How to Start or Reactivate an Alumni
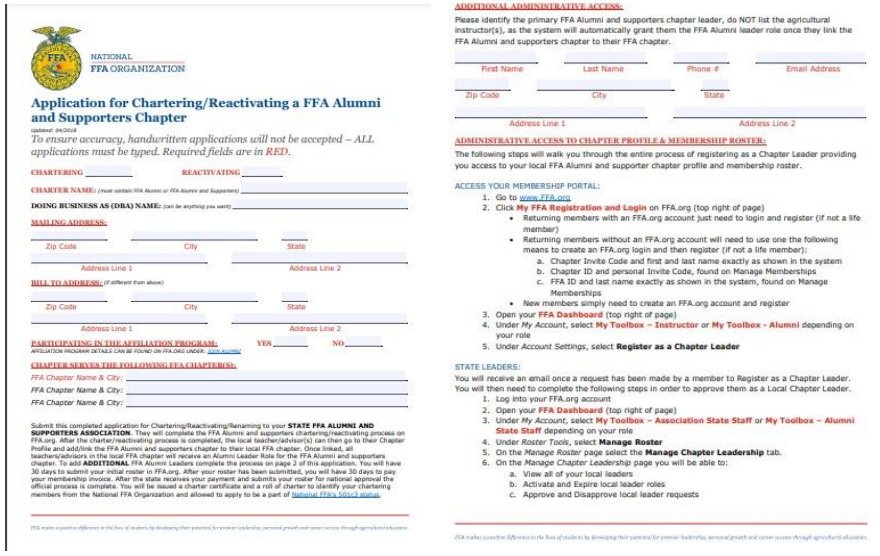
Step One. Fill out and submit your Alumni Application

Download the application online at https://ffa.app.box.com/v/start-an-alumni-chapter/file/1014970585190 and fill it out with all info. Then email the application to ffaalumnimembership@yahoo.com. We will forward it to nationals and when approved you will receive an email with your Chapter number. Once you receive the email go to step two.

Step Two. Create a Chapter Leader (it is recommended to have more than one chapter leader)

1. Go to FFA.org

2. At the top, click Dashboard

3. Select Teachers/Advisors or Alumni Members.

4. Select Request Access to a Chapter.

If you are not logged in to FFA.org, you will be prompted to log in. Log in to FFA.org. (If you do not have a log in click sign up and follow those steps. Once you have signed up go back to these steps)

5. Here you will fill in ALL your information and hit submit at the bottom. Be sure to select Alumni leader under leader type.
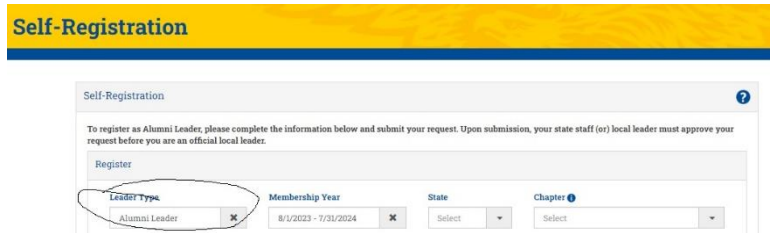
As soon as you hit Submit, please email ffaalumnimembership@yahoo.com to let them know you have submitted a request to become a chapter leader. The system does not alert us about requests so if you do not send us an email, we will not know that you are waiting on Approval. Once you have been approved you should receive an email telling you that you have been approved. Once approved go to step three.

Step Three. Pay your dues of $100.

go to Ffa.org

Click on Dashboard

Click alumni members.
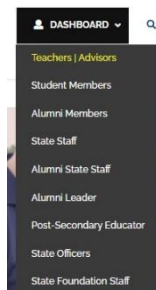
Click manage profile (here it may ask you to log in)

Click on Roster to get a dropdown tab.

Click on manage batches (it may ask you to

 log in again to verify you)
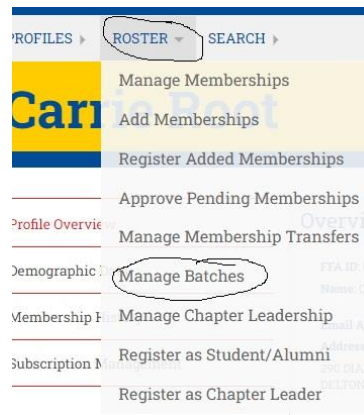
Here you should see your chapter name on the right of the screen.
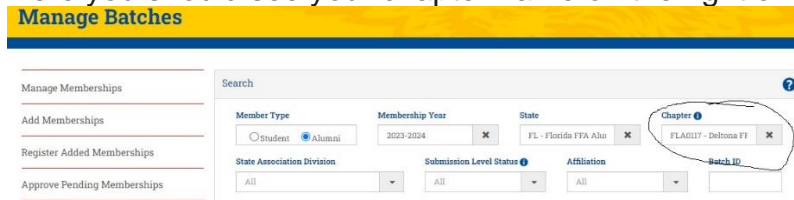
If you do not see your chapter name type in your chapter name and hit search, then scroll down under **Annual Fee details**.

