



managing
YOUR PORTAL

GEORGIA FFA ASSOCIATION





welcome to
YOUR PORTAL!

Your portal within the Georgia Ag Ed website is your hub for your student enrollment, FFA roster, event registration, degree/application manager, and chapter invoicing.

navigating YOUR PORTAL

Understanding the features within your Dashboard will help you know where to go to find specific information.

student enrollment

ffa roster

ag ed enrollment declaration

account balance

event registration

degree/application manager

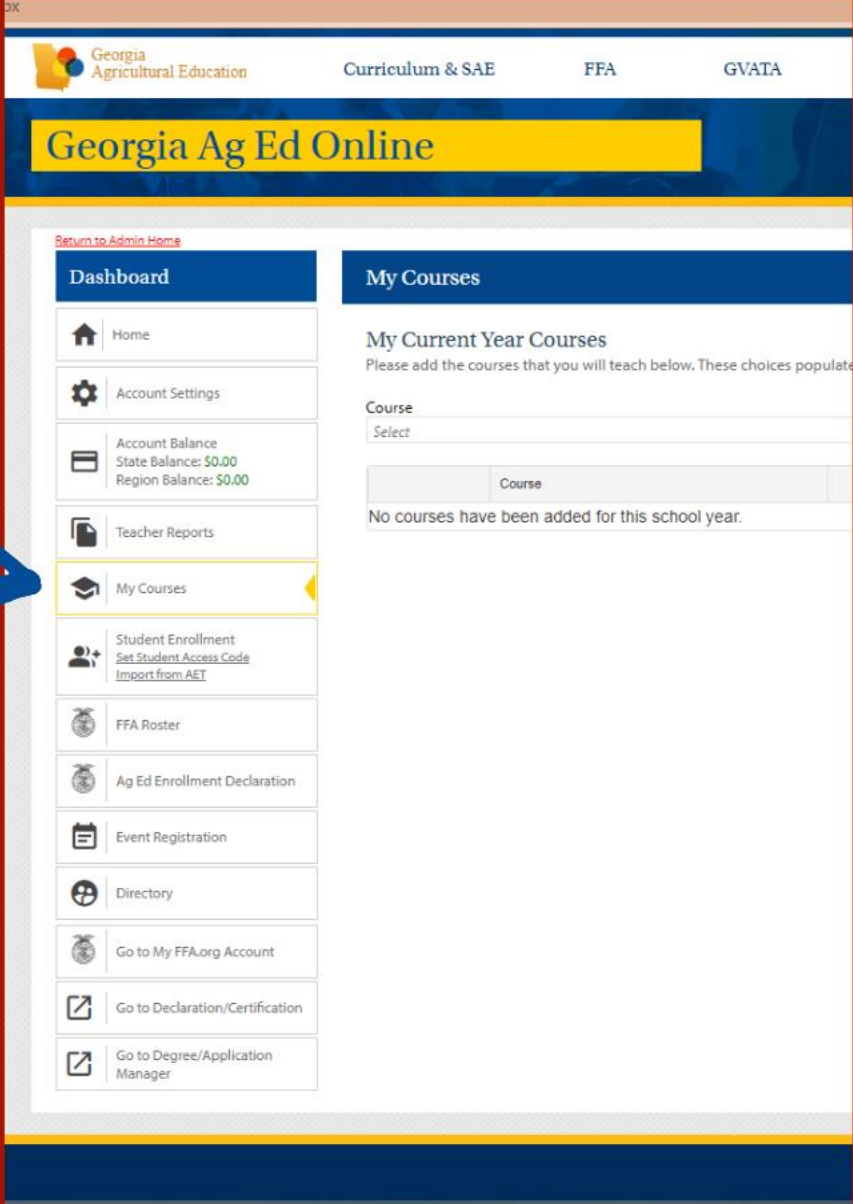
MANAGING YOUR PORTAL

MANAGING YOUR PORTAL

update
MY COURSES

Update your current courses under the My Courses tab

- 2022-2023 Courses
 - List each course you offer
 - Create an "Approved Program of Study" for any students that have special circumstances



