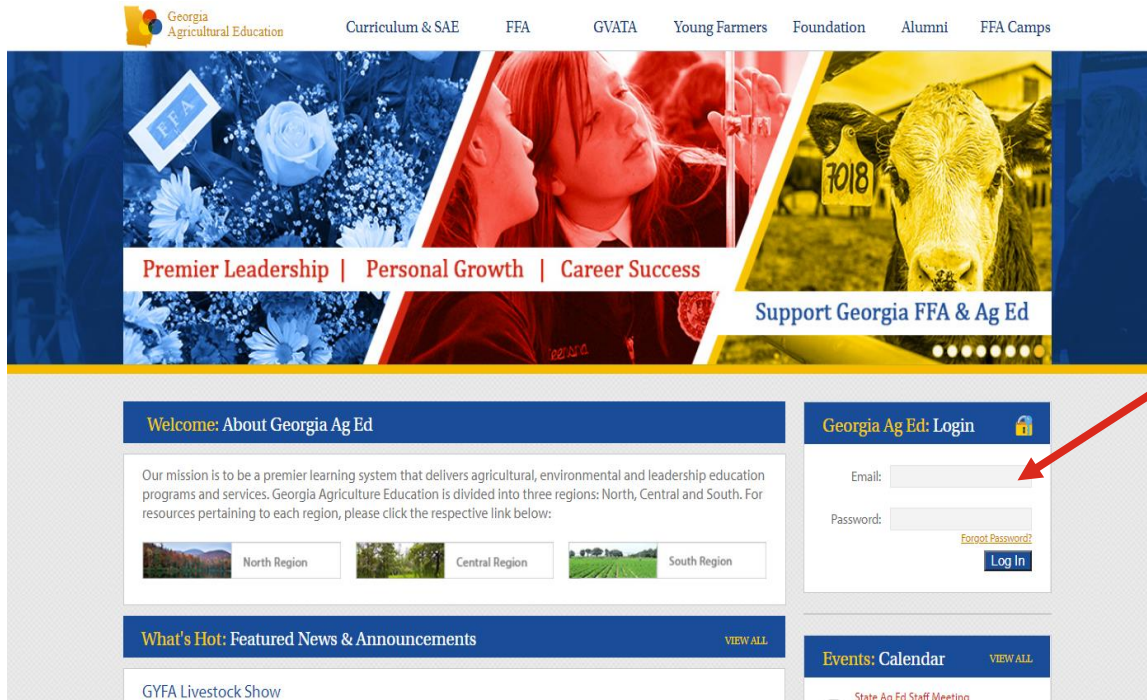


Please use this document as a reference for navigating through the Georgia Ag Ed website, adding students to your enrollment and FFA rosters, registering for various events, and locating invoices from the state office and your region office. If you have any questions, please do not hesitate to call our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

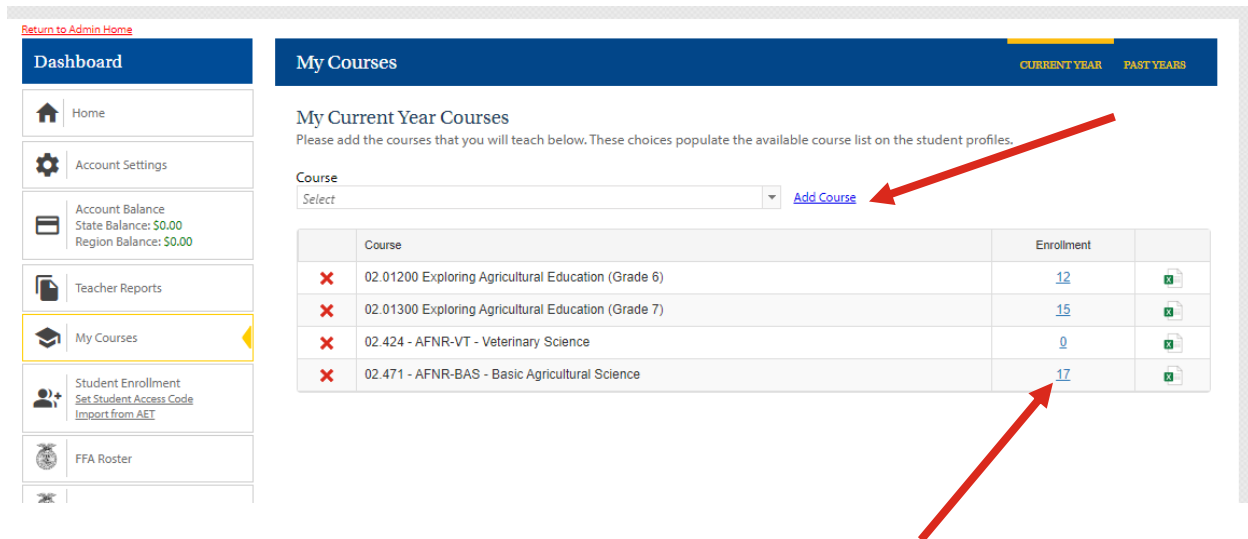
ACCESSING/NAVIGATING THE GEORGIA AG ED WEBSITE

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).



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 **My Courses** 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. Once your courses are added, there will be a hyperlinked number showing how many students have added that course to their profile.



[Return to Admin Home](#)

Dashboard

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

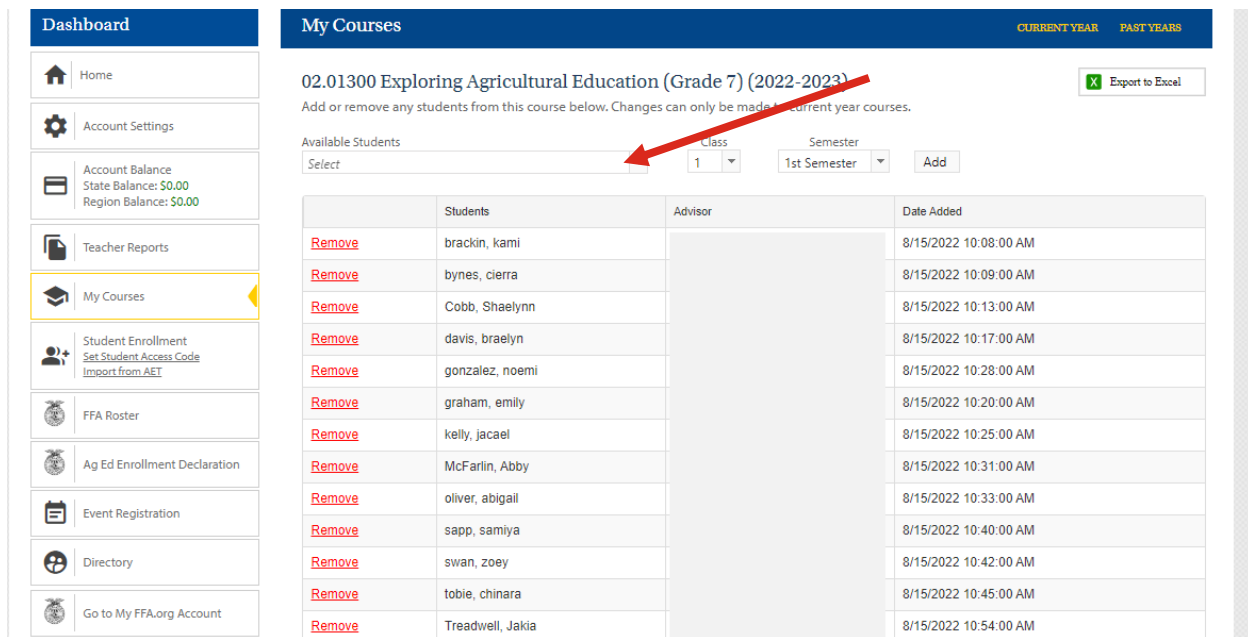
My Courses CURRENT YEAR PAST YEARS

My Current Year Courses
Please add the courses that you will teach below. These choices populate the available course list on the student profiles.

