



# National FFA Alumni Association

## Quick Guide to submitting your Alumni Membership

### How to access the Alumni Portal:

1. Go to [www.ffa.org](http://www.ffa.org)
2. Click **My FFA Registration and Login** to sign into FFA.org (top right of page)
3. Open your **FFA Dashboard** (top right of page)
4. Under *My Account*, select **My Toolbox – Alumni Leader**
5. Under *Roster Tools*, select **Manage Roster**

### How to Add New Members:

1. Go to the **Add New Alumni** tab
2. Go to the **Add New Alumni Membership** section (lower portion of page)
3. Enter the required information (annotated by a red \*) for your first new member
4. Click **Save & Add Another**
5. Follow steps 3 and 4 for the rest of your new members
6. After entering all your new members, go to the **Pending Alumni** tab
7. Review the list and delete any duplicates
8. Select all the members and click **Create Membership & Approve Locally**
9. All your new members will appear on the **Active Roster**

### How to Renew Members:

1. Go to the **Expired Roster** tab
2. Click the blue circle beside “# Alumni Membership(s) found” to extend your view to 25 members per page
3. On Page 1 of the **Expired Roster**, click the check box (under Bulk column) for returning members
4. Under *Bulk Actions*, select a the **State Renewal Type** and **National Renewal Type**
5. Click **Renew National Membership** and then click **OK** when asked if you are sure you want to renew the members
6. Go to Page 2 on the **Expired Roster**, follow steps 3 through 5
7. All your renewed members will appear on the **Active Roster**

### How to Submit your Roster to State:

1. On the **Active Roster** tab, go to the *Bulk Actions* area (below list of members)
2. Click the checkbox for “Act upon all # alumni membership(s) in grid”
3. Select **Submit for State Approval**
4. Click **OK** when asked if you are sure you want to submit your members for state approval
5. A "success" message should appear at the top of the page with a link to a batch invoice

Once you have submitted your membership to the state for approval, make sure to print off your invoice and mail with your membership check to your state membership contact.