

## FFA Chapter Profile Guide

Revised: 12-14-2016



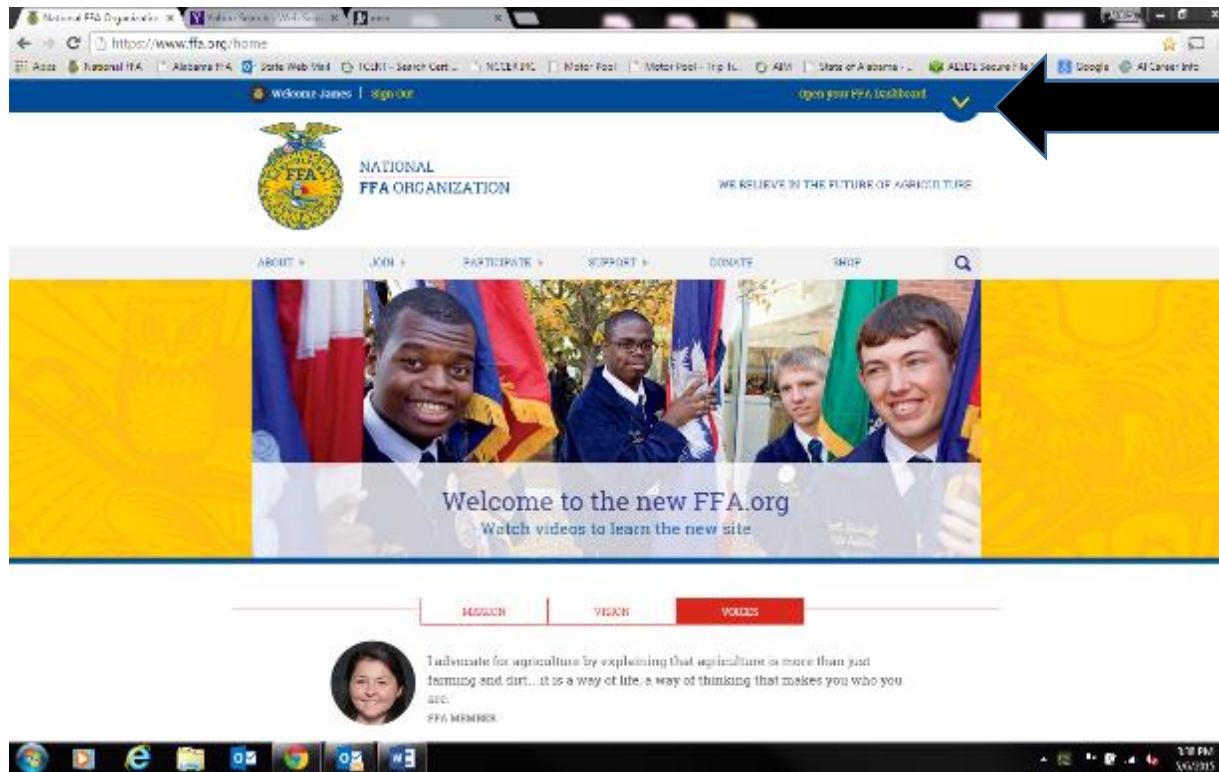
If you are a new Agriscience teacher or have moved schools, please contact Pam Kilpatrick or Andy Chamness for membership log in establishment or changes.

If you have lost or forgotten your username and/or password follow the on screen instructions on the My Registration and Log in page of [www.ffa.org](http://www.ffa.org).

Pam Kilpatrick – [skilpatrick@alsde.edu](mailto:skilpatrick@alsde.edu) (334) 242-9114

Andy Chamness – [jchamness@alsde.edu](mailto:jchamness@alsde.edu) (334) 242 -9114

**Step 1: Log on to [www.ffa.org](http://www.ffa.org)**



Click here to open your log in screen.

**Step 2: Log into ffa.org here using your username and password. *If you have forgotten your username click “forgot username”. If you know your username, but have forgotten your password click “forgot password.”***

MY FFA LOG IN

User name

Password

Sign In

[Forgot username?](#)  
[Forgot password?](#)

New to the FFA online experience?