The screenshot displays the Georgia Ag Ed Online portal interface. At the top, the navigation bar includes the Georgia Agricultural Education logo and links for Curriculum & SAE, FFA, and GVATA. Below this is a yellow banner with the text "Georgia Ag Ed Online". The main content area is divided into two columns. The left column, titled "Dashboard", contains a list of menu items: Home, Account Settings, Account Balance (State Balance: \$0.00, Region Balance: \$0.00), Teacher Reports, My Courses (highlighted with a yellow border and a blue arrow pointing to it), Student Enrollment (with sub-links for Set Student Access Code and Import from AET), FFA Roster, Ag Ed Enrollment Declaration, Event Registration, Directory, Go to My FFA.org Account, Go to Declaration/Certification, and Go to Degree/Application Manager. The right column, titled "My Courses", shows the "My Current Year Courses" section with a prompt to add courses. Below this is a table with a "Course" header and a "Select" dropdown menu. The table currently contains no data, with the message "No courses have been added for this school year." at the bottom.



MANAGING YOUR PORTAL

student ENROLLMENT

Every student that you currently teach (or has previously taken a course within your program) will appear on your enrollment list. This list is independent from your FFA Roster.

FFA ROSTER

Every student that is currently in your classes (or is listed under an Approved Program of Study) is eligible to be on your FFA Roster. This list is built from your Student Enrollment.



MANAGING YOUR PORTAL

deactivating

NON-CURRENT

STUDENTS

Students from the previous year automatically appear on your Student Enrollment - they need to be removed.

Any student that does not currently need to be on your Student Enrollment should be DEACTIVATED and removed from your Student Enrollment list.

To DEACTIVATE a student:

- Look over your active student enrollment list and identify students that do not need to be listed.
- Click the **checkbox** next to their name and then click the **Deactivate Selected** hyperlink.

The screenshot shows the Georgia Ag Ed Online portal. The top navigation bar includes links for Georgia Agricultural Education, Curriculum & SAE, FFA, GVATA, Young Farmers, and Foundation. The main header is 'Georgia Ag Ed Online'. Below this is a 'Dashboard' sidebar with various menu items, and a main content area titled 'Student Enrollment' showing a list of 156 students. A blue arrow points from the 'Student Enrollment' header to the 'Deactivate Selected' link above the table.

	Name	FFA ID	FFA.org Inv Code	Grad Year	Courses Submitted
<input type="checkbox"/>	Allen, Mason			2024	No
<input checked="" type="checkbox"/>	Alvarez-Vazquez, Axel			2025	No
<input checked="" type="checkbox"/>	Angin, Landen			2024	No
<input type="checkbox"/>	Bailey, Jimmy			2023	No
<input type="checkbox"/>	Bailey, Tojan			2024	No
<input type="checkbox"/>	Banks, Trinity			2023	No
<input checked="" type="checkbox"/>	Barrier, Cortez			2025	No
<input checked="" type="checkbox"/>	Bassett, Hannah			2022	No
<input type="checkbox"/>	Birdsong, Javien			2023	No
<input type="checkbox"/>	Blackburn, Maddie			2025	No
<input checked="" type="checkbox"/>	Boatright, Gabby			2023	No
<input type="checkbox"/>	Boddie, Malasia			2023	No
<input type="checkbox"/>	Bray, Morgan			2024	No
<input type="checkbox"/>	Brewster, Harley			2025	No
<input checked="" type="checkbox"/>	Brown, Carlos			2024	No
<input type="checkbox"/>	Campbell, Jishun			2025	No
<input type="checkbox"/>	Carston, Tyreeo			2022	No
<input type="checkbox"/>	Ceja, Christian			2023	No
<input type="checkbox"/>	Cindrick, Lezi			2020	No

