



Quick Reference Guide for Experienced Users – Online System 1.2

UPDATING STAFF & PARTNERS

Menu path: Membership System>Use>Staff and Partners

1. Enter FFA Chapter ID (if not pre-populated for you)
NOTE: Search results should present all Chapter staff and partners (current & expired)
If there is only one staff/partner in a chapter's list, you will skip the search screen and move directly to the Staff/Partner record.
2. Click hyperlinked name of Staff/Partner in list.
3. Click on PERSONAL Tab.
4. Scroll down to Membership Type and Demographic box.
5. IF RENEWING STAFF & PARTNER MAGAZINE SUBSCRIPTION
 - a. Click + on upper right corner of Membership and Demographic Information box
This will add a new page on top of the original page. This new page has the same data as the original page except for the effective date (that day's date). 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.).
 - b. In the FFA Membership Types box, enter the renewing member type:
K – One Year Subscription
N – Active Staff and Partner Entry – no magazine
X – Inactivate Staff and Partner Entry
NOTE-You must be on the most current effective dated record (i.e. the current date).
 - c. Fill in all required fields, click yellow SAVE button.
6. Make sure to update address changes on the General Tab by effective dating a new record on that page, making the changes and SAVING the record.
7. IF NOT RENEWING THIS STAFF AND PARTNER NO ACTION IS NECESSARY – Simply leave this Staff/Partner page as is. The membership type will be an "X" when the record expires.
8. RAPID RENEWAL ENTRY FEATURE
 - a. Complete first displayed Staff/Partner record as per above.
 - b. Click on the yellow NEXT IN LIST button at the bottom of the page. This will bring up the next student from the original search.
 - c. Or click on RETURN TO SEARCH to go back to the original list.

ADDING NEW STAFF AND PARTNERS

Menu path: Membership System>Use>Staff and Partners

1. Click on the ADD A NEW VALUE Tab.
2. Click on yellow ADD button.
3. Click on GENERAL TAB and enter your Chapter ID (if not pre-populated for you).
4. Enter Staff & Partner last name, first name, address, and all applicable fields (* required).
5. Click on PERSONAL Tab.
6. Enter FFA Member Type and all applicable fields.
7. Scroll to the bottom of the page - Click yellow SAVE button.

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

Fields with a drop down arrow require entries selected from the drop down list. Click on the arrow for list.