How to submit FFA Roster on AET
The easy way.

Step #1 Go to Accounts then go to number 7 FFA Roster helper
(Student info should be green all the way across, It will say 100% if profiles are done)
Step #2 Go to membership type (Choose 1 year membership or ag ed only) for each student
Step #3 Send all to FFA.org
Step #4 Wait 15-30 minutes but may take 30 minutes – 1 hour
Step #5 Go to FFA.org on to left hand side ...Roster Tools click on manage roster
Step #6 select Manage membership...... Select your chapter on right hand side
Step #7 Scroll down under membership and all kids should appear
Step #8 if you have 100% find FFA ID or select all membership and click
Step #9 Check each FFA members box individually if you are not 100%
Step #10 Double check to see that you have selected everyone you intend to send.
Step #11 Click membership to state.

You are done.

Email Jacob or Andy and tell them you have submitted your membership to state.