MANAGING YOUR PORTAL

The screenshot shows the Georgia Ag Ed Online portal. The top navigation bar includes links for Georgia Agricultural Education, Curriculum & SAE, FFA, GVATA, Young Farmers, Foundation, and Alumni. The main header is 'Georgia Ag Ed Online'. The left sidebar contains a 'Dashboard' menu with options like Home, Account Settings, Teacher Reports, Student Enrollment, FFA Roster, Ag Ed Enrollment Declaration, Event Registration, Directory, and Go to My FFA.org Account. The main content area is titled 'Student Enrollment' and shows a 'Deleted Students (419 Students)' table. A red arrow points to the 'Reactivate' link for Aaron Corbin.

	FFA Submitted	Name	Deleted	FFA ID	Grad Year	Acco
Reactivate	No	Aaron Corbin	3/9/2021		2021	FFA
Reactivate	No	Aaron Spencer	8/23/2017		2018	FFA
Reactivate	No	Adams Emily	10/1/2020		2022	FFA
Reactivate	No	Adams Parker	3/9/2021		0	FFA
Reactivate	No	Adams Parker	8/29/2019		2019	FFA
Reactivate	No	Alexander Bradley	10/1/2019		2020	FFA
Reactivate	No	Allen Ken	9/8/2015		0	FFA
Reactivate	No	Allen Princess	3/9/2021		2024	FFA
Reactivate	No	Allen Salona	3/7/2019		2018	FFA
Reactivate	No	Allen Sharmya	3/9/2021		2024	FFA
Reactivate	No	Allen Shun	8/23/2017		2020	FFA
Reactivate	No	Allen Tyman O	8/29/2016		2016	FFA
Reactivate	No	Allen Tynashia	3/9/2021		2024	FFA
Reactivate	No	Anderson Janna	8/12/2021		2018	FFA
Reactivate	No	Anderson Tanva	8/29/2019		2016	FFA
Reactivate	No	Appelo Chazmine	3/9/2021		2023	FFA
Reactivate	No	Aronbriht Courtney	9/8/2015		0	FFA
Reactivate	No	Arnold Elijah	3/9/2021		2024	FFA
Reactivate	No	Arnold Martez	3/9/2021		2024	FFA
Reactivate	No	Barbosa Cristian	8/23/2017		2020	FFA
Reactivate	No	Barclay Thomas	3/9/2021		2023	FFA

reactivating CURRENT STUDENTS

Students that have previously been moved to the deactivated list need to be REACTIVATED - especially your students who are pursuing State/American degrees, completing proficiency applications, etc.

This creates less confusion when students end up having multiple FFA ID numbers over several years or get duplicated within a single year for enrollment.

To REACTIVATE a student:

- Look over your deactive student enrollment list and identify students that need to be reactivated.
- Click the **REACTIVATE** hyperlink next to their name.



student enrollment:
ADDING NEW STUDENTS

TEACHER-CREATED VS. STUDENT-CREATED

Entered Manually

Students are entered on the enrollment individually by the teacher (or another trusting individual) manually

Student Access Code

Teacher sets Student Access Code specific to your chapter. Set access date restrictions - make sure that they're current!

Fill in the Blanks

Students are going to leave out information that you may have to go in and enter - be prepared to enter some data manually.



MANAGING YOUR PORTAL

FFA ROSTER

Students that have been added to your Student Enrollment are populated onto your PENDING SUBMISSION list. If anyone is missing required info - the system will tell you what's missing and you cannot move them forward until that info is provided.

Review the students that are pending - remove any duplicated students. Click **SUBMIT PENDING MEMBERSHIP**.

