

# FFA Online Rosters



- Step 1 Log on to the internet and go to **<https://access.ffa.org>**
- Step 2 A box will appear stating that you are about to view files over a secure connection – Click **“OK”**
- Step 3 Click on **‘Peoplesoft Live-Online Membership’**
- Step 4 Type in you **User ID/Chapter Number** and **Password**  
**Note:** The passwords are case sensitive, so you must use capital letters where they are shown.
- Step 5 Click on **“Membership System”**
- Step 6 Click on **“Use”** if you want to add or revise the roster  
Click on **“Process”** if you want to submit the roster to the Illinois FFA Center  
Click on **“Reports”** if you want a print out of your roster.

## **ONLINE ROSTER INSTRUCTIONS**

### **RENEWING MEMBERS WITH RAPID RENEWAL PAGE**

1. Membership System
2. Use
3. Rapid Renewal Page
4. Check the box next to each name that should be renewed
5. Click 'Save' at the top of the page
6. Go to 'Update Details' for each renewed member
  - a. Make any necessary changes (remember: when making a change in the address box, you must click the '+' button before making the change.
  - b. Change the 'State Required Box' (course code)
  - c. Once all changes have been made, click 'Save' at the top of the page
7. Click 'Return to Rapid Renewal Page'

### **ADDING NEW MEMBERS WITH STUDENT RAPID ADDITION SCREEN**

1. Membership System
2. Use
3. Student Rapid Addition Screen
4. Click 'Add'
5. Complete all required fields: Last Name, First Name, State Required, Address, City, State, Zip, Phone, FFA Membership Type, Gender, Grade, Ethnicity & SAE Type
6. Click 'Save'
7. Click 'Add'

### **RENEWING/UPDATING STAFF AND PARTNERS**

1. Membership System
2. Use
3. Staff and Partners
4. Click 'Search' to pull up list of previous entries
5. Click on name to renew
6. Check information to make sure all is correct
  - a. If making changes in 'Address Box', you must click the '+' button first, then save the changes
7. Go to the 'Personal Tab'
8. Click the '+' button
9. Change the membership type from 'X' to 'K'
10. Click 'Save'

## **ADDING NEW STAFF AND PARTNERS**

1. Membership System
2. Use
3. Staff and Partners
4. Click on 'Add a New Value' tab
5. Click 'Add'
6. Complete all required fields: Employee Type, FFA Title, Last Name, First Name, Address, City, State, Zip and Phone
7. Click 'Save'
8. Click on the 'Personal' Tab
9. Enter required information: FFA Membership Type and Gender
10. Click 'Save'
11. Click 'Add'

## **SUBMITTING CHAPTER ROSTER**

1. Membership System
2. Process
3. Chapter Roster Approval
  - a. A list of all members, along with staff and partners, that you have added or renewed will appear
4. Check the box next to each name you want to submit, or click on 'Select all Students'
5. Click 'Save' at bottom of page
6. Email a copy of your roster by entering the following email addresses in the 'Email this Report' box:
  - a. State FFA Office, so an accurate record can be kept both for membership and accounting purposes – [mmcafferty@illinoisffa.org](mailto:mmcafferty@illinoisffa.org)
  - b. Section President, so membership cards can be distributed appropriately
  - c. Your email, so you may have an accurate record and a list to refer to when needing membership numbers, addresses, etc.
7. Click on 'Print new Roster'

## **PRINTING CHAPTER ROSTER**

1. Membership System
2. Reports
3. Chapter Roster
4. If you have not already, you must create a Run Control ID. You only have to do this one time, once you have done this, the next time you get to this screen, you simply click 'Search', and it will bring up your ID. Here are the steps to creating a Run Control ID:
  - a. Select any number for the Run Control ID, type the number in the box
  - b. Click on 'Add a New Value'
  - c. Then Click 'Add'
  - d. Click 'Save'
5. Click 'Run'
6. Click 'Ok'
7. Click 'Process Monitor'
8. Click 'Refresh' every 20-30 seconds until 'Success' is shown under the 'Run Status'
9. Click 'Details'
10. Click 'View Log/Trace'
11. Open the .pdf file, and that will be your roster.