Register today to enjoy all the benefits of the FFA online experience. Click the "start here" button below to begin the process.

[Start Here](#)

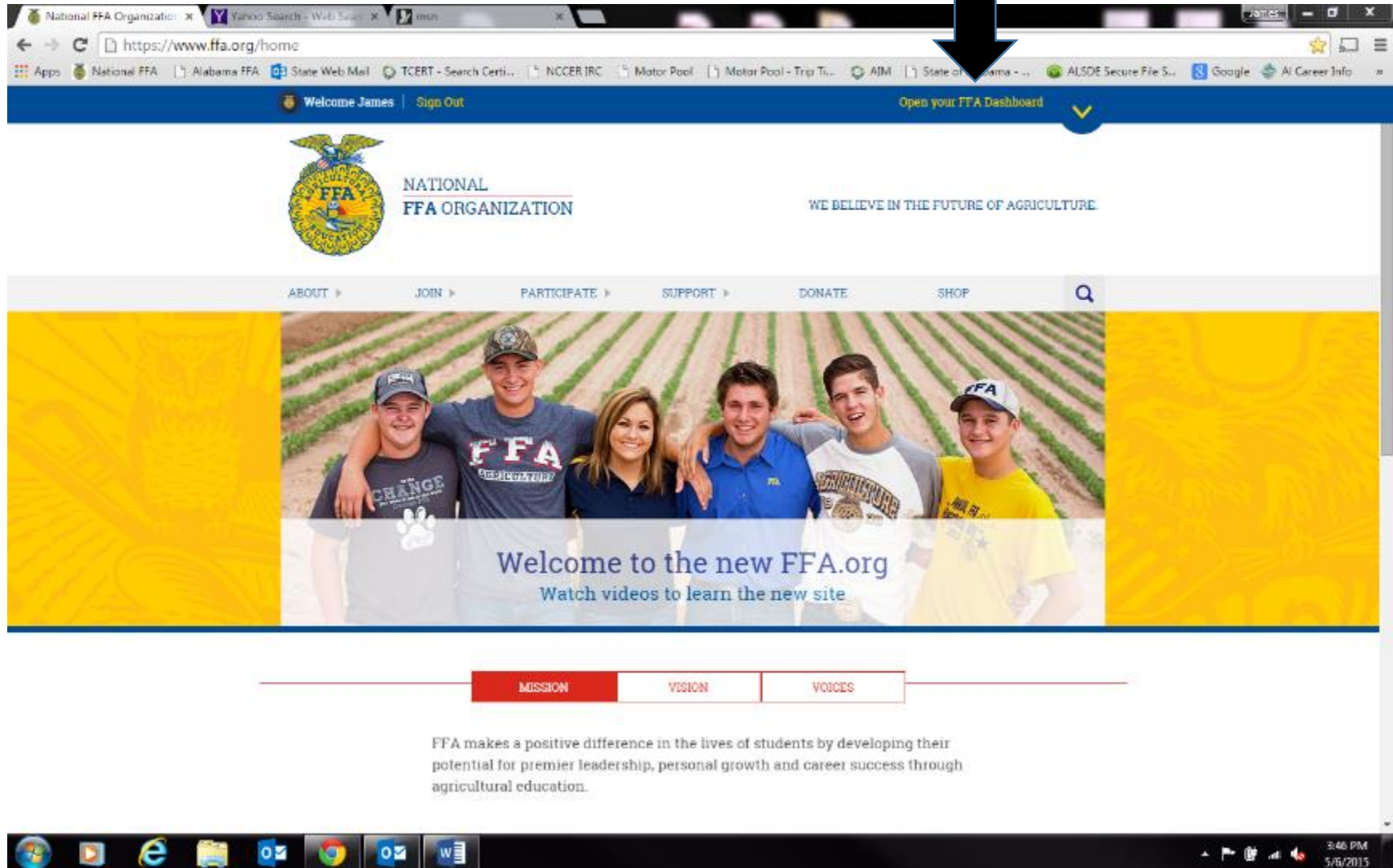
Welcome to the new FFA.org

[Watch videos to learn the new site](#)

