Helpful Tips for Student Enrollment / FFA Roster / Event Registration:
Navigating the Georgia Ag Education/FFA Website
Updated: August 24, 2015

Most of you should know how to access the Website and login to your Ga. Ag Ed accounts, but for reference sake, step-by-step directions are provided below.

1. To access the Website: http://gaaged.org/

2. To log in to your GEORGIA AG ED ACCOUNT:

3. You have already been provided with your login information. If you have any questions about your login information, please contact Christa Steinkamp- csteinkamp@gaaged.org.

4. Click on the tab, "Go to GA AgEd Online"

5. Click on Account Settings tab on the left to add courses that you teach,
    a. Select each course from the drop down box
    b. Click "Add Course."
    c. Click "Save Changes" after all courses have been added.

The following pages will cover the <u>STUDENT ENROLLMENT</u> tab
on the Georgia Ag Ed Online portal

1. Teacher Created/Updated Enrollment:

Locate the tabs on the left-hand side of your screen under the title "DASHBOARD"

1. Click on the tab, "Student Enrollment". *(This page is replacing the Excel enrollment forms we have used the past few years in Georgia.)*

2. If you submitted a FFA roster last school year, your FFA last school year roster has been imported into your student enrollment tab for you. *(This does not include students who may have been in your class, but not an FFA member. It only includes your most recent FFA members.)*

3. The columns in "Student Enrollment" include: Name, FFA ID, FFA Invitation Code, Graduation Year, Courses Submitted, Account Type, and FFA Roster Submitted.
   a. <u>Name</u>: Please make sure that you double check the spelling of your student name
   b. <u>FFA ID</u>: This will only show for students who have been submitted to National FFA and confirmed with National FFA. FFA ID and Invitation Code will not show for new FFA Rosters until later in the school year. The FFA ID and Invitation Code is for the National FFA website.
   c. <u>FFA Invitation Code</u>: The National FFA ID invitation code will be used when setting up or accessing their MyFFA accounts on the National FFA Website (www.ffa.org)
   d. <u>Graduation Year</u>: The system asks for a graduation year as opposed to a grade in school.
   e. <u>Courses Submitted</u>: In order to complete the required information for student enrollment, every student must have courses submitted for the school year.
   f. <u>Account Type</u>: There are two options for account type: FFA Member and Ag Ed Only. Your imported FFA roster will automatically show the students as Acct. Type: FFA member. If the student only wishes to be in Ag Ed and not FFA, you will choose Ag Ed Only.
   g. <u>FFA Roster Submitted</u>: This column will show the students you have <u>submitted</u> on your state FFA roster. Make sure to check with the State Ag Ed calendar for FFA roster deadlines.

4. In order to add new students to your student roster, click "Add New Entry."

5. The "Add New Entry" page:

6. Complete the forms to the best of your knowledge. You are able to edit entries once they are submitted (update SAE, Account Type, etc.)
   a. If you are entering <u>multiple students</u> at a time, and once the form is completed, press "Create Account & Continue." This will bring up a new, blank entry form. On the final student you are submitting, press "Create Account & Quit." This will bring you back to the Student enrollment overview page with all of your students listed.
   b. If you are only entering <u>one student</u>, press "Create Account & Quit." This will bring you back to the Student enrollment overview page with all of your students listed.
   (ex: completed enrollment form)

7. The newly added student(s) are reflected in the enrollment overview chart:

✖	Darby, BJ	601238526	▬▬▬		No	FFA Member	No
✖	Dodge, Gabrielle	601238527	▬▬▬		No	FFA Member	No
✖	Doe, John			2017	No	FFA Member	No
✖	Ensor, James	601238528	▬▬▬		No	FFA Member	No
✖	Fanello, Sabrina	601238529	▬▬▬		No	FFA Member	No
✖	Fowler, Cody	601238530	▬▬▬		No	FFA Member	No

8. If you are <u>updating</u> a student's information, simply select their name from the student enrollment overview page.

*When you click on the student's name, the "student details" page will pull up. Make sure to always save changes!

9. After you have added/updated students, please select their Ag course(s) from the drop down menu (vital to our enrollment data). *(This list should populate from you teacher profile in Account Settings.)*

Student Details

John Doe Profile   Delete Student   Transfer Student

Contact Information

FFA Information

First Name:	John
Last Name:	Doe
Address:	1234 UGA BLvd
City:	Athens
State:	GA
Zip Code:	30646
Grad Year:	2017
Email:	john.doe@uga.edu
Home Phone:	
Cell Phone:	7705551234
Cell Carrier:	AT&T
SAE Type:	Entrepreneurship
SAE Category:	Agricultural Education
Gender:	Male
Ethnicity:	White
DOB:	

Member Status: FFA Member

FFA ID: 0

FFA Inv Code:

2015–2016 Course Enrollment
Please complete the course enrollment below for each student. If you do not see any courses listed, please designate those on your Advisor Account Settings page first.

