



NATIONAL  
FFA ORGANIZATION

# Manage Memberships



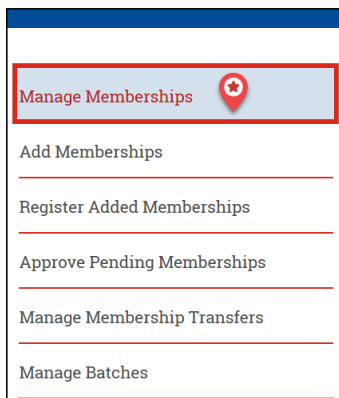
## How to Renew Memberships for a Current, Past or Future Membership Year

Created: 05/2018  
Updated: 03/2019

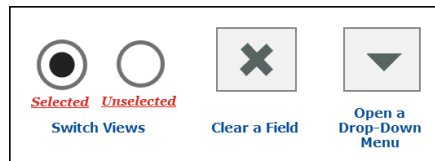
*As chapter leader, you can renew memberships for returning members from the prior year. In addition, you can renew memberships for a past membership year (retroactive) or future membership year (proactive).*

### GETTING STARTED

#### Where to begin:



#### Icons you will use:



#### 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

Search

Member Type **1**  Student  Alumni

Membership Year **2** 2017-2018

State NE - Nebraska FFA

Chapter **1** NE0037 - Freeman F

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**

Search

Member Type  Student  Alumni

Membership Year **3** All   
2013-2014  
2014-2015  
2015-2016  
**2016-2017** **4**  
2017-2018  
2018-2019

State NE - Nebraska FFA

Chapter **5** NE0037 - Freeman F

**6** Advanced Search

Membership Type  One Year

State Association Divisions   12

Gender

FFA ID  First Name  Last Name

**7** Search Reset

**FOR THIS SEARCH:**  
✓ Membership Type is One Year  
✓ Grade is 12 or Below

**i** If your search does not produce the desired results, use the additional **Search** and **Advanced Search** filters to narrow or expand your search parameters.  
**Example:** Select a different past membership year.

## 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 one 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 current page
  - c. Choose **Select all ## memberships** to renew all memberships on all pages – This option only appears when there are more than 20 memberships

The screenshot shows a table of memberships with columns: FFA ID, First Name, Last Name, Membership Type, State, Chapter, Membership Year(s), Status-Batch ID, and Actions. Callout 'a' points to individual checkboxes. Callout 'b' points to the top-left checkbox. Callout 'c' points to the 'Select all 26 memberships' link. A callout explains that the 'Select all' option only appears when there are more than 20 memberships.

FFA ID	First Name	Last Name	Membership Type	State	Chapter	Membership Year(s)	Status-Batch ID	Actions
	arado		One Year	NE	NE0037	2016 - 2017	Approved - 432349	🗑️ ↻
	stin		One Year	NE	NE0037	2016 - 2017		
	cker		One Year	NE	NE0037	2016 - 2017		
601515321	Michael	Becker	One Year	NE	NE0037	2016 - 2017		
602101012	Mathilda	Bishop	One Year	NE	NE0037	2016 - 2017		
600737788	Howard	Graves	One Year	NE	NE0037	2016 - 2017	Approved - 412102	🗑️ ↻
602101013	Eunice	Hardy	One Year	NE	NE0037	2016 - 2017	Approved - 412102	🗑️ ↻
602101006	Jane	Marsh	One Year	NE	NE0037	2016 - 2017	Approved - 412102	🗑️ ↻
602101015	Kevin	Mills	One Year	NE	NE0037	2016 - 2017	Approved - 412102	🗑️ ↻
601124928	Teresa	Morton	One Year	NE	NE0037	2016 - 2017	Approved - 412102	🗑️ ↻

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

The screenshot shows the 'Actions' menu with options: Submit Membership(s) to State, Change Membership Type, Transfer Membership(s), Renew Membership(s), Print Invitation(s), Disapprove Membership(s), Cancel Membership(s), and Export Memberships to National Template. The 'Renew Membership(s)' option is highlighted. A callout explains that hovering over action links provides additional information. A second screenshot shows a confirmation dialog box with the message: 'Selected membership(s) will be renewed for the selected year. Click Ok to continue.' The 'OK' button is highlighted.

