



Georgia FFA Ag Ed Enrollment & FFA Membership Instructions 2020-2021

Please use this document as a reference for navigating through the Georgia Ag Ed website, adding students to your enrollment and FFA rosters, registering for various events, and locating invoices from the state office and your region office. If you have any questions, please do not hesitate to call our office.

ACCESSING/NAVIGATING THE GEORGIA AG ED WEBSITE

1. Access the website: <http://georgiaffa.org>
2. To log in to your Georgia Ag Ed account, enter your email and password in the space provided. If you do not know the email and password associated with your account, please contact Christa Steinkamp (csteinkamp@gaaged.org).

Georgia Agricultural Education Curriculum & SAE FFA GVATA Young Farmers Foundation Alumni FFA Camps

Premier Leadership | Personal Growth | Career Success

Support Georgia FFA & Ag Ed

Welcome: About Georgia Ag Ed

Our mission is to be a premier learning system that delivers agricultural, environmental and leadership education programs and services. Georgia Agriculture Education is divided into three regions: North, Central and South. For resources pertaining to each region, please click the respective link below:

North Region Central Region South Region

Georgia Ag Ed: Login

Email:

Password:

[Forgot Password?](#)

[Log In](#)

What's Hot: Featured News & Announcements [VIEW ALL](#)

GYFA Livestock Show

Events: Calendar [VIEW ALL](#)

[State Ag Ed Staff Meeting](#)

3. Once you are logged in, the page will reload and an icon will appear in the Login box ([Go to Georgia Ag Ed Online](#)) for you to click to enter your portal within the Georgia Ag Ed website.

4. Click on the **Account Settings** tab on the left to add your courses that you will teach for this school year. *Each teacher in a program must do this individually.*
 - a. Select each course from the drop-down box.
 - b. Click **Add Course**.
 - c. Click **Save Changes** after all courses have been added.

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Student Enrollment

There are three ways to enroll students into the online portal to add them to your Student Enrollment and FFA Roster.

1. **Teacher Created/Updated Enrollment (pages 4-7)** : This method will require you, the teacher, or a responsible student to enter all of the student data.
2. **Student Created/Updated Enrollment (pages 8-10)** : This method will allow you to create a unique access code for your chapter (not for individual students). Your students will use the access code to input their information.
3. **Importing from AET (page 11)** : If you are utilizing AET (Agricultural Experience Tracker), you can import your student enrollment information from their site.

Teacher Created/Updated Enrollment

All tabs referenced can be located on the left-hand side of your screen under the **Dashboard**.

1. Click on **Student Enrollment**.
2. If your chapter submitted an FFA roster last school year, those students will appear on this page.

The screenshot displays the 'Student Enrollment' interface. On the left, the 'Dashboard' sidebar has 'Student Enrollment' highlighted with a blue box and a red arrow. The main area shows 'Complete Student Enrollment (141 Students)' with a table of student data. The table includes columns for Name, FFA ID, FFA org Inv Code, Grad Year, Courses Submitted, Account Type, and FFA Roster Submitted. A red 'X' icon is next to each name in the table.

Name	FFA ID	FFA org Inv Code	Grad Year	Courses Submitted	Account Type	FFA Roster Submitted
Farrell, Savannah	603		2023	No	FFA Member	No
Acosta, Ashley	603		2023	No	FFA Member	No
Aldridge, Chelsea	603		2023	No	FFA Member	No
Arrington, Tucker	603		2022	No	FFA Member	No
Bailey, Jimmy	603		2023	No	FFA Member	No
Banks, Trinity	603		2023	No	FFA Member	No
Bassett, Hannah	603		2022	No	FFA Member	No
Black, Elijah	603		2021	No	FFA Member	No
Blackmon, Mizya	602		2020	No	FFA Member	No
Boddie, Malasia	603		2023	No	FFA Member	No
Boddie, NyKenia	603		2023	No	FFA Member	No
Bolan, Shawn	603		2020	No	FFA Member	No
Ronner, Gleshaun	603		2023	No	FFA Member	No
Booker, Loan	603		2023	No	FFA Member	No

3. The columns on the **Student Enrollment** page include: Name, FFA ID, FFA Invitation Code, Graduation Year, Courses Submitted, Account Type, and FFA Roster Submitted.
 - a. **Name:** Please make sure that you double check the spelling of your student's name.
 - b. **FFA ID:** This will only show for students who have been submitted to and confirmed with National FFA. FFA ID and Invitation Codes will not show for new FFA Roster additions until the students have been processed to National FFA. The FFA ID and Invitation Code is used for each student's MyFFA.org account.
 - c. **FFA Invitation Code:** The National FFA ID Invitation Code will be used when setting up or accessing their MyFFA accounts on the National FFA website.
 - d. **Graduation Year:** The system asks for a graduation year rather than a grade level.
 - e. **Courses Submitted:** In order to complete the required information for student enrollment, every student must have courses submitted for the current school year.
 - f. **Account Type:** There is only for account type since our association is affiliate – FFA Member, so all of your students entered on your enrollment will also be FFA members.
 - g. **FFA Roster Submitted:** This column will show the students you have submitted on your state FFA roster. Make sure to check with the State Ag Ed calendar for FFA roster deadlines.

