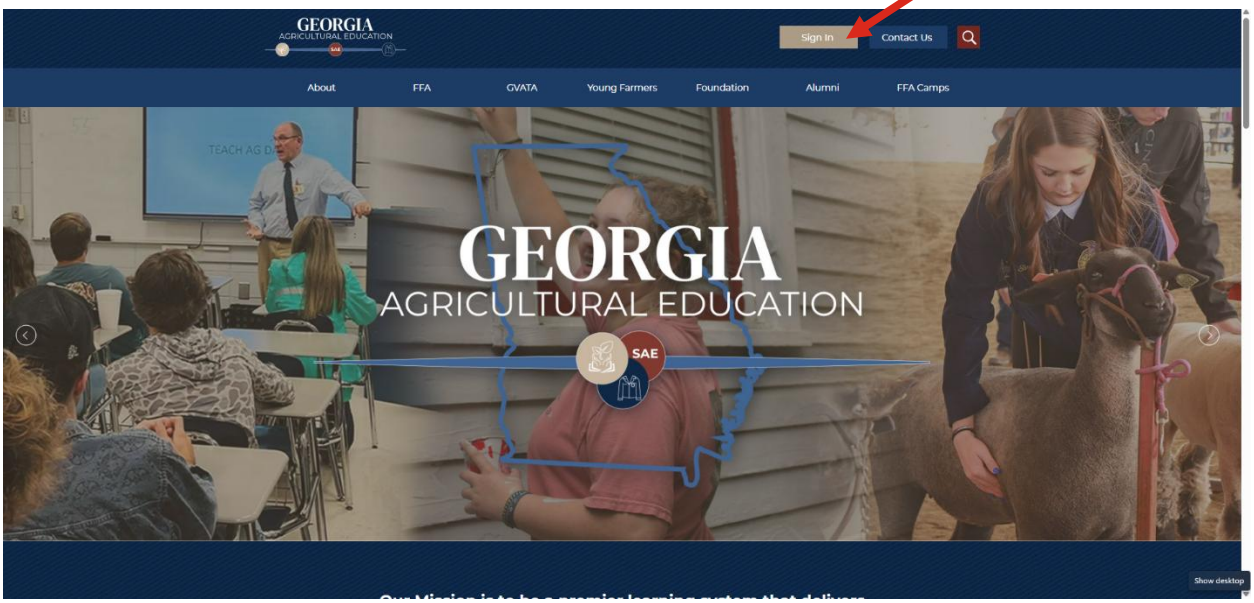
Please use this document as a reference for navigating through the Georgia Ag Ed website, adding students to your enrollment and FFA rosters, registering for various events, and locating invoices from the state office and your region office. If you have any questions, please do not hesitate to call our office.

ACCESSING/NAVIGATING THE GEORGIA AG ED WEBSITE

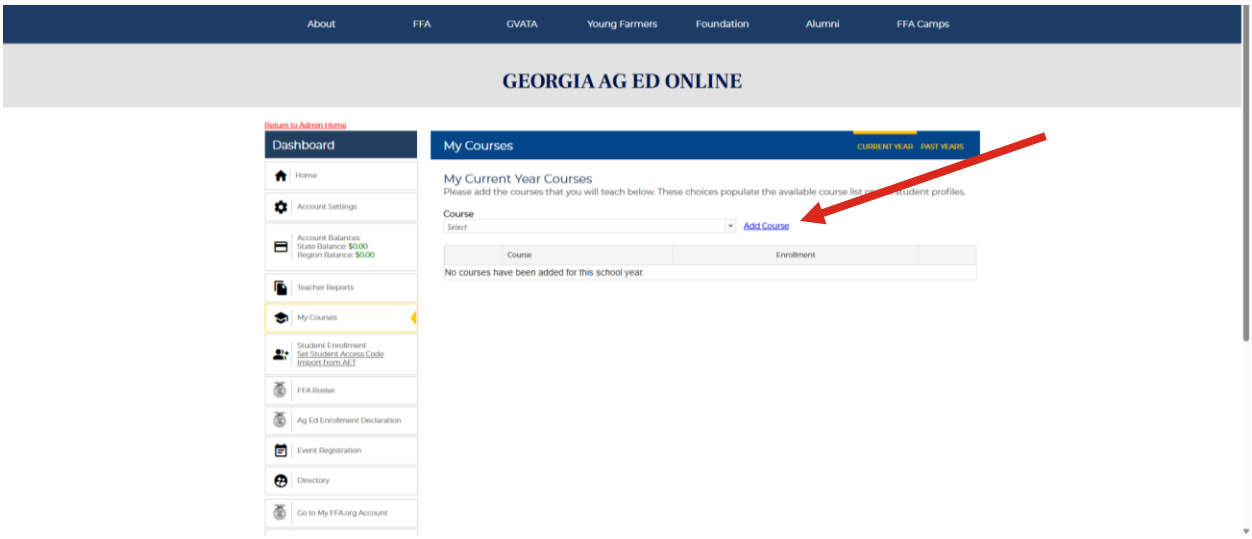
1. Access the website: http://georgiaffa.org and click on the Sign In button at the top of the window.

