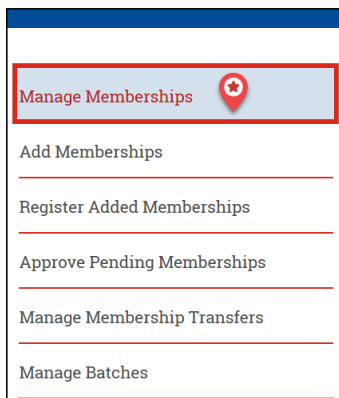# How to Renew Memberships for a Current, Past or Future Membership Year
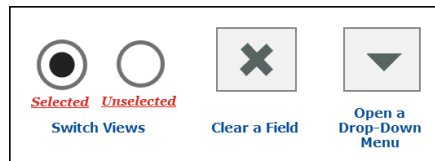
Created: 05/2018
Updated: 03/2019

As chapter leader, you can renew memberships for returning members from the prior year. In addition, you can renew memberships for a past membership year (retroactive) or future membership year (proactive).

GETTING STARTED

Where to begin:

Manage Memberships
Add Memberships
Register Added Memberships
Approve Pending Memberships
Manage Membership Transfers
Manage Batches

Icons you will use:

⦿ ○
Selected *Unselected*
Switch Views

✖
Clear a Field

▼
Open a Drop-Down Menu

Things to understand:

WHY WOULD THERE BE A NEED TO RENEW A MEMBERSHIP FOR A PAST MEMBERSHIP YEAR?

Occasionally members are inadvertently left off the membership roster. It happens. Many times, the oversight is not discovered until the member starts his or her state degree or American degree application. For that reason, past memberships can be renewed retroactively and submitted through the approval process. Chapter leaders can renew memberships for the past two years and state leaders can renew memberships for the past four years.

WHY RENEW MEMBERSHIPS FOR A FUTURE MEMBERSHIP YEAR?

By late June or mid-July, you may already know which members are returning for the upcoming membership year. So, why not get a jump start on your roster? Chapter leaders and state leaders can proactively renew memberships for one future membership year. Memberships renewed for the future cannot be submitted for state approval until that membership year officially begins (*August 1*).

RENEW MEMBERSHIP(S) FOR THE CURRENT YEAR

Renew memberships for returning members from the previous year.

Step One – Search:

Use **Search** and **Advanced Search** to locate the membership(s).

1. Select **Student** or **Alumni** – The default is *Student* unless you only have *Alumni* responsibilities
2. Click the ✖ to clear the **Membership Year** field – The default is the current year

3. Click the ▼ to open the **Membership Year** drop-down menu
4. Select the most recent past **Membership Year**
5. Verify your **Chapter** is selected – Your chapter should be the default unless you manage multiple chapters
6. In *Advanced Search*, narrow your search results by one or more of the following:
    a. *Membership Type*
    b. *Grade*
    c. *FFA ID*
    d. *First Name* and *Last Name* – Entered partially or completely
7. Click **Search**

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Step Two – Renew membership(s):

With the membership(s) identified, you can now renew the membership(s) for the current year.

1. Select **Membership(s)** to renew by <u>one</u> of the following methods:
   a. Select checkboxes to renew one or more memberships
   b. Click the top-left checkbox to renew all memberships on the <u>current</u> page
   c. Choose **Select all ## memberships** to renew <u>all</u> memberships on <u>all</u> pages – This option only appears when there are more than 20 memberships

2. Under *Actions*, verify the current **Membership Year** is selected– The default is the current year
3. Click the ▼ to open the **Membership Type** drop-down menu
4. Select a **Membership Type**
5. Click **Renew Membership(s)**
6. Click **OK** to approve the action

Watch for a green success message at the top of the screen.

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RETROACTIVE – RENEW MEMBERSHIP(S) FOR A PAST YEAR

Renew a past year of membership(s) for a specific member unintentionally left off a roster.