MISSION VISION VOICES

Students whose lives are impacted by FFA and agricultural education will achieve academic and personal growth, strengthen American agriculture and provide leadership to build healthy local communities, a strong nation and a

Step 3: Once signed in click on “Open your FFA Dashboard”



The screenshot shows the FFA.org website interface. At the top, a blue navigation bar contains the text "Welcome James" and a link "Open your FFA Dashboard" with a downward-pointing arrow. A large black arrow from the instruction above points directly to this link. Below the navigation bar is the FFA logo and the text "NATIONAL FFA ORGANIZATION" and "WE BELIEVE IN THE FUTURE OF AGRICULTURE". A horizontal menu includes links for "ABOUT", "JOIN", "PARTICIPATE", "SUPPORT", "DONATE", and "SHOP". The main content area features a large banner image of six FFA members standing in a field, with the text "Welcome to the new FFA.org" and "Watch videos to learn the new site". Below the banner is a section with three tabs: "MISSION", "VISION", and "VOICES". The "MISSION" tab is selected, displaying the text: "FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education." The Windows taskbar at the bottom shows the time as 3:46 PM on 5/6/2015.



#### Step 4: Under “My Account” click “My Toolbox –Instructor”

The screenshot shows the FFA.org website's 'MY FFA DASHBOARD'. At the top, the browser address bar shows 'https://www.ffa.org/home'. The dashboard header is blue with the text 'MY FFA DASHBOARD'. Below the header, the user's profile is shown with a circular FFA logo and a name box. To the right of the profile is the 'CONTACT INFORMATION' section, which includes email addresses 'jhammco@abdc.edu' and 'jameschamness@gmail.com', and a phone number '(334) 242-6114'. A large black arrow points to the 'MY ACCOUNT' section, which contains a list of links: 'My Toolbox - Instructor', 'My Toolbox - Student', and 'User Profile'. The 'My Toolbox - Instructor' link is highlighted. To the right of the 'MY ACCOUNT' section is the 'MY MEMBER LINKS' section, which includes links for 'Register for ADC', '2015 Chapter Tee Winners', 'WLC Registration', 'My Journey', 'Give The Gift Of Blue', and 'Resources'. Further right is a red box with the text 'For security purposes, sign out and close your browser to end your session.' Below this is a video player titled 'HOW TO USE THE NEW FFA.ORG' with the text 'the new FFA.org' and a play button. At the bottom of the dashboard, there is a section titled 'watch videos to learn the new site' with a blue arrow pointing up. Below this is a navigation bar with three tabs: 'MISSION', 'VISION', and 'VOICES'. The 'VOICES' tab is selected. Below the navigation bar is a circular profile picture of Hope Baker, an FFA member, with the text 'When we put on our jackets, we become one big voice that makes people stop and listen... we make a difference! HOPE BAKER, FFA MEMBER'. The Windows taskbar at the bottom shows various application icons and the system clock indicating 3:48 PM on 5/6/2015.

https://www.ffa.org/home

MY FFA DASHBOARD

CONTACT INFORMATION

My Account

My Toolbox - Instructor

My Toolbox - Student

User Profile

MY MEMBER LINKS

Register for ADC

2015 Chapter Tee Winners

WLC Registration

My Journey

Give The Gift Of Blue

Resources

For security purposes, sign out and close your browser to end your session.

HOW TO USE THE NEW FFA.ORG

the new FFA.org

Watch some quick videos to learn your way around the redesigned FFA.org

watch videos to learn the new site

MISSION VISION VOICES

When we put on our jackets, we become one big voice that makes people stop and listen... we make a difference!

HOPE BAKER, FFA MEMBER

3:48 PM 5/6/2015

Steps 5 -10 are to assist you with completing your Chapter Profile.

