



Quick Reference Guide for Experienced Users – Online System 1.2

STUDENT MEMBER INFORMATION – Renewing Members

Menu path: Membership System>Use>Student Member Information

1. Enter FFA Chapter ID (if not pre-populated for you)
2. Chose Membership date ranges through By current or previous years: box at bottom
 - Current – Only current active members will appear
 - Current – 1, 2, 3 or 4 Year – Current members plus that number of year's expired members

NOTE: Once the search is complete, this field returns to reading Current Year
However, actual years presented will be illustrated in the 2 date field boxes above
3. Click hyperlinked name of first student in list
4. Click on Membership Tab
5. Scroll down to Membership Type and Demographics box
6. IF RENEWING THIS STUDENT
 - a. Click yellow + button (upper right corner) of Membership Type & Demographic box
This will add a new page on top of original page. This new page will have the current date filled in the effective date box. The numbers directly above the + on the blue bar will change (i.e. 1 of 1 will now be 1 of 2, 1 of 4 will now be 1 of 5, etc.).
This new page has the same data as the original page except for the effective date entry box. It should show that day's date.
 - b. In the now blank FFA Membership Types box, enter the renewing member type
 - M – One Year Membership
 - T – Three Year Membership
 - F – One plus three year (4 year) Membership

NOTE-You must be on most current effective dated record (i.e. the one with the current date in the effective dated field)
 - c. Click yellow SAVE button
7. FOR STATES WITH MANDATORY STATE REQUIRED FIELDS
 - a. Click on State Required Tab
 - b. Make the appropriate entry in the box as designated by your state
 - c. Click yellow SAVE button
8. Make sure to update address changes on the General Tab by effective dating a new record, making the changes and SAVING the record.
9. IF NOT RENEWING THIS STUDENT NO ACTION IS NECESSARY – Simply leave this student's page/record as is. The membership type will be an "X" when the record expires.
10. RAPID RENEWAL ENTRY FEATURE
 - a. Complete first displayed student record as per above
 - b. Scroll to bottom of Membership Tab page
 - c. Click on yellow NEXT IN LIST button
This will bring up the next student from the original search list.

NOTE – If present and past chapter member numbers exceed the 300 allowable search, you can narrow your search by using the "> or =" drop down search box and entering the first letter of a last name group. In searches, '%' is a wildcard designation for PeopleSoft search processes. For example, if "W%" was entered in the LAST NAME search field it would bring up last names like Wilson, Wilcox, West, Webber, Webster, etc.

Fields with magnifying glass icons need entries from a predetermined list. To access the list, click on magnifying glass icon and subsequently click on the SEARCH field for a display of the list.

Fields with drop down arrows require entries selected from the drop down list.