****Once you click the submit button, you cannot remove students from your FFA Roster.****

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

Georgia Ag Ed Online Welcome Log

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
- Go to Declaration/Certification
- Go to Degree/Application Manager

FFA Membership

Submitted Members Pending Submission

Submit Pending Membership

Student Name	FFA ID	Student Name	
Aaron, Pena		<u>Brown, Jahel</u>	Missing Courses:
Abercrombie, Kayla		<u>Bulice, Ava</u>	Missing Courses:
Aguilar, Pamela		<u>Callaway, Braden</u>	Missing Courses:
Aguilar-Rios, Ana		<u>Carew, Kyrstyn</u>	Missing Courses:
Aikens, Bryson		<u>Eaton, Cadan</u>	Missing Courses:
Albright, Tyson		<u>Elmore, Drew</u>	Missing Courses:
Allen, Lucas		<u>Evans, Kimberlynn</u>	Missing SAE Info:
Alvarez, Jorge		<u>FigueroaPerry, Rebecca</u>	Missing Courses:
Amyx, Dakota		<u>Fleming, Aidan</u>	Missing Courses:
Anguiano, Yandel		<u>Erya, Payten</u>	Missing Courses:
Austin, Makiah		<u>Hawkins, Averee</u>	Missing Courses:
Autry, Charity		<u>Hearn, Jackson</u>	Missing Courses:
Balliew, Eli		<u>House, Jaxon</u>	Missing Courses:
Bass, Ayden		<u>Johnson, Emma</u>	Missing Courses:
Baucom, Korben		<u>Johnston, Chase</u>	Missing Courses:
Beason, McKenna		<u>Kile, Jaxon</u>	Missing Courses:
Billera, Benjamin		<u>Lively, Kirsten</u>	Missing Courses:
Birmingham, Kayla		<u>Long, Javian</u>	Missing Courses:
Black, Stryker		<u>Long, Stetson</u>	Missing Courses:
Blackstock, Austin		<u>LOPEZ, BRAYAN</u>	Missing Race:

MANAGING YOUR PORTAL

The screenshot shows the Georgia Ag Ed Online portal. The top navigation bar includes links for Curriculum & SAE, FFA, GVATA, Young Farmers, Foundation, Alumni, and FFA C. The main header features the Georgia Agricultural Education logo and the text 'Georgia Ag Ed Online' and 'Welcome'. The left sidebar contains a 'Dashboard' menu with options like Home, Account Settings, Account Balance, Teacher Reports, Student Enrollment, FFA Roster, Ag Ed Enrollment Declaration (highlighted), Event Registration, Directory, Go to My FFA.org Account, Go to Declaration/Certification, and Go to Degree/Application Manager. The main content area is titled 'Ag Ed Enrollment Declaration' and contains three checkboxes for certification: '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 is a button labeled 'Submit Fall 2023 Enrollment Declaration', which is pointed to by a blue arrow.

ag ed enrollment DECLARATION

After each student in an ag course has been added to your Student Enrollment and submitted to your FFA Roster, you need to submit your Ag Ed Enrollment Declaration - this lets our office know that you are finished adding students and are ready for your Affiliation Invoice.

Only ONE teacher from each chapter needs to submit the Declaration, so if you're in a multi-teacher program make sure to check that EVERYONE is finished submitting students.

Read each statement - once those steps are complete, check off the box next to the statement and then click the **SUBMIT** button.



account BALANCE

All invoices and receipts can be found here!

Most invoices are automatically generated - if you need an invoice to reflect a certain date, make sure to submit any system required paperwork **PRIOR** to submitting your event registrations, enrollment declaration, etc.

To get a copy of your invoice, just click the **PDF HYPERLINK** for that specific event.

Once payments have been posted to your account, you can also download the receipt if your system needs it.

The screenshot displays the 'Account History' page. On the left is a 'Dashboard' sidebar with various navigation options. The main content area shows the 'Account History' section with a current state office balance of \$0.00. Below this is a table of transactions. A red arrow points to the PDF Invoice #66354 link for the 3/14/2022 transaction.

