



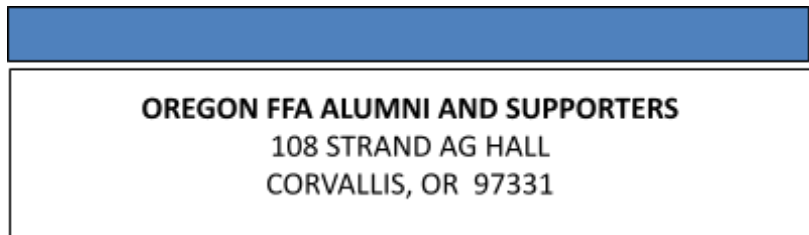
Annual Rostering Affiliation/Membership Tutorial

Deadline for Roster and Dues: January 31st

Phase I: Activate Chapter

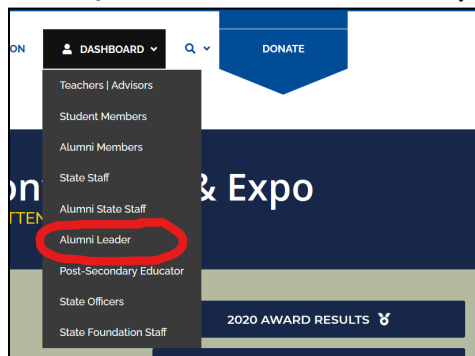
Activate chapter for the year, by paying annual chapter affiliation fees (\$200) through the National FFA.org website. **We highly recommend using the Paypal Option.** Chapters can also activate by sending a check to:

Rostered Chapter leaders should have received an email in September to initiate the membership year. If your chapter did not, please update your chapter leaders on www.FFA.org

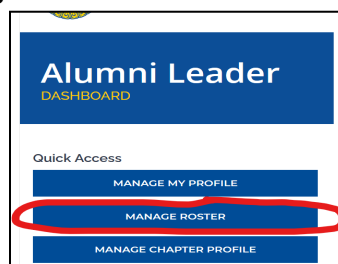


PHASE II: Roster Submission

1. Alumni Leaders log into www.FFA.org (if you do not have an active Alumni Leader account, please email: alumnisecretary-treasurer@oregonffa.com and alumnipresident@oregonffa.com)
2. Open your Dashboard (Teachers/Advisors or Alumni Leader) (top right of page)



3. Under Quick Access, select Manage Roster



4. You may be asked to log in, use your existing FFA.org account information ·
(ALUMNI LEADERS: if you do not have a an existing FFA.org account you will need to create one, register as a chapter leader and notify your local FFA chapter advisor or Oregon FFA Alumni &



Supporters at alumnisecretary-treasurer@oregonffa.com and alumnipresident@oregonffa.com to approve your request.)

PHASE III: Managing Existing Memberships

5. STEP ONE – MANAGE MEMBERSHIPS

This page is where you will manage all memberships that already exist. Select Manage Memberships. Type in the previous year 2022-23 (yellow highlight). Select your Chapter (yellow highlight). EXCLUDE ASSOCIATE Members (these are previous student members, nationals approves this automatically).

RENEW RETURNING MEMBERS

- To renew annual members, select ANNUAL members (blue highlight) by clicking the small box on the left (red circle). Select members who are still active in your chapter. Do not select members who are LIFETIME (blue highlight). In the Actions Section, Choose Renew Membership, Membership Type is ANNUAL (if you choose Lifetime, it will incur a \$350 charge for each member, so choose ANNUAL).
- Then scroll down to the “ACTIONS” section and select the current year under the “Membership Year” dropdown box. Then select “Annual” (purple circle) under the “Membership type” dropdown box. Now click on the “RENEW MEMBERSHIP” (green circle) button.

PHASE IV: Adding New Memberships



6. Select Add Memberships

Green highlighted areas should reflect the membership year, your chapter, and ANNUAL (unless you do want that lifetime membership)

Complete the Member's information. Yellow areas are required. Must have a complete phone number, address and email. Click ADD at the bottom of the page.

The pink highlight, if a template you can download to upload multiple members. Contact your alumnisecretary-treasurer@oregonffa.com and alumnipresident@oregonffa.com for support uploading the template.

7. REGISTER ADDED MEMBERSHIP(S)

Manage Memberships

Add Memberships

Register Added Memberships

Approve Pending Memberships

Manage Membership Transfers

Manage Batches

Manage Chapter Leadership

Search

Member Type: ☐ Student ☒ Alumni

State: OR - Oregon FFA Alumni Associa

Chapter: All

First Name: Last Name: Search Reset

Added Memberships Personal Information Address Additional Information

FFA ID	First Name	Last Name	Membership Type	State	Chapter	Membership Year	Actions
☒			Annual	OR	ORA0057 - Sutherlin FFA Alumni	2020-2021	Edit Delete

1 Added Membership(s)

Actions

Analyze Added Membership(s)

Register Added Membership(s)

Update Profile Information Only

Delete Added Membership(s)

- Click the “REGISTER ADD MEMBERSHIP(S)” tab (red circle)
- Review the memberships that you have added.
- Select the memberships by clicking the box on the left side of the screen next to the name, then scroll down and select the “REGISTER ADD MEMBERSHIP(S)” under “ACTIONS” section.



8. APPROVE PENDING MEMBERSHIPS

Select APPROVE PENDING MEMBERSHIPS (red circle). Carefully review the memberships you renewed and added and review for any self-registered members.

FFA ID	First Name	Last Name	Membership Type	State	Chapter	Membership Year(s)	Status-Batch ID	Actions
				OR	ORA0057	2020 - 2021	Local	
				OR	ORA0057	2020 - 2021	Local	
				OR	ORA0057	2020 - 2021	Local	
				OR	ORA0057	2020 - 2021	Local	
				OR	ORA0057	2020 - 2021	Local	
				OR	ORA0057	2020 - 2021	Local	
				OR	ORA0057	2020 - 2021	Local	
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				OR	ORA0057	2020 - 2021	Local	
				OR	ORA0057	2020 - 2021	Local	
				OR	ORA0057	2020 - 2021	Local	
				OR	ORA0057	2020 - 2021	Local	
				OR	ORA0057	2020 - 2021	Local	
				OR	ORA0057	2020 - 2021	Local	
				OR	ORA0057	2020 - 2021	Local	
				OR	ORA0057	2020 - 2021	Local	
				OR	ORA0057	2020 - 2021	Local	

Select the boxes by clicking the box on the left side of the screen by the members' names. Ensure you have the year and chapter correct at the top of the page. Once you have checked all memberships to submit, select **Submit Membership(s) to State** at bottom under Actions.

Your roster is then submitted to the Oregon Alumni and Supporters for approval.

9. Once you have hit the submit button, notify the Oregon FFA Alumni and Supporters secretary at: alumnisecretary-treasurer@oregonffa.com and alumnipresident@oregonffa.com that you have submitted your roster for the current membership year. Oregon FFA Alumni Council Members will verify on www.ffa.org and your roster will be approved and sent to National FFA.

10. Local alumni chapters are considered "active" when annual affiliation fees are paid and rosters are updated and processed by January 31st of each year.

11. New Individual Lifetime Memberships for State and Nationals are processed separately; payments must be made separately from the annual affiliation fees. Contact the Oregon FFA Alumni and Supporters via email: alumnisecretary-treasurer@oregonffa.com and alumnipresident@oregonffa.com for assistance with this process.