



NATIONAL
FFA ORGANIZATION

Manage Memberships



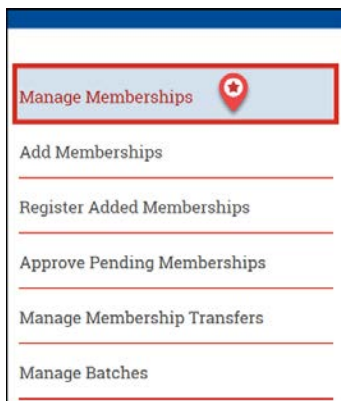
How to Renew Memberships for a Current, Past or Future Membership Year

Created: 05/2018

As chapter leader, you can renew memberships for returning members from the prior year. In addition, you can renew memberships for a past membership year (retroactive) or future membership year (proactive).

GETTING STARTED

Where to begin:



Icons you will use:



Things to understand:

WHY WOULD THERE BE A NEED TO RENEW A MEMBERSHIP FOR A PAST MEMBERSHIP YEAR?

Occasionally members are inadvertently left off the membership roster. It happens. Many times, the oversight is not discovered until the member starts his or her state degree or American degree application. For that reason, past memberships can be renewed retroactively and submitted through the approval process. Chapter leaders can renew memberships for the past two years and state leaders can renew memberships for the past four years.

WHY RENEW MEMBERSHIPS FOR A FUTURE MEMBERSHIP YEAR?

By late June or mid-July, you may already know which members are returning for the upcoming membership year. So, why not get a jump start on your roster? Chapter leaders and state leaders can proactively renew memberships for one future membership year. Memberships renewed for the future cannot be submitted for state approval until that membership year officially begins (August 1).

RENEW MEMBERSHIP(S) FOR THE CURRENT YEAR

Renew memberships for returning members from the previous year.

Step One – Search:

Use **Search** and **Advanced Search** to locate the membership(s).

1. Select **Student** or **Alumni** – The default is *Student* unless you only have Alumni roles
2. Click the to clear the **Membership Year** field – The default is the current year

The screenshot shows the top section of the Search form. Annotation 1 points to the 'Member Type' section where 'Student' is selected. Annotation 2 points to the 'Membership Year' field which shows '2017-2018' and a clear button (X).

3. Click the to open the **Membership Year** drop-down menu
4. Select the most recent past **Membership Year**
5. Verify your **Chapter** is selected – Your chapter should be the default unless you manage multiple chapters
6. In *Advanced Search*, narrow your search results by one or more of the following:
 - a. *Membership Type*
 - b. *Grade*
 - c. *FFA ID*
 - d. *First Name* and *Last Name* – Entered partially or completely
7. Click **Search**

This screenshot shows the full Search form with annotations 3 through 7. Annotation 3 points to the 'Membership Year' dropdown menu which is open, showing years from 2013-2014 to 2018-2019, with '2016-2017' highlighted. Annotation 4 points to the '2016-2017' selection. Annotation 5 points to the 'Chapter' field showing 'NE0037 - Freeman F'. Annotation 6 points to the 'Advanced Search' section where 'One Year' is selected for 'Membership Type', '12' is entered for 'Grade', and 'Or Below (<=)' is selected for the comparison operator. Annotation 7 points to the 'Search' button. A yellow summary box states: 'FOR THIS SEARCH: ✓ Membership Type is One Year ✓ Grade is 12 or Below'. An information box at the bottom right provides advice: 'If your search does not produce the desired results, use the additional Search and Advanced Search filters to narrow or expand your search parameters. Example: Select a different past membership year.'

Step Two – Renew membership(s):

With the membership(s) identified, you can now renew the membership(s) for the current year.

1. Select **Membership(s)** to be renewed by one of the following methods:
 - a. Select checkboxes to renew one or more memberships
 - b. Click the top-left checkbox to renew all memberships on the current page
 - c. Choose **Select all ## memberships** to renew all memberships on all pages – This option only appears when there are more than 20 memberships

The screenshot shows a table with columns: FFA ID, First Name, Last Name, Membership Type, State, Chapter, Membership Year(s), Status-Batch ID, and Actions. Annotations include:

- a**: Points to individual checkboxes in the first column.
- b**: Points to a checkbox in the first column with a tooltip: "Selects memberships on **this page only**."
- c**: Points to a button labeled "Select all 26 memberships" with a tooltip: "This option only appears when there are **more than 20** memberships in the grid."

