & Add Another?
A: When adding new members one after another, it is best to click **Save & Add Another** instead of **Save**. By selecting **Save & Add Another**, you will have an opportunity to review the members on the **Pending Review** tab before moving them to the *Active Roster*. The **Save** option is ideal when you need to quickly add one or two members, as it automatically moves the member to the *Active Roster* without an opportunity to review. However, if there is an issue with the membership (e.g. duplicate, missing required field, invalid e-mail, etc.), they will land on the *Pending Review* tab.

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.

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Part 2, Option B: Roster Processing – Add Multiple New Members At Once With Excel Import

Created: 09/2015

After renewing returning members (Part 1), you are now ready to add your brand new members. If you have several new students to add, the quickest option is using the Excel import. However, if you just have a few students to add, you may want to enter them one at a time (Option A). Questions? Check out the FAQs on page 3.

STEP ONE – DOWNLOAD THE NATIONAL ROSTER TEMPLATE

On the *Add New Students* tab, under the **Upload Student Memberships** section, [A] click **Download National Roster Template** and [B] open the document when prompted. **NOTE**: *How the notification to open the document appears will depend on your internet browser.*
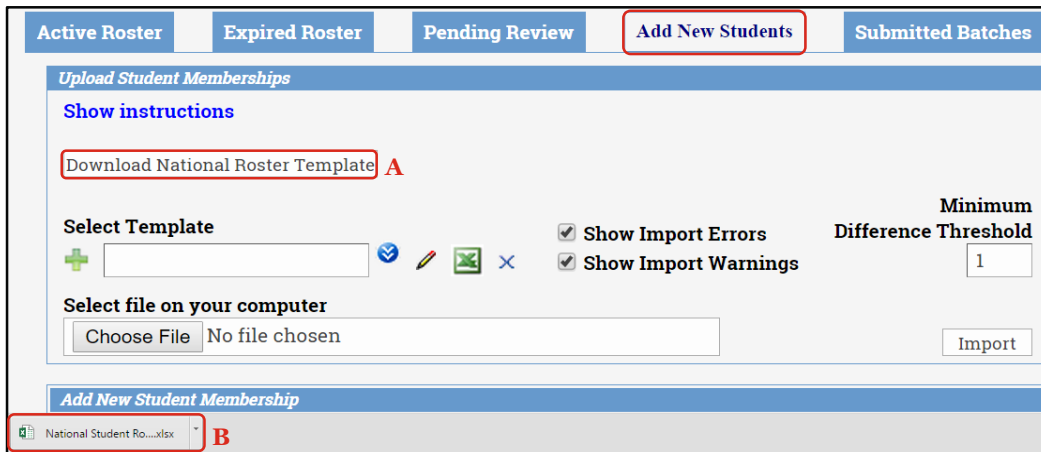
STEP TWO – ENABLE EDITING AND SAVE TEMPLATE

When the Excel template opens, [A] click **Enable Editing** and then save the template to your computer. **NOTE**: *For best results, save the document to a location that is easily accessible with a relevant file name.*
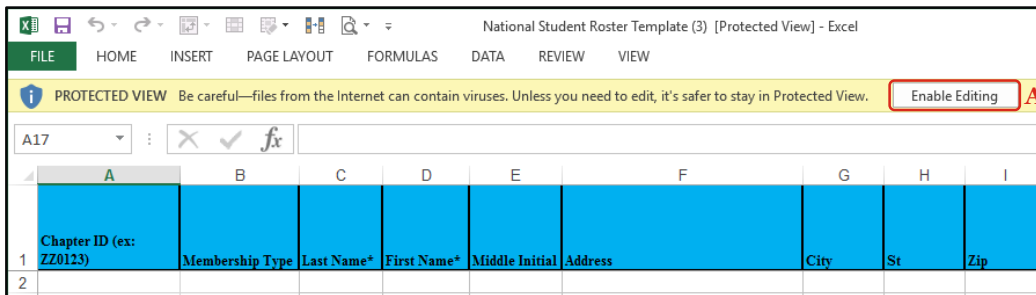
STEP THREE – ENTER BRAND NEW MEMBERS ON THE EXCEL TEMPLATE

