Navigational Tour, Profile and Roster System

A tour and explanation of functions in the roster and profile system for all leaders.

TOP NAVIGATION MENU
The top navigation, drop-down menu provides quick access to other locations within the roster and profile systems. Hold your mouse over items in the drop-down menus to view a summary of available actions. Click an item in the drop-down menu to go there.

Profiles:
View and/or edit your personal information, student chapter information and/or alumni chapter information.
**Roster:**
Manage your memberships, register for an alumni membership and/or register as a chapter leader.

**Application Center:**
Go to the Application Center for American Degree, SAE Grant, Proficiency, Star Battery and National Agriscience Fair.

**Search:**
Perform a nationwide search for chapter and state profiles.
**SIDENAVIGATION MENU**
The side navigation menu lists all available sections within your level of authorization. Hold your mouse over section titles to view a summary of available actions. Click a section title to go to that section.

**SWITCH VIEWS**
Click the 🔄 to switch between the Student Roster view and Alumni Roster view. Your ability to toggle between Student and Alumni rosters will depend upon your level of authorization.

- If you manage both student and alumni memberships, your default view will be **Student**.
- If you only manage student memberships, your default view will be **Student**.
- If you only manage alumni memberships, your default view will be **Alumni**.

**IMPORTANT**: If a student chapter has an associated alumni chapter, each teacher/advisor assigned to the student chapter will have the ability to view and manage the alumni roster. The chapters must be linked to receive access, which can be done in the student Chapter Profile.
**SEARCH AREA**

In the **Search** area, you will find filters to help you easily expand or narrow the list of memberships that appear in the **Grid** area. Search areas are provided in all sections except **Add Memberships** and may vary based on features available within the section.

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**Icons available in the search area and their functions:**

- ![View Instructions and Video Tutorials](image)
- ![Switch Views](image)
- ![View Additional Information](image)
- ![Collapse or Expand an Area](image)
- ![Clear a Field](image)
- ![Open a Drop-Down Menu](image)

**Special search features:**

*Manage Memberships* will be your primary, go-to location for viewing **current**, **past** and **future** memberships. It encompasses a wide array of search filters that allow you to perform both simple and complex searches.

**SEARCH BY MEMBERSHIP YEAR**

To view your current, past and/or future memberships, you can search by Membership Year.
SEARCH BY CHAPTER
When searching by Chapter, you can:
A. Use the drop-down menu
B. Begin entering a Chapter ID
C. Begin entering the Chapter Name
D. Begin entering part of a Chapter Name

TIP: This same search feature is available in the Chapter drop-down menu in the Actions area.

SEARCH BY MEMBERSHIP TYPE
When searching by Membership Type, you can:
A. Use the drop-down menu
B. Begin entering a Membership Type
C. Begin entering part of a Membership Type
D. Select a specific Membership Type and choose to exclude it from your search

SEARCH BY SUBMISSION LEVEL STATUS
When searching by Submission Level Status, you can:
A. Use the drop-down menu
B. Begin entering a Submission Level Status
C. Begin entering part of a Submission Level Status
D. Select a specific Submission Level Status and choose to view all memberships at that level and above or at that level and below
SEARCH BY GRADE
When searching by *Grade*, you can:
A. Use the drop-down menu
B. Begin entering a *Grade*
C. Select a specific *Grade* and choose to view all memberships at that grade and above or at that grade and below

SEARCH BY ROSTER METHOD
With the implementation of member self-registration, using the *Roster Method* filter, you can sort your roster by all memberships, Self-Registered memberships or Added/Imported memberships.

SEARCH BY GENDER
When searching by *Gender*, you can:
A. Use the drop-down menu
B. Begin entering a *Gender*
C. Begin entering a part of a *Gender*
D. Select a specific *Gender* and choose to exclude that gender from your search
SEARCH BY NAME
When searching by First and Last Name, you can enter:

A. The complete First Name and Last Name

B. A complete First Name only

C. A complete Last Name only

D. A partial First Name and Last Name
E. A partial **First Name only**

<table>
<thead>
<tr>
<th>Gender</th>
<th>FFA ID</th>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td></td>
<td>E</td>
<td></td>
</tr>
</tbody>
</table>

Search Reset

**Memberships**  **Member Details**  **Membership Location**

- FFA ID  First Name  Last Name  Membership Type  State  Chapter  Membership Year(s)  Status/Status ID
- 6031061  Erocier  Curtis  One Year  NE  NE0037  2017 - 2018  State 487333
- 6032010  Erocier  Hardy  One Year  NE  NE0037  2017 - 2018  State 487333
- 60012904  Erocier  Patterson  One Year  NE  NE0037  2017 - 2018  Local

3 Memberships

F. A partial **Last Name only**

<table>
<thead>
<tr>
<th>Gender</th>
<th>FFA ID</th>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td></td>
<td>F</td>
<td></td>
</tr>
</tbody>
</table>

Search Reset

**Memberships**  **Member Details**  **Membership Location**

- FFA ID  First Name  Last Name  Membership Type  State  Chapter  Membership Year(s)  Status/Status ID
- 602747946  Harold  Norton  One Year  NE  NE0037  2017 - 2018  Approved 469506
- 60116356  Warie  Watch  One Year  NE  NE0037  2017 - 2018  Local

2 Memberships

**View additional information:**
Hover over each 🔍 to view additional information within the search area.

Search

**Member Type**

- Student  Alumni

**Membership Year**

2017-2018

**State**

NE - Nebraska FFA 5

**Chapter**

NE0037 - Freeman F

**Advanced Search**

**Membership Type**

- All  Include

**Submission Level Status**

- All  -  Equals

**Batch ID**

-

**State Association Divisions**

- All  Include

**Grade**

- All  -  Equals

**Roster Method**

- All

Search Reset
GRID AREA
In the Grid area, you will find memberships based upon criteria entered in the Search area. Grids are provided in all sections except Add Memberships.

Icons available in the grid area and their functions:

Switching views:
Click the ☰ to switch between views within the grid. Views may vary for each section.

Accessing the Member Data Profile:
Click the FFA ID to access and edit a member’s profile.
Selecting memberships in the grid:
When selecting memberships in the grid, you can:
A. Click one or more checkboxes to select specific memberships

B. Click the top-left checkbox to select all memberships on the current page

C. Click the checkbox for Select all ## memberships to select all memberships on all pages
**Sorting the grid:**
Within the various grids, many of the columns are sortable. Hover your mouse over the column header. If the column header becomes underlined, the column can be sorted.

**View additional information:**
Hover your mouse over different cells and/or icons within the grid to view additional information.

**Export memberships:**
Click the button to export memberships to a Microsoft Excel spreadsheet based upon criteria entered in the Search and Advanced Search areas.

Where you locate the downloaded file will depend on your browser.
ACTIONS AREA
There are **Actions** areas for every grid. Select memberships in the grid and then choose an action. The type of actions available may vary for each section.

Icons available in the Actions area and their functions:

View additional information: Hover your mouse over different actions to view additional information.
Selecting a chapter:
When selecting a Chapter, you can:
A. Use the drop-down menu
B. Begin entering a Chapter ID
C. Begin entering the Chapter Name
D. Begin entering part of a Chapter Name

ADD MEMBERSHIPS SECTION
The one section without a Search, grid or Actions area is the Add Memberships section. There, you can import your roster using the national roster template or add one member at a time using the Add Membership form.