DATE	DESCRIPTION	CHARGE	CREDIT	
4/4/2022	Payment/Credit Invoice #66517; 66354		(\$833.95)	PDF Receipt #67047
3/16/2022	2021-2022 Spring FFA Affiliation Fee Students Billed: 59	\$533.95		PDF Invoice #66517
3/14/2022	2022 State FFA Convention Event Chapter Fee: \$300.00 Event Confirmation #11452	\$300.00		PDF Invoice #66354
11/1/2021	Payment/Credit Invoice #60647		(\$877.85)	PDF Receipt #61481
10/14/2021	2021-2022 Fall FFA Affiliation Fee Students Billed: 97	\$877.85		PDF Invoice #60647
3/29/2021	Payment/Credit Invoice #57096		(\$150.00)	PDF Receipt #57925
3/9/2021	State FFA Convention - Chapter Registration for In-Person Sessions Event Confirmation #11204	\$0.00		PDF Invoice #57390
3/5/2021	93rd Georgia FFA Virtual Convention Chapter Registration Fee	\$150.00		PDF Invoice #57096
	Payment Due: April 15, 2021			
11/3/2020	Payment/Credit Invoice #53924		(\$796.40)	PDF Receipt #54182
10/26/2020	2020-2021 Fall FFA Affiliation Fee Students Billed: 88	\$796.40		PDF Invoice #53924
2/24/2020	2020 State FFA Convention	\$0.00		PDF Invoice #51087

MANAGING YOUR PORTAL

event REGISTRATION

Register for events from the Event Registration page. Students must be on your FFA Roster in order for them to populate on the drop down menu to be assigned to an event.

CDEs/LDEs

CONFERENCES/CONVENTIONS

REGION EVENTS



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

Georgia Ag Ed Online

Welcome

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 Go to Declaration/Certification Go to Degree/Application Manager

August COLT Conference Registration

Name	Price	Openings	Quantity	Sub Total	
Male Student Registration	\$60.00	No Max	0	\$0.00	Edit
Female Student Registration	\$60.00	No Max	0	\$0.00	Edit
Advisor Registration	\$60.00	No Max	0	\$0.00	Edit
T-Shirt Sizes	\$0.00	No Max	0	\$0.00	Edit
Extra T-Shirts	\$10.00	No Max	0	\$0.00	Edit
Non-Advisor Chaperones	\$0.00	No Max	0	\$0.00	Edit
Bus Drivers	\$0.00	No Max	0	\$0.00	Edit
Early Bird Registration (Advisors and Students)	\$50.00	No Max	0	\$0.00	Edit
Night Owl Registration	\$40.00	No Max	0	\$0.00	Edit
Saturday Lunch Add on	\$10.00	No Max	0	\$0.00	Edit
TOTAL				\$0.00	

Submit Registration

Curriculum & SAE FFA Association GVATA Young Farmers Foundation Alumni FFA Camps

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Click on the event that you need to register for.

Click on **EDIT** to add to specific line items.

****If you cannot locate a student on the list, verify that they are on your FFA Roster.****

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

Georgia Ag Ed Online

Welcome

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 Go to Declaration/Certification Go to Degree/Application Manager

August COLT Conference Registration

[Back to Main Event Registration](#)

Female Student Registration

Registered

No people are registered for this item.

Available To Register

Only students who are currently state submitted FFA members on your Georgia FFA Roster will show in the drop-down.