- In order to add **new** students to your roster, click **Add New Entry**.

Dashboard

Student Enrollment ACTIVE STUDENTS DEACTIVATED STUDENTS

Complete Student Enrollment (141 Students)

[+ Add New Entry](#) Excel Reports PDF Reports

	Name	FFA ID	FFA.org Inv Code	Grad Year	Courses Submitted	Account Type	FFA Roster Submitted
✗	Farrell, Savannah	60 [REDACTED]	[REDACTED]	2023	No	FFA Member	No
✗	Acosta, Ashley	60 [REDACTED]	[REDACTED]	2023	No	FFA Member	No

- On the **Add New Entry** page, fill out as much information as possible for each new student (at minimum – complete the required information). Once the form has been submitted, you will still be able to edit the entries (update SAE type, contact information, etc.).
 - In order to add any course(s) that each student is enrolled in, select the course from the drop-down menu at the bottom of the entry form. Identify the class period and semester (or if your courses are nine weeks or yearlong) of each specific course. Click the **Add Course** link to save your selection(s).
 - If you are entering multiple students at one time, click the **Create Account & Continue** button at the end of the form. This will load a new, blank entry form to be completed for the next student. Once you have completed the form for your final student, click the **Create Account & Quit** button. This will take you back to the Student Enrollment overview page with all of your students listed.

FFA Roster

Ag Ed Enrollment Declaration

Event Registration

Directory

Go to My FFA.org Account

Go to Declaration/Certification

Go to Degree/Application Manager

Zip Code: * 30602

Grad Year: * 2022

Email: john.doe@gaaged.org

Home Phone: [REDACTED]

Cell Phone: 7065551234

Cell Carrier: Verizon

SAE Type: * Placement

SAE Category: * Horticulture/Landscape

Gender: * Male

Ethnicity: * Non-Hispanic

Race: * Two or more

DOB: [REDACTED]

Course Information *
Please complete the course enrollment below for each student. If you do not see any courses listed, please designate those on your Advisor Account Settings page first.

New Course	Class	Semester	
02.471 - AFNR-BAS - Basic Agricultural Science [REDACTED]	1	1st Semester	Add Course
✗ 01.461 - AFNR-GH - General Horticulture and Plant Science [REDACTED]	5	Year Long	

[Create Account & Continue](#) [Create Account & Quit](#) [Cancel](#)

- If you are **updating** a student's information, simply select their name from the Student Enrollment overview page.

Name	FFA ID	FFA.org Inv Code	Grad Year	Courses Submitted	Account Type	FFA Roster Submitted
✗ Acosta, Ashley	██████	██████	2023	No	FFA Member	No
✗ Aldridge, Chelsea	██████	██████	2023	No	FFA Member	No
✗ Arlington, Tucker	██████	██████	2022	No	FFA Member	No

When you click on a student's name, the **Student Details** page will load.

- As you add/update student information, make sure to add their course(s) from the drop-down menu (refer back to step 5a).

2020-2021 Course Enrollment *
Please complete the course enrollment below for each student. If you do not see any courses listed, please designate those on your Advisor Account Settings page first.

New Course: 02.471 - AFNR-BAS - Basic Agricultural Science [FFA ID] Class: 1 Semester: 1st Semester [Add Course](#)

Course	Class	Semester
✗ 03.453 - AFNR-WL - Wildlife Management [FFA ID]	2	2nd Semester

[Save Changes](#) [Cancel Changes](#)

Always **save changes** for each student to make sure that all information is correct.

8. **REACTIVATING STUDENTS:** If there are students in your classes for this school year who did not take an agriculture course in the previous year but have been on your roster in another year, they can be reinstated from the **Deactivated Students** list. For example, if John Doe took a class during the 2018-2019 year, but was deactivated for the 2019-2020 school year, he does not need to be added as a new student since he has already been assigned an FFA ID. Find his name on the **Deactivated Students** list and click **Reactivate** to the left of his name. He should now show on your Student Enrollment.

