



Quick Instructions for Experienced Users – Online System 1.2

CHAPTER ROSTER WORKSHEET

This report will give you a printout similar to that of the old paper roster of your chapter.

Menu Path: Membership System>Reports>Chapter Roster Worksheet

1. All fields should be automatically filled in except for the Expiration Date.
2. Fill in the desired expiration date.
For example: if you want a worksheet with the students from the 2005-06 school year you would enter an expiration date of 08/31/2006. Membership year ends on the 31st of August.
3. Click yellow RUN button on the top right of your screen.
4. When new screen appears, make sure that FFA3009 has a check mark in the preceding box and the TYPE is Web and FORMAT is PDF.
5. Click OK.
6. Once returned to the previous screen, click the blue PROCESS MONITOR link in the upper right corner.
7. On the next screen, click the yellow REFRESH button until SUCCESS appears under Run Status in the middle of the page.
8. Click the blue DETAILS link next to SUCCESS.
9. Once the new screen appears, click the blue VIEW LOG/TRACE link.
10. On the next screen, click the blue FFA3009_?????.PDF link.
11. A PDF report of your current roster should appear shortly. This can be saved and printed. Use the print icon on the PDF screen to print.
12. If for some reason the pdf format does not print properly, re-run the above process but substitute RTF as the FORMAT and then print.

STUDENT DATA ENTRY WORKSHEET

This report will give you a data sheet that you can use to gather membership information from your students. It comes pre-printed with the information that we currently have in our database. It will print one printout for each student in the chapter.

Menu Path: Membership System>Reports>Student Data Entry Worksheet

1. All fields should be automatically filled in except for the Expiration Date.
2. Fill in the desired expiration date.
For example: if you want a worksheet with the students from the 2005-06 school year you would enter an expiration date of 08/31/2006. Membership year ends on the 31st of August.
3. Click on the yellow RUN button.
4. When new screen appears, make sure that FFA3009 has a check mark in the preceding box and the TYPE is Web and FORMAT is PDF.
5. Click OK.
6. Once returned to the previous screen, click the blue PROCESS MONITOR link in the upper right corner.
7. Click the yellow REFRESH button until SUCCESS appears under Run Status in the middle of the page.
8. Click the blue DETAILS link next to SUCCESS.
9. Once the new screen appears, click the blue VIEW LOG/TRACE link.
10. On the next screen, click the blue FFA3009_?????.PDF link.
11. A PDF report should appear shortly. This can be saved and printed. Use the print icon on the PDF page to print the worksheets. It will print one page per student. If for some reason the pdf format does not print properly, re-run the above process but substitute RTF as the FORMAT.