Name [Register](#)

- Allen, Mason
- Alvarez-Vazquez, Axel
- Angin, Landon
- Bailey, Jimmy
- Bailey, Tolan
- Banks, Trinity
- Barrier, Cortez
- Bassett, Hannah
- Birdsong, Jaylen
- Blackburn, Maddie
- Boatright, Gabby
- Boddie, Malesia
- Bray, Morgan
- Brewster, Harley
- Brown, Carlos
- Campbell, Jisho
- Carston, Tyreeq
- Cea, Christian
- Cindrick, Lexi
- Clemons, Kymori
- Cockfield, Desmond
- Cofield, Shakyla
- Comerford, Logan
- Comerford, Mattie
- Cooper, Alisha
- Copeland, Ja'Kha
- Cotton, Don
- Crites, Kennedy

Curriculum & SAE FFA Association GVATA Young Farmers Foundation Alumni FFA Camps

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To register students, choose from the dropdown menu, click their name, and then click REGISTER.

Once you've registered everyone - **SUBMIT REGISTRATION**

EVENT REGISTRATION

MANAGING YOUR PORTAL

degree/application MANAGER

Access all degrees and applications linked to your chapter.

Teachers are only able to create National Chapter Award applications.

Students must create their Degree and Proficiency applications, but once they're created, the teacher has access to them.

****Students must have a MyFFA.org account in order to create a degree or proficiency application.****

The screenshot shows the 'Degree/Application Manager' web portal. At the top, there is a navigation bar with the FFA logo and the text 'Visit FFA.org'. Below the navigation bar, the page title 'Degree/Application Manager' is displayed. The main content area is divided into several sections:

- Left Sidebar:** Contains navigation links: 'Go to FFA.org', 'Go to AET', 'Student Help', 'Teacher Help', 'AET Classroom', 'Ask AET a Question', and 'Sign Off'.
- Form Section:** Titled 'Add New Chapter-level Application: ?'. It includes a dropdown menu for '(Choose Application to Add)', an 'Add' button, and a 'Student Finder' dropdown menu with options like 'All Students', 'Grade Levels', 'FFA Membership', and 'Custom Groups'. There is also a 'Review Existing Applications by Type' dropdown and an 'Ending Date' dropdown.
- Submission Lists & Feedback:** A section containing a table of application submissions.

The table below is a representation of the data shown in the 'Submission Lists & Feedback' section:

Interactive Application				Last Saved		
Application	Created	Student	Type	Version #	Date	Not Met
Application Delete	3/21/2022	(Chapter Application)	National Chapter Award (Starting 2021-22)	1316708	3/25/2022	0
Application Delete	3/5/2021	(Chapter Application)	National Chapter Award (Obsolete) 2021	1165272	3/29/2021	11
Application Delete	2/26/2019	(Chapter Application)	National Chapter Award (Obsolete) 2019	870035	4/8/2019	10
Application Delete	3/4/2018	(Chapter Application)	National Chapter Award (Obsolete) 2018	646980	3/6/2018	11
Application Delete	3/29/2017	(Chapter Application)	National Chapter Award (Obsolete) 2017	644904	3/4/2018	11
Application Delete	1/30/2017	(Chapter Application)	National Chapter Award (Obsolete) 2017			
Application Delete	3/28/2016	(Chapter Application)	National Chapter Award (Old/Obsolete)			
Application Delete	1/19/2016	(Chapter Application)	National Chapter Award (Old/Obsolete)			
Application Delete	1/10/2019	Blackmon, Mizya	Georgia FFA State Degree	758180	1/17/2019	0
Application Delete	1/19/2016	Brown, Quinten	American Degree			
Application Delete	1/7/2015	Brown, Quinten	National Proficiency Application Wildlife Mgmt	787803	1/31/2019	8
Application Delete	1/7/2015	Brown, Quinten	National Research Proficiency Application AgSci Research - Animal Sys	1084184	1/19/2021	9
Application Delete	12/6/2017	Bryant, Jared	Georgia FFA State Degree	641742	3/1/2018	0
Application Delete	12/6/2017	Bryant, Jared	Georgia FFA State Degree			
Application Delete	12/4/2017	Bryant, Jared	Georgia FFA State Degree			
Application Delete	12/6/2017	Chappell, Justin	Georgia FFA State Degree	760170	1/18/2019	0

questions?
LET US HELP.