To the right of your chapter name under the word Actions you will see a little credit card icon and a printer icon. If you need the invoice, you can click on the printer icon so that you have a copy.

☐	FL	FLA0066	Ponce De Leon FFA Alumni and Supporters	State	9/1/2023		$ 100.00	
☐	FL	FLA0067	Chiefland FFA Alumni	Approved	11/12/2023		$ 100.00 P	
☐	FL	FLA0068	Dixie FFA Alumni	Approved	10/31/2023	ALU19983	$ 100.00	

Click on the Credit card icon to make a payment. (If you see a green P that means you paid already directly to nationals. If there is a printer that means you paid via check to the State and you can print your invoice.)

It will ask you to sign up for PayPal but if you keep scrolling down you will see a white button to click on that says Pay with Debit or Credit Card.

This will take you to the payment screen. It may still ask for your email address so that it can send you a receipt. Please fill out and submit our payment.

Paying directly to nationals is the preferred and fastest way to complete the next step. If you cannot pay by credit card, please mail check payments to:

Mr. Archie Matthews

Florida FFA Alumni

11012 NW 202ND ST

ALACHUA, FL 32615-5921

You cannot continue to Step 4 until your payment has been received so if you choose to mail your check just know it could be a week or more before payment is approved to be able to move on to Step 4.

Step Four. Upload your Roster (you must have 10 members on your roster to be an active chapter)

Go to ffa.org.

Click on Dashboard   Click Manage my Profile.

click on Alumni Member
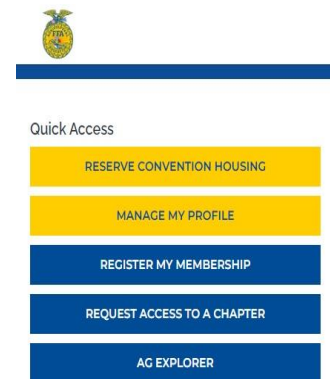
log in with your username and ID.

Click on Roster
click add members {it may ask you to log in again.)
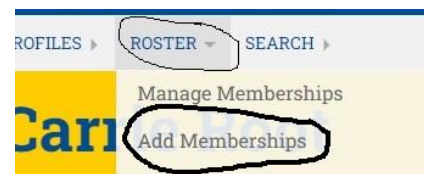
To the right of import memberships, you can download the template to your desktop, open and enter in all the names and information.

Once you have downloaded the template……make sure to use drop downs where available (membership type, Prefix, Suffix, State) if you type it in instead of using the drop-down choices it will reject the entire file. Be aware that all boxes up to zip code including Chapter ID must be filled in or it will not add that member.

Once you have filled that out and saved it......return to this page to upload your file.

Under import memberships - click on choose file and
Then select your file to upload. -Click import.

If you have names with missing info or are already in the system, it will tell you those names were not added.

Step Five. Upload your bylaws.

Once you are in the ffa.org system

click on Alumni Chapter Profile
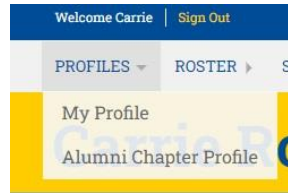

Then Click Chapter Charter information.

click on the Charter tab in the middle of the screen.

Scroll down and click on the arrow to the right of upload Constitution/bylaws. Click on Choose file and then click on your bylaws that are saved on your computer (remember it must be a pdf) and then click on open and the name of your file should appear next to the chosen file.

Click Save and your bylaws should appear in the box with the previous year's bylaws with the date that you uploaded them.

Once you have completed all the steps

Between Sept. 1st and Dec. 1st in this order you are registered for the current school year from Sept. to August.

How to renew Your Alumni Chapter Every Year!

Three Steps these steps are to be done between Sept 1ˢᵗ and Dec. 1ˢᵗ of each school year!!!

Step 1. PAY YOUR DUEs of $100 before Dec. 1ˢᵗ of the School year!

Step 2. Update Roster (download template and only add names of new members)

Step 3. Upload new bylaws (save your bylaws in your computer by the year. Ex. Deltona High Alumni Bylaws 2023-2024)

How to update/add or remove names from your roster

Go to FFA.org and Click on Dashboard

Click Alumni Leader

and then you will have to log in.
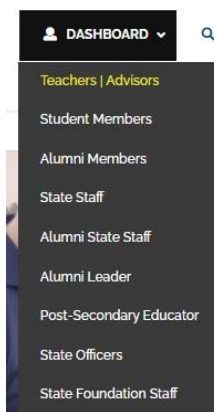
Once logged in Click Manage Roster

It may ask you to log in again. Once you have done that you should be on this screen.

Only your Chapter leaders have access to this system and can log in to make changes.

Once you have logged in you will see to the left is a list of options to click on. Click on Manage Members. Scroll down and you should see your list of members.