The screenshot shows the 'Student Enrollment' page with the 'DEACTIVATED STUDENTS' tab selected. The 'Deleted Students (504 Students)' table lists the following data:

	FFA Submitted	Name	Deleted	FFA ID	Grad Year	Account Type
Reactivate	No	Abeyia Isiah	10/1/2018	[REDACTED]	2021	FFA Member
Reactivate	No	Adams Julia	9/8/2015	[REDACTED]	0	FFA Member
Reactivate	No	Addison Brooke	9/8/2015	[REDACTED]	0	FFA Member
Reactivate	No	Ali Salman	10/9/2019	[REDACTED]	2022	FFA Member
Reactivate	No	Allen Cameron	9/22/2015	[REDACTED]	0	FFA Member
Reactivate	No	Allen Marical	9/8/2015	[REDACTED]	0	FFA Member
Reactivate	No	Allen Ty	9/8/2015	[REDACTED]	0	FFA Member
Reactivate	No	Alvarado Tony	9/12/2016	[REDACTED]	2016	FFA Member
Reactivate	No	Anderson Keyoli	9/25/2017	[REDACTED]	2020	FFA Member
Reactivate	No	Arp Christopher	10/1/2018	[REDACTED]	2021	FFA Member
Reactivate	No	Arp Jeremiah	10/9/2019	[REDACTED]	2022	FFA Member
Reactivate	No	Arrington Kymberly	9/22/2015	[REDACTED]	2017	FFA Member
Reactivate	No	Asbell Hannah	9/22/2015	[REDACTED]	0	FFA Member

9. **DEACTIVATING STUDENTS:** If there are students on your current student enrollment that are not enrolled in your courses this year, you can remove them by clicking the **X** to the left of their name. Doing this will move those students to your **Deactivated Students** list.

The screenshot shows the 'Student Enrollment' page with the 'ACTIVE STUDENTS' tab selected. The 'Complete Student Enrollment (141 Students)' table lists the following data:

	Name	FFA ID	FFA.org Inv Code	Grad Year	Courses Submitted	Account Type	FFA Roster Submitted
<input checked="" type="checkbox"/>	Acosta Ashley	[REDACTED]	[REDACTED]	2023	No	FFA Member	No
<input checked="" type="checkbox"/>	Aldridge Chelsea	[REDACTED]	[REDACTED]	2023	No	FFA Member	No
<input checked="" type="checkbox"/>	Arrington Tucker	[REDACTED]	[REDACTED]	2022	No	FFA Member	No

Student Created/Updated Enrollment with Access Code

A secondary way to input student information is to create an access code and have the students complete the enrollment information. As mentioned previously, the access code is created by you to be used by your entire student group.

1. Under the **Student Enrollment** tab, click **Set Student Access Code**.
 - a. You are able to make this access code unique to you and your group.
 - b. You can set a date range for the access code to be active. This date range can be beneficial to you to make sure that information cannot be changed after the designated enrollment date.

Dashboard

- Home
- Account Settings
- Account Balance
State Balance: \$0.00
Region Balance: \$0.00
- Teacher Reports
- Student Enrollment
Set Student Access Code
Import from AET**
- FFA Roster

Roster Student Access Code

The Roster Student Access Code is an alternate method for student records and data to be entered into your chapter's account. By setting an access code, students can setup their own accounts. Just provide them with the passcode and direct them to www.GeorgiaFFA.org/StudentRoster

Access Code:

Access Start Date:

Access End Date:

2. From a computer, instruct your students to access www.georgiaffa.org/studentroster.

Georgia Agricultural Education Curriculum & SAE **FFA** GVATA Young Farmers Foundati

Georgia FFA Association

FFA Roster - New Student Account

Please enter the access code that was provided to you by your advisor.

3. Provide your students with the unique access code that **you** created to enter online.

- The students will enter their name and zip code. Make sure they enter ALL three items – this will help to ensure an existing account will be matched if there is one. You can provide them with their FFA ID if they do not know it, or they may leave that section blank. *If a student has changed their address and has a different zip code since originally joining the roster, have them enter their old zip code and have them update their information after they enter the system.*

The screenshot shows a registration form titled "FFA Roster - Student Account". Below the title is a blue header bar. Underneath, a message reads: "Please enter your contact information as it needs to show in the FFA Roster." The form contains four input fields: "First Name:" with an empty text box, "Last Name:" with an empty text box, "Georgia Ag Ed ID:" with an empty text box and a note "(Leave blank if you are a new member or don't know your GA Ag Ed ID)", and "Zip Code:" with an empty text box. A "Next" button is located below the "Zip Code" field.