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

The screenshot shows the membership grid with a green success message at the top: 'Selected memberships are successfully renewed.' The grid shows the first three rows of the membership list.

FFA ID	First Name	Last Name	Membership Type	State	Chapter	Membership Year(s)	Status-Batch ID	Actions
601129602	Eric	Alvarado	One Year	NE	NE0037	2016 - 2017	Approved - 432349	🗑️ ↻
602101000	Randy	Austin	One Year	NE	NE0037	2016 - 2017	Approved - 412102	🗑️ ↻

**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 **X** to clear the **Membership Year** field – The default is the current year

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**

**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.

<input type="checkbox"/>	FFA ID	First Name	Last Name	Membership Type	State	Chapter	Membership Year(s)	Status-Batch ID	Actions
<input type="checkbox"/>	602101000	Randy	Austin	One Year	NE	NE0037	2014 - 2015	Approved - 309460	🗑️ ↺
<input type="checkbox"/>	602101000	Randy	Austin	One Year	NE	NE0037	2016 - 2017	Approved - 412102	🗑️ ↺
<input type="checkbox"/>	602101000	Randy	Austin	One Year	NE	NE0037	2017 - 2018	State - 497333	🗑️ ↺

ⓘ 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 one of the existing **Memberships**

Memberships  
  Member Details/Invite Code  
  Membership Location

<input type="checkbox"/>	FFA ID	First Name	Last Name	Membership Type	State	Chapter	Membership Year(s)	Status-Batch ID	Actions
<input type="checkbox"/>	602101000	Randy	Austin	One Year	NE	NE0037	2014 - 2015	Approved - 309460	
<input type="checkbox"/>	602101000	Randy	Austin	One Year	NE	NE0037	2016 - 2017	Approved - 412102	
<input checked="" type="checkbox"/>	602101000	Randy	Austin	One Year	NE	NE0037	2017 - 2018	State - 497333	

4 Membership(s)

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

**Actions**

[Submit Membership\(s\) to State](#)

[Change Membership Type](#)

[Transfer Membership\(s\)](#)    State:     Chapter:

[Renew Membership\(s\)](#)    Membership Year:  **2**    Membership Type:

3. Click the to open the **Membership Year** drop-down menu
4. Select the missing past **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

**Actions**

[Submit Membership\(s\) to State](#)

[Change Membership Type](#)

[Transfer Membership\(s\)](#)    State:     Chapter:

**7** [Renew Membership\(s\)](#)    Membership Year:  **3**    Membership Type:  **5**

2015-2016	One Year
2016-2017 <b>4</b>	Three Year <b>6</b>
2017-2018	Four Year
2018-2019	Ag Ed Only

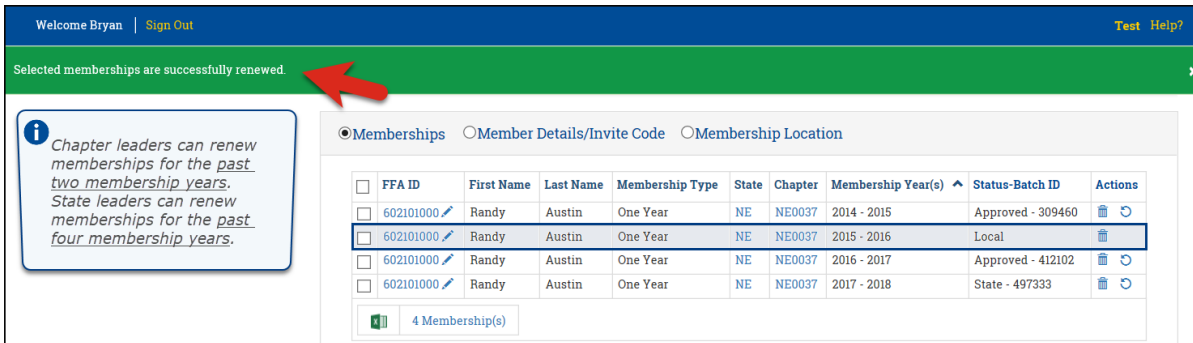
[Print Invitation\(s\)](#)    [Disapprove Membership\(s\)](#)    [Cancel Membership\(s\)](#)    [Export Memberships to National Template](#)

This site says...