With your template saved, begin adding your brand new students to the Excel roster. Dropdown menus are provided for some fields (*i.e. Membership Type, St, Gender, Grade, Graduation Year, etc.*) ***IMPORTANT***: ***Several fields are*** ***required*** ***for the import to work correctly. The required fields are*** ***Chapter ID*** *(e.g. IN0001),* ***Membership Type*** *(i.e. Student 1-Year, Student 3-Year, Student 4-Year, AgEd Only),* ***Last Name***, ***First Name***, ***Address***, ***City***, ***St***, ***Zip*** *and* ***Grade***. *These are the same required fields when adding students one at a time on the* ***Add New Students*** *tab.* ***WARNING***: *Do not* delete *any columns in the National Roster Template. Each column* must *be remain intact for the roster to import, even if the cells under the column header are empty.*

Example of dropdown menus
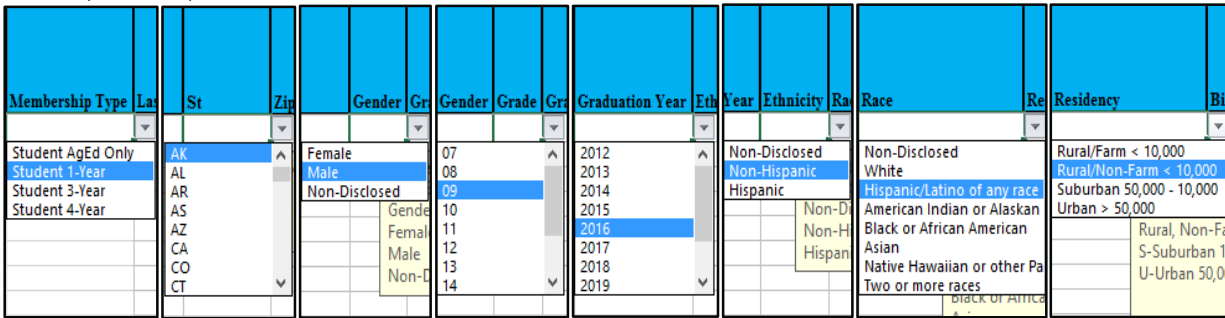
Example of complete roster – See FAQ 1

STEP FOUR – IMPORT EXCEL ROSTER

With all your new members on the Excel roster, it is time to go back to the *Add New Students* tab. There, [A] select the National Roster Template from the Template dropdown, [B] click **Browse/Choose File** to locate and add your Excel roster and then [C] click **Import**. ***NOTE***: *The language for accessing your document will vary between browsers. For example, in Google Chrome it is* ***Choose File*** *and in Internet Explorer and Firefox it is* ***Browse***.
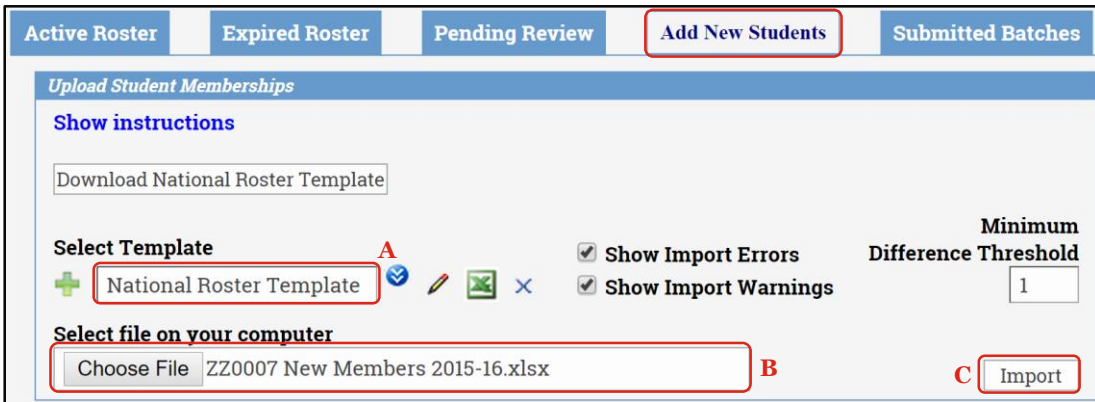
STEP FIVE – SCROLL UP TO VIEW RESULTS

Scroll to the top of the page to review the results of the transaction and then proceed to the Pending Review tab.

