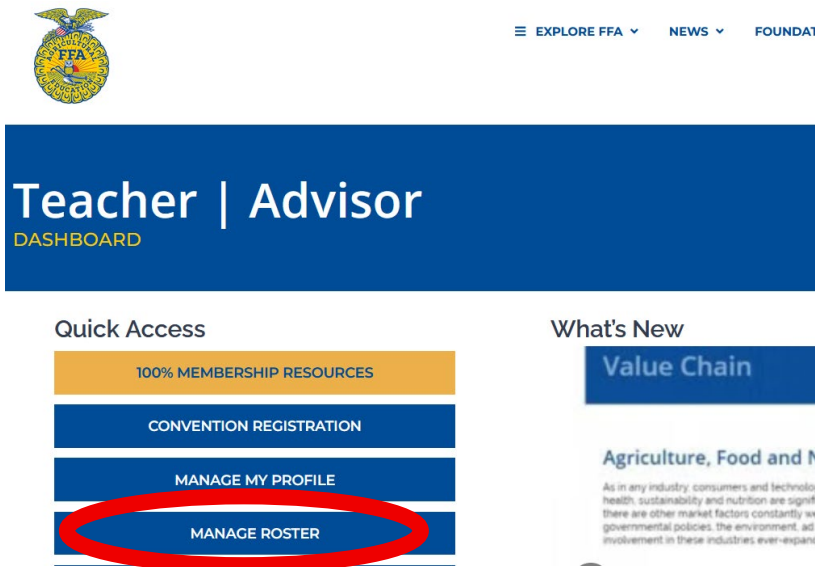


- Go to ffa.org
  - Login to your teacher dashboard



- Go to Manage Roster
  - You should see your membership list populate
  - Verify your list,
  - Select all members my example shows more than yours will 😊
  - After you select them
  - Scroll to the bottom

The screenshot shows the membership search and selection interface. At the top are search filters for Gender (All), FFA ID, First Name, and Last Name. Below these are 'Search' and 'Reset' buttons. A tabbed interface shows 'Memberships' selected. A checkbox labeled 'Select all 923 memberships' is circled in red. Below this is a table with columns: Select, FFA ID, Prefix, First Name, Last Name, Suffix, Membership Type, State, Chapter, Membership Year(s), Status-Batch ID, and Actions.

- **Submit membership(s) to State**

The screenshot shows the 'Actions' panel for submitting memberships to the state. It includes the following options:
 

- [Submit Membership\(s\) to State](#)
- [Change Membership Type](#) (with a dropdown menu)
- [Transfer Membership\(s\)](#) (with fields for State: NM and Chapter: Select)
- [Renew Membership\(s\)](#) (with fields for Membership Year: 2025-2026 and Membership Type: Select)

 At the bottom, there is a link to [Print Invitation\(s\)](#).

- You should get a green line up on top indicating that members have been submitted.
- You will receive an estimate and a roster list from me 😊