

Texas FFA Roster Tips and Reminders

Logging In

- Advisors can login to the online roster management system at www.TexasFFA.org. Click on the Roster menu item and then choose the 'Advisor Sign In' link. You will then be asked 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 students that want to be a member of FFA need to be added online. This includes both regular high school members and junior members.

Option 1: Teacher Submit

- Before adding a New Student, check to make sure that student isn't already on your roster. You can see your complete list of students on the 'Students' page. To add a new student, you will click on the 'Add a New Student' link at the top of the Students page.
- 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.

Option 2: Student Account Creation

- Teachers can create a date specific 'access code' that allows students to create their own accounts. An access code for student account creation can be created by clicking on the 'Set Student Access Code'.
- Students can go to TexasFFA.org and click on the Roster link. Select the 'I am a Student' and then choose 'I don't have an account yet'. The system will walk them through the necessary steps to create their account.

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 remove a student, go to the 'Students' page. Your complete list of the students will be shown. Just click on the 'Remove' link to the left of their name to remove them. 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.

Submitting Members

- Once you have all your students added to your roster, you are ready to submit it to the state office. Click on the 'Membership' page. 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 of the right Pending column.

Account Balances

- Submitting members generates charges on 3 levels...District, Area, and State
- To view your balance for each level, click on the 'Account Balances' link. Any balances due will be shown in red.
- To print invoices and receipts, click on a line item. This will open up the details of the charge or payment. At the top of this page, there is a link to a 'Printable Invoice'. This will open the invoice/receipt in a PDF to be printed for your school or business office.
- **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.

More Questions?

If you have any questions about your FFA membership, please contact Tricia Sullivan with the Texas FFA office at 512.480.8045