Message 0x318 in Manage My FFA

You have successfully imported the students from the file. Review potential membership issues below. Once finished, save corrections and proceed to the Pending Review tab.
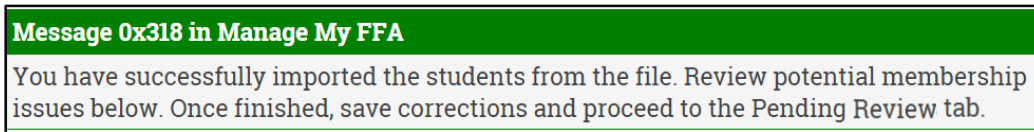
STEP SIX – REVIEW PENDING MEMBERS AND ADD TO ACTIVE ROSTER

On the *Pending Review* tab, examine the list of new members for duplicates and/or missing students. Next, select students to move to the *Active Roster* by either [A] choosing specific members, [B] clicking **Select All Students** <u>or</u> [C] checking the box for **Select all # pending student membership(s)**. Then, [D] click **Create Memberships and Approve Locally**. *IMPORTANT*: *Options [A] and [B] must be processed <u>one page at a time</u>. NOTE*: *Records shown on Pending Review are only visible to the individual (username) who entered the data. Teaching partners, state staff and national staff cannot see the records on your Pending Review (see* <u>FAQ 7</u>*).* ==WARNING==: *If you decide to import a new Excel roster <u>and have records in Pending Review</u>, the new Excel import will <u>overwrite</u> any unattended/unapproved records in Pending Review. Approve any records you want to process in Pending Review <u>before</u> importing the new Excel roster.*

STEP SEVEN – SCROLL UP TO VIEW RESULTS
Scroll to the top of the page to review the results of the transaction.

Frequently Asked Questions

Q-1: Is it required to enter the member's birthdate, race, gender, high school grad year, etc.
A: Not all fields are required. **However**, demographic information is extremely helpful to state and/or national staff when trying to determine if a member is a duplicate. Additionally, some applications and/or features require an e-mail address (*i.e. American Degree, Scholarship, National Officer Candidacy, Nominating Committee, Résumé Generator, etc.*) Plus, entering the member's high school grad year will make it easier down the road, when it is time to advance the student to Alumni for their FREE Associate memberships (*senior year*). Click <u>HERE</u> for more information on advancing students to Alumni.

Q-2: Why do new members go to Pending Review and not the Active Roster?
A: Pending Review provides a staging area to review all your <u>brand new members</u>, remove duplicates and determine if any students were missed **prior to** adding them as official members in the system. It is more complicated to remove duplicates once members are on the *Active Roster* and/or *Expired Roster* and submitted for approval, as there may be a financial consequence.

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Q-3: Why are there no invitation codes on Pending Review?
A: Invitation codes are not generated until the students are added to the **Active Roster** (*see* step 6 *letter [*D*]*) and they receive their nine-digit FFA ID.

Q-4: What does the "hand" icon (🖐) on Pending Review do?
A: If you want to quickly approve **a single student** on *Pending Review*, you can use the "hand" icon (🖐) under the Actions column.

Select	ID	FFA ID to Update	Chapter	Last Name	First Name	Membership	Actions
☐	336925		ZZ0007	Breeze	Autumn	Student 1-Year	✏️ 🖐 **A** ✕

Q-5: How are edits made to students on Pending Review?
A: To make changes to a student on *Pending Review*, [A] click the pencil (✏️) under the *Actions* column for the member to edit. On the next screen, make necessary changes and [B] click **Save & Add Another** to save the changes. Then, return to *Pending Review*.

Select	ID	FFA ID to Update	Chapter	Last Name	First Name	Membership	Actions
☐	336925		ZZ0007	Breeze	Autumn	Student 1-Year	**A** ✏️ 🖐 ✕

Add New Student Membership

Please enter in the information below and click the save button. * indicates a required field.

Chapter * ZZ0007
Membership Type * Student 1-Year

Prefix
First Name * Autumn
MI
Last Name * Breeze
Suffix

Email Address breeze@school.org
Date of Birth 9/21/2001

Zip Code * 46278-1370
City * Indianapolis
State * IN

Address Line 1 * 6060 Ffa Dr
Address Line 2

Ethnicity Non-Hispanic
Race Asian
Gender Female

Residence Location Type Suburban 50,000 - 10,000
Grade * 9
H.S. Grad. Year 2019

Save **B** Save & Add Another

Q-6: How are duplicates removed from Pending Review?
A: There are two ways to remove duplicates from *Pending Review*. The first way is to [A] select the duplicates to remove and then [B] click **Delete Pending Student Memberships**. The second way is to [C] click the blue X (✕) under the *Actions* column for the duplicate you want to remove.

