



96TH NATIONAL FFA CONVENTION & EXPO
NOV. 1-4, 2023 | INDIANAPOLIS

CHAPTER REGISTRATION PLANNING GUIDE

Get ready for a smooth and successful chapter registration with this *Chapter Registration Planning Guide*. Use the checklist to gather information and items beneficial to the chapter registration process.

GET READY TO REGISTER

- Registration opens Wednesday, Sept. 20 at 6 p.m. EDT
- Access registration via the [National FFA Convention & Expo website](#)
- Check your [FFA.org login](#) in advance to ensure your password is valid.
- Early bird registration rates apply until Oct. 11 at 7:59 p.m. EDT
- Browse the [A to Z Guide](#) for answers to common event questions.

Health, Safety and Event Participation Waiver and Code of Conduct: All attendees (or their parent/guardian) must sign and complete the **Health, Safety and Event Participation Waiver and Code of Conduct** to receive a name badge in Indianapolis. These waivers do not need to be completed to purchase registration materials, but they must be completed before arriving in Indianapolis in order for the individual's badge to be printed. The waiver process is included in the Assigning Names and Activities steps of the registration process, and a link is provided in your confirmation email. Only digitally completed waivers will be accepted. Paper copies will not be accepted.

CONCERT AND RODEO TICKETS

- Concert and rodeo tickets go on sale Wednesday, Sept. 27, at 6 p.m. EDT.
- All concert and rodeo tickets must be purchased via Ticketmaster.
- A private link to purchase all concert/rodeo tickets is found in your registration confirmation email.
- Concert/rodeo tickets may only be purchased with a credit card or PayPal.
- Tickets are limited to 50 seats per transaction. If you need more, plan to complete multiple transactions.
- To help FFA prevent unauthorized transactions from ticket brokers/others, please do not share your private Ticketmaster links for these events.

PARKING & SHUTTLES

- [Purchase parking passes for all vehicles](#) (cars, buses, trailer vehicles, etc.) directly from Indianapolis parking vendors. No parking passes are sold via the National FFA event registration system.
- Round-trip rodeo shuttle passes are available in the National FFA event registration system.
- National FFA no longer operates hotel/housing shuttles.
- Consult CDE/LDE orientation materials for competitor shuttle information.

HEALTH & SAFETY

- Learn more about [health recommendations for your travel](#).

- Event staff at the National FFA Convention & Expo will follow all national and local protocols to promote a safe event.

CHAPTER REGISTRATION CHECKLIST

Use the checklist to gather information and items beneficial to the chapter registration process.

CHAPTER DETAILS

___ **Chapter name and number**

___ **Registration contact name**

___ **Chapter address**

___ **Advisor phone number and email address**

___ **Choose payment method**

*Credit card (immediate payment) –or–
School/chapter invoice (Must provide P.O. number)*

___ **When adding names, make sure to have the email of the parent/guardian for any member under 18 to send the Health, Safety and Event Participation Waiver and Code of Conduct to**

Travel Details

___ **Indianapolis arrival and departure dates**

___ **Name of chapter hotel/housing location**

___ **Primary chaperone name and phone number**

Note: [FFA housing reservations](#) remain open through Oct. 4 at 5 p.m. EDT.

CHOOSE REGISTRATION ITEMS

___ **Registration type and quantity** ([Learn more](#))

*Full Registration: Wednesday to Saturday access
Daily: Single-day access only*

___ **Opening Session attendance preference & seating quantity**

*Opening Session A (Wednesday, Nov. 1 at 3:30 p.m.)
Opening Session B (Thursday, Nov. 2 at 8 a.m.)*

___ **American FFA Degree recipient events**

Note: American FFA Degree recipients should consult orientation materials in advance.

___ **Career Success Tours** ([Learn more](#))

___ **Hypnotist tickets** ([Learn more](#))

___ **National Days of Service** ([Learn more](#))

___ **Rodeo shuttle passes** ([Learn more](#))

CHAPTER REGISTRATION IS A GROUP REGISTRATION VIA A THREE-STEP PROCESS

1. Purchase registration items.
2. Add Names and assign the purchased registration items. Each attendee must have a Full Registration or Daily Registration assigned to them for the badge to print. The group leader must also add their name and assign the agenda items if they are attending.
3. Sign waivers.