- If the student is already on your FFA roster, the following screen will show and the student will click on the hyperlink with their name.

This screenshot shows the same registration form as above, but with the following information entered: "First Name:" Ashley, "Last Name:" Acosta, and "Zip Code:" 30240. A white notification box with a blue 'x' in the top right corner is overlaid on the form. The notification is titled "Account Match Found" and contains the text: "The following accounts have been found that match what you entered. Please choose the appropriate account." Below this text is a blue hyperlink "Ashley Acosta". A red arrow points from the bottom right towards the "Ashley Acosta" link. A "Next" button is visible at the bottom of the form.

- If the student is **existing**, it will take them to the **Student Details** page. Remind them to update any new information and add their course(s) for the school year. If the student is a **new** entry, the following screen will appear:

- Have students complete the entry form and then click **Create Account**.
- Because the students are manually entering their own information, you will need to approve each student. After students create/update their information, their profiles will appear on the **Students Pending Approval** tab – a red number will appear to reflect the number of students that have submitted information.

Student-Created Accounts Pending Approval				
Approve Selected Students				
		Name	Grad Year	Account Type
<input checked="" type="checkbox"/>	Remove	Doe, John	2022	FFA Member

Pending Transfer Students			
	Name	Grad Year	Account Type
No records to display.			

- Check the box to approve each student and then click **Approved Selected Students**.

[Importing from AET](#)

For chapters that use the Agricultural Experience Tracker (AET) program, student information can be directly imported to your portal.

1. Under the **Student Enrollment** tab, click **Import from AET**.
 - a. The students on the left are students that have been imported in from your previous FFA Roster or are newly added entries through this system. Any student listed on the right are students that are not currently listed in the Student Enrollment information, but have been entered or updated in the AET system.

GA Ag Ed Students		In AET and NOT in GA Roster	
Name	Grad Year		Student Name
Acosta, Ashley	2023	<input checked="" type="checkbox"/>	Caputo, Francis
Aldridge, Chelsea	2023	<input checked="" type="checkbox"/>	Chappell, Kayla
Arrington, Tucker	2022	<input checked="" type="checkbox"/>	Dollar, Jeffrey
Bailey, Jimmy	2023	<input checked="" type="checkbox"/>	Grindie, Robert
Banks, Trinity	2023	<input checked="" type="checkbox"/>	Haley, Robert
Bassett, Hannah	2022	<input checked="" type="checkbox"/>	Pippin, Isabelle
Black, Elijah	2021	<input checked="" type="checkbox"/>	Rabun, Mary
Blackmon, Mizya	2020		
Boddie, Malasia	2023		
Boddie, NyKeria	2023		
Boian, Shawn	2020		
Bonner, Gleshaun	2023		
Booker, Logan	2023		
Boyd, Tyasia	2023		

2. After reviewing students on the right, click **Import Selected Students from AET** to move AET students into your enrollment information on the left.
3. After importing from AET, please return to the **Student Enrollment** page to check all student required fields for each student. *Not all fields from AET will import into the website. Teachers will need to verify/add course information for each student.*

Ag Ed Enrollment Declaration

This step should only be included **AFTER** each student has been entered into the roster system. If you are in a multi-teacher program, make sure that each teacher has completed their enrollment.

1. Click on the **Ag Ed Enrollment Declaration** tab.
2. Read each statement and check the box to the left once you have completed that item.
3. Click **Submit Fall 2020 Enrollment Declaration**.

The screenshot displays a web interface with a left sidebar and a main content area. The sidebar, titled 'Dashboard', contains several menu items: Home, Account Settings, Account Balance (State Balance: \$0.00, Region Balance: \$0.00), Teacher Reports, Student Enrollment (with sub-links for Set Student Access Code and Import from AET), FFA, and Ag Ed Enrollment Declaration. The 'Ag Ed Enrollment Declaration' item is highlighted with a blue rectangular box, and a red arrow points to it from the left. The main content area is titled 'Ag Ed Enrollment Declaration' and contains the following text: 'Fall 2020 Enrollment Declaration' followed by three checkboxes with their respective statements: 'I certify that the student enrollment submitted is accurate to the best of my knowledge and includes all students enrolled in my school's Agriculture classes.', 'I certify that I have removed students NOT enrolled in my school's ag classes or in an approved program of study.', and 'I certify that I have checked for duplicate students.' Below these checkboxes is a button labeled 'Submit Fall 2020 Enrollment Declaration', which is also highlighted with a red arrow pointing from the right.

