

Excel Template - Experienced User's Quick Reference Guide

Steps for Adding **New Members/Roster**

(Use the TAB button to move from cell to cell)

Enter new students in the first empty row after the renewing students on the Roster page.

1. Enter status code "AR"
2. Tab will skip FFA Id # (this will be added after uploading) and go to Member Type. Enter the correct member type for that student.
M – regular 1-year
T – regular 3-year
F – regular 3-year +1
K – subscription only
3. Enter student's address. If the address is not known, enter the school's address. (Do not put "in care of advisor")
4. Enter student's grade for that current school year.
5. Enter correct birth date (please enter as: MM/DD/YYYY).
6. Enter as much of the remaining information as you can.
7. Enter the next student*.
8. Each member should have both a status code and a member type. No blank cells in required fields.
AR (status code) + M, T, F (member types) = Active Member

*** Special Note: in case of a student with an apostrophe in their name (ex: O'Brien) use a tilde (`) instead. It's found to the left of the 1 key on your keyboard. The excel program uses apostrophes to lead into a command, so it gets confused when it sees one!**

Remember to **save** your work!

Finishing Roster Checklist:

- Returning students checked for accuracy and proper status code
- New students added
- Birth dates verified, must be MM/DD/YYYY (this helps us with duplicate names)
- Every AR has a member type and data to go with it/no empty required cells
- Sort roster for duplicates

Click on "Sort by Name" and check for duplicate names. A member's name should only appear on the roster once!

You've now completed the roster pages! Your total page should reflect the number of students that you have listed in your roster. If the numbers don't match what you thought you had, make sure that each student has both a status code and a member type (AR + M, T or F = member). A student's name should only be listed once on the roster page.