Step 5: Complete and/or update your CHAPTER PROFILE. Under “Account Settings” click “Edit Chapter Profile”

The screenshot shows the FFA My Toolbox Instructor dashboard. At the top, there's a navigation bar with tabs for 'My Toolbox - Instructor', 'Alabama FFA', and 'MSN.com - Hotmail, Out'. Below the navigation bar, a blue header contains 'Welcome James | Sign Out' and 'Open your FFA Dashboard' with a dropdown arrow. A yellow button labeled '» Manage My FFA' is also visible. The main content area is divided into two rows of blue tiles. The first row includes 'Roster Tools', 'Application Hub', 'Reports & Invoices', and 'Requests & Registrations'. The second row includes 'Account Settings', 'Resources', 'How To', and 'What's New'. A red box highlights 'My Role: Instructor' at the top center. A large black arrow points from the left towards the 'Account Settings' tile, which contains a gear icon and links for 'Edit Chapter Profile', 'Edit Personal Profile', and 'Change Password'.

My Role: Instructor

**Roster Tools**

- Manage Roster
- Search Students
- Profile Search
- Print Membership Invoices
- Manage New Horizons Subscriptions

**Application Hub**

- Declarations / Certifications
- Application Center
- Search Degrees
- LTS FFA Week Grants

**Reports & Invoices**

- My Reports
- Print Membership Invoice
- Reprint Invoices

**Requests & Registrations**

- 2016 Convention Registration
- WLC Registration
- Award Certificate Templates
- Medal and Certificate Requests
- Band, Chorus and Talent
- Courtesy Corps

**Account Settings**

- Edit Chapter Profile
- Edit Personal Profile
- Change Password

**Resources**

- General FFA School Year Calendar
- FFA Affiliate Fee Program FAQ
- Affiliation Fee Program
- New Horizons Teaching Guide
- My Journey
- Educator Resources

**How To**

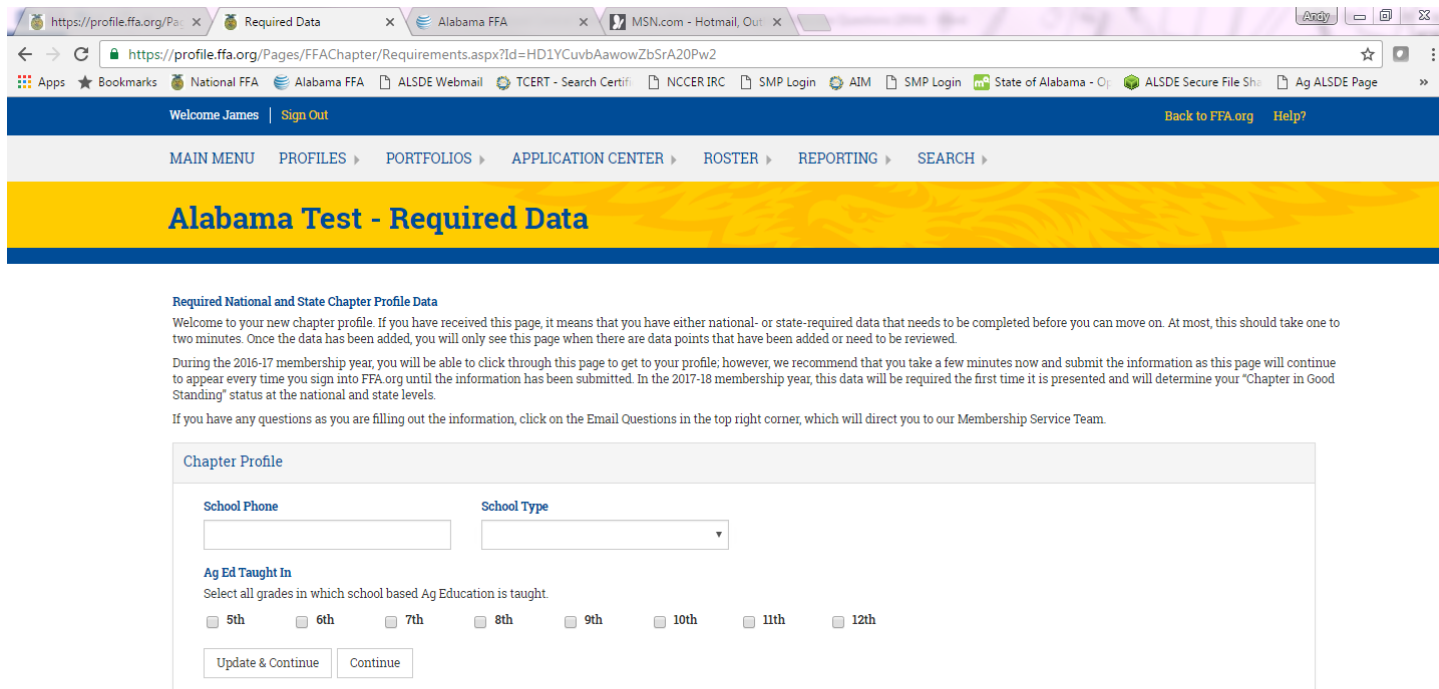
- FFA.org Videos
- How To Guides
- FFA.org Webinar

