



## Register Added Memberships

Created: 08/2017

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### OVERVIEW OF REGISTER ADDED MEMBERSHIPS

The various features within the **Register Added Memberships** section are highlighted below.

**Register Added Memberships**

Manage Memberships

Add Memberships

**Register Added Memberships**

Approve Pending Memberships

Manage Batches

Search

Member Type:  Student  Alumni

State: AK - Alaska FF

Chapter: [Dropdown]

First Name: [Input] Last Name: [Input]

Search [Button] Reset [Button]

Register Student or Alumni memberships **YOU** added via **import** or **manually entered**  
 \*Must have permissions for both roster to access both

Search for a specific membership

Switch views to see details about the memberships you added

Select **ALL** memberships on **THIS PAGE ONLY**

Review your memberships by exporting them to Excel

Perform actions for **one, a few or all** memberships

Added Memberships | Personal Information | Address | Additional Information

Select all 32 added memberships

	FFA ID	First Name	Last Name	Membership Type	State	Chapter	
<input type="checkbox"/>	602679972	Noble	A field	One Year	AK	AK0014	[Edit] [Check] [Delete]
<input type="checkbox"/>		Randolph	Abelov	One Year	AK	AK0014	[Edit] [Check] [Delete]
<input type="checkbox"/>		Opaline	Adriaan	One Year	AK	AK0014	[Edit] [Check] [Delete]
<input type="checkbox"/>	602679262	Kylila	Alcock	One Year	AK	AK0014	[Edit] [Check] [Delete]
<input type="checkbox"/>		Lewie	Andreou	One Year	AK	AK0014	[Edit] [Check] [Delete]
<input type="checkbox"/>	602679264	Tripp	Anwyl	One Year	AK	AK0014	[Edit] [Check] [Delete]
<input type="checkbox"/>		Giuseppe	Ascraft	One Year	AK	AK0014	[Edit] [Check] [Delete]
<input type="checkbox"/>	602679312	Nathaniel	Whitford	One Year	AK	AK0014	[Edit] [Check] [Delete]
<input type="checkbox"/>		Florie	Whorlton	One Year	AK	AK0014	[Edit] [Check] [Delete]
<input type="checkbox"/>		Berti	Widdup	One Year	AK	AK0014	[Edit] [Check] [Delete]

32 Added Membership(s)

Actions

- Analyze Added Membership(s)
- Register Added Membership(s)
- Update Profile Information Only
- Delete Added Membership(s)

## REVIEW AND ANALYZE ADDED MEMBERSHIPS

**BEFORE** registering the memberships you imported and/or manually added, visually review them on-screen to ensure there are no duplicates. [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 (🗑).

FFA ID	First Name	Last Name	Membership Type	State	Chapter			
602679972	Noble	A'field	One Year	AK	AK0014	✎	✓	🗑
	Randolph	Abelov	One Year	AK	AK0014	✎	✓	🗑
	Opaline	Adriaan	One Year	AK	AK0014	✎	✓	🗑
602679262	Kylila	Alcock	One Year	AK	AK0014	✎	✓	🗑
	Lewie	Andreou	One Year	AK	AK0014	✎	✓	🗑
602679264	Tripp	Anwyl	One Year	AK	AK0014	✎	✓	🗑
	Giuseppe	Ascraft	One Year	AK	AK0014	✎	✓	🗑
602679312	Nathanial	Whitford	One Year	AK	AK0014	✎	✓	🗑
	Florie	Whorlton	One Year	AK	AK0014	✎	✓	🗑
	Berti	Widdup	One Year	AK	AK0014	✎	✓	🗑

Next, [3] select one, a few *or* [4] all memberships and then [5] click **Analyze Added Memberships**. The system will determine if any national or state required data is missing. It will also compare the added memberships to the active and/or expired memberships within the chapter only (*it does not perform a state/nationwide search*) and attempt to identify duplicates.

[Optional] If you have numerous memberships to review, you may want to click the Excel icon (📄) and export the data to Excel. The export will show an Errors column to aid in identifying missing state and/or national data.

FFA ID	First Name	Last Name	Membership Type	State	Chapter			
602679972	Noble	A'field	One Year	AK	AK0014	✎	✓	🗑
	Randolph	Abelov	One Year	AK	AK0014	✎	✓	🗑
	Opaline	Adriaan	One Year	AK	AK0014	✎	✓	🗑
602679312	Nathanial	Whitford	One Year	AK	AK0014	✎	✓	🗑
	Florie	Whorlton	One Year	AK	AK0014	✎	✓	🗑
	Berti	Widdup	One Year	AK	AK0014	✎	✓	🗑

Actions

- Analyze Added Membership(s)** 5
- Register Added Membership(s)
- Update Profile Information Only
- Delete Added Membership(s)

## REGISTER ADDED MEMBERSHIPS

To register the memberships you imported and/or manually added, [1] select one, a few **or** [2] all memberships and then [3] click **Register Added Memberships**. Afterwards, go to the **Approve Pending Memberships** section to carefully review your memberships one more time and submit them for state approval.

Added Memberships  Personal Information  Address  Additional Information **2**  Select all 32 added memberships

**1** **OR**

<input type="checkbox"/>	FFA ID	First Name	Last Name	Membership Type	State	Chapter	
<input type="checkbox"/>	602679972	Noble	A'field	One Year	AK	AK0014	
<input type="checkbox"/>		Randolph	Abelov	One Year	AK	AK0014	
<input type="checkbox"/>		Opaline	Adriaan	One Year	AK	AK0014	
<input type="checkbox"/>	602679312	Nathanial	Whitford	One Year	AK	AK0014	
<input type="checkbox"/>		Florie	Whorlton	One Year	AK	AK0014	
<input type="checkbox"/>		Berti	Widdup	One Year	AK	AK0014	

« < 1 of 2 > » 32 Added Membership(s)

**Actions**

- [Analyze Added Membership\(s\)](#)
- [Register Added Membership\(s\)](#) **3****
- [Update Profile Information Only](#)
- [Delete Added Membership\(s\)](#)

### Questions/Concerns

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