



Quick Instructions for Experienced Users – Online System 1.2

CHAPTER ROSTER APPROVAL

Menu Path: Membership System>Process>Chapter Roster Approval

1. FFA Chapter number should be filled in (if not, enter your Chapter number)
2. Click on yellow SEARCH button
 - a. A listing of all members that have been renewed or added will be displayed.
3. To approve each Member or Staff & Partner either:
 - a. Click on the APPROVE ENTIRE CHAPTER button.
 - b. Or check each box separately under Select for Batch on the row by the student member or staff & partner name.

NOTE: If there are duplicates or individuals you do not wish to approve, do not click on the box by their name.

4. Click yellow SAVE button.

NOTE – SAVE automatically submits the checked members and staff & partner records on to your State for approval. There is no longer a second processing step necessary for your roster submission.

PRINTING A CHAPTER ROSTER

Menu Path: Membership System>Reports>Chapter Roster

1. Enter your Run Control ID –
 - a. Click yellow SEARCH button for a list of previously created Run Control Ids.
 - b. Click on the name from the list that was last used to create a Chapter Roster.
 - c. If you have not run a Chapter Roster before, create a Run Control ID by clicking on the ADD A NEW VALUE Tab on the Chapter Roster page.
 - i. Enter the Run Control Name you want to use (i.e. ROSTER_REPORT or ROSTER) NOTE – No spaces are allowed in the name.
 - ii. Click the yellow SAVE button when the next screen appears.
2. If not pre-filled, enter your chapter number when the next screen appears.
3. Leave the batch number blank to see all active members and staff & partners for the current year.
4. Click yellow RUN button in the upper right corner.
5. When new screen appears, make sure the CHAPTER ROSTER LIST has a check mark in the preceding box and the TYPE is Web and FORMAT is PDF.
6. Click OK.
7. Once returned to the previous screen, click the blue link PROCESS MONITOR in the upper right corner.
8. Click yellow REFRESH button until SUCCESS appears under RUN STATUS.
9. Click the blue DETAILS link next to SUCCESS.
10. Once the new screen appears, click the blue VIEW LOG TRACE link.
11. When the next screen appears, click the blue FFA3005_?????.pdf link.

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 the roster.

NOTE – 2 right columns on roster show Batch Number and Batch Status (codes below)

AA – Advisor Approved

SA – State Approved

NA – National Approved

0 - Not yet submitted for Advisor Approval



CREATING DOCUMENTATION FOR CHAPTER MEMBERSHIP PURCHASE ORDERS

Menu Path: Membership System>Reports>Chapter Roster

1. Follow steps 1 and 2 above.
2. Enter BATCH NUMBER for Member/Staff & Partner batch desired.
3. Follow steps 4 through 11 above.

A PDF report of your current roster should appear shortly. This can be saved and printed. This report contains summary billing information for National and State dues owed for the Members/Staff & Partner in that particular batch.

NOTE – Each group/roster of names that are SAVED in the Chapter Roster Approval process will produce an individualized batch number.