



Quick Reference Guide for Experienced Users – Online System 1.2

STUDENT MEMBER INFORMATION – Adding New Members

Menu path: Membership System>Use>Student Member Information

1. Search Screen Appears
2. Enter FFA Chapter ID (if not pre-populated for you)
NOTE: Search results should present all chapter members.
You can sort the list by clicking on any column header in the blue bar. Click “view all” on the top left of the list to view all the members. **Make sure that any new student that you want to add is not already listed. They may have been a member in a previous year. If they have a member number, renew that listing rather than creating a new record.**
3. Click on the ADD A NEW VALUE Tab at the top of the page
4. Click on yellow ADD button
5. You will be starting on GENERAL TAB
6. Enter Chapter ID (if not pre-populated for you)
7. Enter Member’s Last name, First name, address, and all applicable fields
 - a. Tab between fields
 - b. Field names highlighted with an asterisk (*) are required
 - c. Effective date should be that day’s date
8. Click on MEMBERSHIP TAB
9. Enter FFA Member Type
 - M – One Year Membership
 - T – Three Year Membership
 - F – One plus three year (4 year) Membership
10. Enter all applicable fields
11. Click yellow SAVE button at the bottom of the screen
12. Click on GUARDIANS TAB * This is optional information.
13. Enter all applicable information
14. Click on STATE REQUIRED TAB
15. Enter information as and if required by your State FFA Association
16. Click yellow SAVE button

NOTE: Fields with Magnifying glass icons need entries from a predetermined list. To access the list, click on the magnifying glass icon and subsequently click on the SEARCH field for a display of the list. Fields with a drop down arrow require entries selected from the drop down list.

To enter the next **new** member, click on ADD (after you have clicked on SAVE).

To view your student member list once completed, click on the Menu item STUDENT MEMBER INFORMATION on the left side of your screen. Your chapter number should appear in the search information. Click on SEARCH and all chapter members, previous, current and now the newly added members will appear.