Course
Select [Add Course](#)

Course	Enrollment
02.01200 Exploring Agricultural Education (Grade 6)	12
02.01300 Exploring Agricultural Education (Grade 7)	15
02.424 - AFNR-VT - Veterinary Science	0
02.471 - AFNR-BAS - Basic Agricultural Science	17

If you click on the hyperlink, you can see the list of individual students within the course. There is also the ability to add students into each course from a dropdown menu populated by students on your current enrollment. Enrollment from previous years can be viewed, but not edited.



Dashboard

- Home
- Account Settings
- Account Balance
State Balance: \$0.00
Region Balance: \$0.00
- Teacher Reports
- My Courses**
- Student Enrollment
Set Student Access Code
Import from AET
- FFA Roster
- Ag Ed Enrollment Declaration
- Event Registration
- Directory
- Go to My FFA.org Account

My Courses CURRENT YEAR PAST YEARS

02.01300 Exploring Agricultural Education (Grade 7) (2022-2023) [Export to Excel](#)

Add or remove any students from this course below. Changes can only be made to current year courses.

Available Students
Select [Add](#)

Class: 1 Semester: 1st Semester

Students	Advisor	Date Added
Remove brackin, kami		8/15/2022 10:08:00 AM
Remove bynes, cierra		8/15/2022 10:09:00 AM
Remove Cobb, Shaelynn		8/15/2022 10:13:00 AM
Remove davis, braelyn		8/15/2022 10:17:00 AM
Remove gonzalez, noemi		8/15/2022 10:28:00 AM
Remove graham, emily		8/15/2022 10:20:00 AM
Remove kelly, jaeael		8/15/2022 10:25:00 AM
Remove McFarlin, Abby		8/15/2022 10:31:00 AM
Remove oliver, abigail		8/15/2022 10:33:00 AM
Remove sapp, samiya		8/15/2022 10:40:00 AM
Remove swan, zoey		8/15/2022 10:42:00 AM
Remove tobie, chinara		8/15/2022 10:45:00 AM
Remove Treadwell, Jakia		8/15/2022 10:54:00 AM



INDEX

Student Enrollment	pages 3-10
Teacher Created/Updated Enrollment	pages 4-7
Student Created/Updated Enrollment	pages 8-10
Importing from AET	page 11
Ag Ed Enrollment Declaration	page 12
Transferring a Student	page 13
FFA Roster	page 14
Account Balances	page 15
Event Registration	pages 16-17
Degree/Application Manager	page 18

STUDENT ENROLLMENT

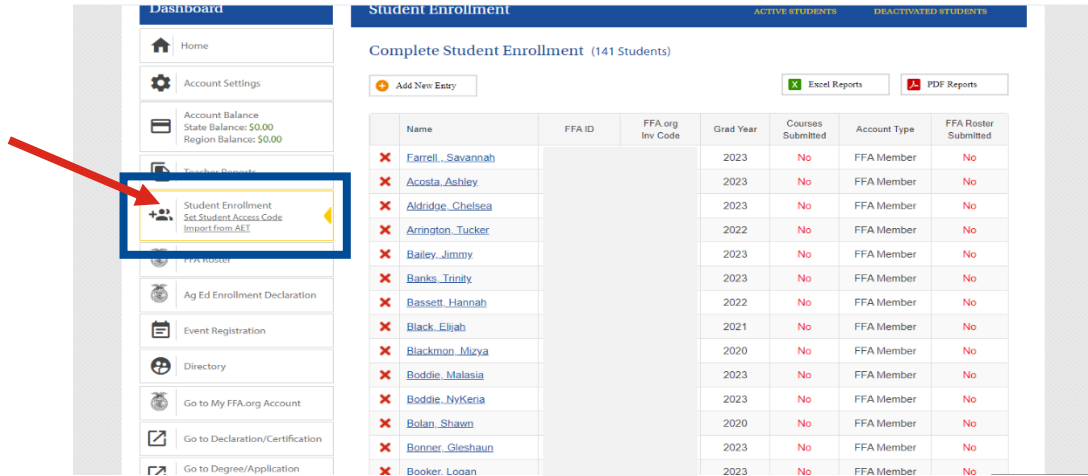
There are three ways to enroll students into the online portal to add them to your Student Enrollment and FFA Roster.

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.



Dashboard

- Home
- Account Settings
- Account Balance
State Balance: \$0.00
Region Balance: \$0.00
- Student Enrollment
Set Student Access Code
Import from AET
- FFA Roster
- Ag Ed Enrollment Declaration
- Event Registration
- Directory
- Go to My FFA.org Account
- Go to Declaration/Certification
- Go to Degree/Application

Student Enrollment ACTIVE STUDENTS DEACTIVATED STUDENTS

Complete Student Enrollment (141 Students)

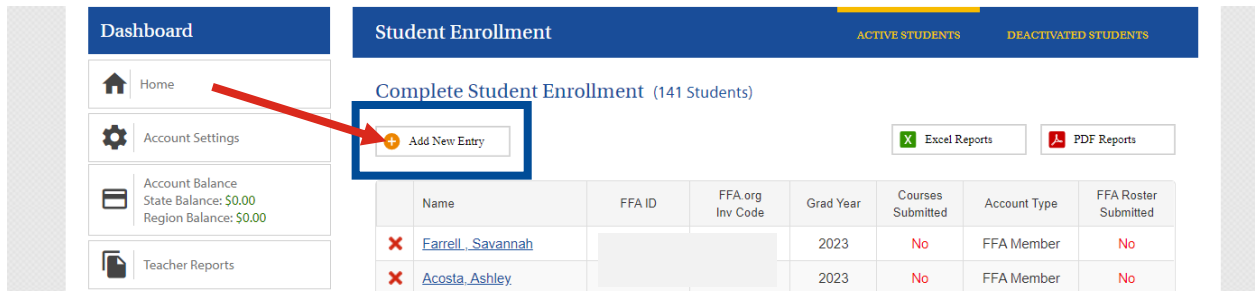
+ Add New Entry

Excel Reports PDF Reports

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

- The columns on the Student Enrollment page include: Name, FFA ID, FFA Invitation Code, Graduation Year, Courses Submitted, Account Type, and FFA Roster Submitted.
 - Name: Please make sure that you double check the spelling of your student's name.
 - 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.
 - 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.
 - Graduation Year: The system asks for a graduation year rather than a grade level.
 - Courses Submitted: In order to complete the required information for student enrollment, every student must have courses submitted for the current school year.
 - 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.
 - 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.

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



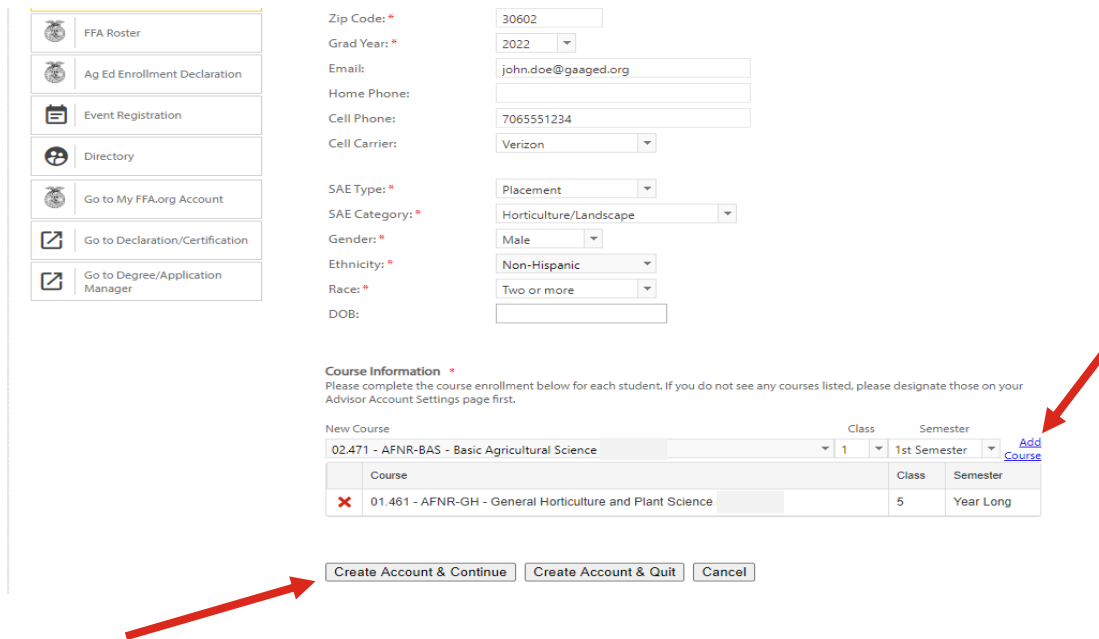
Dashboard | Student Enrollment | ACTIVE STUDENTS | DEACTIVATED STUDENTS

