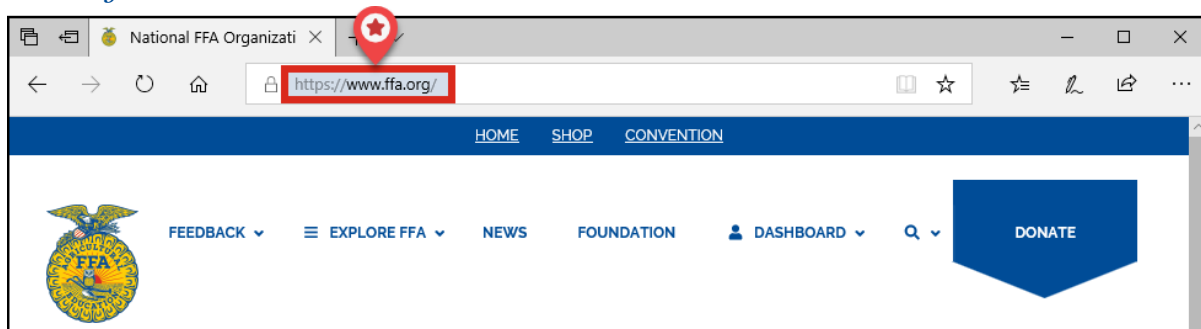# How to Request Administrative Access to a Chapter

Created: 10/2018
Updated: 2/2019

Brand-new and transitioning teachers/advisors and/or alumni leaders can request administrative access to a chapter via an online application.

GETTING STARTED

Where to begin:

Things to understand:

FFA.ORG ACCOUNT IS REQUIRED

An FFA.org account is required to access the application. If you are not already logged in to FFA.org, you will be prompted to log in when you click the application link. If you do not have an FFA.org login, you will be required to create one to move forward.

WHO CANNOT USE THE ONLINE APPLICATION?

The following states require their **teachers/advisors** to contact their state FFA association for chapter administrative access: **California**, **Georgia**, **Indiana** and **Texas**. As a result, these states are <u>not available</u> in the online application.

REQUIRED INFORMATION

Certain information is required by national and/or state. If you attempt to submit your request without the required data, the system will prompt you to enter the required data. A message will appear at the top of the screen, listing the missing data points.

Teachers/Advisors
- *National-required data*
  - First Name and Last Name
  - Address with City, State and ZIP Code
  - Date of Birth (*MM/DD/YYYY*)
  - Email
  - Work Phone
  - Former FFA Member - Yes/No question
- *State-required data*
 - Varies by state – You may be prompted to enter additional information after clicking **Submit Request**