Select	ID	FFA ID to Update	Chapter	Last Name	First Name	Membership	Actions
☐	336925		ZZ0007	Breeze	Autumn	Student 1-Year	✏️ 🖐 ✕ **C**
☐	336926		ZZ0007	Haven	Winter	Student 1-Year	✏️ 🖐 ✕
☐	336924		ZZ0007	Lites	Amber	Student 1-Year	✏️ 🖐 ✕
☐	336923		ZZ0007	Sung	Sam	Student 1-Year	✏️ 🖐 ✕
☐	336922		ZZ0007	Wuzfyshin	Wyshin	Student 1-Year	✏️ 🖐 ✕

Bulk Actions

Select All Students   Deselect All Students

Create Memberships and Approve Locally
Update Contact Information Only
Delete Pending Student Memberships **B**

Duplication and Error Analysis

Analyze All Pending Student Memberships

Q-7: Why are records on Pending Review only visible to the individual (username) who entered the data?
A: Many schools have multiple instructors. By limiting visibility on *Pending Review* to a specific username, each instructor has the ability to enter their own students without disturbing records added by their teaching partner(s). Once all students are on the *Active Roster*, the final roster can be submitted for state approval.

Q-8: What if a student on the Excel roster is already in the system?
A: If your Excel roster includes a student who is already in the system (*i.e. on your Active and/or Expired Roster*), you will be shown any variances between what is in the system and what is on your Excel roster for up to 20 fields (*e.g. address, e-mail address, grade, birthdate, etc.*) For example, circled in yellow (*below*), you will notice the system found an FFA ID for a member already in the system and 8 out of 20 fields are different (*the different fields are circled in blue*). **NOTE**: The existing data in the system will show **below** the editable field. The editable field will contain the data from the Excel roster. You will have the option to either [A] **Update Existing Member**, [B] **Treat as New Member** or [C] **Discard**. Choose [A] if you want to keep the information from the Excel roster and/or make on-screen changes to the member's existing account. Choose [B] if the member the system found is **not** the member you are trying to add (i.e. different student with the same name). Choose [C] to discard the imported student altogether. Then, [D] click **Save**, which should take you to the *Pending Review* tab. **IMPORTANT**: **The system will only find existing members within the chapter(s) you can access. It will not perform a nation-wide search. Also, selecting Discard only removes them from Pending Review, not the Active and/or Expired Roster.**

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Q-9: *How are Errors and Warnings displayed identified?*
A: On the *Pending Review* tab, **Errors** and **Warnings** are identified by red rows with white text. They system will not allow you to approve the student if there is an **Error**. With your cursor, [A] hover over the red rows to view the details of the **Errors** and/or **Warnings**. You can also narrow your search results to see only those with Errors/Warnings by [B] checking the box to **Show Errors/Warnings Only** and then [C] clicking **Search**. Under the *Actions* column, [D] click the pencil (✏) icon to make corrections. You can also make corrections by [E] selecting **Analyze All Pending Student Memberships**. Review FAQ 7 for an example. *IMPORTANT: If you have several Errors and Warnings, it may be easier to correct errors on the Excel document and then re-import the roster.*

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.

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Part 3: Roster Processing — Review, Submit & Print

Created: 09/2015

After renewing <u>returning members</u> (<u>Part 1</u>) and entering <u>brand new</u> members (Part 2, <u>Option A</u> or <u>Option B</u>), you are now ready to review your roster, submit it for approval and print the batch invoice. Questions? Check out the <u>FAQs</u> on page 2.

STEP ONE — NARROW YOUR SEARCH RESULTS

On the *Active Roster*, use the search controls to find members by [A] chapter (*if managing multiple chapters*), [B] **Local Submission Level** and [C] click **Search**. *NOTE: AgEd Only students will not advance any further than Local Submission Level in the approval process. If you have several AgEd Only students, it may be helpful to search by **Membership Type** as well.*

STEP TWO — REVIEW ROSTER AND SELECT MEMBERS TO SUBMIT FOR APPROVAL

Review the page(s) of members for duplicates and/or missing students and make necessary changes. (*See <u>FAQs 4-7</u> on how to remove individuals from the Active Roster.*) Then, select students to submit for approval by either [A] choosing specific members, [B] clicking **Select All Students** <u>or</u> [C] checking the box for **Select all # student membership(s)**. **IMPORTANT**: Options [A] and [B] must be submitted to state <u>one page at a time</u>. To view more members <u>per page</u>, click the blue/white chevron (⊗), located after **# Student Membership(s) found**, to expand the view to 100 members per page.