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			2023	No	FFA Member	No
Acosta, Ashley			2023	No	FFA Member	No

5. 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:
 Cell Phone: 7065551234
 Cell Carrier: Verizon

SAE Type: * Placement
 SAE Category: * Horticulture/Landscape
 Gender: * Male
 Ethnicity: * Non-Hispanic
 Race: * Two or more
 DOB:

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

Course	Class	Semester
02.471 - AFNR-BAS - Basic Agricultural Science	1	1st Semester
01.461 - AFNR-GH - General Horticulture and Plant Science	5	Year Long

[Add Course](#)

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

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



Student Enrollment ACTIVE STUDENTS DEACTIVATED STUDENTS

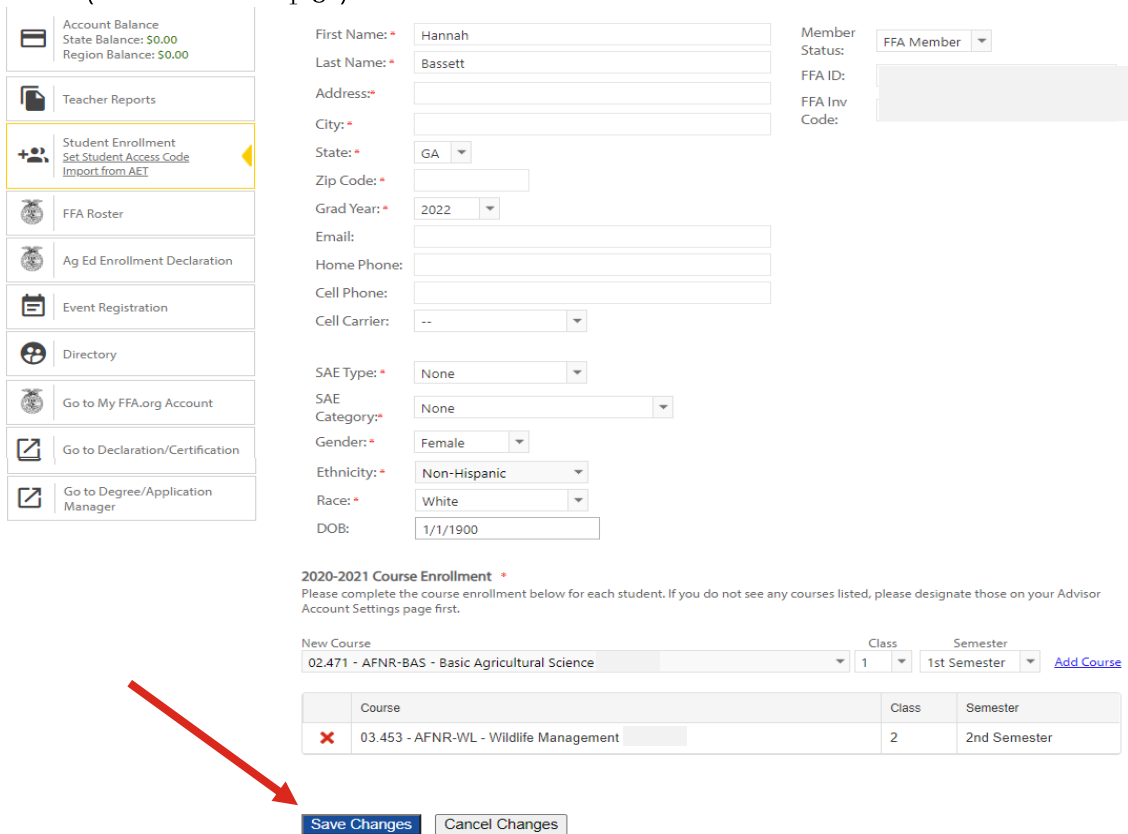
Complete Student Enrollment (141 Students)

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

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

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

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



Account Balance
State Balance: \$0.00
Region Balance: \$0.00

Teacher Reports

Student Enrollment
[Set Student Access Code](#)
[Import from AET](#)

FFA Roster

Ag Ed Enrollment Declaration

Event Registration

Directory

Go to My FFA.org Account

Go to Declaration/Certification

Go to Degree/Application Manager

First Name: *

Last Name: *

Address: *

City: *

State: *

Zip Code: *

Grad Year: *

Email:

Home Phone:

Cell Phone:

Cell Carrier:

SAE Type: *

SAE Category: *

Gender: *

Ethnicity: *

Race: *

DOB:

Member Status:

FFA ID:

FFA Inv Code:

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.

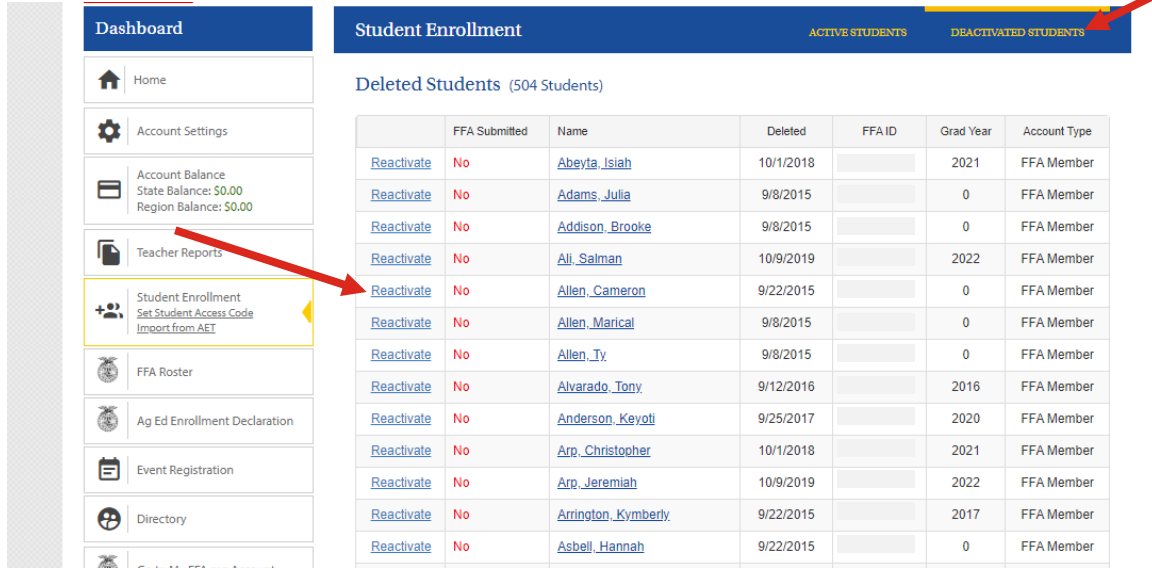
New Course Class Semester [Add Course](#)

	Course	Class	Semester
	03.453 - AFNR-WL - Wildlife Management	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 2020-2021 year, but was deactivated for the 2021-2022 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.