2. To log in to your Georgia Ag Ed account, enter your email and password in the space provided. If you do not know the email and password associated with your account, please contact Christa Steinkamp (csteinkamp@gaaged.org).



3. Once you are logged in, the page will reload and your name will appear at the top of the window. Click on the blue button (Georgia Ag Ed Online) next to your name to enter your portal within the Georgia Ag Ed website.

4. Click on the My Courses tab on the left to add your courses that you will teach for this school year. *Each teacher in a program must do this individually.*
    a. Select each course from the drop-down box.
    b. Click Add Course.
    c. Once your courses are added, there will be a hyperlinked number showing how many students have added that course to their profile.



If you click on the hyperlink, you can see the list of individual students within the course. There is also the ability to add students into each course from a dropdown menu populated by students on your current enrollment. Enrollment from previous years can be viewed, but not edited.

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STUDENT ENROLLMENT

There are three ways to enroll students into the online portal to add them to your Student Enrollment and FFA Roster.

1. **Teacher Created/Updated Enrollment (pages 4-7) :** This method will require you, the teacher, or a responsible student to enter all of the student data.

2. **Student Created/Updated Enrollment (pages 8-10) :** This method will allow you to create a unique access code for your chapter (not for individual students). Your students will use the access code to input their information.

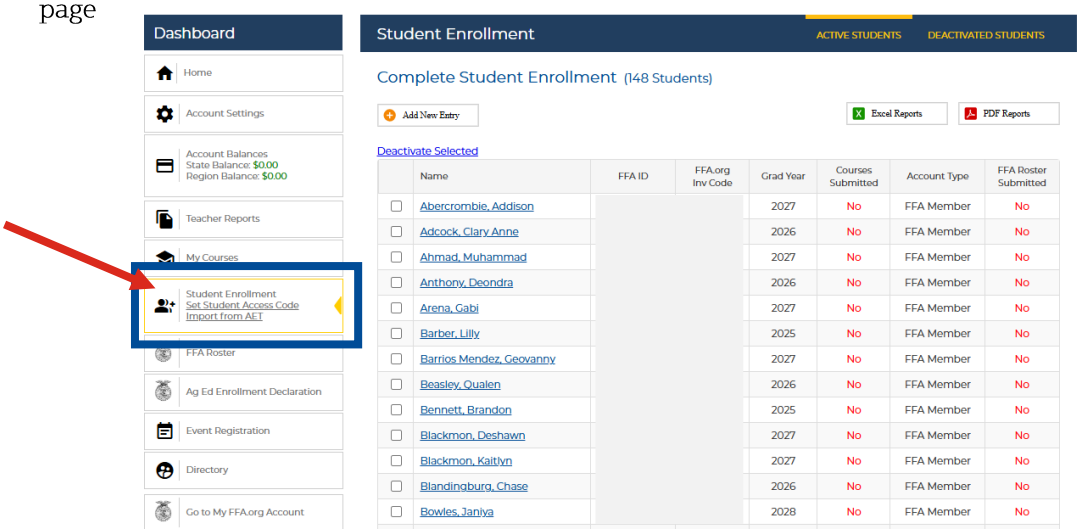
3. **Importing from AET (page 11) :** If you are utilizing AET (Agricultural Experience Tracker), you can import your student enrollment information from their site.

TEACHER CREATED/UPDATED ENROLLMENT

All tabs referenced can be located on the left-hand side of your screen under the Dashboard.

1. Click on Student Enrollment.

2. If your chapter submitted an FFA roster last school year, those students will appear on this page



3. The columns on the Student Enrollment page include: Name, FFA ID, FFA Invitation Code, Graduation Year, Courses Submitted, Account Type, and FFA Roster Submitted.
    a. Name: Please make sure that you double check the spelling of your student's name.

    b. FFA ID: This will only show for students who have been submitted to and confirmed with National FFA. FFA ID and Invitation Codes will not show for new FFA Roster additions until the students have been processed to National FFA. The FFA ID and Invitation Code is used for each student's MyFFA.org account.

    c. FFA Invitation Code: The National FFA ID Invitation Code will be used when setting up or accessing their MyFFA accounts on the National FFA website.