STEP THREE – SUBMIT MEMBERS FOR STATE APPROVAL

After selecting members, [A] click **Submit for State Approval** and then [B] choose **OK** when prompted to approve the transaction.

STEP FOUR – SCROLL UP TO VIEW RESULTS AND BATCH INVOICE

Scroll to the top of the page to review the results of the transaction and click the **View/Print Invoice #000000** link to view the batch invoice.

Message 0x31c in Manage My FFA

You have successfully submitted all of the checked students memberships to the state for approval.

View/Print Invoice #345225

STEP FIVE – REVIEW AND PRINT THE BATCH INVOICE

Finally, review the batch invoice and print and/or save a copy. Send a copy of the invoice with the payment and save a copy for your records. See FAQ 2 if you plan to add more members.

National FFA Organization

Order #   345225
Date   9/14/2015
Chapter ID   ZZ0007

Adkins County HS FFA

Remit Payment To:

ZZ State At Large
6060 FFA DRIVE
FFA, ZZ 46268

Total Amount Due	$656.00

State Dues	$369.00
National Dues	$287.00

This invoice contains a total of 41 one-year, 0 three-year, and 0 four-year memberships.

Name	FFA ID	Membership	State	National	Total
Absent, Marcus	601502486	Student 1-Year	$9.00	$7.00	$16.00
Bago, Winnie	601502493	Student 1-Year	$9.00	$7.00	$16.00
Barbee, Lacey	601459012	Student 1-Year	$9.00	$7.00	$16.00

Frequently Asked Questions

Q-1: In step one, why does it say to narrow the search results by Local Submission Level?
A: By narrowing your search results to those with a Local Submission Level, you will see which students will be submitted to state for approval. Members with a submission level of State, National or Approved have already been submitted for approval. If you do not narrow your search results, the system will not allow the members to be submitted and charged again. However, the success message will have a yellow banner instead of a green banner. See example below. ***NOTE***: *AgEd Only students will not advance any further than Local Submission Level in the approval process.*

Message 0x31c in Manage My FFA

You have successfully submitted all of the checked students memberships to the state for approval.

3 students were already submitted to state and subsequently were ignored.

Q-2: Can additional members be submitted after the first group?
A: Absolutely! Additional members can still be submitted after the first group and they will continue to merge into the original batch until that batch has been state approved. For complete details, view the Batch Consolidation instructions.

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Q-3: Can a list of active members be extracted from the Active Roster?

A: Yes! On the *Active Roster*, simply [A] click the **Excel** icon (🖹) located after **# Student Membership(s) found**. You will be prompted to open the document after it downloads. [B] Click **Yes** when asked if the file is from a trusted source. You will need to [C] save the document as an **Excel Workbook** file type.
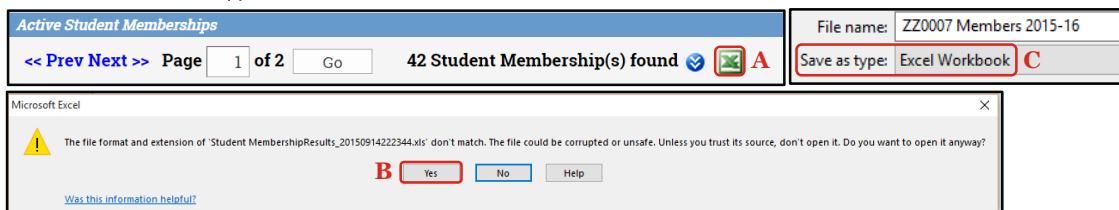
Q-4: A former member was renewed in error. How can this individual be removed from the Active Roster?

