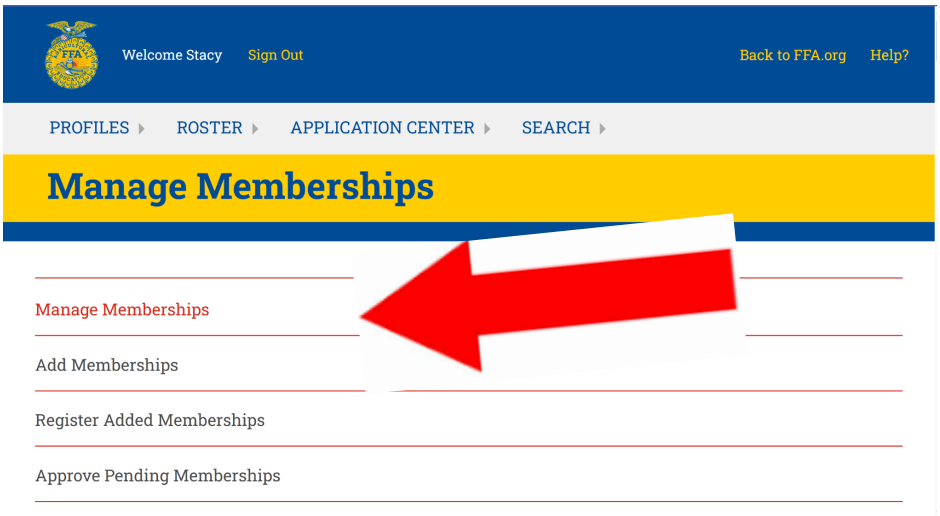
1. Ag teachers will need to create an alumni member access to the alumni roster by granting them access on the national FFA Roster system. www.ffa.org If your Alumni officers change every year or the person that will do the roster changes every year, I recommend designating a teacher from that chapter to be the designated person.
    a. ffa.org
    b. Top bar - “Roster”
2. Once logged into the National FFA roster system:
    a. Manage Memberships



        i. Scroll down and change member type to “Alumni”
        ii. Membership year
        iii. State - “Tx-Texas FFA Alumni and Supporters”
        iv. Chapter: Your chapter that is associated with your student chapter should appear in the drop down unless you have a brand new chapter. You will have a unique Alumni chapter number the state gives you that is different from your local FFA chapter number.
3. If you choose to have an Alumni board member from the chapter maintain the roster you will need to grant them access (**Note- They will not have access to your student roster**)
    a. In the red lines you will scroll down to “Manage Chapter Leadership”