At the bottom, a pagination bar shows "1 of 2" and "26 Membership(s)".

2. Verify the current **Membership Year** is selected– The default is the current year
3. Click the ▼ to open the **Membership Type** drop-down menu
4. Select a **Membership Type**
5. Click **Renew Membership(s)**
6. Click **OK** to approve the action

The screenshot shows the "Actions" panel on the left and a confirmation dialog on the right.

Actions Panel:

- Submit Membership(s) to State**
- Change Membership Type** (dropdown menu)
- Transfer Membership(s)** (State: NE, Chapter: Select)
- Renew Membership(s)** (highlighted with annotation 5)
- Print Invitation(s)**
- Disapprove Membership(s)**
- Cancel Membership(s)**
- Export Memberships to National Template**

Membership Year: 2017-2018 (highlighted with annotation 2)

Membership Type: One Year (selected from dropdown, highlighted with annotation 4)

Confirmation Dialog: "This site says... Selected membership(s) will be renewed for the selected year. Click Ok to continue." The **OK** button is highlighted with annotation 6.

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

The screenshot shows the top of the screen with a green success message: "Selected memberships are successfully renewed." A red arrow points to this message. Below the message, the "Memberships" tab is selected, and a table shows the first few rows of the membership list.

RETROACTIVE – RENEW MEMBERSHIP(S) FOR A PAST YEAR

Renew a past year of membership(s) for a specific member unintentionally left off a roster.

Step One – Search:

Use **Search** and **Advanced Search** to locate the membership(s).

1. Select **Student** or **Alumni** – The default is *Student* unless you only have Alumni roles
2. Click the **X** to clear the **Membership Year** field – The default is the current year

Search

Member Type **1** ☒ Student ☐ Alumni

Membership Year **2** 2017-2018 **X**

State NE - Nebraska FFA **X**

Chapter **1** NE0037 - Freeman F **X**

3. Verify your **Chapter** is selected – Your chapter should be the default unless you manage multiple chapters
4. In **Advanced Search**, narrow your search results by one or more of the following:
 - a. FFA ID
 - b. First Name and Last Name – Entered partially or completely
5. Click **Search**

Search

Member Type ☒ Student ☐ Alumni

Membership Year All

State NE - Nebraska FFA **X**

Chapter **3** NE0037 - Freeman F **X**

4 Advanced Search ^

Membership Type All - Include

Submission Level Status **1** All - Equals

Batch ID

State Association Divisions All

Grade All - Equals

Roster Method **1** All

Gender All - Include

FFA ID **a**

First Name **b** ran

Last Name aus

5 Search Reset

FOR THIS SEARCH:
✓ First Name and Last Name were partially entered

i If your search does not produce the desired results, try different spelling variations of the first and last name.

Step Two – Review results:

With all memberships located for the specified member, you can determine which year(s) of membership is missing.

☒ Memberships ☐ Member Details/Invite Code ☐ Membership Location **i** Displays the direction of the sort.

	FFA ID	First Name	Last Name	Membership Type	State	Chapter	Membership Year(s)	Status-Batch ID	Actions
<input type="checkbox"/>	602101000	Randy	Austin	One Year	NE	NE0037	2014 - 2015	Approved - 309460	
<input type="checkbox"/>	602101000	Randy	Austin	One Year	NE	NE0037	2016 - 2017	Approved - 412102	
<input type="checkbox"/>	602101000	Randy	Austin	One Year	NE	NE0037	2017 - 2018	State - 497333	

4 Membership(s)

i It may be helpful to sort the grid by the **Membership Year(s)** column, to display the years in sequential order.

Click the column header to sort the column A-Z. Click the column header again to sort Z-A.

Step Three – Renew membership(s):

With the missing year(s) of membership identified, you can now retroactively renew the membership(s) for a past year.