**What's New**

- CDE Resources
- AgExplorer
- How to Measure Blue Jacket
- Shop FFA Blue Catalog
- Shop FFA Gold Catalog

FFA PULSE

**Step 6: Move through the Chapter Profile data entry beginning with this screen. \*If for some reason you do not see this screen move on to step 7.\* Enter the required data and click “Update and Continue”**



The screenshot shows a web browser window with the URL <https://profile.ffa.org/Pages/FFAChapter/Requirements.aspx?Id=HD1YCuvbAawowZbSrA20Pw2>. The browser tabs include 'Required Data', 'Alabama FFA', and 'MSN.com - Hotmail, Out'. The page header features a blue navigation bar with 'Welcome James | Sign Out' and 'Back to FFA.org Help?'. Below this is a grey navigation bar with links: MAIN MENU, PROFILES, PORTFOLIOS, APPLICATION CENTER, ROSTER, REPORTING, and SEARCH. The main content area has a yellow header with the title 'Alabama Test - Required Data'.

**Required National and State Chapter Profile Data**

Welcome to your new chapter profile. If you have received this page, it means that you have either national- or state-required data that needs to be completed before you can move on. At most, this should take one to two minutes. Once the data has been added, you will only see this page when there are data points that have been added or need to be reviewed.

During the 2016-17 membership year, you will be able to click through this page to get to your profile; however, we recommend that you take a few minutes now and submit the information as this page will continue to appear every time you sign into FFA.org until the information has been submitted. In the 2017-18 membership year, this data will be required the first time it is presented and will determine your "Chapter in Good Standing" status at the national and state levels.

If you have any questions as you are filling out the information, click on the Email Questions in the top right corner, which will direct you to our Membership Service Team.

**Chapter Profile**

**School Phone**

**School Type**

**Ag Ed Taught In**  
Select all grades in which school based Ag Education is taught.

☐ 5th ☐ 6th ☐ 7th ☐ 8th ☐ 9th ☐ 10th ☐ 11th ☐ 12th

## Step 7: On the far right of the screen click on the “Chapter Requirements” Tab

The screenshot shows a web browser window with multiple tabs. The active tab is titled "Chapter/Charter Information" and displays the URL <https://profile.ffa.org/Pages/FFAChapter/ChapterCharterInformation.aspx?Id=HD1YCuvbAawowZbSrA20Pw2>. The browser's address bar and tabs are visible at the top. Below the browser window, a blue navigation bar contains the text "Welcome James | Sign Out" on the left and "Back to FFA.org Help?" on the right. A light gray navigation bar below this contains links: MAIN MENU, PROFILES, PORTFOLIOS, APPLICATION CENTER, ROSTER, REPORTING, and SEARCH. A large yellow banner with the text "Alabama Test" in blue is positioned below the navigation bar. On the left side of the page, a vertical list of links is shown, with "Chapter/Charter Information" highlighted in red. The main content area features a "Chapter Overview" section with a dropdown arrow. Below this, a horizontal tab bar includes "Contacts", "Addresses", "School Administration", "Charter", "Chapter Name", "Web/Social", and "Chapter Requirements". A large blue arrow points from the top right of the page down to the "Chapter Requirements" tab. Below the tabs, a "Contacts" section is visible, containing an "Add" button.

