



GEORGIA FFA

AG ED ENROLLMENT &
FFA MEMBERSHIP INSTRUCTIONS | 2020-2021

AG ED ENROLLMENT

- UPDATE INFO FOR RETURNING STUDENTS
- REMOVE STUDENTS WHO ARE **NOT CURRENTLY** TAKING COURSES
- REACTIVATE STUDENTS THAT HAVE BEEN DEACTIVATED PREVIOUSLY
- ADD NEW STUDENTS AND THEIR INFORMATION
- REVIEW AND APPROVE **STUDENTS PENDING APPROVAL**
- CHECK FOR ANY DUPLICATE STUDENTS

DON'T FORGET TO ADD YOUR COURSES FOR THIS YEAR TO YOUR ACCOUNT **BEFORE** YOU BEGIN ADDING STUDENTS TO YOUR ROSTER!

FFA MEMBERSHIP

- USING THE **FFA ROSTER LINK**, REVIEW THE NAMES LISTED UNDER THE **PENDING SUBMISSION COLUMN**
- ANY MISSING INFO WILL BE IDENTIFIED TO THE RIGHT OF EACH STUDENT'S NAME
- UNCHECK THE BOX NEXT TO ANY STUDENT WHO DOES NOT NEED TO BE SUBMITTED TO YOUR ROSTER
- ONCE SUBMITTED, STUDENTS WILL APPEAR UNDER THE **SUBMITTED MEMBERS COLUMN**

FOR MORE DETAILED INSTRUCTIONS, FOLLOW THE QR CODE →



DECLARATION OF ENROLLMENT

ONCE ALL OF THE STUDENTS IN YOUR PROGRAM HAVE BEEN SUBMITTED, READ THROUGH AND APPROVE THE THREE STATEMENTS ON THE **AG ED ENROLLMENT DECLARATION** PAGE. COMPLETING THIS STEP WILL BE THE FINAL STEP IN SUBMITTING YOUR ROSTERS AND ENROLLMENT FOR THE TERM.

MAKE SURE YOUR DECLARATION IS COMPLETE IN ORDER TO RECEIVE YOUR INVOICE

INVOICING FOR AFFILIATION

- HIGH SCHOOL INVOICES WILL BE AVAILABLE AFTER ENROLLMENT IS DECLARED AND CAN BE FOUND ON THE **ACCOUNT BALANCES PAGE**.
- STUDENTS SUBMITTED **AFTER FALL INVOICES ARE SENT** WILL BE INCLUDED ON THE SPRING INVOICE.
- MIDDLE SCHOOL CHAPTERS WILL PAY A FLAT FEE OF \$900 AND WILL RECEIVE INVOICES BY SEPT 1.

FALL ENROLLMENT DUE OCTOBER 15, 2020 | PAYMENT DUE TO STATE OFFICE BY NOVEMBER 16, 2020
SPRING ENROLLMENT DUE MARCH 29, 2021 | PAYMENT DUE TO STATE OFFICE BY APRIL 15, 2021