Alumni Leaders

- ***National-required data***
  - First Name and Last Name
  - Address with City, State and ZIP Code
  - Date of Birth (*MM/DD/YYYY*)
  - Email
  - A Phone Number of any type
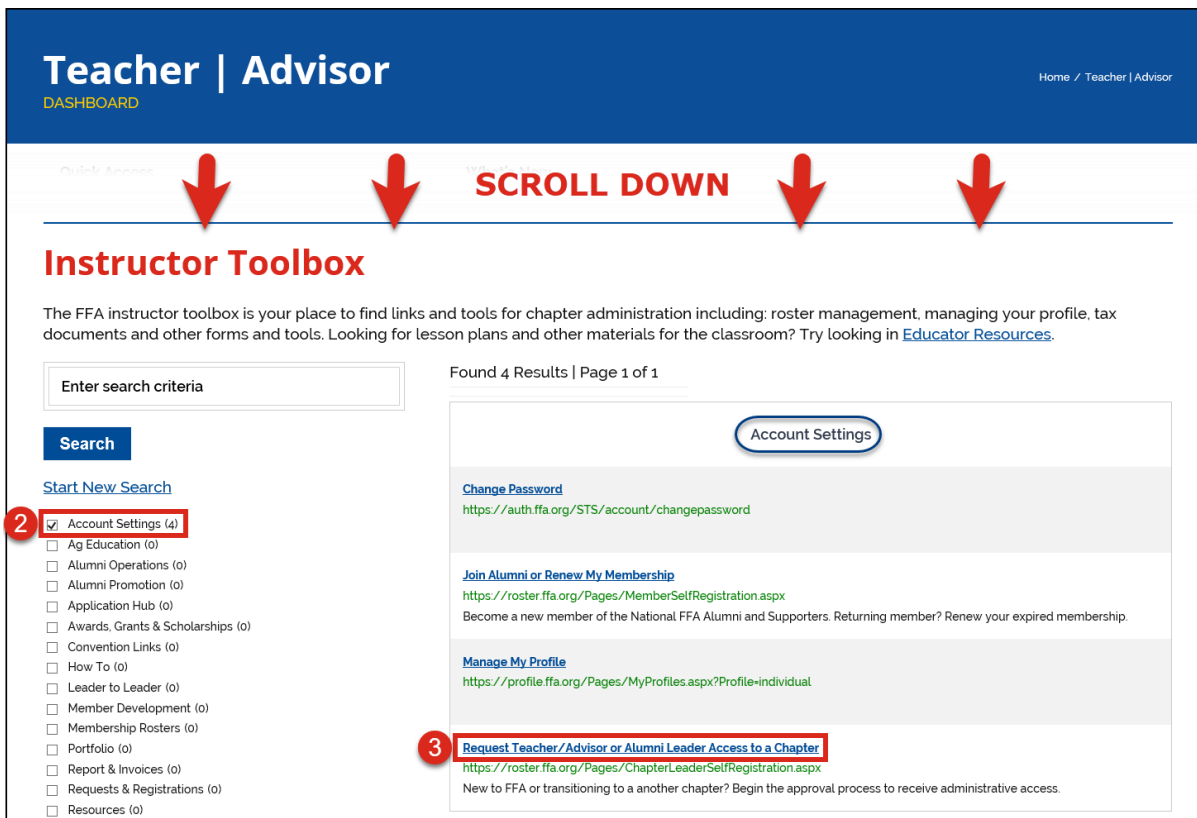- ***State-required data***
  - None at this time

STEP ONE – LOCATE APPLICATION

Here is how to get to the application:

1. In *FFA.org*, hover your cursor over or click the *Dashboard* and select your role (*i.e., Teacher/Advisor or Alumni Leader*) from the drop-down menu.
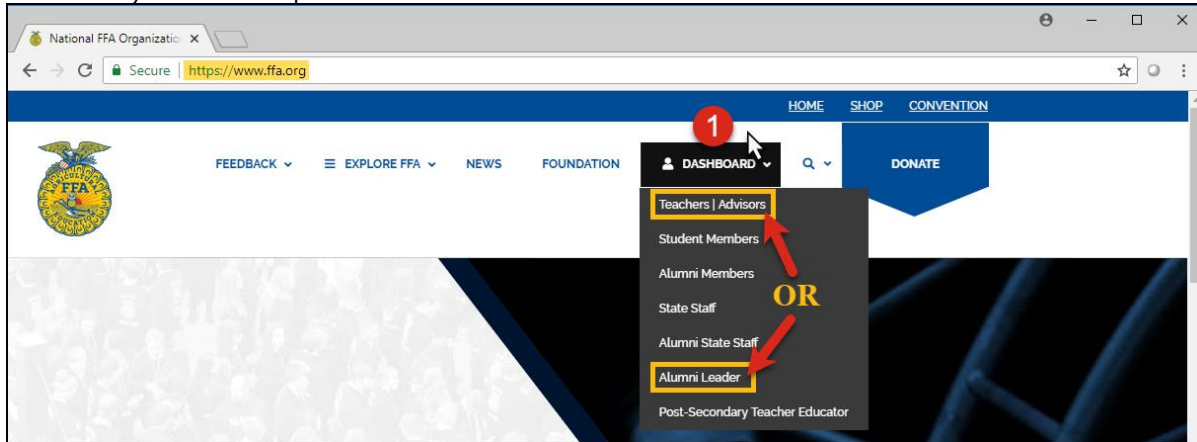
2. In your *Toolbox*, select **Account Settings**
3. Under *Account Settings*, click **Request Teacher/Advisor or Alumni Leader Access to a Chapter**

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STEP TWO – SIGN IN TO FFA.ORG OR CREATE AN FFA.ORG LOGIN

To access the application, you will need to log in to FFA.org.