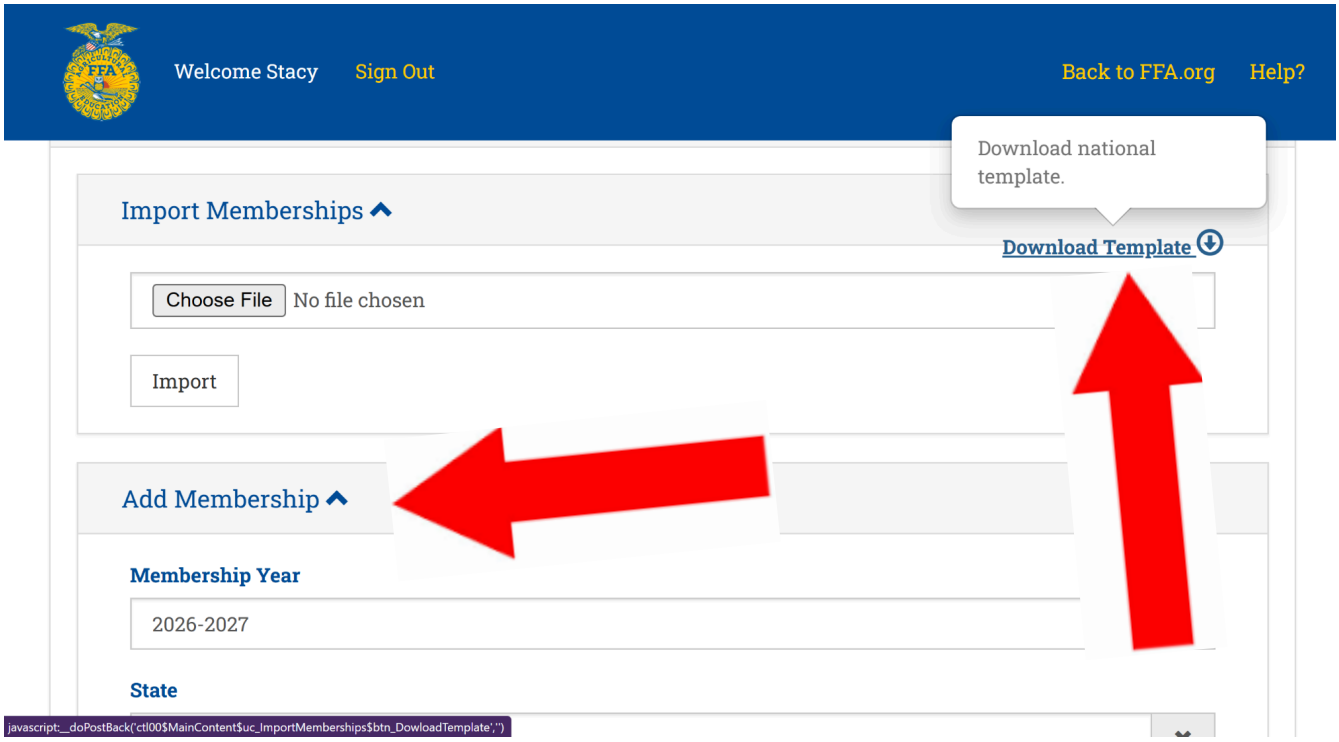


Here you can add them based on their FFA Id number that is in the existing roster system. If this is the first time, you will have to call the Texas state office to get help adding them.

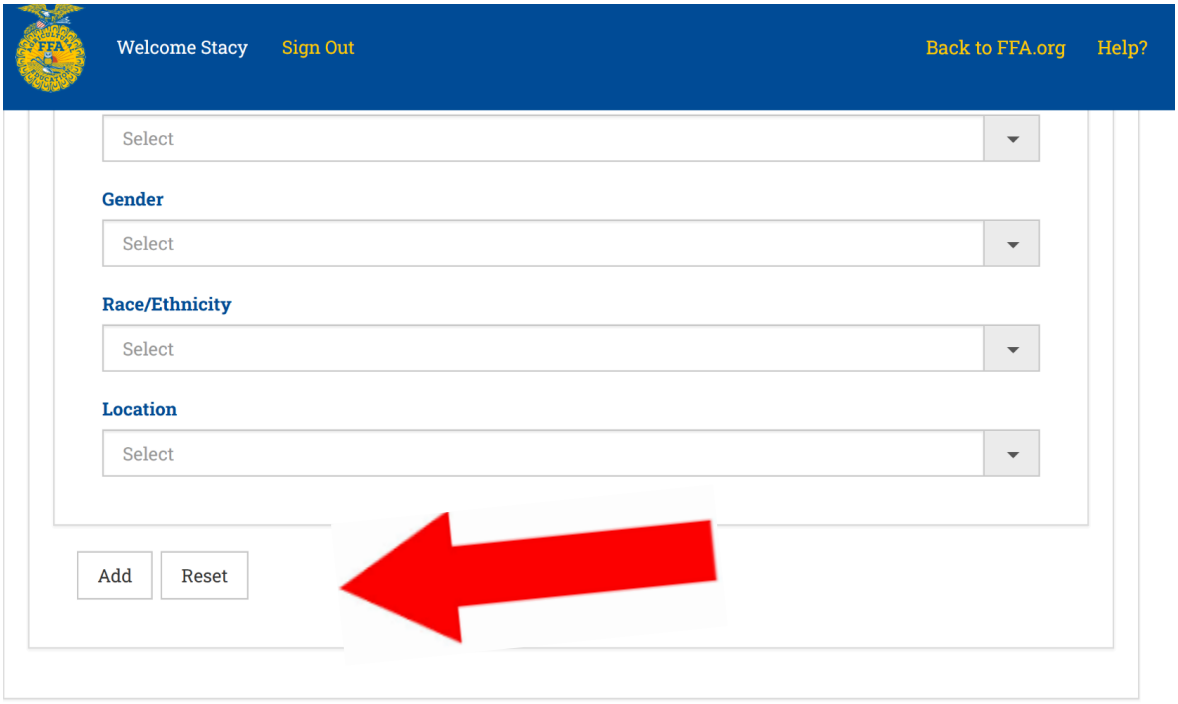
Now your ready to add members:



1. You can add individually or from the template nationals provided that is a spreadsheet.



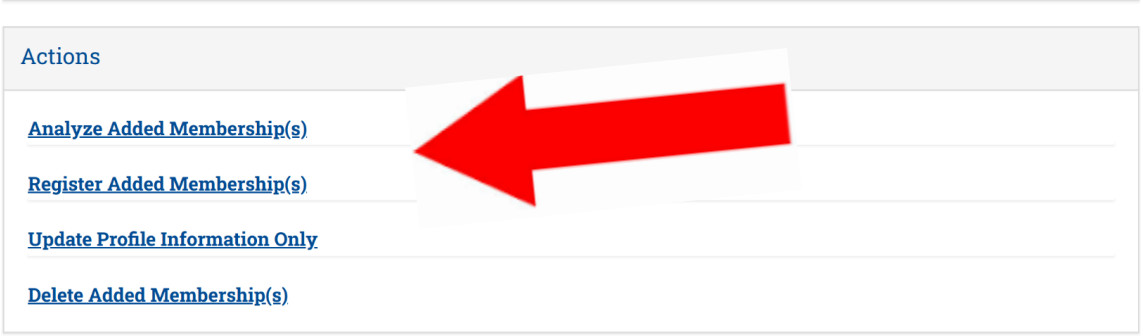
2. Add the members in which ever format you would like either template or individually
3. After adding their address, and all personal information you will scroll to the very bottom



