



Georgia FFA AgEd Enrollment & FFA Membership Instructions 2018-2019

STUDENT ENROLLMENT

Objective: List every individual student that you have enrolled in Agricultural Education classes on your student enrollment page.

NOTE: Remember, while each individual ag teacher has their own unique account and login to the Georgia AgEd site, if you are in a multi-teacher department, each teacher in that department, once they login to their account, is working on the same chapter enrollment/roster. When you add, update or delete students, that change will be reflected on your teaching partner's site as well.

Step 1: Declare which courses you are offering for the 2018-19 school year by going the "Account Settings" link in the left side menu bar. On your Account Settings page, look to the bottom of the screen for the opportunity to select each class that you will teach in the 2018-2019 school year from the dropdown box. Select each class, add it, then save changes.
NOTE: Each teacher must login to their account and do this step individually.

Step 2: Look to the menu on the left side and click the Student Enrollment link.

Step 3: This page will list every student who was shown as enrolled in your program last year. (*Students who have never been enrolled in your program need to be added using Step 4 below*) Begin here by updating the information for each student on the list who will be part of your program in the 2018-2019 school year. You can open each student's account individually by clicking on their name, or you can set a student access code, and allow students to go in themselves and update their information. (*See directions below*). In order to update each returning student's information, be prepared to update SAE information and declare which course the student is enrolled for the 2018-19 school year then save. Repeat for each student. Remember that in order to later be submitted for FFA membership, a student must have FFA member selected as their account type within their profile.

Setting Student Access Code (optional): If you choose to have each student go in to update/create their own profile, you can set a student access code, provide it to the students, and allow them to login and work on their own information. To set a student access code, look at the left side menu bar and select the "Set Student Access Code" link. You can create one code for all students as well as a start/end date for the code to be active. Then hit save. When students have computer access, direct them to the website www.GeorgiaFFA.org/StudentRoster. On this site, student can enter the code that you gave them, and have access to create/update their information. When students finish and save, you will see in the left side menu bar a number beside the "Students Pending Approval" tab. Click on this tab to approve the necessary student account creations/revisions. If a student account was added inadvertently, you can choose to not approve it.

NOTE: If a student has been part of your program previously, then they have an account, so they should update, not create a new account.

Before moving to Step 4 – Be aware that any student who was part of your program prior to last year (2017-18) but was moved to the Deleted File last year, should be reinstated rather than added as new. For example, John Smith was part of your program in 2016-17, but in 2017-18 did not take agriculture classes and was moved to the deleted student folder in order for you to have accurate enrollment. If that same John Smith returns in the 2018-19, do not add him as new. Instead, find the "Deleted Student" link in the top horizontal menu bar in the middle of the page. Find the student's profile in the Deleted Student folder and select "Reactivate" next to the student's name. That student profile will be moved to your active Student Enrollment page, and you can proceed with Step 4. By adding a student as New instead of reactivating their previous profile, the student will likely end up with more than FFA ID numbers, which will make membership confirmation for proficiency awards and the State and American Degree much more difficult later.



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Step 4:

To add students who are brand new to your program, meaning they have never been enrolled in your program before, you can use the Set Student Access code (instructions above), allowing each student to create their own account, or you can add them individually from your view. To add from your account look for the “Add New Entry” option on your Student Enrollment page. It is located in the top center of the page, just above the first student’s name. Click the “add new entry” link and add all required information. Remember to select the appropriate account type (FFA member/AgEd only). To save and add another new student, click Save and Continue. Once all new students have been added, click Save and Exit.

FFA MEMBERSHIP

Affiliation (optional in 2018-19) – If you plan to Affiliate as a chapter rather than pay per-student dues you must declare Affiliation prior to submitting any students for FFA membership. To declare Affiliation, find the “Affiliation Declaration” tab in the left side menu. On the Affiliation declaration page, use the dropdown box to declare the appropriate tier for your chapter. To identify the correct tier for your program, you need to know how many different students will be enrolled in AgEd classes for the entire 2018-19 school year (all teachers, all year/both semesters). Keep in mind that you don’t need an exact number, you need to know which tier (101-125, 125-150, 151-175, etc...). Each tier has its own fee. A fee schedule is attached. By Affiliating, you are committing to make all students in your program FFA members for the one fee. As soon as you declare Affiliation, an invoice will be generated for your chapter fee. Once you declare Affiliation, proceed to step 5. **Chapters must declare Affiliation by September 1.** You don’t have to have your entire roster completed by then, or have your payment submitted by then, but you do need to declare your Affiliation and your tier by September 1.