1. Select one of the existing **Memberships**

● Memberships ○ Member Details/Invite Code ○ Membership Location

<input type="checkbox"/>	FFA ID	First Name	Last Name	Membership Type	State	Chapter	Membership Year(s) ^	Status-Batch ID	Actions
<input type="checkbox"/>	602101000	Randy	Austin	One Year	NE	NE0037	2014 - 2015	Approved - 309460	
<input type="checkbox"/>	602101000	Randy	Austin	One Year	NE	NE0037	2016 - 2017	Approved - 412102	
<input checked="" type="checkbox"/>	602101000	Randy	Austin	One Year	NE	NE0037	2017 - 2018	State - 497333	

4 Membership(s)

2. Click the to clear the **Membership Year** field – The default is the current year

Actions

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

[Change Membership Type](#)

[Transfer Membership\(s\)](#)

[Renew Membership\(s\)](#)

3. Click the to open the **Membership Year** drop-down menu
4. Select the missing past **Membership Year**
5. Click the to open the **Membership Type** drop-down menu
6. Select a **Membership Type**
7. Click **Renew Membership(s)**
8. Click **OK** to approve the action

Actions

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

[Change Membership Type](#)

[Transfer Membership\(s\)](#)

[Renew Membership\(s\)](#)

[Print Invitation\(s\)](#)

[Disapprove Membership\(s\)](#)

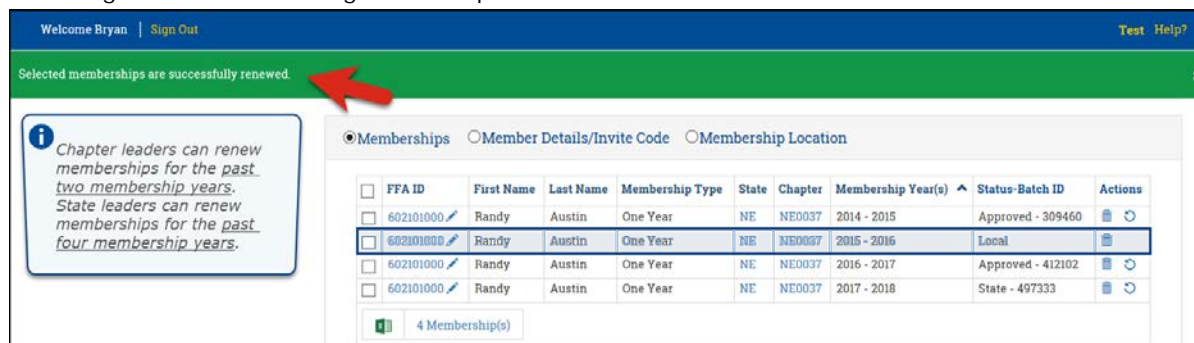
[Cancel Membership\(s\)](#)

[Export Memberships to National Template](#)

This site says...

Selected membership(s) will be renewed for the selected year.
Click Ok to continue.

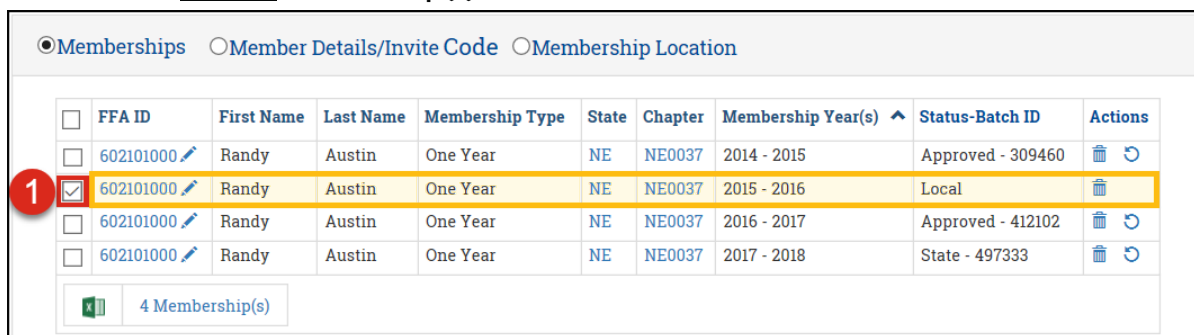
Watch for a green success message at the top of the screen.



