



NATIONAL
FFA ORGANIZATION

Chapter Management ?

How to Request Administrative Access to a Chapter

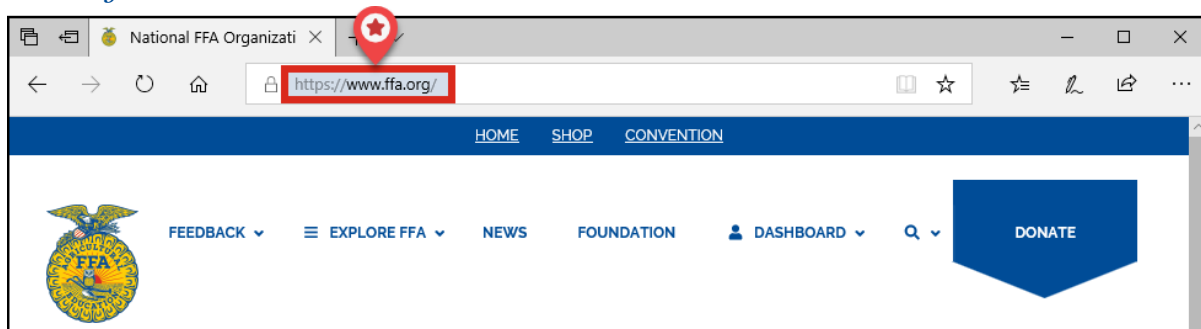
Created: 10/2018

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 not available 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**