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
- Ag Ed Enrollment Declaration
- Event Registration
- Directory

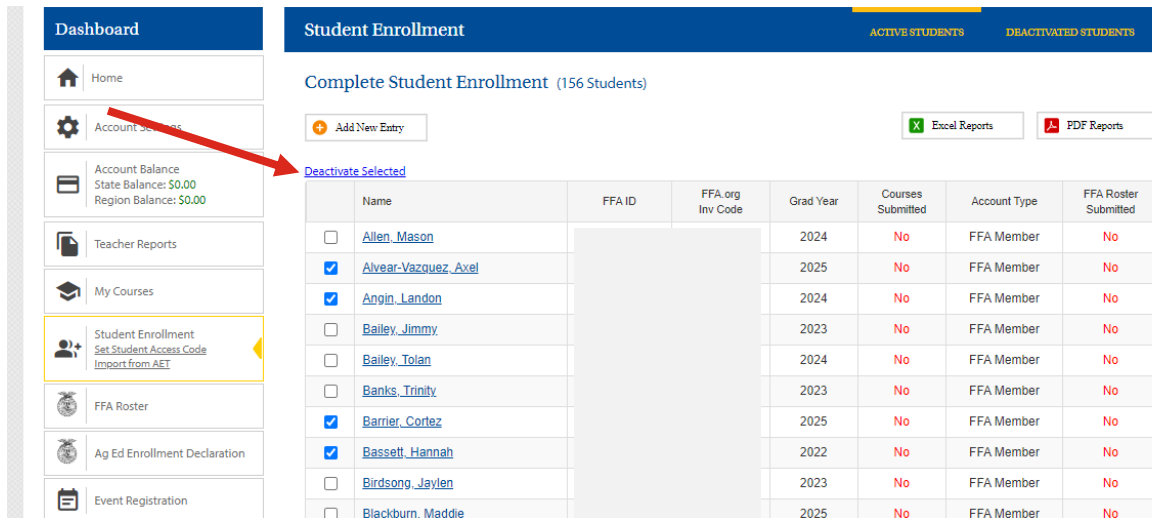
Student Enrollment

ACTIVE STUDENTS | **DEACTIVATED STUDENTS**

Deleted Students (504 Students)

	FFA Submitted	Name	Deleted	FFA ID	Grad Year	Account Type
Reactivate	No	Abeyta, Isiah	10/1/2018		2021	FFA Member
Reactivate	No	Adams, Julia	9/8/2015		0	FFA Member
Reactivate	No	Addison, Brooke	9/8/2015		0	FFA Member
Reactivate	No	Ali, Salman	10/9/2019		2022	FFA Member
Reactivate	No	Allen, Cameron	9/22/2015		0	FFA Member
Reactivate	No	Allen, Marical	9/8/2015		0	FFA Member
Reactivate	No	Allen, Ty	9/8/2015		0	FFA Member
Reactivate	No	Alvarado, Tony	9/12/2016		2016	FFA Member
Reactivate	No	Anderson, Keyoli	9/25/2017		2020	FFA Member
Reactivate	No	Arp, Christopher	10/1/2018		2021	FFA Member
Reactivate	No	Arp, Jeremiah	10/9/2019		2022	FFA Member
Reactivate	No	Arrington, Kymberly	9/22/2015		2017	FFA Member
Reactivate	No	Asbell, Hannah	9/22/2015		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 any or all of them by clicking the **checkbox** to the left of their name and then clicking **Deactivate Selected**. Doing this will move those students to your Deactivated Students list.



Dashboard

- Home
- Account Settings
- Account Balance
State Balance: \$0.00
Region Balance: \$0.00
- Teacher Reports
- My Courses
- Student Enrollment**
Set Student Access Code
Import from AET
- FFA Roster
- Ag Ed Enrollment Declaration
- Event Registration

Student Enrollment

ACTIVE STUDENTS | **DEACTIVATED STUDENTS**

Complete Student Enrollment (156 Students)

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

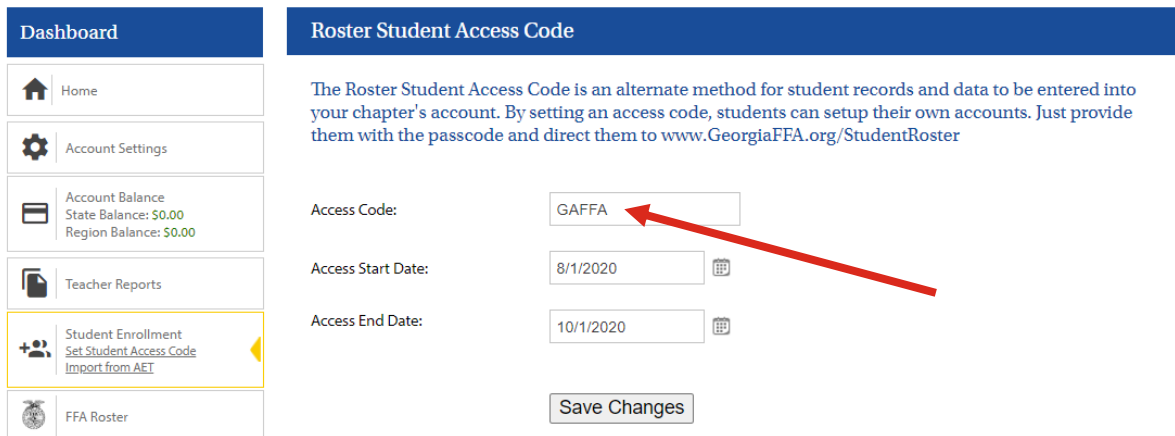
[Deactivate Selected](#)

	Name	FFA ID	FFA.org Inv Code	Grad Year	Courses Submitted	Account Type	FFA Roster Submitted
☐	Allen, Mason			2024	No	FFA Member	No
☒	Alvarez-Vazquez, Axel			2025	No	FFA Member	No
☒	Angin, Landon			2024	No	FFA Member	No
☐	Bailey, Jimmy			2023	No	FFA Member	No
☐	Bailey, Tolan			2024	No	FFA Member	No
☐	Banks, Trinity			2023	No	FFA Member	No
☒	Barrier, Cortez			2025	No	FFA Member	No
☒	Bassett, Hannah			2022	No	FFA Member	No
☐	Birdsong, Javlen			2023	No	FFA Member	No
☐	Blackburn, Maddie			2025	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. Create a code specific to your school to avoid another chapter having the same code (i.e.: MCHSFFA could apply to multiple chapters, but there is only one Morgan County High or Madison County High).
 - 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

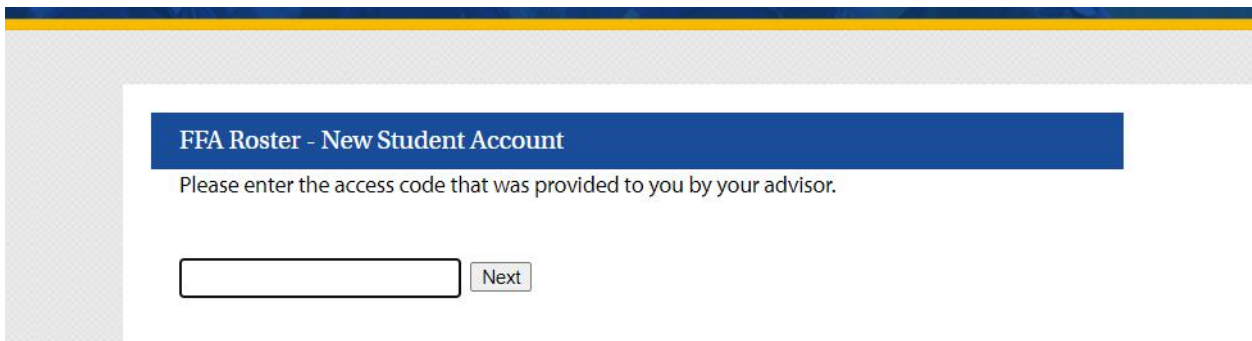
The Roster Student Access Code is an alternate method for student records and data to be entered into your chapter's account. By setting an access code, students can setup their own accounts. Just provide them with the passcode and direct them to www.GeorgiaFFA.org/StudentRoster

