



Quick Reference Guide for Experienced Users – Online System 1.2

STUDENT RAPID ADDITION SCREEN – for adding NEW members

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

1. At the first screen click the yellow ADD button.
2. Enter Chapter ID number (if not pre-populated for you).
3. Complete all the student entry information.
Required fields are highlighted with an asterisk (*). Fields with magnifying glass icons need entries from a predetermined list. To access the list, click on magnifying glass icon and then select from displayed list. Fields with drop down arrows require entries selected from the drop down list.
4. For states with mandatory State Required fields:
 - a. Find STATE REQ'D box in the middle of the screen
 - b. Make appropriate entry as determined by your State Association.
5. Click on ADDITIONAL STUDENT INFORMATION tab.
 - a. Complete relevant information for that student.
6. Click SAVE.
7. Return to ADD NEW STUDENT page.
8. Click yellow ADD button to add another student.

NOTE: This process should not be used for renewal of previous members. This option assigns a new member number to each added entry. You will get a warning for a duplicate last name.

Members are not renewed or added until the Chapter Roster Approval process is completed.

RAPID RENEWAL PAGE – for RENEWING past members

Menu path: Membership System>Use>Rapid Renewal Page

1. Enter FFA Chapter ID (if not pre-populated for you)
2. Click on the yellow SEARCH button.
 - a. Search results should present all Chapter members (current & expired).
Lists may be separated by year of expiration.
3. After search results appear, click VIEW 100 or VIEW ALL on the blue bar for a larger list of members. Move between pages by clicking on the far right yellow > or < on the blue header bar. Header bar will read like "<1-100 of 340>". You can only view 100 members at a time.
4. Click on the check box to the left of each member name that you want to renew.
NOTE: Students already renewed or current will have the checked box grayed out.
To change the sequence of names, click on an underlined column header (last name, etc.). This will re-sort the information based on that column. Checked students will move to the approval stage when the page is SAVED.
5. On each line select the membership type desired. The membership type auto-fills to M – 1-year member. Use the drop down arrow if you want to select a multiple year membership. Click on the blue UPDATE DETAILS link on the far right side of each member line to access and update additional information fields. To get back to the main roster list from this page, click the blue return link after SAVING any updated information.
Fields with magnifying glass icons need entries from a predetermined list. To access the list, click on the magnifying glass icon and select from the displayed list. Fields with a drop down arrow require entries selected from the drop down list.
6. Click the yellow SAVE at the top of the page to renew all checked members. A message will appear to confirm the number of renewed members that are ready for Chapter Roster Approval.

Members are not renewed or added until the Chapter Roster Approval process is completed.