



Approve Pending Memberships

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OVERVIEW OF APPROVE PENDING MEMBERSHIPS

The various features within the **Approve Pending Memberships** section are highlighted below.

Approve Pending Memberships

Approve Student or Alumni memberships entered via **import, manually** or **self-registered**
 *Must have permissions for both roster to access both

Search

Member Type: Student Alumni

Membership Year: 2017-2018

Roster Method: Added/Imported Self-Registered

Search by Roster Method

State: AK - Alaska FFA State Association

Chapter: All

Approve Pending Memberships

Manage Batches

Memberships Profiles Location

Select all 24 memberships

<input type="checkbox"/>	FFA ID	First Name	Last Name	Membership Type	State	Chapter	Membership Year(s)	Status-Batch ID	<input type="checkbox"/>
<input type="checkbox"/>	602679972	Noble	A'field	One Year	AK	AK0014	2017 - 2018	Local	<input type="checkbox"/>
<input type="checkbox"/>	601143333	Tommy	Frank	One Year	AK	AK0014	2017 - 2018	Local	<input type="checkbox"/>
<input type="checkbox"/>	600365687	Josie	Gibbs	One Year	AK	AK0014	2017 - 2018	Local	<input type="checkbox"/>
<input type="checkbox"/>	601804739	Bess	Holland	One Year	AK	AK0014	2017 - 2018	Local	<input type="checkbox"/>
<input type="checkbox"/>	601804737	Randy	Holloway	One Year	AK	AK0014	2017 - 2018	Local	<input type="checkbox"/>
<input type="checkbox"/>	601804735	Todd	King	One Year	AK	AK0014	2017 - 2018	Local	<input type="checkbox"/>
<input type="checkbox"/>	601191093	Sadie	Martin	One Year	AK	AK0014	2017 - 2018	Local	<input type="checkbox"/>
<input type="checkbox"/>	601804741	Gavin	McBride	One Year	AK	AK0014	2017 - 2018	Local	<input type="checkbox"/>
<input type="checkbox"/>	600717039	Rena	Swanson	One Year	AK	AK0014	2017 - 2018	Local	<input type="checkbox"/>
<input type="checkbox"/>	553127645	Erik	Tyler	One Year	AK	AK0014	2017 - 2018	Local	<input type="checkbox"/>

1 of 2 24 Membership(s)

Actions

Submit Membership(s) to State

Cancel Membership(s)

Submit or Cancel one, a few or all memberships

Switch views to see details about your members on-screen

Select ALL memberships on THIS PAGE ONLY

Review your memberships by exporting them to Excel

OVERVIEW OF TRANSFER APPROVALS/REQUESTS

The various features of the **Inbound Transfer Approvals/Outbound Transfer Requests** section are highlighted below.

Inbound Transfer Approvals Outbound Transfer Requests View/Manage transfers

FFA ID	First Name	Last Name	Membership Type	Status	Membership Year(s)	From State	From Chapter	To State	To Chapter	Request Status
553318459	Leila	Aguilar	One Year	Approved	2015-2016	CT	CT0014	AK	AK0014	In progress
602427917	Pearl	Brady	One Year	Local	2016-2017	AL	AL0280	AK	AK0014	Approved
602678562	Mick	Foley	One Year	Local	2016-2017	KY	KY0253	AK	AK0014	In progress
602662550	Rodney	Owen	One Year	Local	2016-2017	FL	FL0001	AK	AK0014	Approved

4 Inbound Transfer Approval(s) Export your transfers to Excel

Actions

- Approve Transfer Request(s)
- Disapprove Transfer Request(s)

Perform actions for transfer requests

REVIEW PENDING MEMBERSHIPS

All self-registered memberships go directly to the **Approve Pending Memberships** section, as they skip the *Register Added Memberships*. **BEFORE** submitting your memberships for state approval, visually review them on-screen to ensure there are no duplicates **between added/imported memberships and self-registered memberships**. [1] Click the different column headers to sort the data and also [2] switch between the assorted views (i.e. *Personal Information, Address and Additional Information*). If you find any duplicates, just click the trashcan icon (🗑).

[Optional] If you have numerous memberships, you may want to click the Excel icon (📄) and export the data to Excel.

Search

Member Type: Student Alumni

Membership Year: 2017-2018

State: AK - Alaska FFA State Association

Chapter: All

Roster Method: **Self-Registered**

Memberships Profiles Location 2 Select all 24 memberships

1

FFA ID	First Name	Last Name	Membership Type	State	Chapter	Membership Year(s)	Status-Batch ID
602679972	Noble	A'field	One Year	AK	AK0014	2017 - 2018	Local
601143333	Tommy	Frank	One Year	AK	AK0014	2017 - 2018	Local
600365687	Josie	Gibbs	One Year	AK	AK0014	2017 - 2018	Local
601804739	Bess	Holland	One Year	AK	AK0014	2017 - 2018	Local
600717039	Rena	Swanson	One Year	AK	AK0014	2017 - 2018	Local
553127645	Erik	Tyler	One Year	AK	AK0014	2017 - 2018	Local

24 Membership(s)

Optional

Actions

- Submit Membership(s) to State
- Cancel Membership(s)

SUBMIT MEMBERSHIPS TO STATE

To submit memberships to state, [1] select one, a few **or** [2] all memberships and then [3] click **Submit Membership(s) to State**. Afterwards, go to the **Manage Batches** section to print your Batch Invoice

●Memberships ○Profiles ○Location

1 **OR** 2 Select all 24 memberships

<input type="checkbox"/>	FFA ID	First Name	Last Name	Membership Type	State	Chapter	Membership Year(s)	Status-Batch ID	
<input type="checkbox"/>	602679972	Noble	A'field	One Year	AK	AK0014	2017 - 2018	Local	
<input type="checkbox"/>	601143333	Tommy	Frank	One Year	AK	AK0014	2017 - 2018	Local	
<input type="checkbox"/>	600365687	Josie	Gibbs	One Year	AK	AK0014	2017 - 2018	Local	
<input type="checkbox"/>	601804739	Bess	Holland	One Year	AK	AK0014	2017 - 2018	Local	
<input type="checkbox"/>	600717039	Rena	Swanson	One Year	AK	AK0014	2017 - 2018	Local	
<input type="checkbox"/>	553127645	Erik	Tyler	One Year	AK	AK0014	2017 - 2018	Local	

« < 1 of 2 > » 24 Membership(s)

Actions

[Cancel Membership\(s\)](#)

Questions/Concerns

If you have any questions or concerns, please contact the Membership Team at National FFA at membership@ffa.org or 888-332-2668.