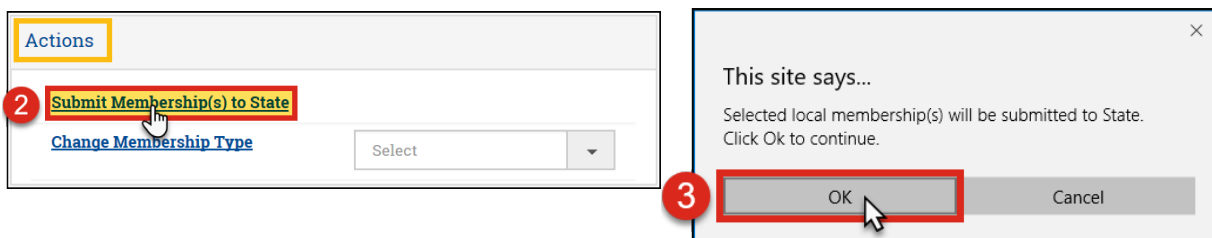
Step Four – Submit membership(s) to state:

With the membership(s) renewed, you can now submit the membership(s) for state approval.

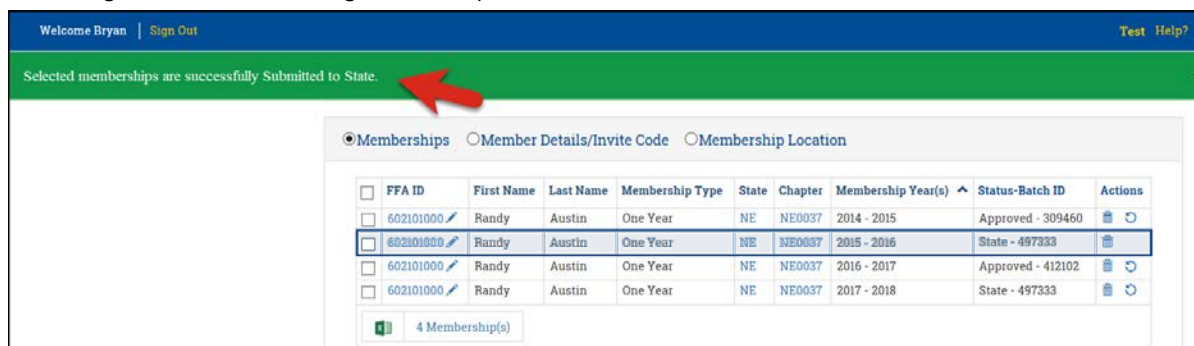
1. Select the renewed **Membership(s)**



2. Click **Submit Membership(s) to State**
3. Click **OK** to approve the action



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



PROACTIVE – RENEW MEMBERSHIP(S) FOR A FUTURE YEAR

Get a head start on your roster for the upcoming membership year.

Step One – Search:

Use **Search** and **Advanced Search** to locate the membership(s).

1. Select **Student** or **Alumni** – The default is *Student* unless you only have Alumni roles
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. In *Advanced Search*, narrow your search results by one or more of the following:
 - a. *Membership Type*
 - b. *Submission Level Status*
 - c. *Grade*
 - d. *FFA ID*
 - e. *First Name and Last Name* – Entered partially or completely
5. Click **Search**

The screenshot shows the 'Search' and 'Advanced Search' sections of a web application. Callout 1 points to the 'Member Type' dropdown with 'Student' selected. Callout 2 points to the 'Membership Year' dropdown with '2017-2018' selected. Callout 3 points to the 'Chapter' dropdown with 'NE0037 - Freeman F' selected. Callout 4 points to the 'Advanced Search' section, which includes filters for 'Membership Type' (One Year), 'Submission Level Status' (Approved), 'Grade' (11), and 'First Name'/'Last Name' fields. Callout 5 points to the 'Search' button. A yellow box contains the text: 'FOR THIS SEARCH: ✓ Membership Type is One Year ✓ Submission Level Status is Approved ✓ Grade is 11 or Below'. A blue box contains the text: 'If your search does not produce the desired results, use the additional Search and Advanced Search filters to narrow or expand your search parameters.'

Step Two – Select and Renew membership(s):

With the membership(s) identified, you can now proactively renew the membership(s) for the next membership year.