Step One – Search:

Use **Search** and **Advanced Search** to locate the membership(s).

1. Select **Student** or **Alumni** – The default is *Student* unless you only have *Alumni* responsibilities
2. Click the ✖ to clear the **Membership Year** field – The default is the current year

Search   ❓

Member Type ①	Membership Year ②	State	Chapter ⓘ
⦿Student ○Alumni	2017-2018 ✖	NE - Nebraska FFA $ ✖	NE0037 - Freeman F ✖

3. Verify your **Chapter** is selected – Your chapter should be the default unless you manage multiple chapters
4. In *Advanced Search*, narrow your search results by one or more of the following:
   a. *FFA ID*
   b. *First Name* and *Last Name* – Entered partially or completely
5. Click **Search**

Search   ❓

Member Type	Membership Year	State	Chapter ⓘ ③
⦿Student ○Alumni	All ▼	NE - Nebraska FFA $ ✖	NE0037 - Freeman F ✖

④ **Advanced Search** ⌃

Membership Type		Submission Level Status ⓘ		Batch ID
All ▼	- Include ▼	All ▼	- Equals ▼	

State Association Divisions	Grade		Roster Method ⓘ
All ▼	All ▼	- Equals ▼	All ▼

Gender		FFA ID [a]	First Name	[b] Last Name
All ▼	- Include ▼		ran	aus

⑤ [Search] [Reset]

FOR THIS SEARCH:
✓ *First Name and Last Name were partially entered*

ⓘ *If your search does not produce the desired results, try different spelling variations of the first and last name.*

Step Two – Review results:

With all memberships located for the specified member, you can determine which year(s) of membership is missing.

⦿Memberships ○Member Details/Invite Code ○Membership Location   ⓘ *Displays the direction of the sort.*

☐	FFA ID	First Name	Last Name	Membership Type	State	Chapter	Membership Year(s) ⌃	Status-Batch ID	Actions
☐	602101000 ✎	Randy	Austin	One Year	NE	NE0037	2014 - 2015	Approved - 309460	🗑 ↺
☐	602101000 ✎	Randy	Austin	One Year	NE	NE0037	2016 - 2017	Approved - 412102	🗑 ↺
☐	602101000 ✎	Randy	Austin	One Year	NE	NE0037	2017 - 2018	State - 497333	🗑 ↺
📊 4 Membership(s)									

ⓘ *It may be helpful to sort the grid by the **Membership Year(s)** column, to display the years in sequential order.*

Click the column header to sort the column A-Z. Click the column header again to sort Z-A.

Step Three – Renew membership(s):

With the missing year(s) of membership identified, you can now retroactively renew the membership(s) for a past year.

1. Select <u>one</u> of the existing **Memberships**

2. Under *Actions*, click the ✖ to clear the **Membership Year** field – The default is the current year

3. Click the ▼ to open the **Membership Year** drop-down menu
4. Select the missing <u>past</u> **Membership Year**
5. Click the ▼ to open the **Membership Type** drop-down menu
6. Select a **Membership Type**
7. Click **Renew Membership(s)**
8. Click **OK** to approve the action

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Watch for a green success message at the top of the screen.

Step Four – Submit membership(s) to state:

With the membership(s) renewed, you can now submit the membership(s) for state approval.

