

## Excel Template - Experienced User's Quick Reference Guide Steps for **Renewing Members/Roster**

Open previously saved template and go to Roster tab.

Feel free to sort students by name, grade or member type to help in your processing of returning students. Use the TAB button to move from cell to cell.

1. Check Status code: If student is still active, use AR code (and move to #2).

If student has left FFA, enter status code to explain why, and then leave rest of the line alone (**DO NOT** delete information or put another student's information with an id number that's not theirs!). Move to the next student on the list.

DR – don't renew

DE – deceased

DS – disciplinary

M – moved

2. Remember: The FFA Member Id # is specific to one member for their whole career with FFA.
3. Check Member Type: M – regular 1-year  
T – regular 3-year  
F – regular 3-year +1  
K – subscription only
4. Verify that the address information is correct. If student has moved but is still in your chapter, just enter new address over the old. If a student has transferred to another chapter contact your state office for instructions.
5. Verify grade for that current school year.
6. Verify that the birth date was entered correctly (MM/DD/YYYY)  
01/01/1900 is the default date that the computer uses when it doesn't know the correct date. Please change to the correct date if known, if not, leave as is.
7. Make any changes to FFA related questions (change in office, SAE, etc...)
8. Does the student go by a nickname?
9. Once done, go on to the next student\*.
10. Each member should have both a status code and a member type. No blank cells for required fields.  
AR (status code) + M, T, F (member types) = Active Member  
DR, DE, DS & M (status code) = Inactive Member (leave rest of info as is).

**\* 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!**

Make sure to **save** your work as you go along!