



NATIONAL
FFA ORGANIZATION

Add Memberships



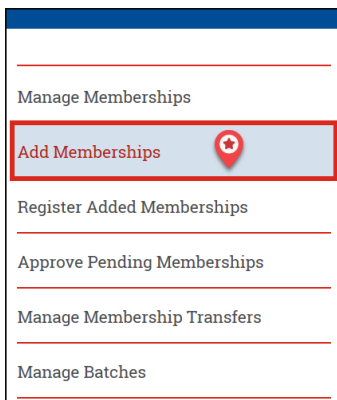
How to Add New Memberships One at a Time

Created: 06/2018

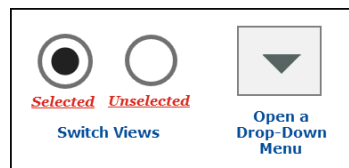
*If you only have a few **new** memberships to add, you may find it easier to enter them one at a time.*

GETTING STARTED

Where to begin:



Icons you will use:



Things to understand:

KNOW WHAT DATA IS REQUIRED

Before adding memberships, you need to know what data points both national and state require. If you attempt to add a membership without the required data, the system will prompt you to enter the required data. You will find a message at the top of the screen, listing the missing data points.

- National-required data
 - First Name and Last Name
 - Address with City, State and ZIP code
 - High School Graduation Month and Year (**Students**)
- State-required data (**Students**)
 - Varies by state
 - View your state's required data on your chapter profile under *Chapter Requirements*

MEMBERSHIP TYPES

For **students**, not all states allow multi-year memberships (*i.e.*, *Three Year and Four Year*). You can easily view authorized membership types in your state by selecting the drop-down menu for *Membership Type*. Membership types should be assigned the following way:

- **One Year**: Grades 7 - 16 are eligible
- **Three Year** (*optional*): Grade 13 **AND** the member graduated during the most recent membership year (*Availability is based on your state's preference and/or your chapter's affiliation status*)
- **Four Year** (*optional*): Grade 12 (*Availability is based on your state's preference and/or your chapter's affiliation status*)
- **Ag Ed Only** (*optional*): Grades 7 - 16 are eligible (*Availability is based on your chapter's affiliation status*)

AFFILIATION AND MEMBERSHIP TYPES

For student chapters participating in the affiliation program, *One Year* is the only membership type allowed. Multi-year memberships (i.e., *Three Year* and *Four Year*) are not permitted. Affiliation is an ongoing annual program based on actual student numbers and cannot be paid for in advance. In addition, all agricultural education students in an affiliated chapter are considered FFA members. As a result, *Ag Ed Only* is not permitted as well.

STEP ONE – ADD MEMBERSHIP

Add a membership for a *new* member.

1. Select **Student** or **Alumni** – The default is *Student* unless you only have Alumni responsibilities
2. Verify the current **Membership Year** is selected– The default is the current *Membership year*
3. Verify your **Chapter** is selected – Your chapter should be the default unless you manage multiple chapters
4. Click the ▼ to open the **Membership Type** drop-down menu
5. Select a **Membership Type**

The screenshot shows the 'Add Membership' form. At the top, there are radio buttons for 'Student' (selected) and 'Alumni'. Below this is an 'Import Memberships' section with a file input and a 'Browse...' button, and a 'Download Template' link. The main 'Add Membership' section contains four fields: 'Membership Year' (2017-2018), 'State' (NE - Nebraska FFA), 'Chapter' (NE0037 - Freeman), and 'Membership Type' (a dropdown menu). A callout box for the 'Membership Year' field states: 'You can also click the [x] and select the next available future membership year.' The 'Membership Type' dropdown menu is open, showing options: 'One Year', 'Three Year', 'Four Year', and 'Ag Ed Only'. A red circle with the number 5 is next to the 'One Year' option.

6. Using proper case, add the member's **Personal Information**

The screenshot shows the 'Personal Information' form. At the top, there is a red warning banner: 'First Name and Last Name are required by National FFA.' The form contains several fields: 'Prefix' (Select), 'First Name' (Ivan), 'Middle Name' (S), 'Last Name' (Aguilar), 'Suffix' (Jr.), 'Mobile Phone' (789-456-1230), 'Mobile Carrier Type' (Verizon), 'Home Phone' (456-123-7890), and 'Email' (F3C0B868@agriculture.agriculture). A callout box for the 'Email' field states: 'For student memberships, Email may be required by your state. Check your Chapter Profile.' Another callout box on the right states: 'It is unnecessary to re-enter active, nationally approved, multi-year memberships (e.g., Three Year, Four Year [Student], Associate and Lifetime [Alumni]), as they should already be on your roster.'