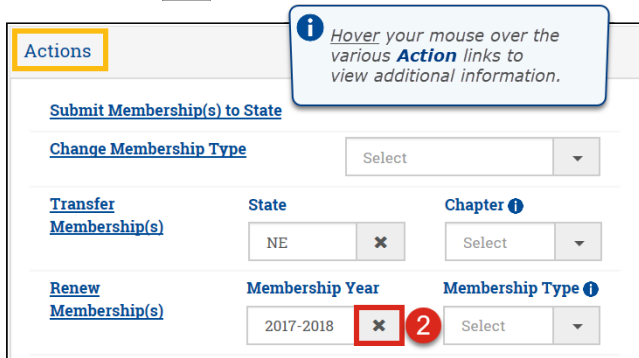
1. Select **Membership(s)** to be renewed by one of the following methods:
 - a. Select checkboxes to renew one or more memberships
 - b. Click the top-left checkbox to renew all memberships on the current page
 - c. Choose **Select all ## memberships** to renew all memberships on all pages – This option only appears when there are more than 20 memberships

The screenshot shows a table of memberships. Callout 'a' points to the checkboxes in the first column. Callout 'b' points to the top-left checkbox. Callout 'c' points to the 'Select all 59 memberships' button. A blue box contains the text: 'Selects memberships on this page only.' A yellow box contains the text: 'This option only appears when there are more than 20 memberships in the grid.'

	FFA ID	First Name	Last Name	Membership Type	State	Chapter	Membership Year(s)	Status-Batch ID	Actions
<input type="checkbox"/>		Kander		One Year	NE	NE0001	2017 - 2018		
<input type="checkbox"/>		ber		One Year	NE	NE0001	2017 - 2018		
<input type="checkbox"/>		hanan		One Year	NE	NE0001	2017 - 2018		
<input type="checkbox"/>	602747976	Josie	Burke	One Year	NE	NE0001	2017 - 2018		
<input type="checkbox"/>	602747945	Randy	Caldwell	One Year	NE	NE0001	2017 - 2018		
<input type="checkbox"/>	602128180	Della	Hall	One Year	NE	NE0001	2017 - 2018	Approved - 498836	
<input type="checkbox"/>	602747966	Sylvia	Hammond	One Year	NE	NE0001	2017 - 2018	Approved - 498836	

« < 1 of 3 > » 59 Membership(s)


- Click the  to clear the **Membership Year** field – The default is the current year




Actions



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

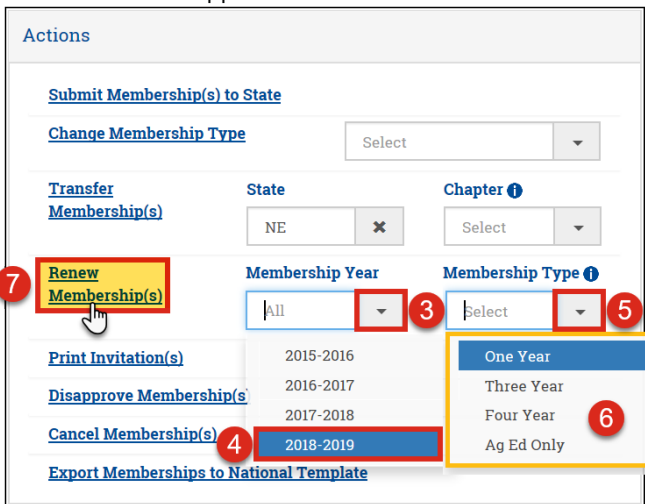
[Change Membership Type](#)

[Transfer Membership\(s\)](#) **State**  **Chapter**

[Renew Membership\(s\)](#) **Membership Year**  **Membership Type**

*Hover your mouse over the various **Action** links to view additional information.*


- Click the  to open the **Membership Year** drop-down menu
- Select the next available **future Membership Year**
- Click the  to open the **Membership Type** drop-down menu
- Select a **Membership Type**
- Click **Renew Membership(s)**
- Click **OK** to approve the action





Actions

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

[Change Membership Type](#)

[Transfer Membership\(s\)](#) **State**  **Chapter**

Renew Membership(s) **Membership Year**  **Membership Type** 

[Print Invitation\(s\)](#)

[Disapprove Membership\(s\)](#)

[Cancel Membership\(s\)](#)

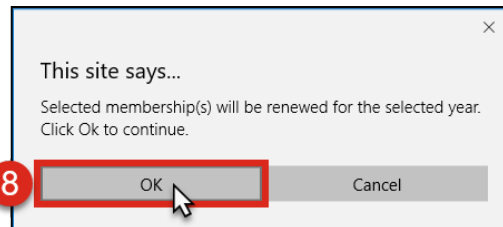
[Export Memberships to National Template](#)

Membership Year

- 2015-2016
- 2016-2017
- 2017-2018
- 2018-2019

Membership Type

- One Year
- Three Year
- Four Year
- Ag Ed Only



This site says...