Selected membership(s) will be renewed for the selected year. Click Ok to continue.

**8**

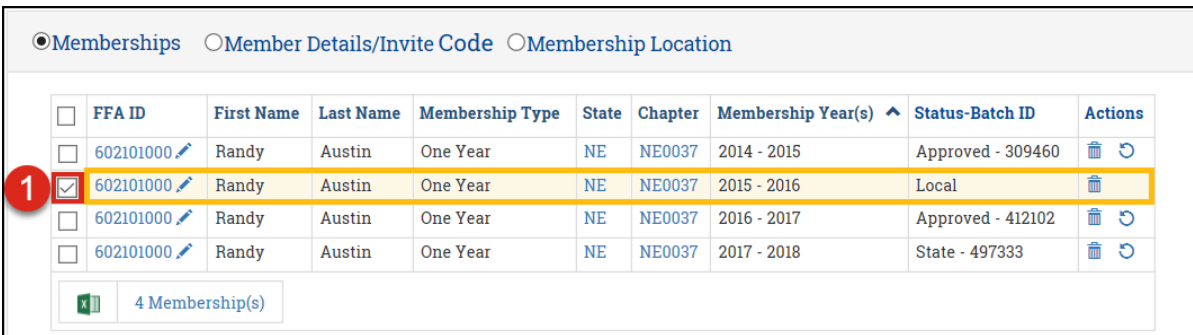
Watch for a green success message at the top of the screen.



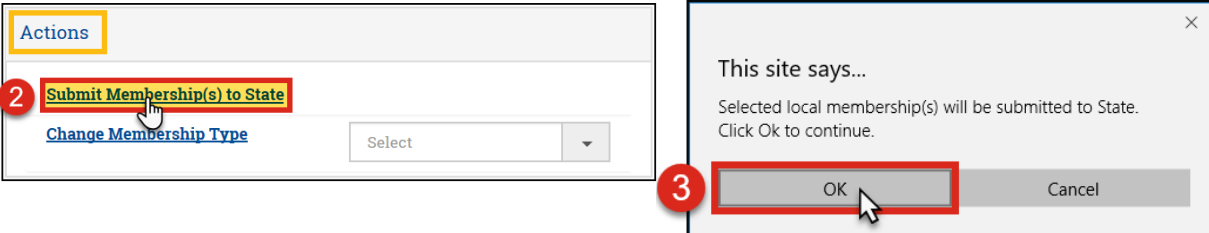
**Step Four – Submit membership(s) to state:**

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

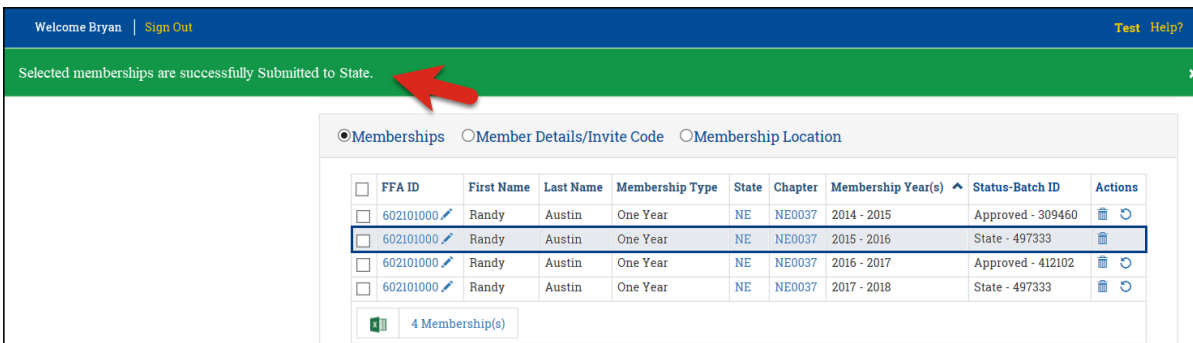
1. Select the checkbox for the **renewed Membership(s)**



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.