Step 5:

When students have been added/updated on your Student Enrollment page, as long as they selected FFA member as their account type, they are ready to be submitted for FFA membership. To submit for FFA membership, find the “FFA Roster” link in the left side menu bar.

Step 6:

The FFA roster page has 2 columns. The column on the right reflects all students who are listed on your enrollment with FFA member identified as their account type. If the student is ready to be submitted for FFA membership, there is a checkmark beside their name. If any information for the student is missing, a message in red letters will appear letting you know what needs to be updated to finalize the student’s account. To submit for FFA membership first double check the list of students who are “ready” to be submitted to make sure that you truly want each of those students to be submitted. Look for a student who is listed twice, maybe by names (once by a middle name and once by a first name). If you see a student listed on the left side who you do not want submitted, then remove the checkmark from beside their name. When you are ready to submit hit the “Submit Pending Membership” button at the top of the page. If the system is slow, DO NOT hit the submit button multiple times. Allow it to process. Once students are submitted for FFA membership, you will see them listed on the left side of the page.

NOTE: Each time you submit pending membership, that is considered a batch. Each batch will generate an invoice. If you submit twenty students for FFA membership one at a time, you will have twenty single student invoices. I encourage you to get large groups of students ready, then submit in large bundles and limit the number of invoices generated.

Step 7:

To access your invoice(s) for FFA membership or to see when credits/payments have been posted to your account, look for the “Account Balance” link in the left side menu bar. Each submission batch will have its own invoice that you can download (PDF file) and print. Once the state FFA office receives your dues payment and processes the payment, you can access and print receipts for payments made on this same site.



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Step 8:

It is time to remove students who are not part of your program in 2018-19. To do that, return to the Student Enrollment page. The three columns on the far right of the Student Enrollment page will reflect Courses Submitted (Yes or No), Account type (AgEd only or FFA member) and FFA submitted (yes or no). You will know that student has been submitted to the FFA office for FFA membership if there is a Yes in that column. Any student who has a No in the Courses Submitted column is not part of your program in the 2018-19 school year. Those students need to be moved to the "Deleted Student" folder. To do that, click the red X that is located at the left of the student's name.

NOTE: By moving a student to the Deleted file, you are not permanently deleting their profile. You are simply moving them to an "inactive" status. A student in the deleted file who needs to be returned to active status (either by accident or by their choice to return) can be reinstated by following the steps mentioned previously for reinstating deleted students.

THINGS TO KEEP IN MIND

- Once a student is submitted for FFA membership, it is expected that their dues (chapter fee) be paid in order for that student to be processed and become a bona fide member.
- In order to be eligible to be registered for and participate in events above the chapter level, a student must be submitted for FFA membership and have their fee paid.
- FFA dues for the 2018-19 school are \$11 per student (\$7 for national fees & \$4 for state fee). If your chapter Affiliates, the fees on the attached file reflect state and national fees.
- By **October 15**, each chapter should submit their FFA dues/Affiliation fee AND have their AgEd enrollment finalized online. The deadline for the Spring semester is **March 29**.
- Once a student is submitted for FFA membership, you cannot un-submit them. They are members for the 2018-19 school year. If a student moves to another school, there is a way to transfer them to that FFA chapter if they enroll in that school's AgEd program. If a student chooses to leave your program, you cannot delete their name and replace their spot on the roster with a new student without owing for the new student.
- Changing the "Account Type" from FFA member to AgEd only DOES NOT un-submit students for FFA membership. Once you submit a student for FFA membership, they are submitted, and you owe the appropriate money for that student.
- Watch for duplicates! If a student has already been submitted for FFA membership (maybe by your teaching partner, or by you at an earlier time) they will show up on the left side of the screen on the FFA roster tab. Do not submit the same student for FFA membership more than once.
- If you have questions, please CALL OUR OFFICE! We want to help you.