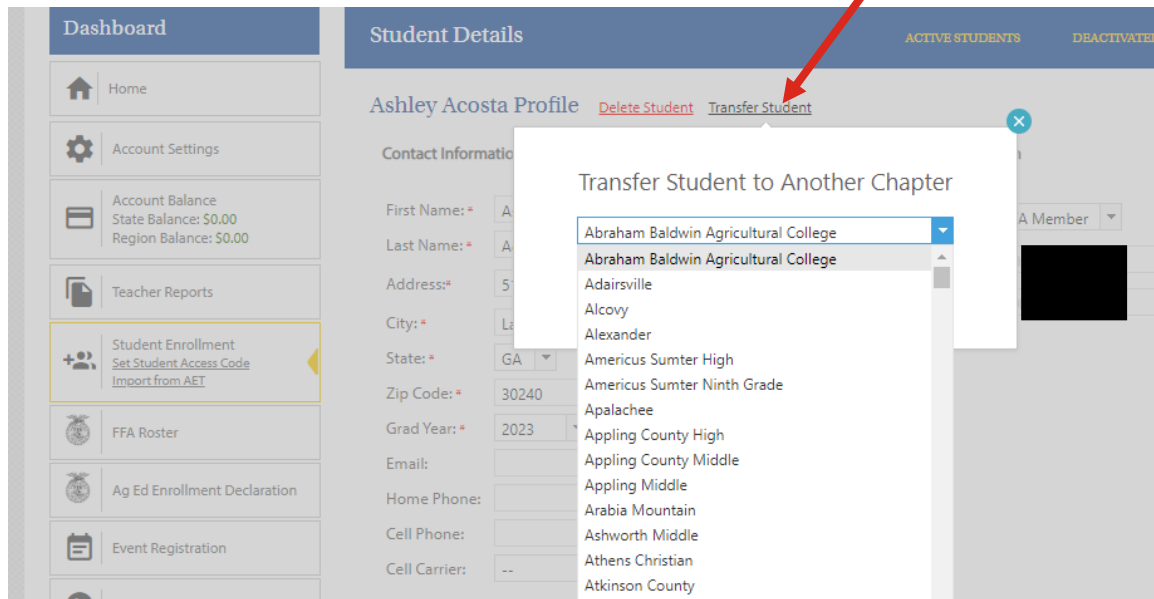
INVOICING

Invoices will be sent out twice each year, once during the fall semester, and again during the spring semester. Make sure to pay attention to roster deadlines when working on your rosters. High school chapters will be invoiced for every student entered (\$9.05 per student). Middle school chapters will pay a flat fee of \$900.00 for the entire school year. Invoices can be located on the **Account Balances** tab.

Transferring a Student

If you need to transfer a student on your **Student Enrollment** list to another chapter (within the state of Georgia), you can complete this action from the Student Details page for that individual student.

1. Click **Transfer Student**.
2. Select the **Chapter** that the student needs to be transferred to.
3. Click **Transfer**.



4. If a student has been transferred to your chapter roster, they will appear on the **Students Pending Approval** tab under the **Pending Transfer Students** heading. You will need to click **Accept** to add them to your enrollment, or click **Deny** and they will be added to your **Deactivated Students** list.

FFA Roster

The FFA Roster cannot be completed/submitted until all students have been correctly entered with complete required information on the **Student Enrollment** tab.

1. Click on **FFA Roster** from the **Dashboard**.

The screenshot shows the FFA Membership dashboard. On the left is a sidebar with a 'Dashboard' header and various navigation links. The 'FFA Roster' link is highlighted with a blue box and a red arrow. The main content area is titled 'FFA Membership' and is divided into two columns: 'Submitted Members' and 'Pending Submission'. The 'Submitted Members' column is empty, displaying the message 'No students currently submitted for FFA membership.' The 'Pending Submission' column contains a table with 15 rows, each representing a student. Each row has a 'Student Name' and a 'Missing Courses' status. A red arrow points to a 'Submit Pending Membership' button located above the table.

Student Name	FFA ID
No students currently submitted for FFA membership.	

Student Name	Missing Courses:
Aldridge, Chelsea	Missing Courses:
Arrington, Tucker	Missing Courses:
Bailey, Jimmy	Missing Courses:
Banks, Trinity	Missing Courses:
Bassett, Hannah	Missing Courses:
Black, Elijah	Missing Courses:
Blackmon, Mizya	Missing Courses:
Boddie, Malasia	Missing Courses:
Boddie, NyKeria	Missing Courses:
Bolan, Shawn	Missing Courses:
Bonner, Gleshaun	Missing Courses:
Booker, Logan	Missing Courses:
Boyd, Tyasia	Missing Courses:
Bozeman, Joseph	Missing Courses:
Braswell, Hayleigh	Missing Courses:

2. Students listed on the right under **Pending Submission** with check marks are ready to be submitted to the FFA Roster. All students without a check mark are missing required information (address, SAE, course, etc.).
3. Once all students that need to be submitted have check marks by their name, click **Submit Pending Membership** and all of those students should move to the left column under **Submitted Members**. These students are considered Georgia FFA members and are eligible to complete in CDEs and/or other FFA events.