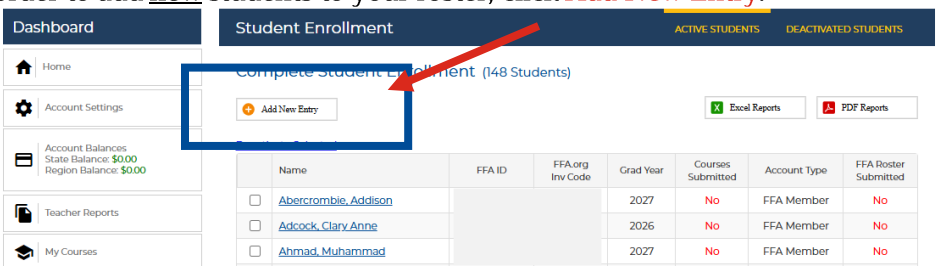
    d. Graduation Year: The system asks for a graduation year rather than a grade level.

    e. Courses Submitted: In order to complete the required information for student enrollment, every student must have courses submitted for the current school year.

    f. Account Type: There is only for account type since our association is affiliate – FFA Member, so all of your students entered on your enrollment will also be FFA members.

    g. FFA Roster Submitted: This column will show the students you have submitted on your state FFA roster. Make sure to check with the State Ag Ed calendar for FFA roster deadlines.

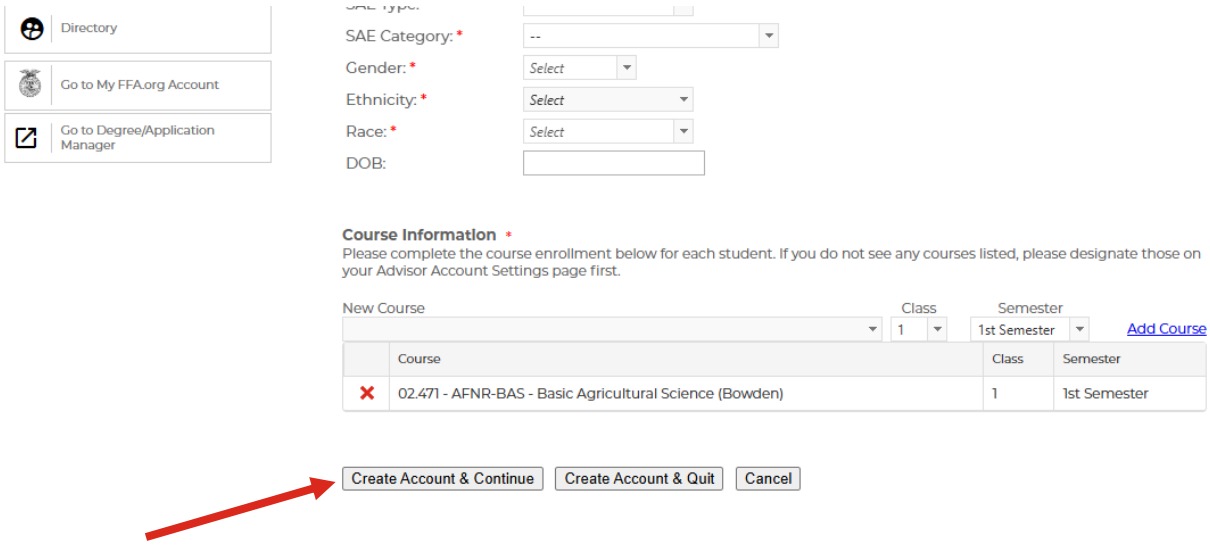
4. In order to add <u>new</u> students to your roster, click Add New Entry.