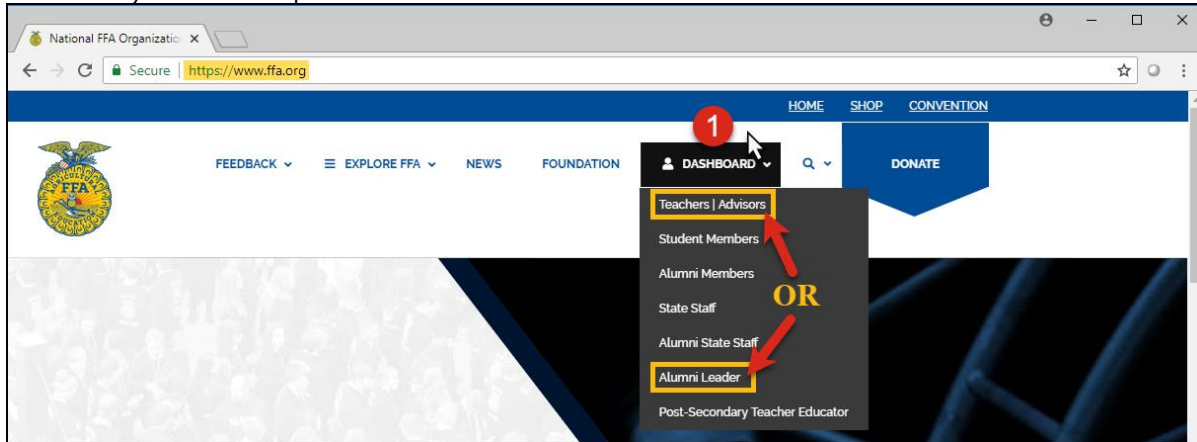
Alumni Leaders

- **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

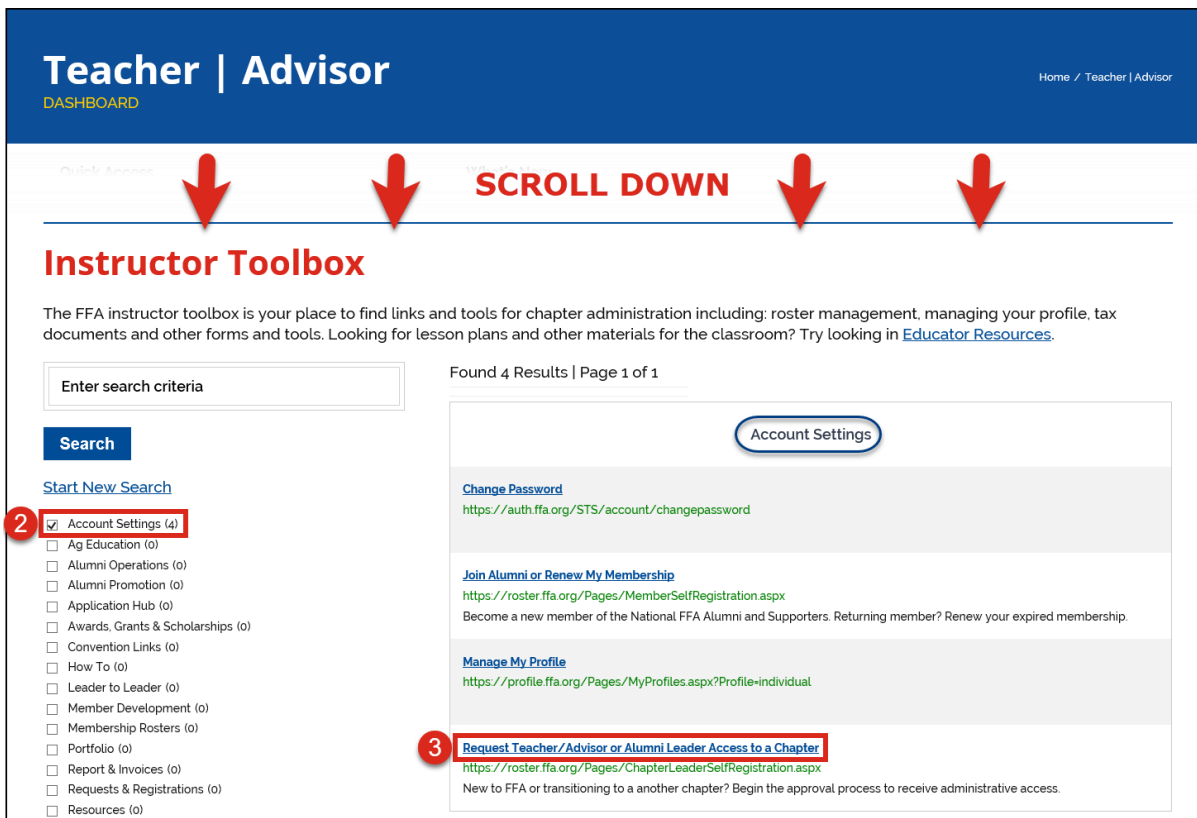
STEP ONE – LOCATE APPLICATION

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**



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 existing 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

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**

The screenshot shows the 'Self-Registration' form. At the top, a yellow banner reads 'Self-Registration'. Below it, a grey box contains the text: 'To register as Teacher/Advisor, please complete the information below and submit your request. Upon submission, your state staff must approve your request before you are an official local leader.' The 'Register' section has four fields: 'Leader Type' with radio buttons for 'Teacher/Advisor' (selected) and 'Alumni Leader'; 'Membership Year' with a dropdown showing '2018-2019'; 'State' with a dropdown menu showing a list of states (HI, IA, ID, IL, KS, KY, LA, MA, MD, ME, MI, MN, MO) with 'KS' selected; and 'Chapter' with a dropdown menu showing a list of chapters (KS0001 - Abilene FFA, KS0018 - Altoona-Midway FFA, KS0058 - Anderson County FFA, KS0041 - Atchison County FFA, KS0010 - Atwood FFA, KS0202 - Axtell FFA, KS0241 - Belle Plaine FFA, KS0005 - Beloit FFA, KS0149 - Blue Valley FFA, KS0232 - Bluestem FFA, KS0198 - Brewster FFA, KS0223 - Bucklin FFA, KS0019 - Buhler FFA) with 'KS0149 - Blue Valley FFA' selected. A red callout box with a warning icon and text states: 'Teachers/Advisors from the following states must contact their state FFA association: California, Georgia, Indiana and Texas. As a result, these states are not provided on the state drop-down menu.' Red callout numbers 1, 2, 3, and 4 point to the Leader Type, Membership Year, State, and Chapter fields respectively.

