Texas FFA Roster Tips and Reminders

Logging In
- Advisors can login to the online roster management system at www.TexasFFA.org. Click on the LogIn in the top right corner of the page and you'll see the Teacher Log In option. You will then be able to enter your email address and password.
- If you forget what your password is, you can click on the "Forgot Password?" Link on the Advisor sign in page. Enter your email address and your password will be emailed to you.

Adding Students
- Any new student that wants to be a member of FFA needs to be entered online in the Texas FFA Roster. This includes both regular high school members and junior members.
  - Teacher Submit
    - Before adding a New Student, check to make sure that the student isn't already on your roster. You can see your complete list of students on the "Students" link, and they will be listed alphabetically. Be sure to check the "Deleted" tab as well in case the student was a member of the chapter in the past. To add a new student, you will click on the "Add a New Student" link at the top of the student page. *It is very important that you only use this option when the student has never been an FFA member before, even at another chapter.*
    - There are several fields of information, some of which are required. Required fields are notated by a * next to the field. It will not let you add a new student unless all the required fields are complete. Also pay close attention to Membership Type – so you can select Member (active) or Junior.

Transferring Students vs. Adding New
Add New Student should only be used for those students who have never been an FFA member in the past. If you have a student move into your local chapter that was previously a member at another chapter, please do NOT create a new entry for him or her in your roster. Doing so impacts his or her membership history, which, in turn, has potential implications in degree and scholarship selection processes. Instead, please follow the following protocol:
- The Advisor of the "New" chapter will use the Request a Transfer option from within the student section of the roster.
- Select the chapter from which the student came (the old chapter) and type in the student's name.
- After submitting, the system will generate an email to all of the advisors of the old chapter. The advisor will then go into his or her roster, open the student's profile and utilize the Transfer Student option in order to move them to the appropriate new chapter.
- Once the old chapter has completed this transfer, the transferring students will be listed on the "pending transfers" screen in the NEW chapters Roster. Once the new chapter accepts the transfer, the student will be placed on the roster.
  *Pending Transfers are only for students coming INTO a roster, not going out.

Removing Students
- If a student that is no longer in FFA is on your roster, you can either remove the student or move them to a non-member status if you think they might get back in FFA again. To change them to a Non-Member, click on the student to open their profile and change their FFA Member Type to NM. Be sure to save your changes.
- To remove a student, go to the "Student" page. Your complete list of the students will be shown. Just click on the "remove" link next to their name. To change them to a Non-Member, click on the student to open their profile and change their FFA Member Type to NM. Be sure to save your changes.
- If you accidently remove a student, simply go to the Deleted Students Tab and reactivate them.
- Do NOT remove any students that have a "Yes" next to their name, as they have already been submitted for membership and removing them at this point will not change that, or adjust your billing.

Submitting Your Roster
- Once you have all your students added to your roster, you are ready to submit it to the state office. Click on the "Membership" link on the left in your Dashboard. There will be two columns, submitted and pending. Any students who you have already submitted will be in the left column and any students that haven't been submitted will be in the pending column.

- To submit any pending membership, click on the "Submit Pending Membership" link at the top right pending column.

  Account Balances
  - Submitting members generates charges on 3 levels; District, Area, and State. These are three separate entities and must be paid as such. All three cannot be paid in one check.
  - To view your balance for each level, click on the "Account Balances" link. Any balances due will be shown in red (any amounts in black are credits).
  - To print invoices and receipts, click See Details under the appropriate entity to show the transactions of the account. From there, you can simply click PDF Receipt or PDF Invoice to generate those documents. Pay close attention to the "Pay To" information so you know where and to whom to send payment to for that charge.

National FFA Access (FFA.org)
- To access your National FFA account, follow the "Go to My FFA.org Account" link within the Texas FFA Roster on the bottom of your Dashboard.

IMPORTANT DATES TO REMEMBER: Fall dues must be submitted online and payment postmarked by Nov 1. Spring dues must be submitted online and payment postmarked by March 1. Junior dues must be submitted online and postmarked by Dec 1. Any Late payments or submissions are subject to a $25.00 late fee.

  More Questions?
  If you have any questions about your FFA Membership, please contact Gwenn Cain with the Texas FFA office at gwenn@texasffa.org