Account Balances

The **Account Balance** tab will be your source for locating all invoices generated from the Georgia Ag Ed Online system. This could include:

- State FFA Roster Invoices
 - If you have an outstanding with the State Office, that amount can be seen from the main menu in the **Dashboard**, or on the **Account Balance** page.
 - These will automatically generate after the enrollment submission deadline.
 - The FFA Office will post payments as they are received and you can access the receipt as needed.
 - Invoices can be located from this page in a PDF file for you to print and provide to your bookkeeper.
- Region Office Invoices
 - Automatically generated as soon as you register for an event. If the event includes fees (shirts, supplies, etc.), then you can refer to the invoice to determine your balance with the Region Office.
 - The **Current Region Balance** amount is currently set to always read as \$0.00, even if you owe a balance to your Region Office.
 - Invoices can be located from this page in a PDF file for you to print and provide to your bookkeeper – but remember that any outstanding balances **ARE NOT** reflected in the Current Region Balance amount.

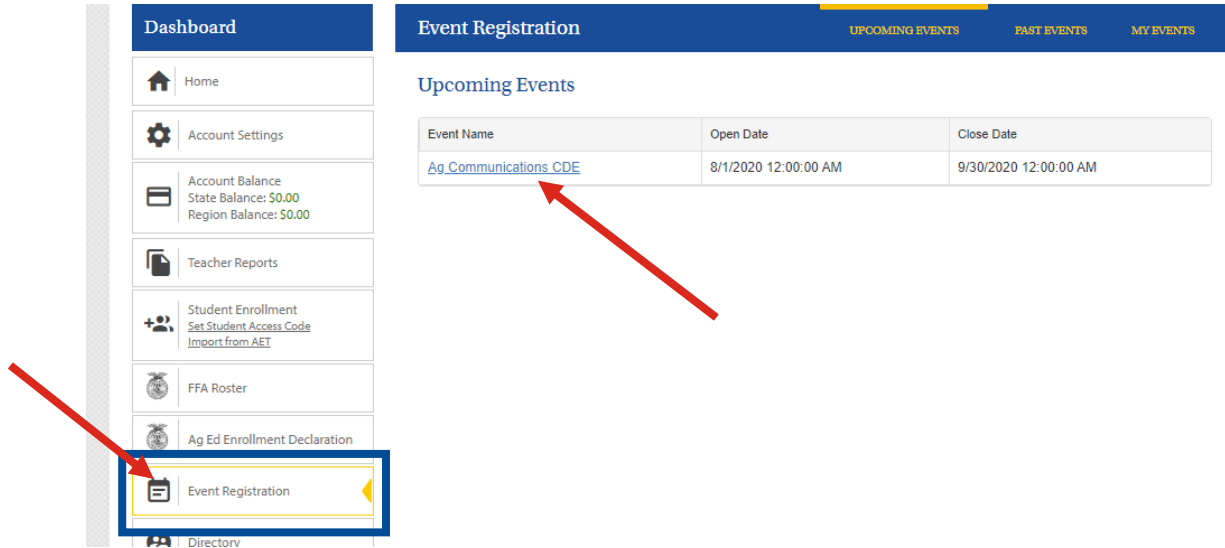
The screenshot shows the 'Account History' page. The left sidebar has a menu with 'Account Balance' highlighted. The main content area shows the 'Current State Office Balance: \$0.00' and a table of transactions. Two red arrows point to 'STATE BALANCE' and 'REGION BALANCE' tabs at the top right of the main content area.