New Course

02.432 - AFNR-AMDPP - Agriculture Meat and Dairy Product Processing (Beaver)   Class 1   Semester 1st Semester   Add Course

COURSE   CLASS   SEMESTER

No courses have been added for this school year.

Save Changes   Cancel Changes

10. Once you have selected the student's course(s) from the drop down menu, the class period, and semester, press "Add Course" and SAVE CHANGES. Make sure to add every course the student is enrolled in through the year.

2015-2016 Course Enrollment
Please complete the course enrollment below for each student. If you do not see any courses listed, please designate those on your Advisor Account Settings page first.

New Course   Class   Semester

02.475 - AG-BT - Biotechnology (Beaver)   1   1st Semester   Add Course

	COURSE	CLASS	SEMESTER
✕	02.421 - AFNR-ASB - Animal Science Technology and Biotechnology	1	2nd Semester
✕	02.423 - AFNR-SAC - Small Animal Care	1	1st Semester

Save Changes   Cancel Changes

2. Student Created/Updated Enrollment with Access Code:

*A secondary way to input student information is to create an access code and have the students complete the enrollment information. As mentioned previous, the access code is created by you to be used by your entire student group. **For this method, students will need access to the internet.***

1. Under the Student Enrollment tab, click "Set Student Access Code"
   a. You are able to make this access code unique to you and your group.
   b. You are also able to select a date range that this access code will be enabled and disabled. This date range is beneficial for you- it circumvents students accessing information after the assigned enrollment day.

2. Utilizing a computer, instruct your students to access www.GeorgiaFFA.org/StudentRoster

3. Provide your students with the unique access code that **you** created.

4. The student will enter their name and zip code. Make sure they enter all three items- this will help to ensure an existing account will be matched if there is one.

5. If the student is already on your FFA roster, the following screen with show. Have the student select their name.

6. If the student is a brand new entry, the following screen will pull up:

FFA Roster - New Student Account

Please enter your contact information as it needs to show in the FFA Roster.

FFA Member Status:	FFA Member ▼
First Name: *	
Last Name: *	
Address: *	
City: *	
State: *	-- ▼
Zip Code: *	
Grad Year: *	-- ▼
Email:	
Home Phone:	
Cell Phone:	
Cell Carrier:	-- ▼
SAE Type: *	Entrepreneurship ▼
SAE Category: *	Agricultural Education ▼
Gender:	Male ▼
Ethnicity:	White ▼
DOB:	

Create Account

7. Have the students complete the information sheet and press "Create Account."

8. Because the students are manually entering their information, you (teacher) will need to approve the students. You will notice the tabs on the left-hand side of the screen will show "Student Pending Approval" with a red number reflecting the number of students that have submitted information.

9. Check the box to approve the student and then click the "Approve Selected Students" tab.

3. Chapter Affiliation Declaration

1. Click on Student Enrollment, and follow steps listed above for Adding New students and completing Course / other required information for all students listed on the Student Enrollment tab. Once your Student Enrollment is complete, click on Affiliation Declaration.
2. In order to start the chapter affiliation declaration, please make sure that you have your student enrollment total for the entire school year. This number needs to be as **accurate** as possible.   (*Please review the Georgia Affiliation FAQ, Policies and Fee Schedule before you submit affiliation declaration.*)

3. Under the "Student Enrollment" tab, click "Affiliation Declaration."

4. Please make sure you read the agreement line. Once you have entered in your upcoming year member count, click "submit declaration & create invoice."

4. Importing from AET

1. Under the "Student Enrollment" tab, click "Import from AET."   *(The students on the left are students that have been imported in from your previous FFA Roster or added newly added entries through this system. Any students listed on the right are students that are not currently listed in the Student Enrollment information, but have been entered or updated in the AET system.*

2. After reviewing students on the right, click "Import Selected Students from AET" to move AET students into your Enrollment information on the left.

3. After importing from AET, please return to Student Enrollment tab to check all student required fields for each student. *Not all fields from AET will import into our website. Teachers will need to verify /add Course information on each student.*

This page reviews the <u>FFA Roster</u> tab on the Georgia Ag Ed Online teacher portal

The **FFA Roster** cannot be completed / submitted until all students have been correctly entered with complete required information on the **Student Enrollment Tab**.

