OVERVIEW OF MANAGE BATCHES

The various features within the Manage Batches section are highlighted below.

- **Toggle between Student and Alumni Batches**
  - Must have permissions for both rosters to access both

- **View batches from current and previous memberships years**

- **Select ALL batches on THIS PAGE ONLY**

- **Review your batches by exporting them to Excel**

- **Switch views to see details about your batches on-screen**

- **View memberships in a batch, Disapprove Batches within your level of permissions and/or Print Invoices**

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**VIEW A LIST OF MEMBERSHIPS ON A BATCH**

To view a list of memberships on a batch, click either [A] the Batch ID or [B] the magnifying glass icon (🔍) for a specific batch.

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**DISAPPROVE A BATCH**

To disapprove a batch, [A] check specific batches and then click **Disapprove Batch(es)** in the Actions section. Or, [B] click the “undo” (🔄) icon for a single batch.

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**IMPORTANT:** Teachers/Advisors and/or Alumni Leaders can disapprove an entire batch if the batch has not been approved by the state or national. State Staff can disapprove an entire batch if the batch has not been approved by national. Upon disapproval, all memberships in the batch will revert to a Local submission level.

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*FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.*
**VIEW BREAKDOWN BY MEMBERSHIP TYPE(S)**
To view a breakdown of memberships by membership type(s), [A] switch to the Details view. Or, [B] click the Excel icon (¶) to export all batches with details.

**PRINT AN INVOICE**
To print batch invoices, [A] check specific batches and then click Print Invoice(s) in the Actions section. Or, [B] click the printer icon (_printer_1_) for a single batch.

**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.