**Use the Roster for Yearly Membership and for Entering New Chapter Membership**

**Instructions for filling out the Alabama FFA Alumni Roster**

1. **Downloading**

* Open the excel document from the Alabama FFA Website.
* Put the cursor in the upper left hand cell (A1), highlight the top row (T1) or use “Control A” for the same effect. Next, paste onto a new excel document
* Save the new document to your computer and name it for your chapter (for example “Sand Rock FFA Alumni”)

1. **Filling out Roster/New Chapters**

* **Enter first and last name. (MI) is optional. Full address. Put all members as “annual”. Do not fill in anything else unless you want to put in the email addresses.**

1. **Filling out Roster/Yearly membership or Reactivation of a Chapter**

* Do not enter any members that you know or think might have ever been a member of your chapter on the first rows.
* For your “previous” members (last year or any time before), list their names at the bottom with a few spaces between new members and previous members (even if your chapter is inactive). First and last name is sufficient unless their address has changed.
* You do not have to fill out any information for previous members unless their address has changed.
* You must enter a first name
* Middle initial is optional
* You must enter a last name
* You must enter a Full address
* Affiliate id (alum plus the number). **If you don’t know this number leave it blank and I will enter it later**.
* You must put membership type annual or lifetime. Do not put lifetime unless they have paid to be a lifetime member-- all others will be annual. Associate members? Just put annual

1. **Save all of us some time**

**Do not for this year (while we are changing to affiliation) try to put any of the following:**

* **Ethnicity**
* **Race**
* **Gender**
* **Home**
* **Birthdate**
* **HS graduation year for associate member validation only**

1. **Email and attach it**

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