Quick Guide to submitting your Alumni Membership

How to access the Alumni Portal:
1. Go to 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.