DATE	DESCRIPTION	CHARGE	CREDIT	
2/24/2020	2020 State FFA Convention Event Chapter Fee: \$300.00 Event Confirmation #10959	\$0.00		PDF Invoice #51087
1/30/2020	Agricultural Education CDE Event Confirmation #10958	\$0.00		PDF Invoice #50496
11/18/2019	State Dairy CDE Registration Event Confirmation #10914	\$0.00		PDF Invoice #49207
10/21/2019	Payment/Credit Inv. #47273		(\$1,276.05)	PDF Receipt #48146
10/9/2019	2019-2020 Fall FFA Affiliation Fee Students Billed: 141	\$1,276.05		PDF Invoice #47273
11/30/2018	State Dairy Evaluation CDE Event Confirmation #10704	\$0.00		PDF Invoice #42142
10/16/2018	2018-2019 Fall FFA Membership Affiliate Chapter - Students Submitted: 132	\$0.00		PDF Invoice #40219
10/10/2018	Payment/Credit Inv. 38869		(\$1,420.00)	PDF Receipt #39324

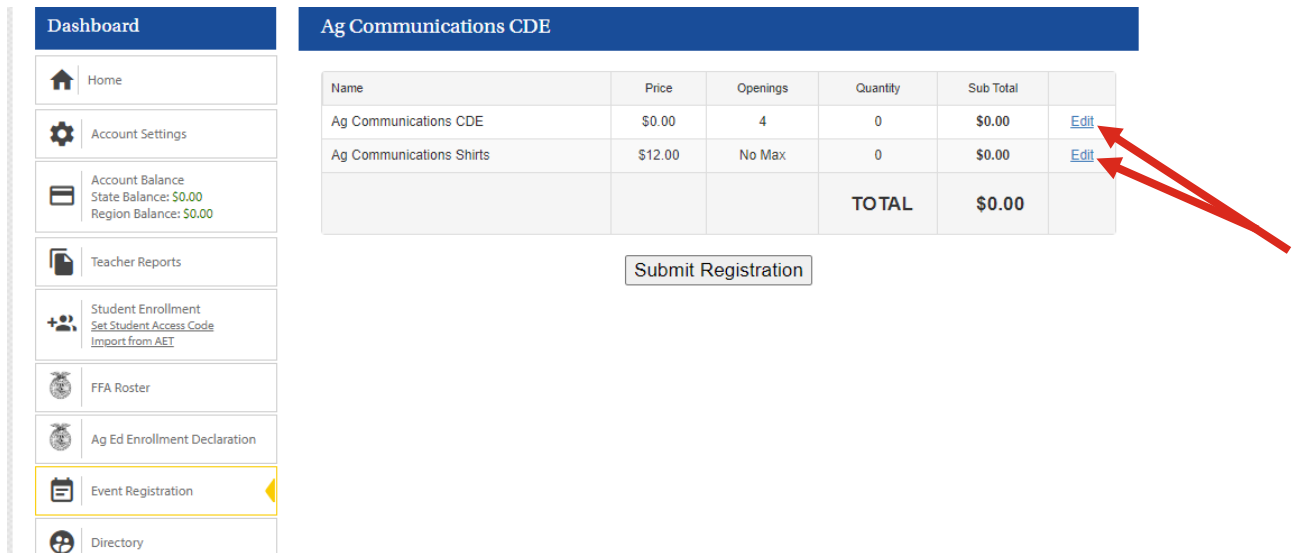
Event Registration

All event registrations (unless communicated otherwise) will be listed on this tab throughout the year that are available to you (Area/Region specific CDEs and events). Dates for opening and closing of each event will be identified on this page, so be sure to make note of those. You can also order event shirts (if applicable) through this tab.

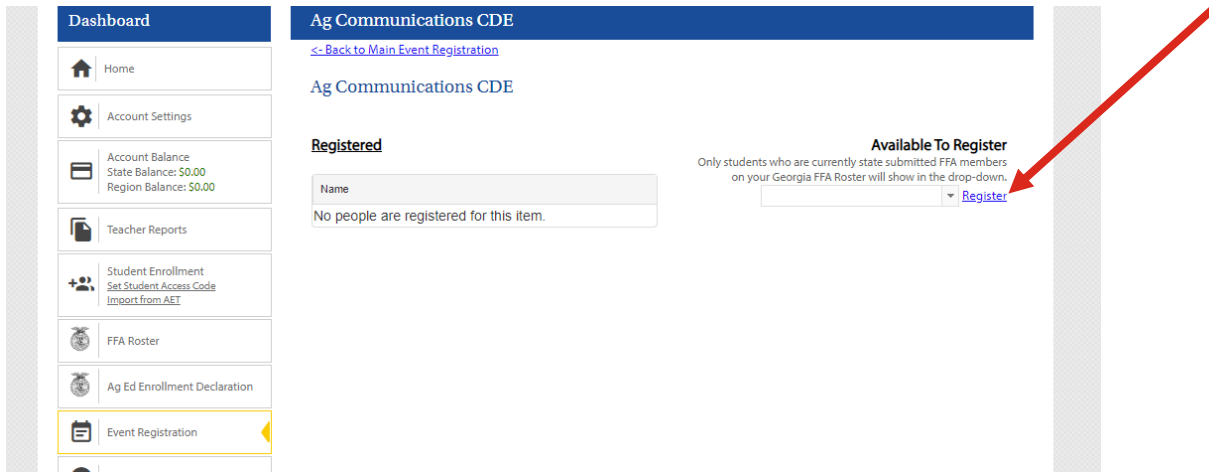
1. Click on **Event Registration** to register for all events offered in your Area/Region.



