How to Add New Memberships One at a Time

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

6. Using proper case, add the member’s Personal Information
   - Enter a valid ZIP Code
   - Click the Tab key ( ) on your keyboard – If the ZIP code is found, the system will populate the City and State fields

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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

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

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

Watch for a green success message at the top of the screen.
Potential match(es):
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.

When a potential match is found, you can compare the existing member profile data (i.e., text in red) and the added/imported member profile data (i.e., text in the editable fields). After reviewing:

1. Select one of the following options:
   a. **Update Existing Member** – Implies, **YES**, this is the **same person**: keep this FFA ID and update his or her profile upon registering
   b. **Treat as New Member** – Implies, **NO**, this is a **completely different person**: assign a new FFA ID upon registering
   c. **Discard** – Deletes the membership from the Register Added Memberships section only

2. Click **Save**
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.

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### 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.