7. Add the member's **Mailing Address** – required by national

1. Enter a valid **ZIP Code**

The screenshot shows the 'Mailing Address' form. At the top, there is a red warning banner: 'Mailing Address is required by National FFA.' The form contains several fields: 'ZIP Code' (68516), 'City', 'State' (dropdown), 'Address Line 1 (Street Address)', and 'Address Line 2 (i.e. APT#, BLDG#, STE#, TRLR# ..)'. A callout box for the 'ZIP Code' field states: '1'.

2. Click the **Tab** key () on your keyboard – If the ZIP code is found, the system will populate the **City** and **State** fields

3. Begin typing a valid **Address Line 1** – The system will try to help you find it
4. If found, select the correct address from the list of choices

Mailing Address 7

City and State should populate after entering a valid ZIP Code and clicking the Tab key on your keyboard.

ZIP Code: 68516 City: Lincoln State: NE

Address Line 1 (Street Address) 3
5935
5935 S 53rd St 4
5935 S 56th St (Ste ?)

Address Line 2 (i.e. APT#, BLDG#, STE#, TRLR# ..)

5. Begin typing a valid **Address Line 2** (if necessary) – The system will try to help you find it
6. If found, select the correct APT#, BLDG#, STE#, TRLR#, Lot#, etc. from the list of choices

Mailing Address 7

City and State should populate after entering a valid ZIP Code and clicking the Tab key on your keyboard.

ZIP Code: 68516 City: Lincoln State: NE

Address Line 1 (Street Address): 5935 S 56th St

Address Line 2 (i.e. APT#, BLDG#, STE#, TRLR# ..) 5
Ste
Ste A 6
Ste B
Ste C

8. Add the member's **Additional Information**
9. Click **Add**

Additional Information 8

For student memberships, National FFA requires High School Graduation Year for all students and High School Graduation Month for students in grade 12.

High School Graduation Year: 2019 High School Graduation Month: May Grade: 11

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

9 Add Reset

For student memberships, Gender and/or Race/Ethnicity may be required by your state. Check your Chapter Profile.

Watch for a green success message at the top of the screen.

Welcome Bryan | Sign Out Test Help?

1 added/imported member(s) has/have complete profile(s) and is/are ready to be registered. You can find them on Register Added Memberships tab.

Add Memberships

Manage Memberships Add Memberships Register Added Memberships

Student Alumni

Import Memberships Download Template

Browse... Import

When a membership is added, the system automatically analyzes the membership to identify missing required data and/or a potential match to an existing member profiles within your chapter. If a potential match is found, you will see a yellow message at the top of the screen. This same message is also shown if national or state-required data is missing.

a ☐ Update Existing Member
 b ☐ Treat as New Member
 c ☐ Discard

FFAID: 602722143

1

! FFA ID identified as a potential match to the added/imported membership.

Membership Information

State

NE - Nebraska FF/
×

NE

Chapter

NE0037 - Freeman
×

NE0037

Membership Type

One Year
×

Ag Ed Only

!

Red text, just below the editable fields, displays the existing data in the membership system.

Personal Information

Prefix

Select
▼

First Name

Ivan
×

Ivan

Middle Name

×

Last Name

Aguilar
×

Aguilar

Suffix

Jr.
×

Date of Birth(mm-dd-yyyy)

×

Home Phone

456-123-7890
×

456-123-7890

Mobile Phone

789-456-1230
×

789-456-1230

Mobile Carrier Type

Verizon
×

Email

F3C0B868@agriculture.agriculture
×

F3C0B868@agriculture.agriculture

!

Text in the editable fields displays the data entered on the Add Memberships form or imported template.

Address Information

ZIP Code

68516
×

91115

City

Lincoln
×

Gazeur

State

NE
×

Address Line 1

5935 S 56th St
×

3928 Safe Glen

Address Line 2

Ste A
×

Additional Information

High School Graduation Year

2019
×

2020

Graduation Month

May
×

May

Gender

Male
×

Male

Race/Ethnicity

White, Non-Hispa
×

White, Non-Hispanic

i Click **Cancel** if you want to review potential matches later, using **Analyze Added Membership(s)** on **Register Added Memberships**.

2

Save

Cancel

Watch for a green success message at the top of the screen.



STEP TWO – REPEAT

Repeat *Step One* for each new member.

STEP THREE – REVIEW ADDED MEMBERSHIP(S)

After adding your new membership(s), go to **Register Added Memberships** to review the added memberships. From there, you can complete the process of adding memberships by registering the new memberships.

Questions/Concerns

If you have any questions or concerns, please contact the National FFA Membership Team at membership@ffa.org or 888-332-2668, option 3.