A: If you renewed the wrong member by mistake <u>and the member has a **Local Submission Level**</u>, you have the ability to move the individual back to the **Expired Roster**. On the *Active Roster*, [A] narrow your search results by **Local Submission Level**, [B] select the individual(s) to move back to the **Expired Roster**, [C] click **Expire Memberships** and then [D] click **OK** when asked to approve the transaction. Scroll to the top of the page to review the results of the transaction. *IMPORTANT: If the member has a submission level higher than Local, you will need to contact your state membership representative and ask to have the individual removed.*
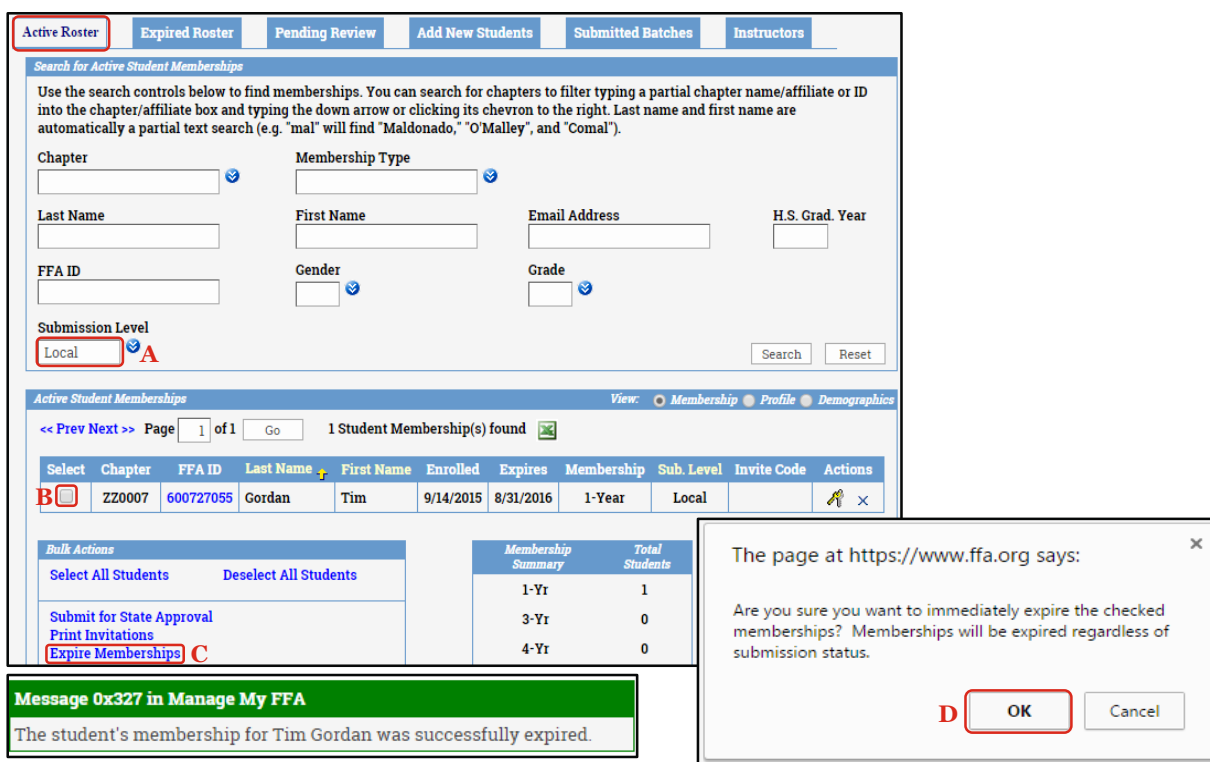
Q-5: A true duplicate was added to the Active Roster in error. Which account should be kept on the Active Roster?

A: When a member is found with duplicate memberships, the account with the <u>**lowest FFA ID**</u> should be kept on the Active Roster, as it marks his/her original start date as an FFA member. For example, National FFA prefers to use FFA ID 600727067 instead of FFA ID 601221108 for Josh Bledsoe, even though FFA ID 601221108 was last active.

Q-6: How are years of membership consolidated onto one account for members with multiple accounts?

A: Have a student whose years of membership need to be consolidated onto one account? Contact your state membership representative and ask them to submit request to national, as the state <u>does not</u> have the ability to merge accounts. The request <u>must</u> be sent to national <u>from the state</u>. If you contact national directly, you will be asked to contact the state.

Q-7: *How are true duplicates removed?*
A: Review FAQ 5 and see the example. If you added/renewed a duplicate by mistake <u>and the member has a</u> **Local Submission Level**, you have the ability to remove the duplicate. On the Active Roster, [A] narrow your search results by **Local Submission Level** and the **member's name**, [B] select the duplicate with the **highest FFA ID** <u>to be removed</u>, [C] click **Expire Memberships and Deactivate Accounts** and then [D] click **OK** when asked to approve the transaction. Scroll to the top of the page to review the results of the transaction. ==*WARNING*==: *Expire Memberships and Deactivate Accounts will eliminate record(s) from FFA history. Use should be only for duplicate entries.* **IMPORTANT**: *If the member has a submission level higher than Local, you will have to contact your state membership representative and ask to have the individual removed.*

Questions/Concerns

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