Access Code:

Access Start Date:

Access End Date:

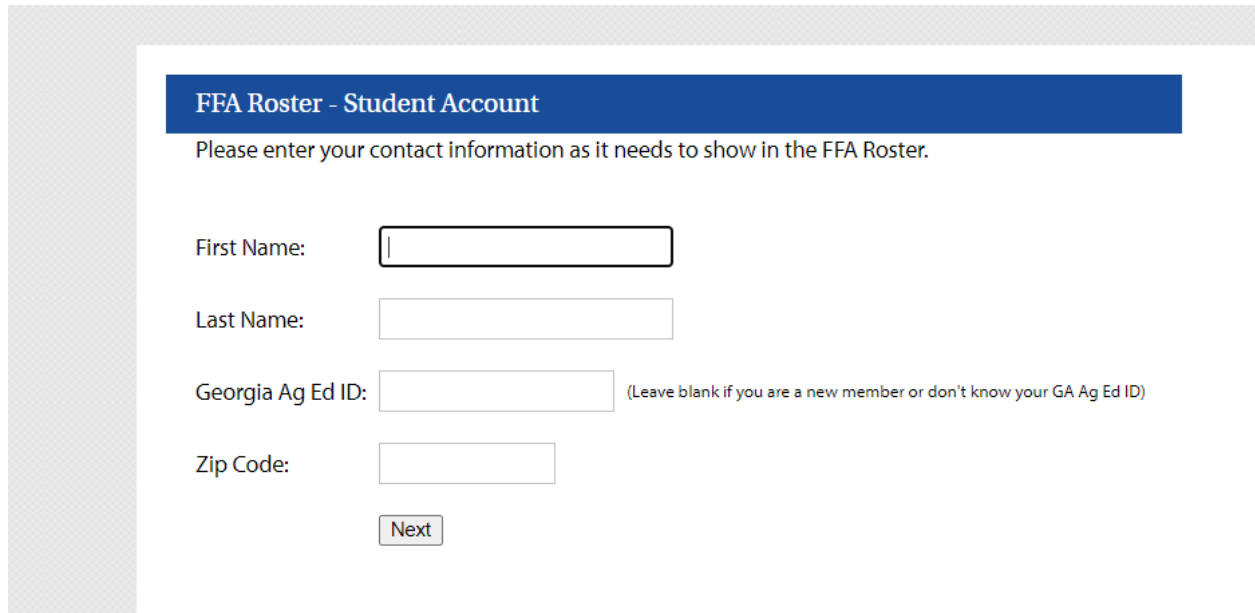
2. From a computer, instruct your students to access www.georgiaffa.org/studentroster.
3. Provide your students with the unique access code that you created to enter online.



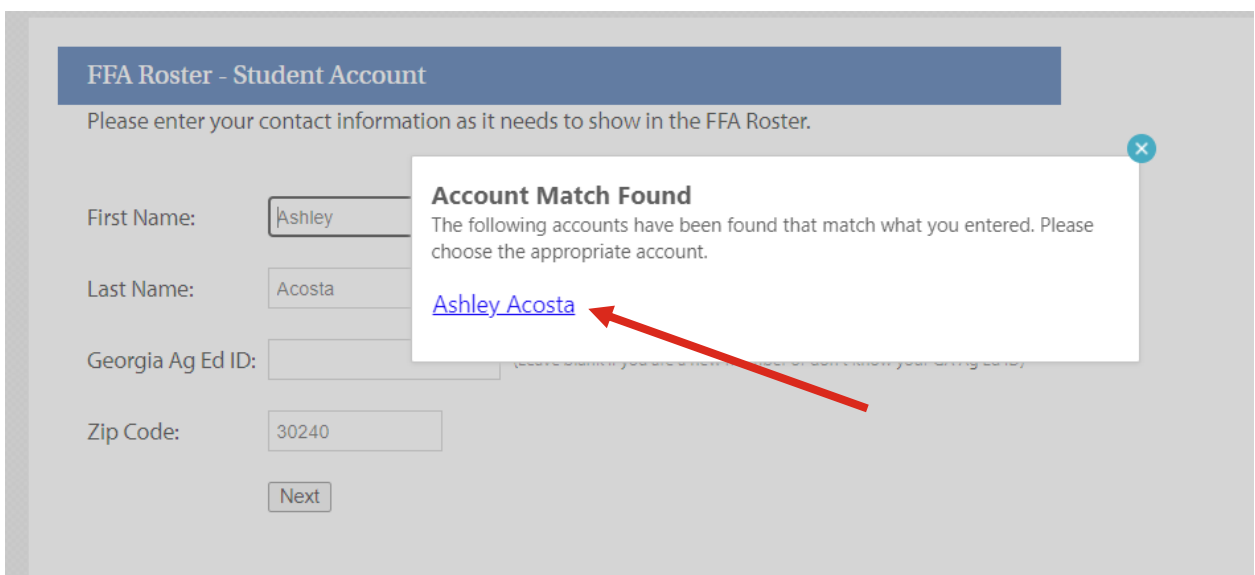
FFA Roster - New Student Account

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

4. 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.*



5. 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.



6. 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:

FFA Roster - New Student Account

Please enter your contact information as it needs to show in the FFA Roster.

FFA Member Status: FFA Member ▼

First Name: *

Last Name: *

Address: *

City: *

State: * -- ▼

Zip Code: *

Grad Year: * -- ▼

Email:

Home Phone:

Cell Phone:

Cell Carrier: -- ▼

SAE Type: * Entrepreneurship ▼

SAE Category: * Agricultural Education ▼

Gender: Male ▼

Ethnicity: * Hispanic ▼

Race: * Select ▼

DOB:

[Create Account](#)

7. Have students complete the entry form and then click **Create Account**.
8. 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.

Dashboard

- [Home](#)
- [Account Settings](#)
- [Account Balance
State Balance: \\$0.00
Region Balance: \\$0.00](#)
- [Teacher Reports](#)
- [Student Enrollment](#)
- [Students Pending Approval \(1\)](#)

Student Roster

[ALL STUDENTS](#)
[FFA MEMBERS](#)
[DELETED STUDENTS](#)

Student-Created Accounts Pending Approval

[Approve Selected Students](#)

