

2020-2021 FFA Rosters

All completed on the ilaged.org website.

Complete your profile as the advisor. (Account Settings)

Select the courses that you are teaching – must be completed each year.

This area is found at the bottom of your profile page.

Be sure to add the following classes each year:

All Ag Classes Taken

Conflict (can only be used once during student's HS career)

Graduated

Student Roster (must be completed for each student either by you or the student may complete it themselves)

Select the student's name to renew (may need to check Inactive Students)

Select their Member Status

Complete their 2020-2021 Course Enrollment (once selected be sure to click Add Course)

Click Save Changes

If they are a new student, click the Add New Student button at the top of the list of active Students and complete their profiles.

Once you have all the student profiles updated and courses added, then go to the FFA Membership tab

If their profile information is complete, they should show up on the submitted members area. Double check and make sure they are correct, then click on the Submit Pending Membership.

Once submitted, you will then be asked for an administrator's name and e-mail address. They will receive an e-mail from notifications@ilaged.org to approve your members. (If you do multiple batches of submissions, they will get an approval to complete each time you submit members)

If you have any members in the pending submission area that are missing information, it will show up in red what information is needed for those members. Go to their profiles to complete that information and then submit their memberships. You can click on their name to get to their profile from that page.

An invoice will generate automatically every time you submit members. If your chapter is affiliated, you will only get the invoice once, it will be based on the previous year's membership totals. I will generate the affiliated invoices the first part of August.

Once your administrator has approved the roster, I will approve it to National FFA.

For you to log in to the National FFA website for any reason (roster questions, applications, Shop, etc.) – go through the ILAgEd website.

NOTE: Make sure that the member has their name information spelled correctly and in the correct format (capitalized first letter of each name only). We use the information as is from the roster for a lot of our data at the FFA Center, so the more accurate you are to begin with means more accuracy for us. This is also true anytime that we ask you to complete a Google document or other form for any applications or registrations.

Questions on rosters can be directed to Tammy Yard – tyard@illinoisffa.org – 217-753-3328 ext 106.