1. Click **Log in or Sign up**

2. Next
   a. If you have an <u>existing</u> FFA.org login, enter your **Username** and **Password**, and then click **Log in**
   b. If you do not have an FFA.org login, click **Sign up** to create an account

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STEP THREE – COMPLETE APPLICATION AND SUBMIT

Once logged in, complete the following sections of the application and submit your request.

Register:

Identify your role type and chapter.

1. Select **Teacher/Advisor** or **Alumni Leader** – The default is *Teacher/Advisor*
2. Verify the current **Membership Year** is selected – The default is the *current* Membership Year
3. Select your **State**
4. Select your **Chapter**

Personal Information:

Enter your name, date of birth and contact information.

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Mailing Address:

Enter *your* mailing address.
1. Enter a valid ZIP Code
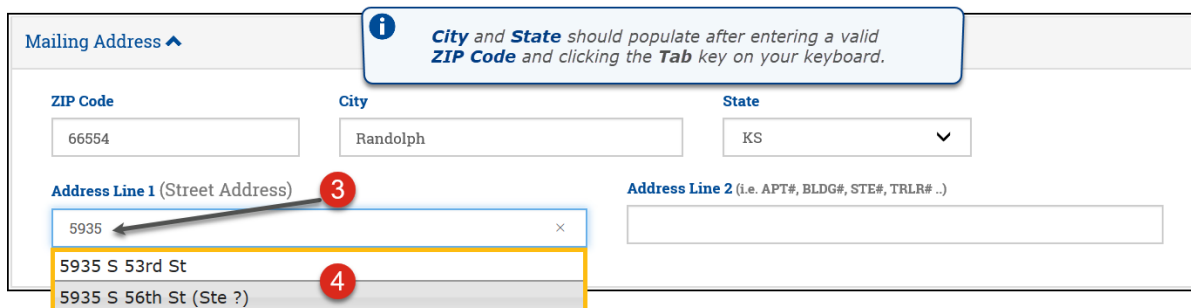
2. Click the **Tab** key ( ) on your keyboard – If the ZIP code is found, the system will populate the **City** and **State** fields
3. Begin typing a valid **Address Line 1** – The system will try to help you find it
4. If found, select the correct address from the list of choices
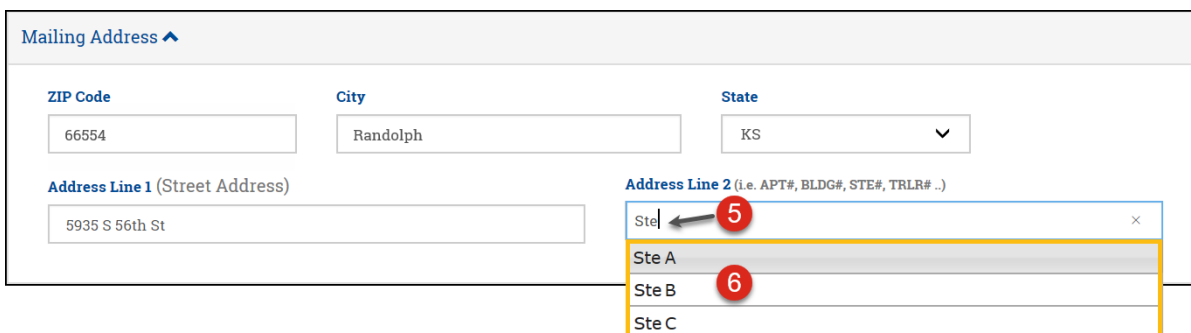
5. Begin typing a valid **Address Line 2** (*if necessary*) – The system will try to help you find it
6. If found, select the correct APT#, BLDG#, STE#, TRLR#, Lot#, etc. from the list of choices

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Additional Information:

Items displayed in this section depends upon the selected *Leader Type* (i.e., Teacher/Advisor or Alumni Leader) and *State*. Please provide as much information as possible. National FFA requires the "*Are you a former FFA member?*" question to be answered. However, other fields may be required by your state. As a result, you may be prompted to enter additional information after clicking "Submit Request".

After clicking **Submit Request**, watch for a green success message at the top of the screen.

Questions/Concerns

If you have any questions or concerns, please contact the National FFA Membership Team at membership@ffa.org or 888-332-2668, option 3.

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