## 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* unless you only have Alumni responsibilities
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 unless you manage multiple chapters
4. In *Advanced Search*, narrow your search results by one or more 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**

**Search**

Member Type **1**  Student  Alumni

Membership Year **2** 2017-2018

State NE - Nebraska FFA

Chapter **3** NE0037 - Freeman FFA

**4** Advanced Search

Membership Type **a** One Year  - Include

Submission Level Status **b** Approved  - Equals

Batch ID

State Association Divisions All

Grade **c** 11  - Or Below (<=)

Roster Method **f** All

Gender All - Include

FFA ID **d**

First Name **e**

Last Name

**5** Search Reset

**FOR THIS SEARCH:**  
 ✓ Membership Type is *One Year*  
 ✓ Submission Level Status is *Approved*  
 ✓ Grade is *11 or Below*

**i** If your search does not produce the desired results, use the additional **Search** and **Advanced Search** filters to narrow or expand your search parameters.

### 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 one 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 current page
  - c. Choose **Select all ## memberships** to renew all memberships on all pages – This option only appears when there are more than 20 memberships

**1** Memberships  Member Details/Invite Code  Membership Location **c**  Select all 59 memberships

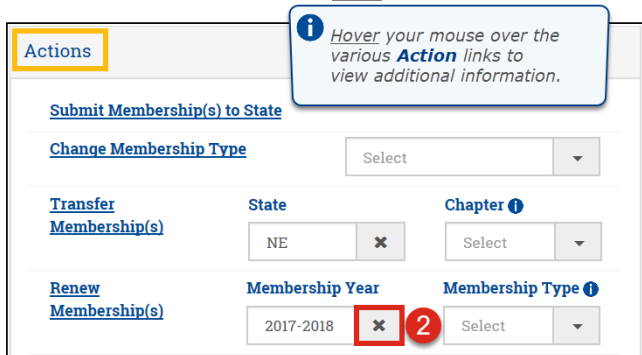
<input type="checkbox"/>	FFA ID	First Name	Last Name	Membership Type	State	Chapter	Membership Year(s)	Status-Batch ID	Actions
<input type="checkbox"/>		Kander		One Year	NE	NE0001	2017 - 2018		
<input type="checkbox"/>		ber		One Year	NE	NE0001	2017 - 2018		
<input type="checkbox"/>		hanan		One Year	NE	NE0001	2017 - 2018		
<input type="checkbox"/>	602747976	Josie	Burke	One Year	NE	NE0001	2017 - 2018		
<input type="checkbox"/>	602747945	Randy	Caldwell	One Year	NE	NE0001	2017 - 2018		
<input type="checkbox"/>	602128180	Della	Hall	One Year	NE	NE0001	2017 - 2018	Approved - 498836	
<input type="checkbox"/>	602747966	Sylvia	Hammond	One Year	NE	NE0001	2017 - 2018	Approved - 498836	

« < 1 of 3 > » 59 Membership(s)

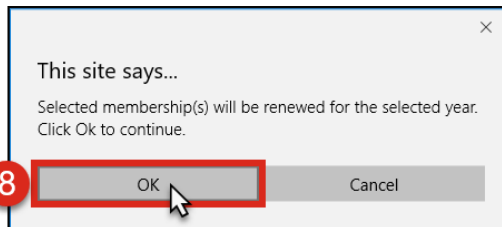
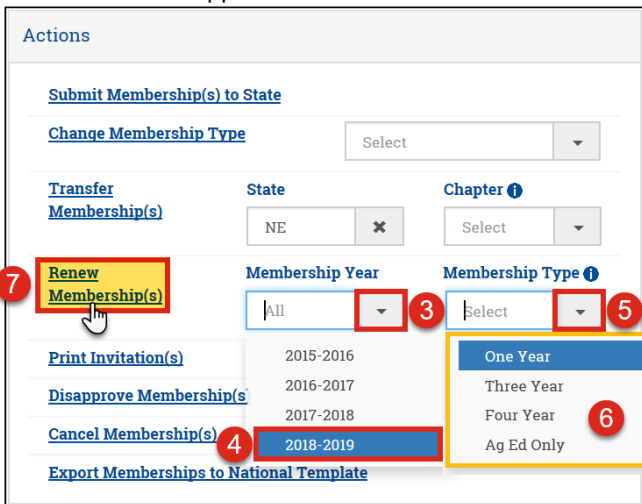
**b** Selects memberships on *this page only*.