1. Select the checkbox for the <u>renewed</u> **Membership(s)**
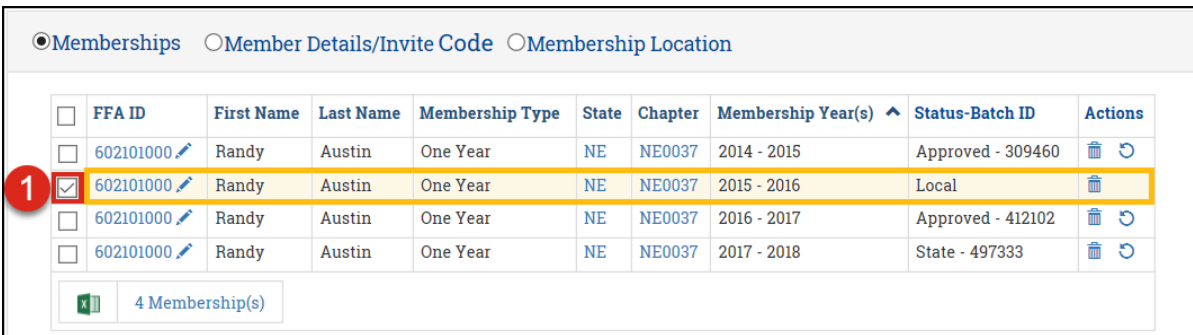
2. Under *Actions*, click **Submit Membership(s) to State**
3. Click **OK** to approve the action

Watch for a green success message at the top of the screen.
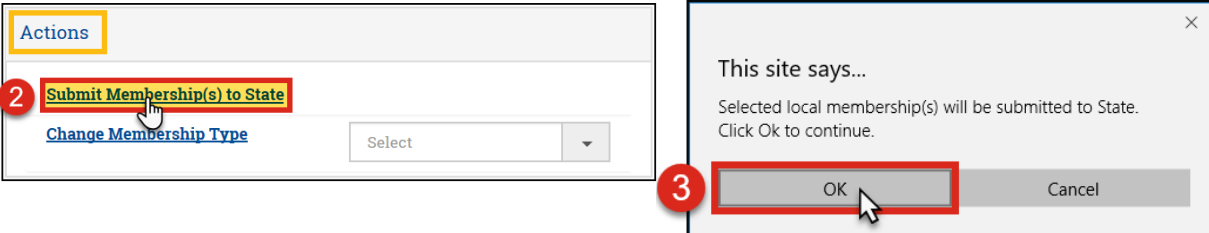
FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.
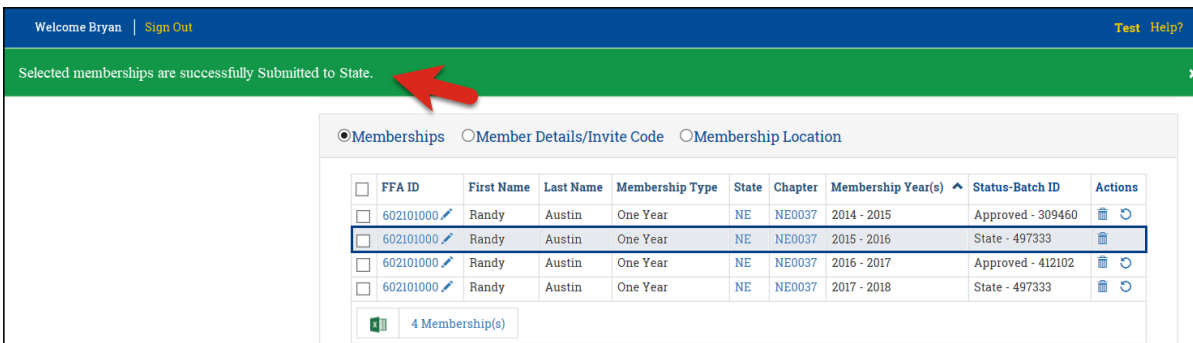
PROACTIVE – RENEW MEMBERSHIP(S) FOR A FUTURE YEAR

Get a head start on your roster for the upcoming membership year.

