

# Roster FAQ

## 1. When do my new FFA members get an FFA ID?

New FFA members receive an FFA ID one roster submissions are submitted to National FFA by the state. All Fall rosters submitted in the Texas FFA Roster system are typically “pushed” to National FFA in bulk shortly after the November 1 deadline.

## 2. Is there a way I can let my students create their own roster entries so that I don't have to put all of them in individually?

Yes! As an Advisor, you can set up an Access Code in the Texas FFA Roster system that will allow your brand new FFA members to create their own roster entry.

### Advisor Steps:

1. Go to [www.texasffa.org](http://www.texasffa.org)
2. Log into your Roster account
3. From the left side dashboard, click the link that says “Set Access Code” (just under “Students”).
4. You can create whatever code you would like and set the start and end date for that code.
5. You will provide that code to any students that will be NEW FFA MEMBERS.
  - a. \*Note\* - you only want to give this code to the NEW FFA MEMBERS as any past members will already be in the system and do not need to be duplicated – You will find the existing entries in the active or deleted tabs.
6. After they complete their profiles (steps listed below), log into YOUR advisor account and on the homepage you will see “You have (#) student(s) pending your approval” in your Notification Center. You MUST accept the profiles in order for them to be added to your Active member list.

### Steps for New FFA Members to create their roster entry:

1. Go to [www.texasffa.org](http://www.texasffa.org)
2. Click “Log In” at the top right-hand side of webpage
3. Click the blue link under the Student Log In section that says “New Member? Create a new account now”
4. Enter the passcode provided by your advisor

## 3. When will I receive my invoices for membership?

The roster system will automatically generate three separate membership invoices (State, Area and District) for you once you have submitted your membership in the Membership section of the roster system. Invoices may be printed at any time within the Account Balances section of the roster. Please note the Pay To information on each invoice as the State cannot accept payments for District and vice-versa.

## 4. Do you accept Purchase Orders for payment?

Purchase orders are internal documents and are not a form of payment. Checks, online credit card submissions (state payments only) or money orders must be received in order to post any payments on roster accounts.

## 5. I have a questions about my District/Area Balance. Who do I contact?

You will need to contact your district or area representative for any concerns regarding payments/charges with those entities. District, Area and State FFA are all different entities.

## 6. We sent all of our dues (district, area and state) to the state office by mistake and we now have a credit. Can Texas FFA send the overage to our District and Area?

Texas FFA cannot send funds to another entity on your behalf. An advisor will need to request a refund of the overage by emailing [gwenn@texasffa.org](mailto:gwenn@texasffa.org). In the email you will need to include the exact amount you are requesting to be refunded (it cannot be more than the credit) and your

contact information, and the address the check needs to be mailed to. Funds will be payable to the entity that wrote the check where possible.

**7. I received an email requesting a transfer of a student, but I don't have any pending transfers in my roster – what do I do?**

If you received an email requesting a transfer of a student:

1. Log into your roster account
2. Click “Students” from the left-hand dashboard
3. Find that student's name
  - a. If you can't find the student, be sure to check the “Active” and “Deleted” tabs located just above the complete roster list.
4. Once you locate the student, click their name to open their profile.
5. Click “Transfer Student” and select the chapter the student will be transferred to, and again to confirm.

\*Pending Transfers will only show if you have a student transferred TO your roster, not FROM your roster.

**8. Our school offers a local credit ag class in middle school. Are they Active or Junior Members?**

Any student enrolled in an ag class should be listed as an Active Member on the roster, regardless of the credit offered by the school. Junior membership is no longer available once ag classes – be it Local or High School credit- is offered.

## **COVID Related Questions**

**1. Some of my students will be remote learning – are they still eligible for membership? What about officers who are remote learning?**

Texas FFA does not have any requirements pertaining to the delivery method of Ag classes, only that they are enrolled in an ag class at a school with an FFA Chapter. Regarding officers, the only restriction the state sets is that they have attained their Chapter FFA degree.

**2. Our school affiliates, but is locally restricting remote learners from participation in FFA. How do we handle those classes?**

If you are participating in the affiliation program, you MUST have all your students taking Agriculture, Food and Natural Resource courses listed on your roster – regardless of the delivery method. All students are members according to the program guidelines. You'll have to refer to your local ISD restrictions regarding physical participation in activities outside of the classroom.

**3. We were unable to elect officers in the Spring due to COVID-19. Can we appoint officers now?**

Advisors cannot appoint permanent officers; however, you can appoint temporary officers if necessary until you are able to hold officer elections this fall for the 2020-2021 year. FFA is a student-led organization and members must elect their officers for service.