**i** This option *only* appears when there are *more than 20* memberships in the grid.

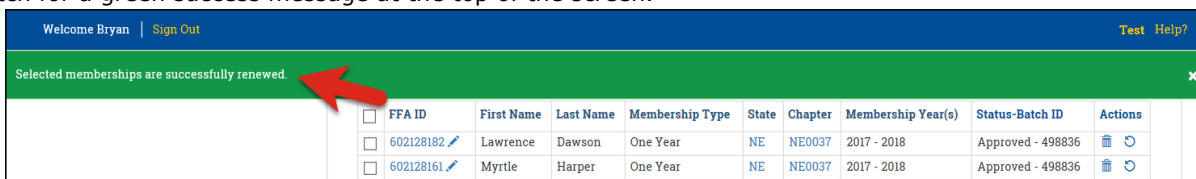
2. Under **Actions**, click the **X** to clear the **Membership Year** field – The default is the current year



3. Click the **▼** to open the **Membership Year** drop-down menu
4. Select the next available **future 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



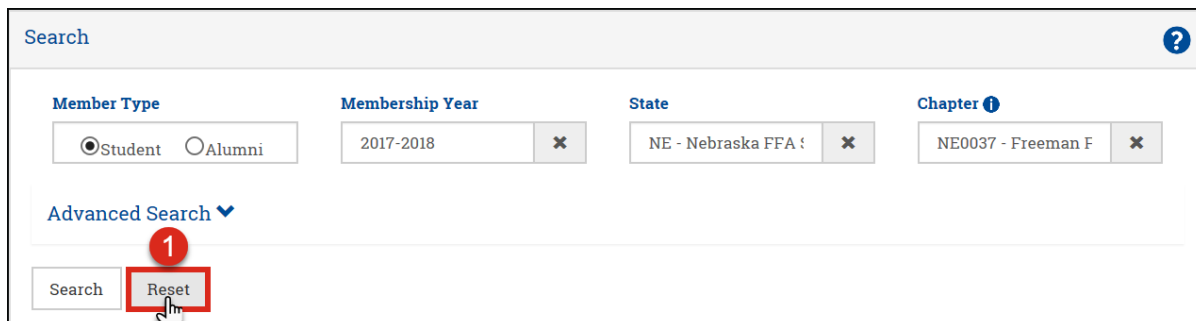
Watch for a green success message at the top of the screen.



### 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





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

The screenshot shows a search form with the following fields: Member Type (Student selected), Membership Year (2017-2018), State (NE - Nebraska FFA), and Chapter (NE0037 - Freeman F). A red circle with the number '2' is placed over the 'X' icon in the Membership Year field.

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

The screenshot shows the search form with the Membership Year dropdown menu open, displaying options from 2013-2014 to 2018-2019. The '2018-2019' option is highlighted with a red circle '4'. A yellow warning box contains the text: "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)." The Search button is highlighted with a red circle '6'.

Memberships    Member Details/Invite Code    Membership Location    Select all 72 memberships

<input type="checkbox"/>	FFA ID	First Name	Last Name	Membership Type	State	Chapter	Membership Year(s)	Status-Batch ID	Actions
<input type="checkbox"/>	601515315	Alice	Alvarado	Four Year	NE	NE0037	2015 - 2019	Approved - 345717	
<input type="checkbox"/>	600745641	Bradley	Barrett	One Year	NE	NE0037	2018 - 2019	Local	
<input type="checkbox"/>	602749147	Ora	Barrett	One Year	NE	NE0037	2018 - 2019	Local	
<input type="checkbox"/>	602717122	Emily	Becker	One Year	NE	NE0037	2018 - 2019	Local	
<input type="checkbox"/>	601515321	Michael	Becker	One Year	NE	NE0037	2018 - 2019	Local	
<input type="checkbox"/>	602101012	Mathilda	Bishop	One Year	NE	NE0037	2018 - 2019	Local	
<input type="checkbox"/>	602716314	Elizabeth	Blake	One Year	NE	NE0037	2018 - 2019	Local	

### Questions/Concerns

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