Here you can remove any old members who are no longer with your Chapter. By clicking on the Trash can icon to the right of their name. A pop-up screen will appear to make sure you would like to remove them. Click on ok or cancel if you made a mistake.

To add a member, manually click on Add Memberships on the left of the screen.

Under membership information You will see three boxes in the third box select the type of membership Annual or Lifetime.

Then fill out the form below with their full name, Email address, mailing address and phone number. Without these Nationals will not accept them as a member. Please do not use your school address for any personal memberships. Once you have put in their info click on Add at the bottom of the Screen.

A green pop up should come up at the top of the screen saying that you added a member. Then do these same steps until all new members are added.

Register Added Me

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

Once you have entered all your new members click on Register added members on the left of the screen. Click the boxes to the left of their names and then scroll down and click on Register added members then click ok on the popup window. A green pop up should come up at the top of the screen saying that you were successful.

Actions

Analyze Added Membership(s)
Register Added Membership(s)
Update Profile Information Only
Delete Added Membership(s)

Then lastly after all has been registered click on Approve Pending memberships on the left of the screen and select all of your new members by clicking on the box to the left of their name and then scroll down and click Submit memberships to State and then click ok in the pop-up window. A green pop up should come up at the top of the screen saying that you were successful. Now everyone should be on your roster.

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

How to renew Members who are already on your roster

Go to FFa.org Click on

Dashboard Click Alumni Leader

👤 DASHBOARD ⌄   🔍

Teachers | Advisors
Student Members
Alumni Members
State Staff
Alumni State Staff
Alumni Leader
Post-Secondary Educator
State Officers
State Foundation Staff

Click on manage Roster.

And log in.

Quick Access
RESERVE CONVENTION HOUSING
MANAGE MY PROFILE
MANAGE ROSTER

Once logged in Scroll down to see your members. Click the box next to the FFA ID of your existing members and then scroll down to the actions area and in the Renew Membership area make sure you have selected the current school year and then select the membership type. Then click on Renew Membership. A green pop-up screen should appear at the top of the screen saying you were successful.

Actions

Submit Membership(s) to State

Change Membership Type ❶   Select   ▼
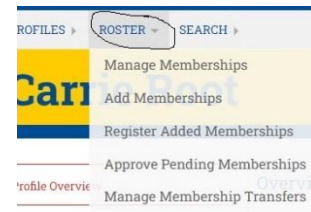
Transfer   State   Chapter ❶
Membership(s)
                  FL   ✕   Select   ▼

Renew   Membership Year   Membership Type
Membership(s)
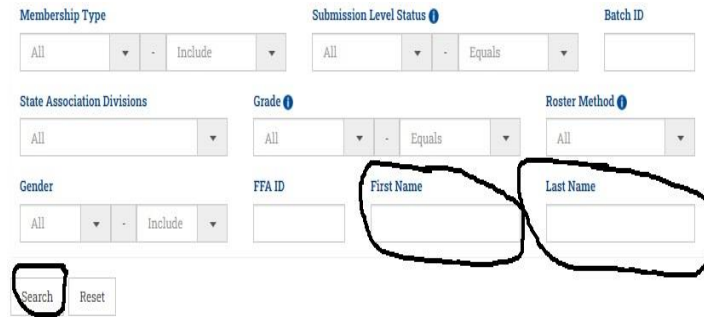   2024-2025   ✕   Select   ▼

How to transfer a member

Here are the steps:
After logging in to your profile Click on Roster and Manage Memberships
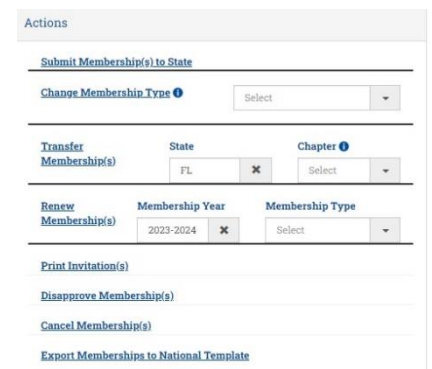

then search for the member or

Scroll down to the person's name and check mark the box to the left of the persons FFA ID.

Scroll down to the Actions box and select the destination chapter next to Transfer membership. Then Click on Transfer Memberships. Here a popup screen will appear to press ok or cancel. Once you hit ok a green pop up should come up at the top of the screen saying that you were successful.

If you need more help the Resources page on FFa.org is full of info.

How to find Resources.

Go to FFA.org

Click dashboard.

Click Alumni Member

Click on Resources or click Alumni Toolbox to search for help.

Other Resources to help with your Alumni chapter.

https://ffa.app.box.com/v/start-an-alumni-chapter/file/295446710392

https://ffa.app.box.com/v/start-an-alumni-chapter

https://www.ffa.org/alumni-and-supporters/

https://www.ffa.org/alumni-and-supporters/start-an-alumni-chapter/

https://www.ffa.org/alumni-and-supporters/nontraditional-alumni-chapters/