



## Quick Guide to submitting your Alumni Membership

### How to access the Alumni Portal:

1. Go to [www.ffa.org](http://www.ffa.org)
2. Click **My FFA Registration and Login** to sign into FFA.org (top right of page)
3. Open your **FFA Dashboard** (top right of page)
4. Under *My Account*, select **My Toolbox – Alumni Leader**
5. Under *Roster Tools*, select **Manage Roster**

### How to Add New Members:

1. Go to the **ADD NEW ALUMNI** tab
2. Go to the **Add New Alumni Membership** section (lower portion of page)
3. Enter the required information (annotated by a red \*) for your first new member
4. Click **Save & Add Another**
5. Follow steps 3 and 4 for the rest of your new members
6. After entering all your new members, go to the **PENDING ALUMNI** tab
7. Review the list and delete any duplicates by clicking the **X** under the *Actions* column
8. Select **Analyze All Pending Alumni Memberships** to see if any of the newly added members already have a membership account within the system.
9. Select all the members and click **Create Membership & Approve Locally**
10. All your new members will appear on the **ACTIVE ROSTER**

### How to Renew Previous Members:

1. Go to the **EXPIRED ROSTER** tab
2. Select the **EXPIRED YEAR** in which you wish to review.
3. Click the blue circle beside "*# Alumni Membership(s) found*" to extend your view to 100 members per page
4. Click the check box (under the *Select* column) for returning members  
**NOTE:** Currently, only one page can be renewed at a time.
5. Under *Bulk Actions*, select a **Membership Renewal Type** from the drop down menu next to *Add or Renew National Membership*.
6. Click **ADD OR RENEW NATIONAL MEMBERSHIP** and then click **OK** when asked if you are sure you want to renew the members
7. Go to the next page of the **EXPIRED ROSTER** and repeat steps c through f for each additional page.
8. All your renewed members will appear on the **ACTIVE ROSTER**

### How to Submit your Roster to State:

1. Go to the *Bulk Actions* area (below list of members)
2. Click on **Select All Alumni**
  - i. **NOTE:** Only those that need to go to the state will actually go to state
3. Select **SUBMIT FOR STATE APPROVAL**
4. Click **OK** when asked if you are sure you want to submit your members for state approval
5. A "success" message should appear at the top of the page with a link to a batch invoice
  - Once you have submitted your membership to the state for approval, print off your invoice. Your invoice and membership dues need to be sent to your **STATE** membership contact.

## How to Submit your Roster and Pay with PayPal: (PayPal States ONLY)

1. On the **Active Roster** tab, go to the *Bulk Actions* area
2. Click the checkbox for "*Act upon all # alumni membership(s) in grid*"-  
**NOTE: Only those that need to go to the state will actually go to state**
3. Select **Submit for State Approval**
4. Click **OK** when asked if you are sure you want to submit your members for state approval
5. PayPal will open for processing/submitting the payment
6. Login to PayPal and approve the transaction
7. Once the PayPal transaction goes through, you will be taken back to [FFA.org](https://FFA.org)

Go to the **Submitted Batches** tab to view and print the batch invoice for your records