		Name	Grad Year	Account Type
☒	Remove	Doe, John	2022	FFA Member

Pending Transfer Students

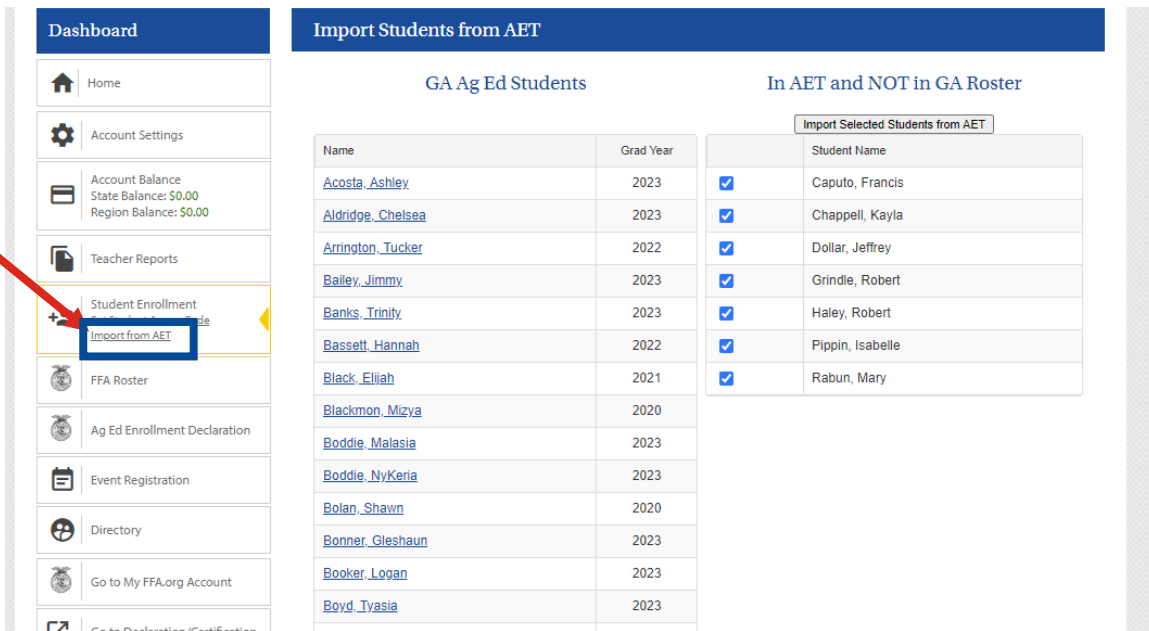
	Name	Grad Year	Account Type
No records to display.			

9. 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.



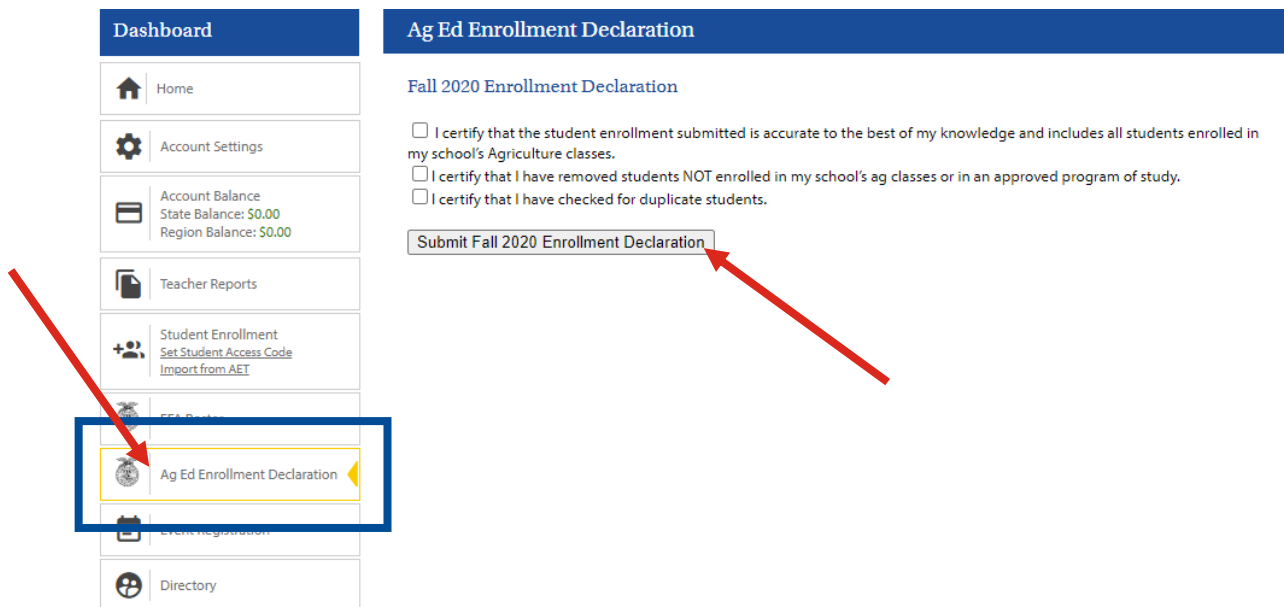
GA Ag Ed Students		In AET and NOT in GA Roster	
Name	Grad Year		Student Name
Acosta, Ashley	2023	☒	Caputo, Francis
Aldridge, Chelsea	2023	☒	Chappell, Kayla
Arrington, Tucker	2022	☒	Dollar, Jeffrey
Bailey, Jimmy	2023	☒	Grindle, Robert
Banks, Trinity	2023	☒	Haley, Robert
Bassett, Hannah	2022	☒	Pippin, Isabelle
Black, Elijah	2021	☒	Rabun, Mary
Blackmon, Mizya	2020		
Boddie, Malasia	2023		
Boddie, NyKeria	2023		
Bolan, 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 2022/Spring 2023 Enrollment Declaration](#).



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
- Ag Ed Enrollment Declaration**
- Event Registration
- Directory

Ag Ed Enrollment Declaration

Fall 2020 Enrollment Declaration

☐ 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.

☐ I certify that I have checked for duplicate students.

[Submit Fall 2020 Enrollment Declaration](#)

****Only ONE teacher from your chapter can submit the declaration, so check with all teachers BEFORE submitting to declaration to ensure that your invoice is correct.****

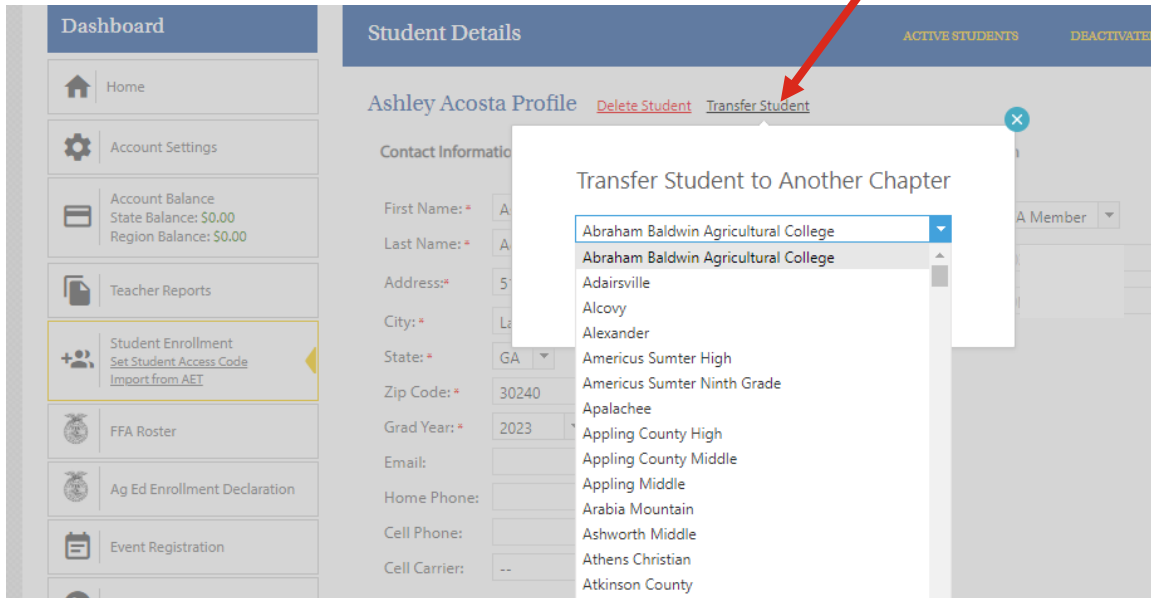
INVOICING

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**.