1. Click on FFA Roster from the Georgia Ag Ed Online Dashboard.
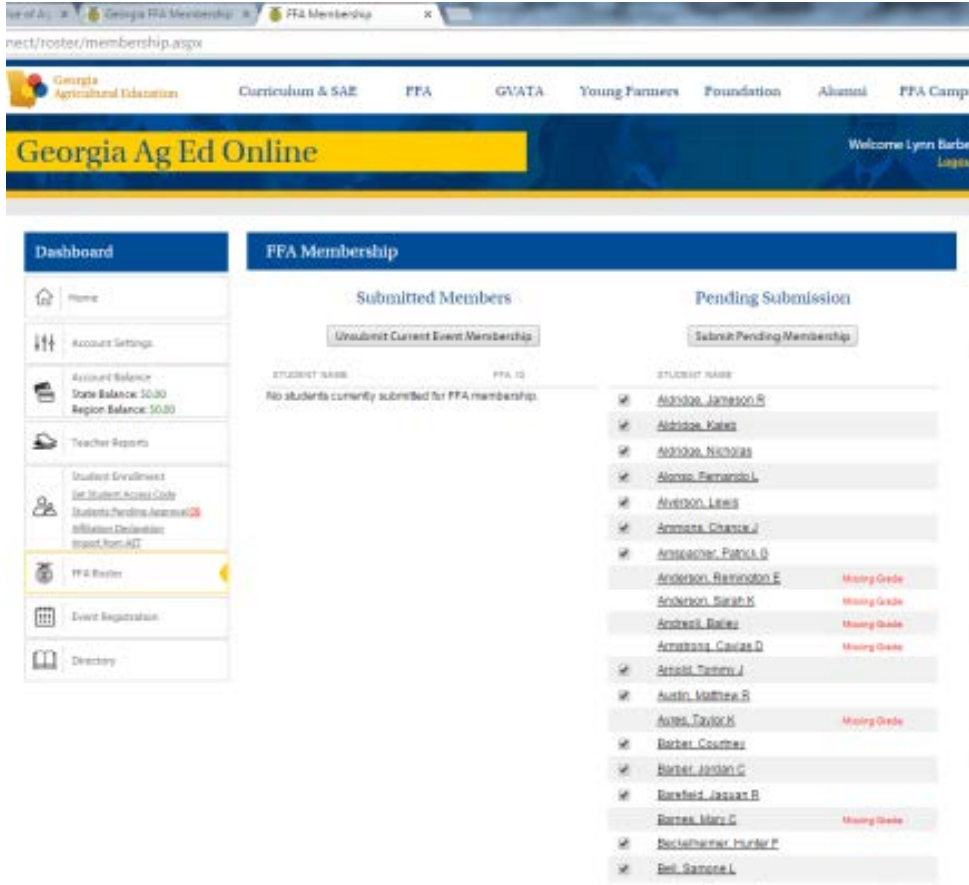
2. Students listed on the right under **Pending Submission** with check marks are ready to be submitted to the FFA Roster. All students without a check mark are missing required information (address, SAE, Course, grade, etc.)

3. Only students who were marked as **FFA member** in their account type on the **Student Enrollment** screen will show on the right under **Pending Submission.** If a student was marked as Ag Ed Only, they will not be show on this screen.

4. Once students information is complete, please click "Submit Pending Membership" and all students with a check mark will automatically be moved to the left hand side. All students on the left hand side are considered Georgia FFA members, and eligible to compete in CDE's and/or FFA events.

This page reviews the <u>Account Balance</u> tab on the Georgia Ag Ed Online teacher portal

Account Balance tab will be your source for invoices generated from the Georgia Ag Ed Online system. This may include:

- ✓ State FFA Roster invoices
  - o These will automatically generate as soon as you click FFA Roster is submitted.
  - o FFA Office will post payments as received and you can check your State FFA Office balance.
  - o Invoices can saved as PDF file to email to bookkeeper.
- ✓ Region Office Invoices:
  - o Automatically generated as soon as you register for an event with fees (t-shirts).
  - o This balance is currently set to $0.00, even though invoices will be available for teachers to download for all region events as needed. We may use this feature in the future to post payments for region /area events.

State Office (Roster Balance):

Region Office Balance:

This page reviews the <u>Event Registration</u> tab on the Georgia Ag Ed Online teacher portal