Personal Information:

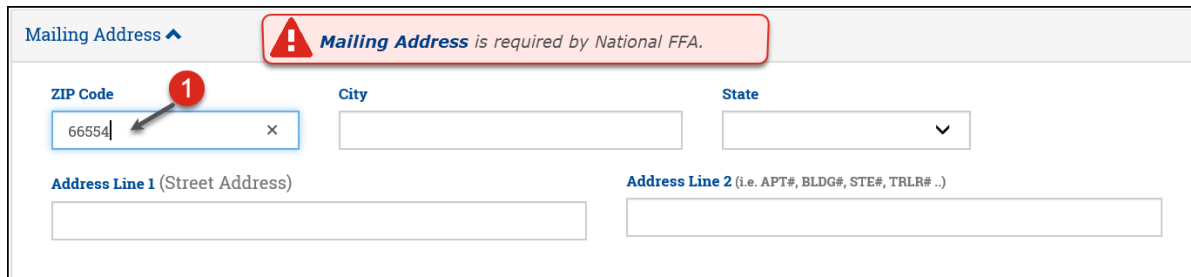
Enter your name, date of birth and contact information.

The screenshot shows the 'Personal Information' form. At the top, a red warning box with a warning icon and text states: 'First Name, Last Name, Date of Birth, Work Phone and Email are required by National FFA.' The form has several fields: 'Prefix' (Mrs.), 'First Name' (Ruth), 'Middle Name' (Elly), 'Last Name' (Mills), 'Suffix' (empty), 'Date of Birth' (3/3/1993), 'Mobile Phone' ((168) 906-8621), 'Mobile Carrier Type' (AT&T), 'Home Phone' ((168) 895-7510), 'Work Phone' ((168) 784-6409), 'Ext.' (1234), and 'Email' (5DCA23B2@agriculture.agriculture). A yellow note box with a warning icon and text states: 'Your state may require other fields (e.g., Mobile Phone and Home Phone). After clicking "Submit Request", you may be prompted to enter additional data required by your state.'

Mailing Address:

Enter your mailing address.

1. Enter a valid ZIP Code



Mailing Address ^


ZIP Code 66554 x

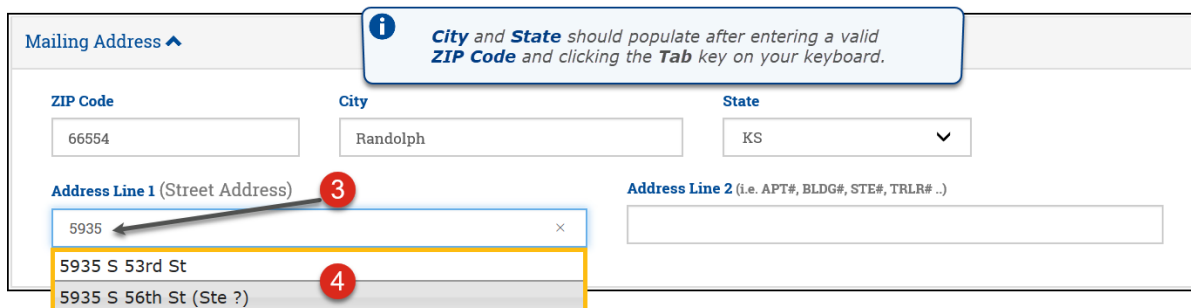
City

State

Address Line 1 (Street Address)

Address Line 2 (i.e. APT#, BLDG#, STE#, TRLR# ..)