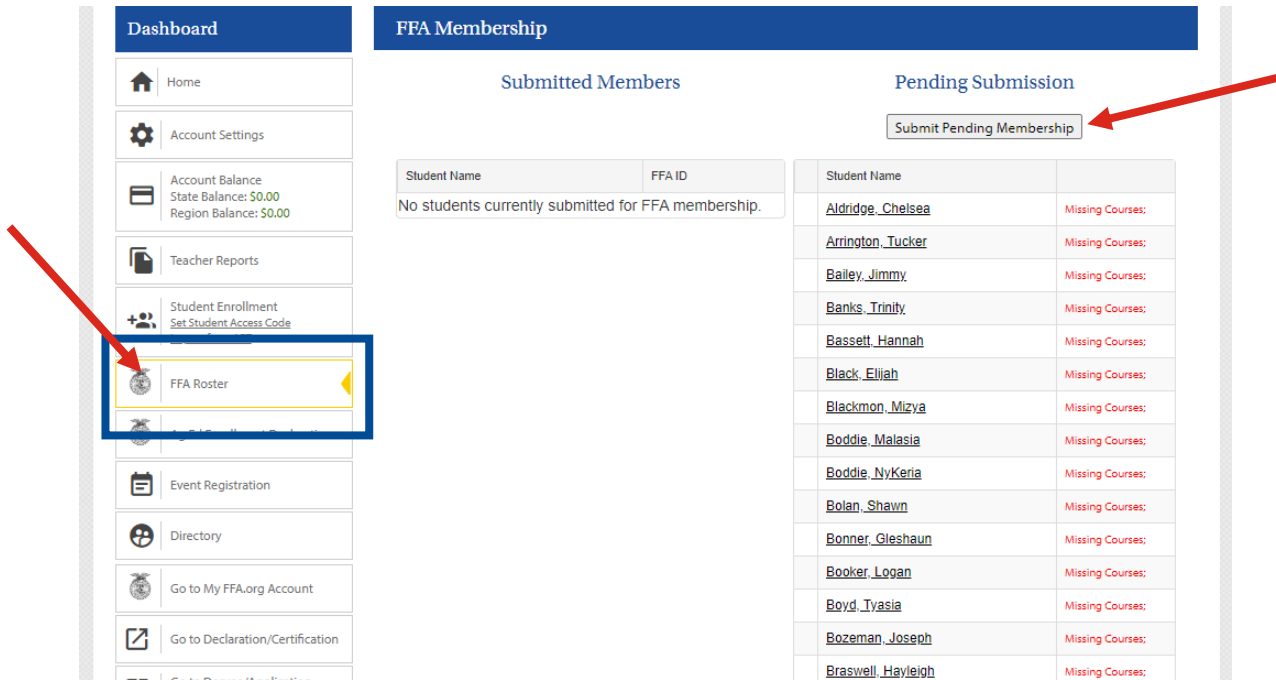
The screenshot shows the 'Student Details' page for Ashley Acosta. The 'Transfer Student' link is highlighted with a red arrow. A dropdown menu titled 'Transfer Student to Another Chapter' is open, showing a list of chapters including Abraham Baldwin Agricultural College, Adairsville, Alcovy, Alexander, Americus Sumter High, Americus Sumter Ninth Grade, Apalachee, Appling County High, Appling County Middle, Appling Middle, Arabia Mountain, Ashworth Middle, Athens Christian, and Atkinson County.

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.



Dashboard

- Home
- Account Settings
- Account Balance
State Balance: \$0.00
Region Balance: \$0.00
- Teacher Reports
- Student Enrollment
Set Student Access Code
- FFA Roster**
- Event Registration
- Directory
- Go to My FFA.org Account
- Go to Declaration/Certification

FFA Membership

Submitted Members

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

Pending Submission

[Submit Pending Membership](#)

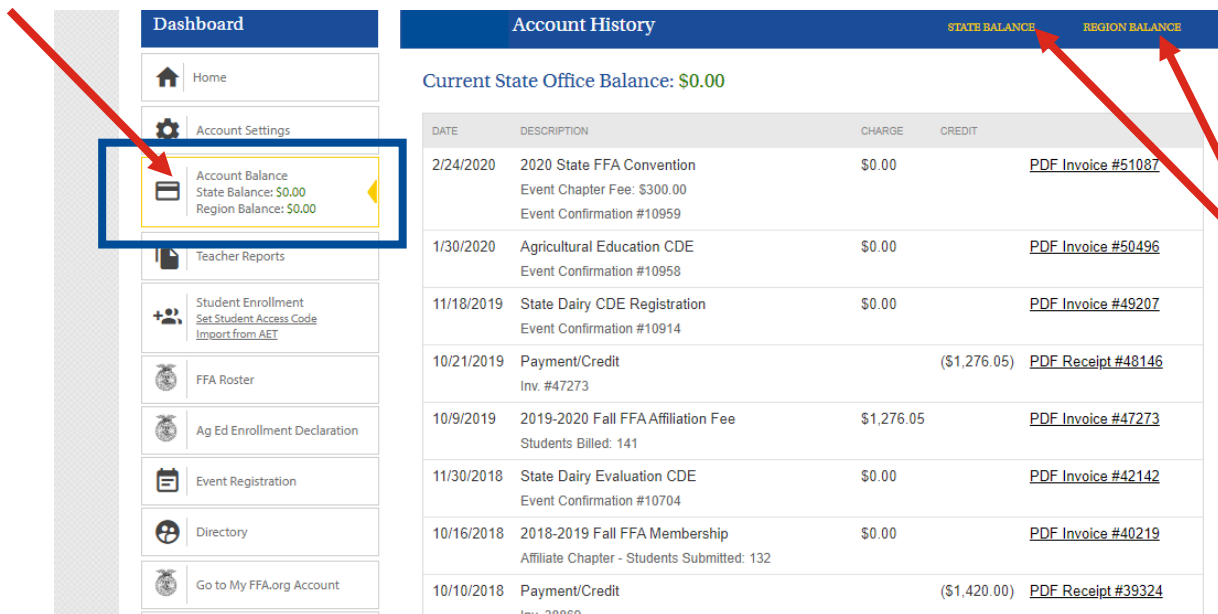
Student Name	
Aldridge, Chelsea	Missing Courses;
Arrington, Tucker	Missing Courses;
Bailey, Jimmy	Missing Courses;
Banks, Trinity	Missing Courses;
Bassett, Hannah	Missing Courses;
Black, Elijah	Missing Courses;
Blackmon, Mizya	Missing Courses;
Boddie, Malasia	Missing Courses;
Boddie, NyKeria	Missing 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 balance 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.



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
- Ag Ed Enrollment Declaration
- Event Registration
- Directory
- Go to My FFA.org Account

Account History

STATE BALANCE REGION BALANCE

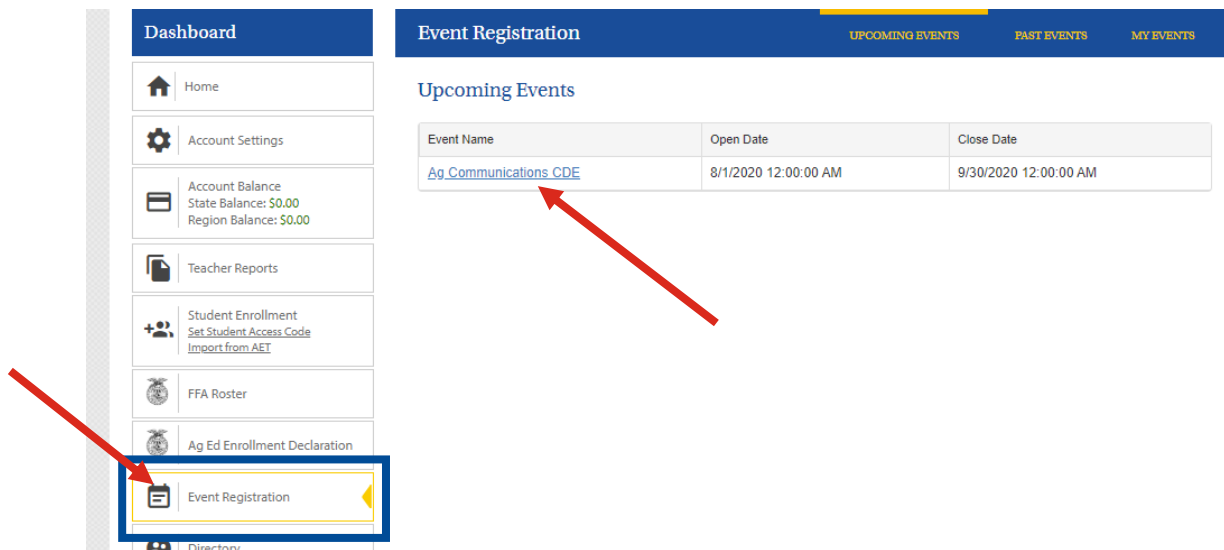
Current State Office Balance: \$0.00

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. 28889		(\$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.