Selected membership(s) will be renewed for the selected year.
Click Ok to continue.

OK **Cancel**

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



Welcome Bryan | [Sign Out](#) [Test Help?](#)

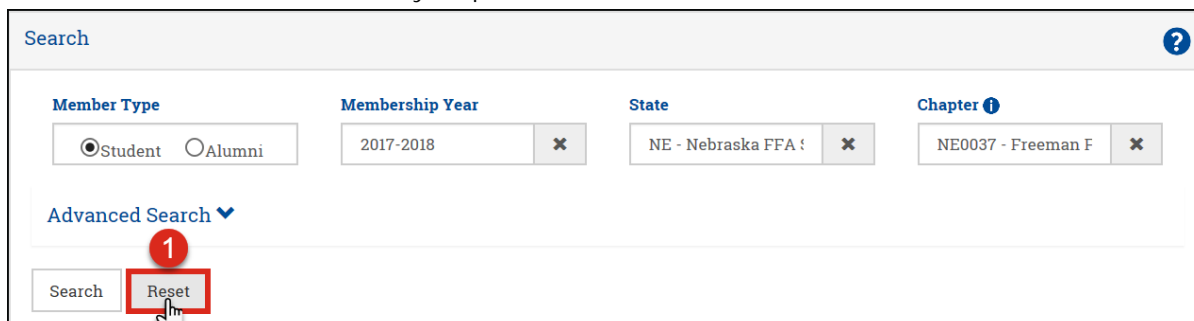
Selected memberships are successfully renewed.

	FFA ID	First Name	Last Name	Membership Type	State	Chapter	Membership Year(s)	Status-Batch ID	Actions
<input type="checkbox"/>	602128182	Lawrence	Dawson	One Year	NE	NE0037	2017 - 2018	Approved - 498836	 
<input type="checkbox"/>	602128161	Myrtle	Harper	One Year	NE	NE0037	2017 - 2018	Approved - 498836	 

Step Three – View renewed membership(s):


With the membership(s) renewed, you can now view the future membership(s).


- In **Search**, click **Reset** to clear your previous search




Search

Member Type ☒ Student ☐ Alumni

Membership Year 


State 

Chapter 


[Advanced Search](#)


Search **Reset**



- Click the  to clear the **Membership Year** field – The default is the current year


Search 


Member Type ☒ Student ☐ Alumni


Membership Year 2017-2018 

State NE - Nebraska FFA 


Chapter  NE0037 - Freeman F 


Advanced Search 



- Click the  to open the **Membership Year** drop-down menu
- Select the next available future **Membership Year**
- Verify your **Chapter** is selected – Your chapter should be the default unless you manage multiple chapters
- Click **Search**


Search 


Member Type ☒ Student ☐ Alumni

Membership Year All 

State NE - Nebraska FFA 
















Chapter  NE0037 - Freeman F 

Advanced Search 

 Chapter leaders and state leaders can proactively renew memberships for one future membership year. Memberships renewed for the future cannot be submitted for state approval until that membership year officially begins (**August 1**).

2013-2014
2014-2015
2015-2016
2016-2017
2017-2018
2018-2019

☒ Memberships
 ☐ Member Details/Invite Code
 ☐ Membership Location
 ☐ Select all 72 memberships

<input type="checkbox"/>	FFA ID	First Name	Last Name	Membership Type	State	Chapter	Membership Year(s)	Status-Batch ID	Actions
<input type="checkbox"/>	601515315 	Alice	Alvarado	Four Year	NE	NE0037	2015 - 2019	Approved - 345717	 
<input type="checkbox"/>	600745641 	Bradley	Barrett	One Year	NE	NE0037	2018 - 2019	Local	
<input type="checkbox"/>	602749147 	Ora	Barrett	One Year	NE	NE0037	2018 - 2019	Local	
<input type="checkbox"/>	602717122 	Emily	Becker	One Year	NE	NE0037	2018 - 2019	Local	
<input type="checkbox"/>	601515321 	Michael	Becker	One Year	NE	NE0037	2018 - 2019	Local	
<input type="checkbox"/>	602101012 	Mathilda	Bishop	One Year	NE	NE0037	2018 - 2019	Local	
<input type="checkbox"/>	602716314 	Elizabeth	Blake	One Year	NE	NE0037	2018 - 2019	Local	

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.