## FFA MEMBERSHIP CERTIFICATION FORM FOR ILLINOIS

This certification form summarizes the number of FFA members enrolled in Approvable (Reimbursable) Courses as identified on the National FFA Membership Roster. Complete this form in duplicate – keep one copy for local files and return one copy to the Illinois FFA Center when returning the membership roster.

**Remember:** Each number represents a different course taught in you department.

Course Code	Name of Approved Agriculture Education Course (District program must be approvable by ISBE)	FFA Members Enrolled (Do not duplicate) *
I	Agricultural Biotechnology	
II	Agricultural Business Management	
III	Agricultural Communications	
IV	Agricultural Construction and Technology	
V	Agricultural Cooperative Education	
VI	Agricultural Leadership	
VII	Agricultural Sales and Marketing	
VIII	Agricultural Machinery Service	
IX	Agricultural Mechanics and Technology	
X	Aquacultural Science and Technology	
XI	Basic Agricultural Science	
XII	Basic Agricultural Mechanics	
XIII	Basic Horticultural Science	
XIV	Biological Science Applications in Agriculture	
XV	Environmental Science	
XVI	Food Science Technology	
XVII	Greenhouse Production and Floral Design	
XVIII	Horticultural Production and Management	
XIX	Introduction to the Agricultural Industry	
XX	Landscaping and Turf Management	
XXI	Natural Resources Conservation and Management	
XXII	Physical Science Applications in Agriculture	
XXIII	Veterinary Technology	
XXIV	Supervised Agricultural Experience (Note: This cannot be the only agriculture course for a first time FFA	
XXV		
XXVI		
<b>Total Agricultural Education Students in FFA</b>		<b>0</b>
<b>No new students can be added to the roster using A-D-G</b>		
A	All Agriculture Education classes offered have been completed	
D	Direct conflicts between all remaining Agriculture Education classes and classes required for graduation or college entrance.	
G	Graduate from high school	
<b>Additional FFA Members on Roster</b>		<b>0</b>
<b>Total FFA Members on Roster</b>		<b>0</b>
<b>Number of students in Agriculture Education</b>		

\* Each member counted only once on the form

We have reviewed the agriculture education class lists and the roster for the \_\_\_\_\_  
FFA Chapter and certify the above lists to be accurate.

\_\_\_\_\_  
Chapter Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent and/or Principal

\_\_\_\_\_  
Date

# 2008-2009 Total Form – Illinois

Must be submitted with roster(s).

## Special Information

1. Complete the roster online at <https://access.ffa.org>.
2. Print the roster.
3. Keep a copy of the roster for you records, and submit all others to the state.
4. Submit this form, Member Certification form and the dues check to the IL FFA Center.
5. You may use this form to secure payment from your financial office.

This form is to accompany your roster and payment to the Illinois FFA Center.

Chapter Number:	Chapter Name:	Collegiate Chapter ___ Yes ___ No
High School Name:		
Chapter Mailing Address:		
City:	State:	Zip:
Roster Contact Person:	Phone #:	Fax #:
E-mail:		

### National Dues

### State Dues

Total number of 1Year members: _____ X \$5.00 = \$ _____	Total 1 YR Members: _____ X \$4.00=\$ _____
Total number of Non-members: _____ X \$7.00 = \$ _____	
Total number of new 3 Yr members: _____ X \$14.50 = \$ _____	Total new 3 YR Members: _____ X \$12.00=\$ _____
Total number of new 1+3 Yr members: _____ X \$19.50 = \$ _____	Total new 1+3 YR Mbrs: _____ X \$15.00 =\$ _____
<b>Total National Dues: \$ _____</b>	<b>Total State Dues: \$ _____</b>

### Total Amount Due

\$ \_\_\_\_\_  
(Add State & National Dues)