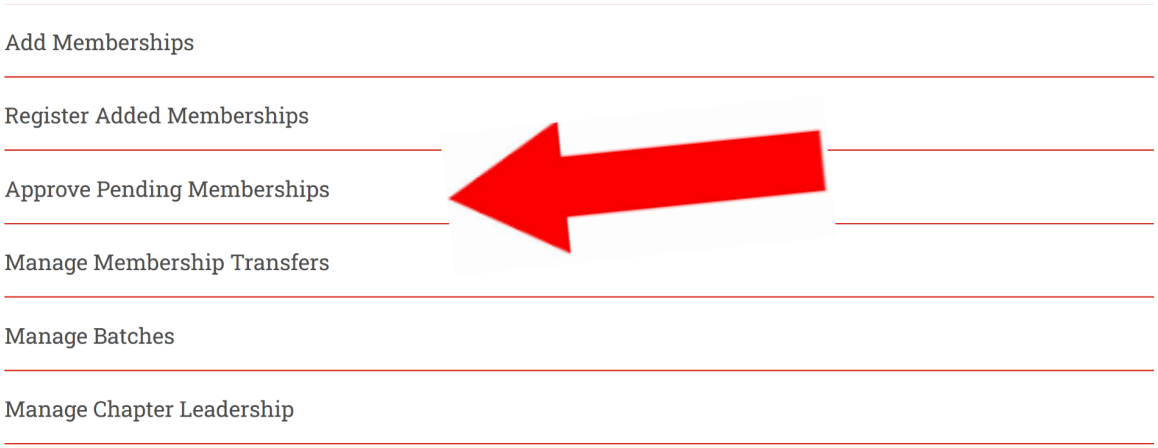
4. After getting all of your members added - Go back to the main menu and go to “Register Added Memberships”



5. The next step after adding (make sure you don't have any duplicates etc prior to completion of this step)
   When you scroll down you will find the list of added members, double check everything then under “Actions”
   1. Analyze added membership
   2. Register added membership



6. Once this step is done your almost done 🙂
    1. Go back to the menu at the top and you will have to approve the pending memberships

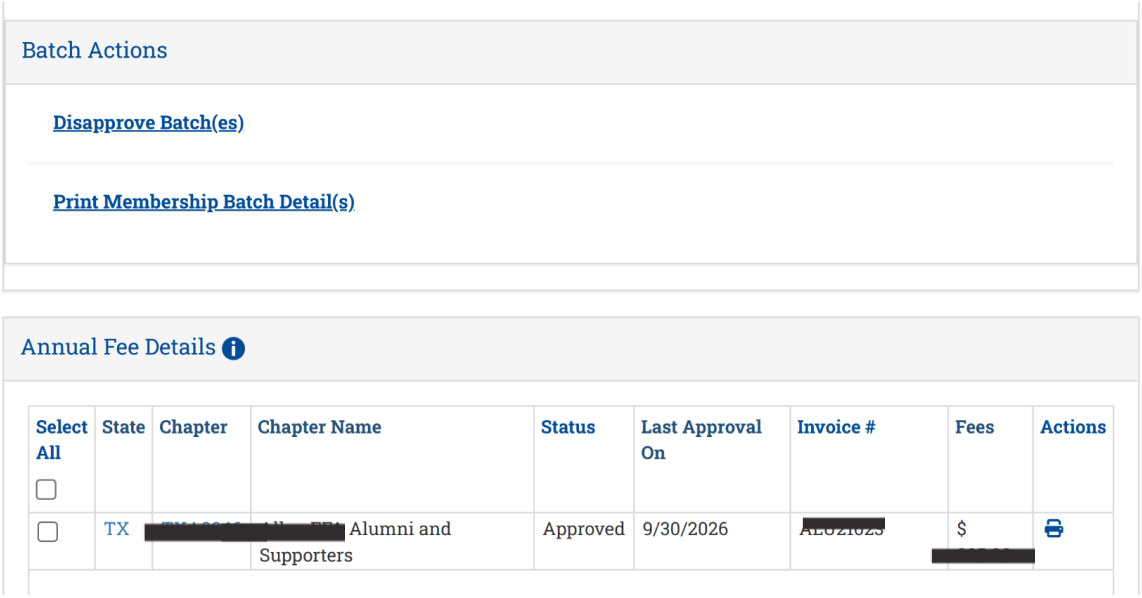


7. IF you have any membership transfers or lifetime members that are joining your roster this is the time to also add them prior to the approval of pending memberships.

8. Lastly you will go to manage batches



9. You will scroll down and make sure to change to alumni
10. And you will find your batch by your chapter number that will have a printable invoice that you will then send to Texas FFA along with your payment.



11. Texas FFA Alumni will then send you an invoice by email that you will print and mail in payment via check to the Texas FFA Office. Or you can print the invoice from the batch and mail into the State office with your payment.

If you have any questions about this process or you get stuck Texas FFA state office Mary Edwards

Mary Edwards
Membership Services Coordinator/Assistant to the Executive Director
mary@texasffa.org
Direct Line: (512) 377-6907