1. Click on Event Registration to register for all CDE's offered in your Area / Region.
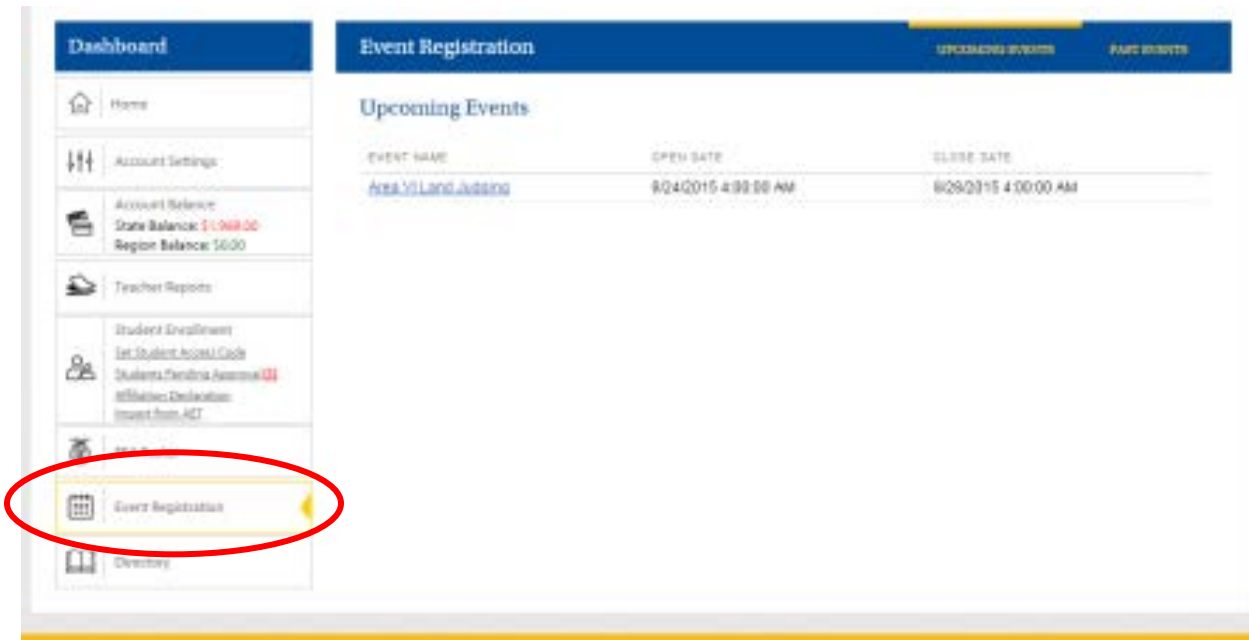
2. Click on the Event you want to register for:
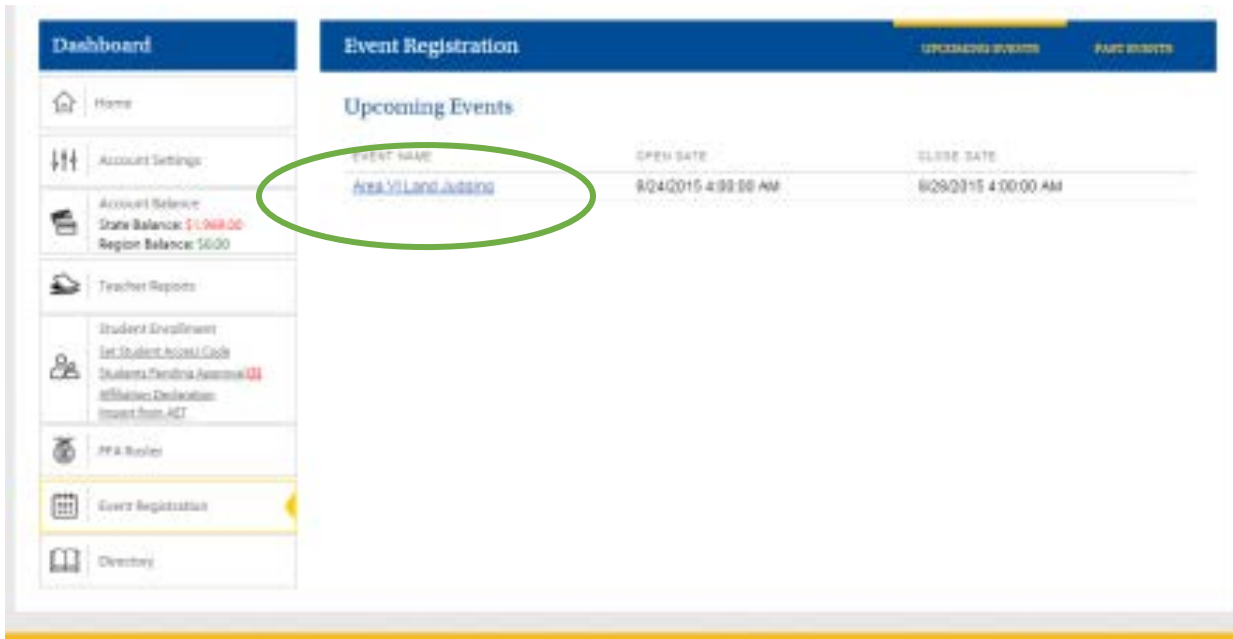
3. Click Edit to register for the Junior / Senior or T Shirts needed.

4. Choose your team member from the drop down menu on the right and click **Register**. You will see your students registered on the left. You can only select students who have bee n **Submitted** on FFA members on your **FFA Roster.**