Step One – Search:

Use **Search** and **Advanced Search** to locate the membership(s).
1. Select **Student** or **Alumni** – The default is *Student* <u>unless you only have *Alumni* responsibilities</u>
2. Verify the current **Membership Year** is selected – The default is the current *Membership year*
3. Verify your **Chapter** is selected – Your chapter should be the default <u>unless</u> you manage multiple chapters
4. In *Advanced Search*, narrow your search results by <u>one or more</u> of the following:
   a. *Membership Type*
   b. *Submission Level Status*
   c. *Grade*
   d. *FFA ID*
   e. *First Name* and *Last Name* – Entered partially or completely
5. Click **Search**

Step Two – Select and Renew membership(s):

With the membership(s) identified, you can now proactively renew the membership(s) for the next membership year.
1. Select **Membership(s)** to renew by <u>one</u> of the following methods:
   a. Select checkboxes to renew one or more memberships
   b. Click the top-left checkbox to renew all memberships on the <u>current</u> page
   c. Choose **Select all ## memberships** to renew <u>all</u> memberships on <u>all</u> pages – This option only appears when there are more than 20 memberships

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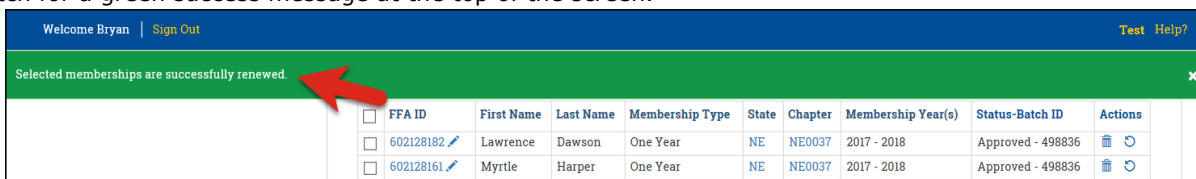
2. Under *Actions*, click the ✖ to clear the **Membership Year** field – The default is the current year

3. Click the ▼ to open the **Membership Year** drop-down menu
4. Select the next available <u>future</u> **Membership Year**
5. Click the ▼ to open the **Membership Type** drop-down menu
6. Select a **Membership Type**
7. Click **Renew Membership(s)**
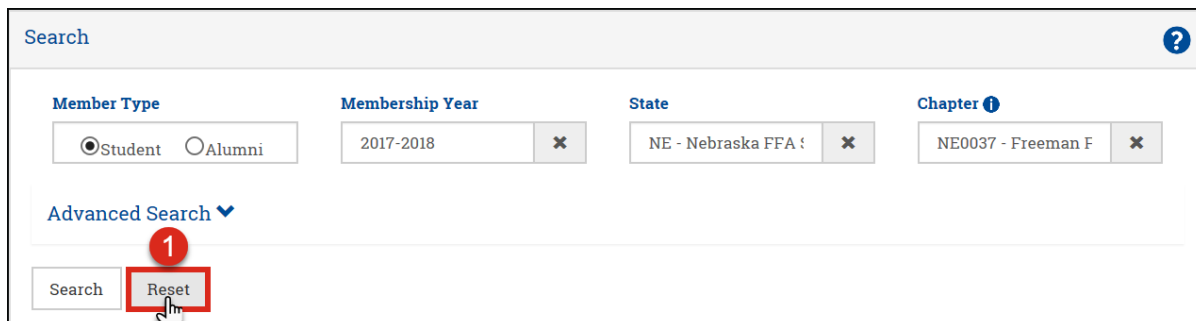8. Click **OK** to approve the action

Watch for a green success message at the top of the screen.

Step Three – View renewed membership(s):
With the membership(s) renewed, you can now view the future membership(s).

1. In *Search*, click **Reset** to clear your previous search

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2. Click the ✖ to clear the **Membership Year** field – The default is the current year

3. Click the ▼ to open the **Membership Year** drop-down menu
4. Select the next available <u>future</u> **Membership Year**
5. Verify your **Chapter** is selected – Your chapter should be the default <u>unless</u> you manage multiple chapters
6. Click **Search**

Questions/Concerns

If you have any questions or concerns, please contact the National FFA Membership Team at membership@ffa.org or 888-332-2668, option 3.