

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 aged 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.