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



Mailing Address ^

ZIP Code 66554

City Randolph

State KS

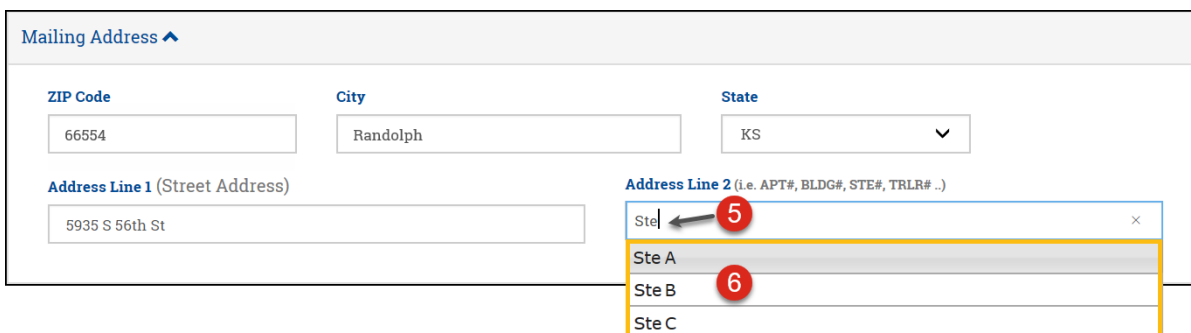
Address Line 1 (Street Address) 5935

Address Line 2 (i.e. APT#, BLDG#, STE#, TRLR# ..)

5935 S 53rd St

5935 S 56th St (Ste ?)

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



Mailing Address ^

ZIP Code 66554

City Randolph

State KS

Address Line 1 (Street Address) 5935 S 56th St

Address Line 2 (i.e. APT#, BLDG#, STE#, TRLR# ..) Ste

Ste A

Ste B

Ste C

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".

Additional Information

Items in the **Additional Information** section may vary based on the selected **Leader Type** (i.e., Teacher/Advisor and Alumni Leader) and **State**. After clicking "Submit Request", you may be prompted to enter additional information.

Gender

Female

Race/Ethnicity

White, Non-Hispanic

Highest Degree Completed

Bachelor's

Current Degree Enrolled

Select

Was your bachelors in Ag Ed? If not, enter your college major

☐ Yes ☒ No

- Ag Science

Total # of Years Teaching Ag Ed (including this year)

2

First Year of Teaching

2017

Extended contract days

30

Extra duty pay for FFA

1000.00

Age Range

20-29

Retirement Eligibility

10+ years

Current employment status for Ag Ed duties

Full Time

Are you a former FFA member?

☐ Yes ☒ No

Do you have membership with your State Ag Ed Assoc. this year?

☒ Yes ☐ No

What CASE courses are you certified to teach?

☐ Introduction to Agriculture, Food, and Natural Resources (AFNR)
☐ Agricultural Power and Technology
☒ Food Science and Safety
☐ Agricultural Research and Development

☐ Principles of Agricultural Science - Animal
☐ Natural Resources and Ecology
☐ Mechanical Systems in Agriculture
☐ None

☐ Principles of Agricultural Science - Plant
☐ Animal and Plant Biotechnology
☒ Environmental Science Issues

In what subjects are you endorsed?

☐ Secondary Agriculture/Vocational Agriculture
☐ Transition to Teaching
☐ Out of State Ag Ed

☒ Secondary Biology/Science
☐ Emergency CTE Certification

☐ Building Leadership
☐ Praxis II

What certifications do you hold??

☐ Secondary Agriculture/Vocational Agriculture
☐ Transition to Teaching
☐ Out of State Ag Ed

☒ Secondary Biology/Science
☐ Emergency CTE Certification

☐ Building Leadership
☐ Praxis II

The "Are you a former FFA member?" field is required by National FFA. Your state may require other fields, which will vary by state.

Submit Request

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

Welcome Ruth | Sign Out

Help? QA

Your request to be Teacher/Advisor in chapter KS0149 - Blue Valley FFA has been successfully created and is awaiting approval from your state staff.

Self-Registration

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.