



NATIONAL
FFA ORGANIZATION

National Chapter Award Program

Online National Chapter Application Information

An Advisor's Perspective

Log into www.ffa.org

User name

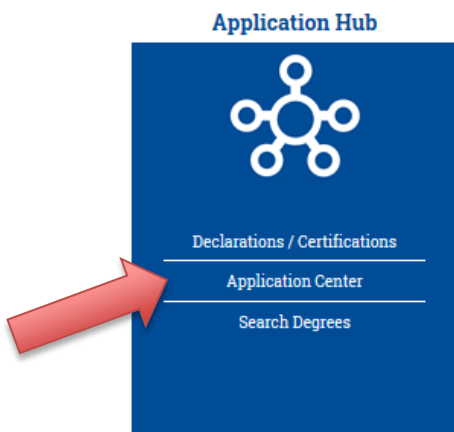
Sign In

Forgot username?
Forgot password?

Open your FFA Dashboard and select "My Toolbox – Instructor" under "My Account"



Select "Application Center" in the "Application Hub"





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National Chapter Award Program

Select "Application Center"

Manage Your Students' Application

Manage your students' applications with

Application Center

- American Degree
- SAE Grant
- Proficiency Applications
- Star Battery
- National Agriscience Fair

In the "Add New Application" menu, select "National Chapter Award" and click "Add"

Add New Application:

National Chapter Award

Select "Application" and this goes directly to the application.

* Applications in gray have been submitted through the Online Degree/Application Manager; other applications are in-progress.

Generate/Edit Application	Unique #	Student	Application Type
Application	186877	(Chapter Application)	National Chapter Award

Continued...



National Chapter Award Program

OVERALL APPLICATION SCREEN:

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[Cover Page](#)
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[Form I Indicators](#)
Student Activity #1
[Student Activity #2](#)
[Student Activity #3](#)
[Chapter Activity #1](#)
[Chapter Activity #2](#)
[Chapter Activity #3](#)
[Community Activity #1](#)
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[Ask AET a Question](#)
[Sign Off](#)

Special Notes for this page:




- This form saves as you go.
- Please complete each blank, and click TAB to move to the next blank.

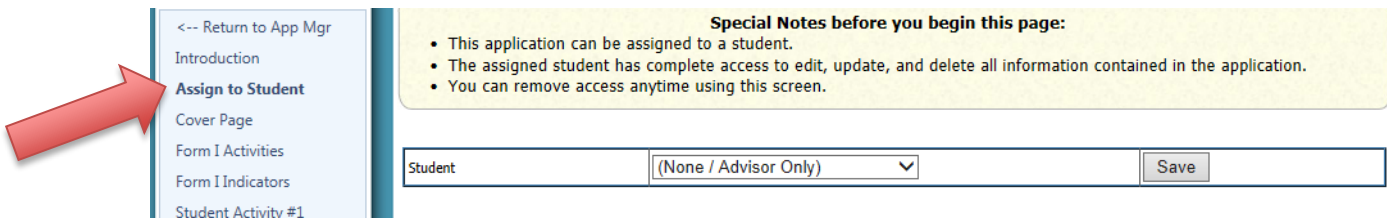
Name of Activity	<input type="text"/>
Quality Standard	<input type="checkbox"/> Leadership <input type="checkbox"/> Healthy Lifestyles <input type="checkbox"/> Personal Growth <input type="checkbox"/> Scholarship <input type="checkbox"/> Career Success
Activity Description / Goals (What did you accomplish?)	
<input type="text"/>	
Plan of Action (Who, what when, where, how?)	
<input type="text"/>	
Results/Evaluation (What was accomplished?)	
<input type="text"/>	
Photo Upload	<input type="text"/> <input type="button" value="Select"/> <input type="button" value="Click to Save"/>
Photo Caption	
<input type="text"/>	



National Chapter Award Program

FEATURES:

- On most web browsers, the pages will automatically save as you go. You'll see this icon  as your information is saved.
- These icons  contain additional help and tips. Touch or move your mouse over the icon to try it.
- These icons  contain tips from the grading rubric for achieving maximum points.
- The application can be assigned to a student through the "Assign to Student" page. The assigned student has complete access to edit, update, and delete all information contained in the application. Only one student can be assigned at a time. Advisors can remove access and grant access to a different student at any time.



Special Notes before you begin this page:

- This application can be assigned to a student.
- The assigned student has complete access to edit, update, and delete all information contained in the application.
- You can remove access anytime using this screen.

Student (None / Advisor Only) Save

- Each page has direct instructions to help advisors and students be successful
- State staff have access to applications after they are initiated by the advisor. They can log in and see what you see if needed.
- Once a photo is uploaded, it is automatically embedded into the application. No printing, gluing, resizing, etc.
- Spell check is a feature on activity pages, however it is still recommended to type all items in a word processor and copy/paste into the application to ensure grammar and sentence structure is correct.

TIPS FOR SUCCESS:

- JavaScript must be enabled on your web browser. Check the "Introduction" page to see your status.
- Upon completion, the application exports into Excel. It is critical that the excel document is reviewed closely. If text overflows a text box, it will not be scored! The printed excel document is the official application.
- Some additional formatting of textbox information is permitted that is not supported by the online system. If there is a desire to change the text color, use bold, underline and/or italic font, this must be done in the excel file after exporting. Reminder: change in font, font size, or the number of lines in each text box is not permitted.