Chapter/Charter Information

Program/Chapter Data

Teacher/Advisor Data

Student/Member Data

Annual Report Data

Awards/Recognition/Leadership

Grants/Scholarships/Sponsorships

Chapter Overview

Contacts Addresses School Administration Charter Chapter Name Web/Social Chapter Requirements

Contacts

Add



**Step 8: Click on the “Chapter Profile Information” link. All of the required data is listed below. Make sure you enter all of the data required.**

The screenshot shows a web browser window with the URL <https://profile.ffa.org/Pages/FFAChapter/ChapterCharterInformation.aspx?Id=HD1YCuvbAawowZbSrA20Pw2>. The page has a blue header with "Welcome James | Sign Out" and "Back to FFA.org Help?". Below the header is a navigation bar with links: MAIN MENU, PROFILES, PORTFOLIOS, APPLICATION CENTER, ROSTER, REPORTING, and SEARCH. A yellow banner with the text "Alabama Test" is displayed. On the left is a sidebar menu with links: Chapter/Charter Information, Program/Chapter Data, Teacher/Advisor Data, Student/Member Data, Annual Report Data, Awards/Recognition/Leadership, and Grants/Scholarships/Sponsorships. The main content area has a "Chapter Overview" dropdown menu. Below it are tabs: Contacts, Addresses, School Administration, Charter, Chapter Name, Web/Social, and Chapter Requirements. The "Chapter Profile Information" link is highlighted with a blue arrow. The content under this link is divided into two sections: "National-Required Data" and "State-Required Data".

**Chapter/Charter Information**

**Program/Chapter Data**

**Teacher/Advisor Data**

**Student/Member Data**

**Annual Report Data**

**Awards/Recognition/Leadership**

**Grants/Scholarships/Sponsorships**

**Chapter Overview**

**Chapter Profile Information**

**National-Required Data**

The following list data will be required for each chapter to be in "Good Standing" on the national level. The majority of this data is automatically populated but can be updated each year, if necessary. The only exception is the Annual FFA/Agricultural Education Report, which is required to be completed at the end of August for the prior school year.

- School Name
- Chapter Name
- State Section/District/Federation/Region Affiliation
- Address/City/State Zip
- School Phone
- Program Type
- School Grades
- School Type
- Annual FFA/Agricultural Education Report

**State-Required Data**

Your State has selected to require the following data, in addition to the nationally required data, in order for your chapter to be in "Good Standing" on the state level. The majority of this data will need to be loaded once and then updated annually or when changes occur.

**Student/Member Roster Information**

**Step 9: Complete the information and move through data entry. At the bottom of each page click “update and continue”**

The screenshot shows a web browser window with multiple tabs. The active tab is titled "Required Data" and shows the URL <https://profile.ffa.org/Pages/FFAChapter/Requirements.aspx?Id=QIEbo72xtLEX-0vKPY9slw2>. The browser's address bar and bookmarks are visible. The page header includes a navigation menu with links: MAIN MENU, PROFILES, PORTFOLIOS, APPLICATION CENTER, ROSTER, REPORTING, and SEARCH. A yellow banner at the top of the page reads "Clay Central FFA - Required Data".

**Required National and State Chapter Profile Data**

Welcome to your new chapter profile. If you have received this page, it means that you have either national- or state-required data that needs to be completed before you can move on. At most, this should take one to two minutes. Once the data has been added, you will only see this page when there are data points that have been added or need to be reviewed.

During the 2016-17 membership year, you will be able to click through this page to get to your profile; however, we recommend that you take a few minutes now and submit the information as this page will continue to appear every time you sign into FFA.org until the information has been submitted. In the 2017-18 membership year, this data will be required the first time it is presented and will determine your "Chapter in Good Standing" status at the national and state levels.

If you have any questions as you are filling out the information, click on the Email Questions in the top right corner, which will direct you to our Membership Service Team.