2. Click on the **event** that you want to register for.
3. Click **Edit** to register for the event and/or order shirts or supplies for the event.



- To register your team members, choose the student names from the drop-down menu on the right and click **Register**. You will see your registered students on the left column. You can only select students who have been submitted as FFA members on your **FFA Roster**.



- If your event offers shirts or supplies, you can order them from the Main Event page, enter the quantity of each type and click **Save Changes**. Your total amount owed should be reflected on the main event page.

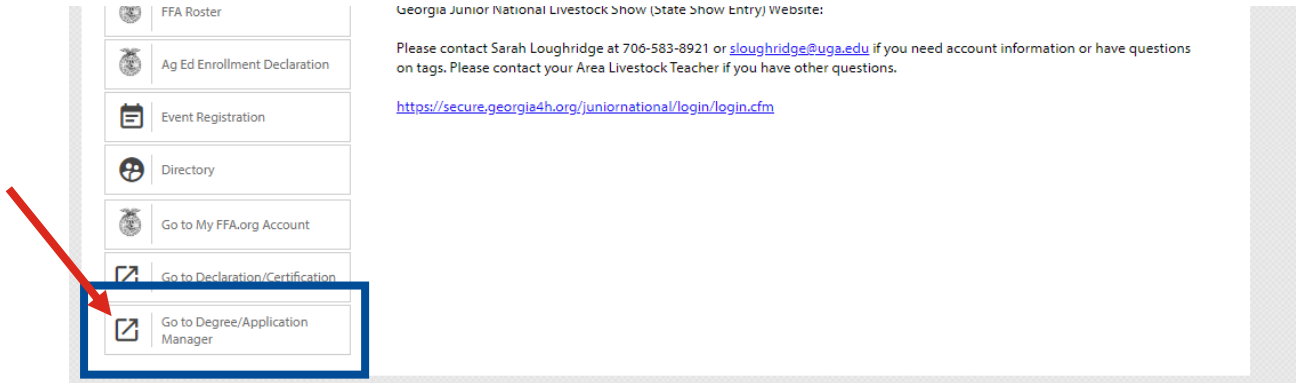


- Once your event registration is complete, click **Submit Registration**. You should receive a confirmation email letting you know that your registration was completed.

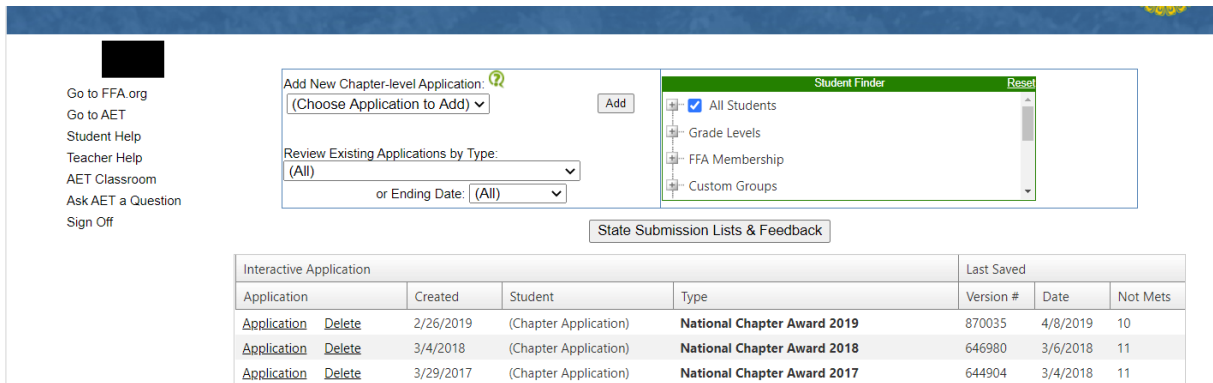
Degree/Application Manager

The Degree/Application Manager tab will take you to the AET website to access your chapter's applications. This page will allow you to create your National Chapter Application, but you will also be able to see applications that your students have created (American Degrees, Proficiencies, etc.).

1. Click **Degree/Application Manager** from the **Dashboard**.



2. You can access your applications by clicking the **Application** link on the left of the Application title.



3. From this page, you will be able to create, edit, update, and finalize your chapter's applications.

