How to Request Administrative Access to a Chapter

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**

   ![Login Screen]

   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

   ![Sign Up Screen]

   **Did you know?**

   If you have an FFA.org login from when you taught at a different school or when were a member (student or alumni), you can use that same login.

   **Did you know?**

   Are you a former or current member (student or alumni - from 2013-14 to current year)? If so, during the account creation process, you may be able to link to your existing membership profile. To do so, you will need **ONE** of the following combinations:
   
   - Individual **Invite Code** and **Chapter Name/ID** (chapter in which you were/are a member)
   - **FFA ID** and **Last Name** (spelled exactly as in our roster system)
   - **Chapter Invite Code, First Name and Last Name** (spelled exactly as in our roster system), and **Chapter Name/ID** (chapter in which you were/are a member)

   Your state FFA association may be able to provide this information.
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

Personal Information:
Enter your name, date of birth and contact information.

First Name, Last Name, Date of Birth, Work Phone and Email are required by National FFA.

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

   ![ZIP Code Input Field]

2. Click the Tab key (Tab) 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.

   ![Address Line 1 Input Field]

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.

   ![Address Line 2 Input Field]
Additional Information:
Items displayed in this section depend 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".

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

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.