



Quick Reference Guide for Experienced Users – Online System 1.2

RENEWING MEMBERS WITH RAPID ENTRY

Menu path: Membership System>Use>Student Rapid Entry Screen

1. Enter FFA Chapter ID (if not pre-populated for you)
2. Chose Membership date ranges through By current or previous years: box at bottom
 - Current – Only current active members will appear
 - Current – 1, 2, 3 or 4 Year – Current members plus that number of year's expired members

NOTE: Once the search is complete, this field returns to reading Current Year
However, actual years presented will be illustrated in the 2 date field boxes above
3. Click hyperlinked name of first student in list.
4. When Rapid Entry screen appears, Use your F11 key (top keyboard) to fill screen. This means you will not have to scroll to reach the SAVE button.
5. Find the Membership box (lower right).
6. IF RENEWING THIS STUDENT
 - a. Click yellow + on upper right corner of Membership box
NOTE: This will add a new page on top of original page. This new page has the same data as the original page except for the effective date (that day's date). The numbers directly above the + on the blue bar will change (i.e. 1 of 1 will now be 1 of 2, 1 of 4 will now be 1 of 5, etc.).
 - b. In the now blank FFA Membership Types box, enter the renewing member type
 - M – One Year Membership
 - T – Three Year Membership
 - F – One plus three year (4 year) Membership

NOTE-You must be on the most current effective dated record (i.e. the current date).
 - c. Fill in all required fields, click yellow SAVE button.
7. FOR STATES WITH MANDATORY STATE REQUIRED FIELDS
 - a. Click on box requiring entry (box below birth date).
 - b. Make appropriate entry as designated by your state office.
 - c. Click yellow SAVE button.
8. Make sure to update address changes in the Address section by effective dating a new record (+), making the changes and SAVING the record.
9. IF NOT RENEWING THIS STUDENT NO ACTION IS NECESSARY – Simply leave this student's record as is. The membership type will be an "X" when the record expires.
10. RAPID RENEWAL ENTRY FEATURE
 - a. Complete first displayed student record as per above.
 - b. Click on the NEXT IN LIST button at bottom of page. This will bring up the next student from the original search list.

NOTE – If present and past chapter member numbers exceed the 300 allowable search display records, you can narrow your search by using the "> or =" drop down search box and entering the first letter of a last name group. In searches, "%" is a wildcard designation for PeopleSoft search processes. For example if "W%" was entered in the LAST NAME search field it would bring up last names like Wilson, Wilcox, West, Webber, Webster, etc.

Fields with magnifying glass icons need entries from a predetermined list. To access list, click on magnifying glass icon and then 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.

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ADDING NEW MEMBERS WITH RAPID ENTRY

Menu path: Membership System > Use > Student Rapid Entry Screen

1. Enter FFA Chapter ID (if not pre-populated for you)
NOTE: Search results should present all Chapter members (current & expired)
2. Click on the ADD A NEW VALUE Tab
3. Click on yellow ADD button.
4. When Rapid Entry screen appears, Use your F11 key (top keyboard) to fill screen. This means you will not have to scroll to reach the SAVE button.
5. Enter Chapter ID (if not pre-populated for you)
6. 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 current date of entry
7. State Required Fields
 - a. Enter information as and if required by your State FFA Association
8. Click on MEMBERSHIP Box
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 SAVE
12. Click on ADDITIONAL STUDENT INFORMATION tab (not required in rapid entry mode).
 - a. Enter all applicable information
13. Click yellow SAVE button.
14. RAPID ENTRY FEATURE
 - c. Complete first student record as directed above.
 - d. Click on the +ADD button at bottom of page. This will bring up a new blank entry screen for your next entry.

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

To view your student member list once you are done adding new members click on the Menu item STUDENT MEMBER INFORMATION on the left side of the 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.