How to Renew Memberships for a Current, Past or Future Membership Year

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As chapter leader, you can renew memberships for returning members from the prior year. In addition, you can renew memberships for a past membership year (retroactive) or future membership year (proactive).

GETTING STARTED

Where to begin:

Icons you will use:

Things to understand:

WHY WOULD THERE BE A NEED TO RENEW A MEMBERSHIP FOR A PAST MEMBERSHIP YEAR?
Occasionally members are inadvertently left off the membership roster. It happens. Many times, the oversight is not discovered until the member starts his or her state degree or American degree application. For that reason, past memberships can be renewed retroactively and submitted through the approval process. Chapter leaders can renew memberships for the past two years and state leaders can renew memberships for the past four years.

WHY RENEW MEMBERSHIPS FOR A FUTURE MEMBERSHIP YEAR?
By late June or mid-July, you may already know which members are returning for the upcoming membership year. So, why not get a jump start on your roster? Chapter leaders and state leaders can proactively renew memberships for one future membership year. Memberships renewed for the future cannot be submitted for state approval until that membership year officially begins (August 1).
RENEW MEMBERSHIP(S) FOR THE CURRENT YEAR
Renew memberships for returning members from the previous year.

Step One – Search:
Use Search and Advanced Search to locate the membership(s).
1. Select Student or Alumni – The default is Student unless you only have Alumni responsibilities
2. Click the ☐ to clear the Membership Year field – The default is the current year

3. Click the ☐ to open the Membership Year drop-down menu
4. Select the most recent past Membership Year
5. Verify your Chapter is selected – Your chapter should be the default unless you manage multiple chapters
6. In Advanced Search, narrow your search results by one or more of the following:
   a. Membership Type
   b. Grade
   c. FFA ID
   d. First Name and Last Name – Entered partially or completely
7. Click Search
### Step Two – Renew membership(s):

With the membership(s) identified, you can now renew the membership(s) for the current year.

1. Select **Membership(s)** to renew by one of the following methods:
   a. Select checkboxes to renew one or more memberships
   b. Click the top-left checkbox to renew all memberships on the current page
   c. Choose **Select all # memberships** to renew all memberships on all pages – This option only appears when there are more than 20 memberships

2. Under **Actions**, verify the current **Membership Year** is selected – The default is the current year
3. Click the **Membership Type** drop-down menu
4. Select a **Membership Type**
5. Click **Renew Membership(s)**
6. Click **OK** to approve the action

Watch for a green success message at the top of the screen.
RETROACTIVE – RENEW MEMBERSHIP(S) FOR A PAST YEAR
Renew a past year of membership(s) for a specific member unintentionally left off a roster.

Step One – Search:
Use Search and Advanced Search to locate the membership(s).
1. Select Student or Alumni – The default is Student unless you only have Alumni responsibilities
2. Click the \( \times \) to clear the Membership Year field – The default is the current year
3. Verify your Chapter is selected – Your chapter should be the default unless you manage multiple chapters
4. In Advanced Search, narrow your search results by one or more of the following:
   a. FFA ID
   b. First Name and Last Name – Entered partially or completely
5. Click Search

Step Two – Review results:
With all memberships located for the specified member, you can determine which year(s) of membership is missing.
**Step Three – Renew membership(s):**
With the missing year(s) of membership identified, you can now retroactively renew the membership(s) for a past year.

1. Select one of the existing **Memberships**

2. Under **Actions**, click the `x` to clear the **Membership Year** field – The default is the current year.

3. Click the `>` to open the **Membership Year** drop-down menu.
4. Select the missing past **Membership Year**.
5. Click the `>` to open the **Membership Type** drop-down menu.
6. Select a **Membership Type**.
7. Click **Renew Membership(s)**.
8. Click **OK** to approve the action.
Watch for a green success message at the top of the screen.

**Step Four – Submit membership(s) to state:**
With the membership(s) renewed, you can now submit the membership(s) for state approval.

1. Select the checkbox for the renewed Membership(s).
2. Under Actions, click **Submit Membership(s) to State**
3. Click **OK** to approve the action

Watch for a green success message at the top of the screen.
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PROACTIVE – RENEW MEMBERSHIP(S) FOR A FUTURE YEAR

Get a head start on your roster for the upcoming membership year.

Step One – Search:
Use Search and Advanced Search to locate the membership(s).
1. Select Student or Alumni – The default is Student unless you only have Alumni responsibilities
2. Verify the current Membership Year is selected – The default is the current Membership year
3. Verify your Chapter is selected – Your chapter should be the default unless you manage multiple chapters
4. In Advanced Search, narrow your search results by one or more of the following:
   a. Membership Type
   b. Submission Level Status
   c. Grade
   d. FFA ID
   e. First Name and Last Name – Entered partially or completely
5. Click Search

Step Two – Select and Renew membership(s):
With the membership(s) identified, you can now proactively renew the membership(s) for the next membership year.
1. Select Membership(s) to renew by one of the following methods:
   a. Select checkboxes to renew one or more memberships
   b. Click the top-left checkbox to renew all memberships on the current page
   c. Choose Select all ## memberships to renew all memberships on all pages – This option only appears when there are more than 20 memberships
2. Under Actions, click the to clear the Membership Year field – The default is the current year

3. Click the to open the Membership Year drop-down menu
4. Select the next available future Membership Year
5. Click the to open the Membership Type drop-down menu
6. Select a Membership Type
7. Click Renew Membership(s)
8. Click OK to approve the action

Watch for a green success message at the top of the screen.

Step Three – View renewed membership(s):
With the membership(s) renewed, you can now view the future membership(s).
1. In Search, click Reset to clear your previous search
2. Click the [x] to clear the **Membership Year** field – The default is the current year

![Clear Membership Year](image1.png)

3. Click the [ ] to open the **Membership Year** drop-down menu
4. Select the next available future **Membership Year**
5. Verify your **Chapter** is selected – Your chapter should be the default unless you manage multiple chapters
6. Click **Search**

![Select Membership Year](image2.png)

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**Questions/Concerns**

If you have any questions or concerns, please contact the National FFA Membership Team at membership@ffa.org or 888-332-2668, option 3.