**Chapter Profile**

**Lead Advisor**  
[Dropdown menu]

**School Type**  
[Dropdown menu]

**Ag Ed Taught In**  
Select all grades in which school based Ag Education is taught.

☐ 5th ☐ 6th ☐ 7th ☐ 8th ☐ 9th ☐ 10th ☐ 11th ☐ 12th

**Class Schedule Type**  
[Dropdown menu]

**Available Facilities**  
Select all that apply

<input type="checkbox"/> Ag Mechanics Shop
<input type="checkbox"/> Greenhouse
<input type="checkbox"/> HighTunnel House
<input type="checkbox"/> Livestock Facilities
<input type="checkbox"/> Garden/Row Crop

**Step 10: Optional: This screen is where you will edit any information you just entered or wish to add any additional information about your chapter. Each tab reveals more data to enter or to report for your use.**

The screenshot shows a web browser window with multiple tabs open. The active tab is 'Chapter/Charter Information'. The address bar shows the URL: <https://profile.ffa.org/Pages/FFAChapter/ChapterCharterInformation.aspx?Id=QIEbo72xtLEX-0vKPY9slw2>. The browser's bookmark bar includes links to 'National FFA', 'Alabama FFA', 'ALSDE Webmail', 'TCERT - Search Certifi', 'NCCER IRC', 'SMP Login', 'AIM', 'SMP Login', 'State of Alabama - Op', 'ALSDE Secure File Sha', and 'Ag ALSDE Page'. The page header is blue with 'Welcome James | Sign Out' on the left and 'Back to FFA.org Help?' on the right. Below the header is a navigation bar with links: 'MAIN MENU', 'PROFILES', 'PORTFOLIOS', 'APPLICATION CENTER', 'ROSTER', 'REPORTING', and 'SEARCH'. A yellow banner with the text 'Clay Central FFA' is prominently displayed. The main content area has a left sidebar with red horizontal lines separating the following links: 'Chapter/Charter Information' (highlighted), 'Program/Chapter Data', 'Teacher/Advisor Data', 'Student/Member Data', 'Annual Report Data', 'Awards/Recognition/Leadership', and 'Grants/Scholarships/Sponsorships'. The main content area features a 'Chapter Overview' dropdown menu and a set of tabs: 'Contacts' (selected), 'Addresses', 'School Administration', 'Charter', 'Chapter Name', 'Web/Social', and 'Chapter Requirements'. The 'Contacts' tab is active, showing a large empty box with an 'Add' button. At the bottom of the page, a footer contains the text: 'Home | Help | Contact Us | You Talk. We Listen. | Careers at FFA | Site Map | Search | FFA Brand Center | Media Center | Privacy Policy | LOG OUT | ©2016 NATIONAL FFA ORGANIZATION'.

Required Data x Chapter/Charter Informa x Manage Students x MSN.com - Hotmail, Out x Andy

https://profile.ffa.org/Pages/FFAChapter/ChapterCharterInformation.aspx?Id=QIEbo72xtLEX-0vKPY9slw2

Apps ★ Bookmarks National FFA Alabama FFA ALSDE Webmail TCERT - Search Certifi NCCER IRC SMP Login AIM SMP Login State of Alabama - Op ALSDE Secure File Sha Ag ALSDE Page »

Welcome James | Sign Out Back to FFA.org Help?

MAIN MENU PROFILES PORTFOLIOS APPLICATION CENTER ROSTER REPORTING SEARCH

## Clay Central FFA

Chapter/Charter Information

Program/Chapter Data

Teacher/Advisor Data

Student/Member Data

Annual Report Data

Awards/Recognition/Leadership

Grants/Scholarships/Sponsorships

Chapter Overview

Contacts Addresses School Administration Charter Chapter Name Web/Social Chapter Requirements

Contacts

Add

Home | Help | Contact Us | You Talk. We Listen. | Careers at FFA | Site Map | Search | FFA Brand Center | Media Center | Privacy Policy | LOG OUT | ©2016 NATIONAL FFA ORGANIZATION