The screenshot shows the dashboard with the 'Event Registration' tab selected in the sidebar. The main content area displays 'Upcoming Events' with a table listing available events.

Event Name	Open Date	Close Date
Ag Communications CDE	8/1/2020 12:00:00 AM	9/30/2020 12:00:00 AM

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.

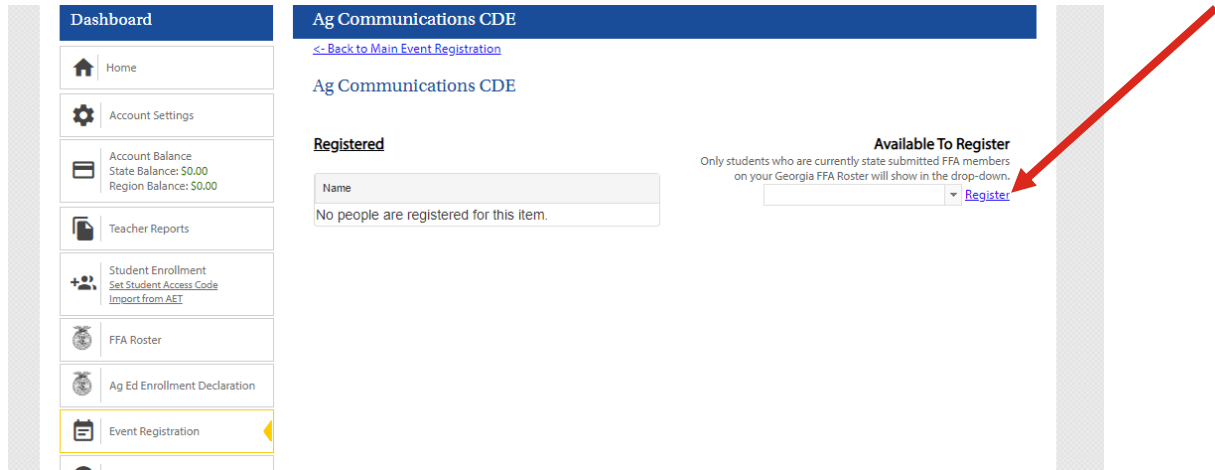


The screenshot shows the 'Ag Communications CDE' event page. The sidebar has 'Event Registration' selected. The main content area displays a table with registration details and a 'Submit Registration' button.

Name	Price	Openings	Quantity	Sub Total	
Ag Communications CDE	\$0.00	4	0	\$0.00	Edit
Ag Communications Shirts	\$12.00	No Max	0	\$0.00	Edit
TOTAL				\$0.00	

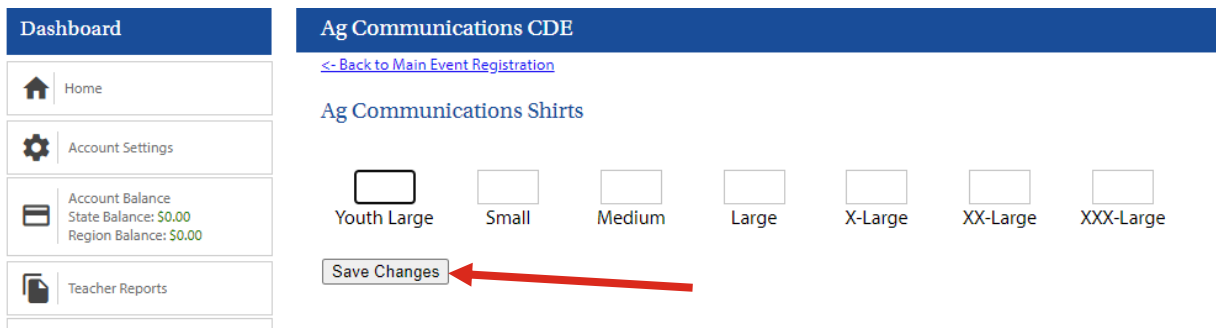
[Submit Registration](#)

- To register you 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 you event offers shirts or supplies, 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.

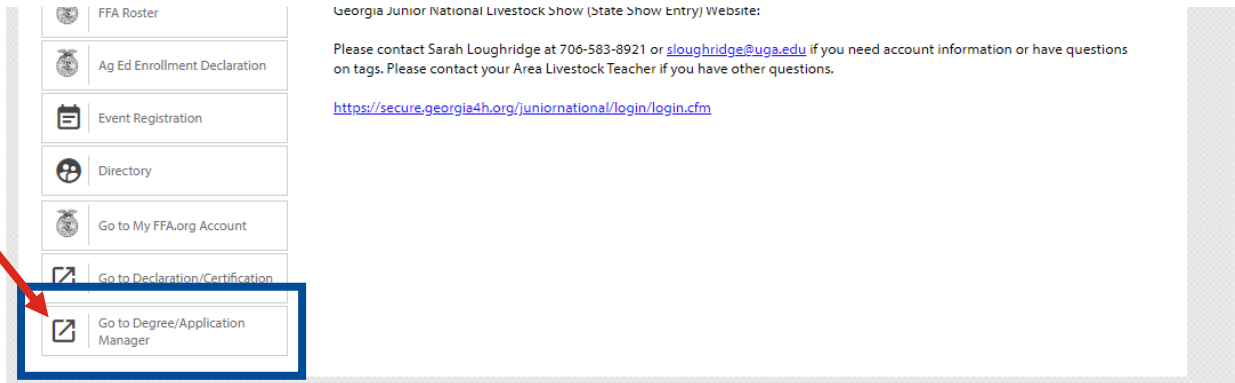


- Once your event registration is complete, click **Submit Registration**. You should receive a confirmation email letting you know that your registration was completed.

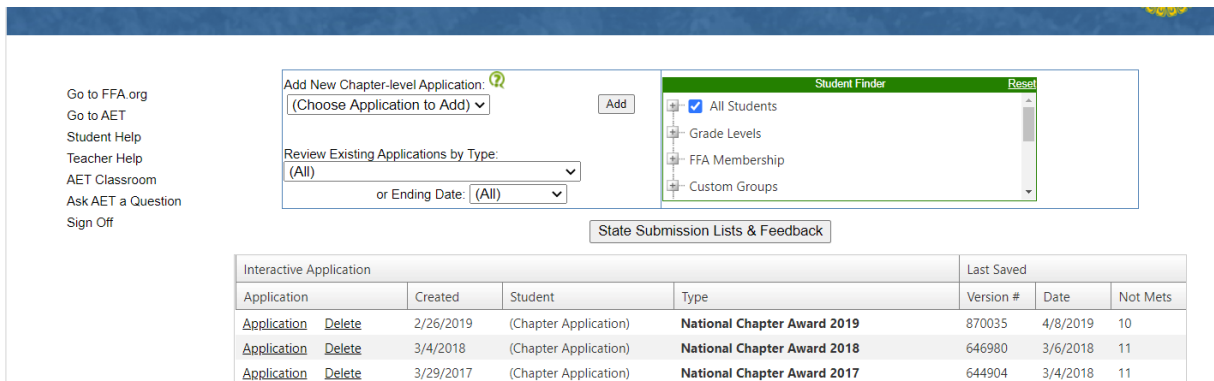
DEGREE/APPLICATION MANAGER

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.

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