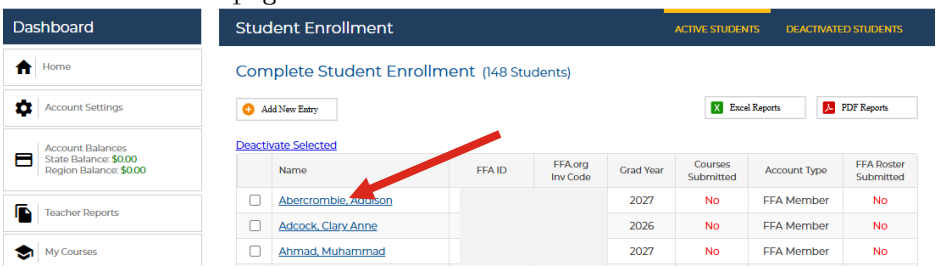
5. On the Add New Entry page, fill out as much information as possible for each new student (at minimum – complete the required information). Once the form has been submitted, you will still be able to edit the entries (update SAE type, contact information, etc.).

   a. In order to add any course(s) that each student is enrolled in, select the course from the drop-down menu at the bottom of the entry form. Identify the class period and semester (or if your courses are nine weeks or yearlong) of each specific course. Click the Add Course link to save your selection(s).

   b. If you are entering multiple students at one time, click the Create Account & Continue button at the end of the form. This will load a new, blank entry form to be completed for the next student. Once you have completed the form for your final student, click the Create Account & Quit button. This will take you back to the Student Enrollment overview page with all of your students listed.

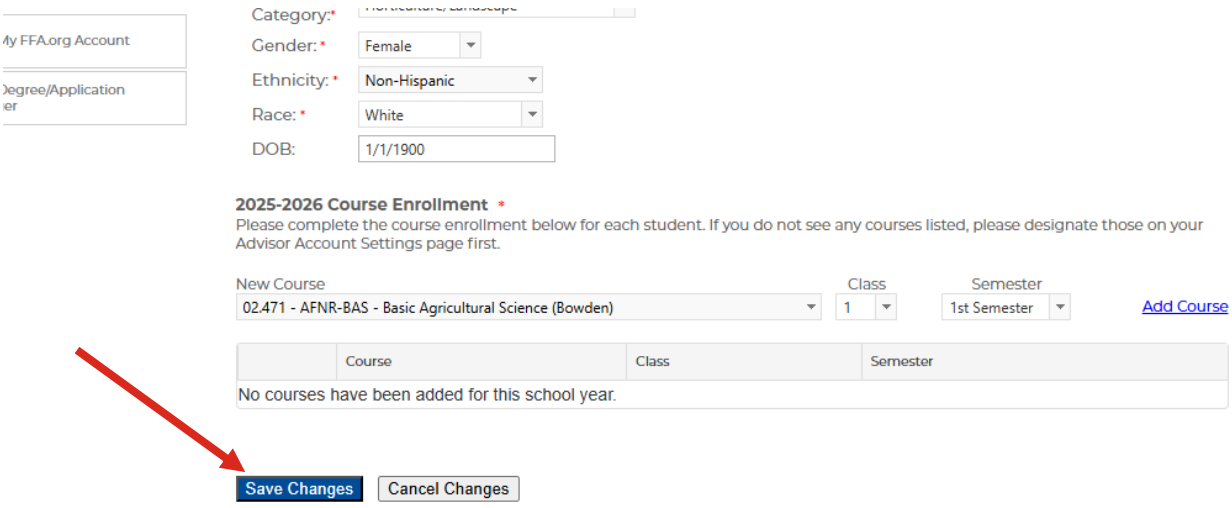


6. If you are updating a student's information, simply select their name from the Student Enrollment overview page.



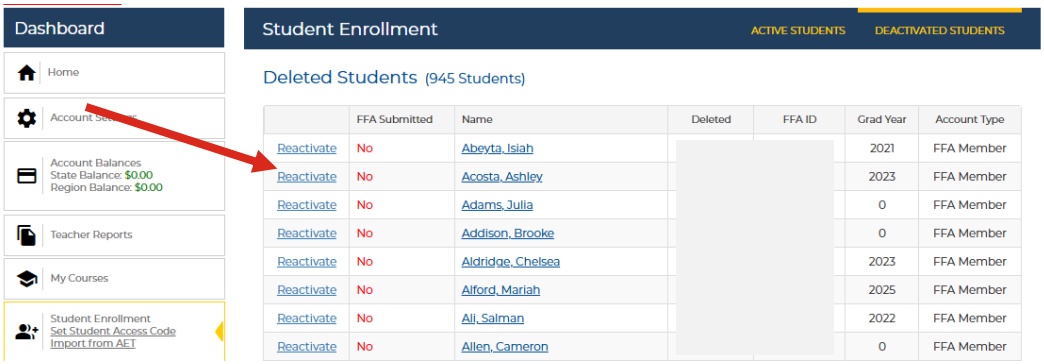
When you click on a student's name, the Student Details page will load.

7. As you add/update student information, make sure to add their course(s) from the drop-down menu (refer back to step 5a).



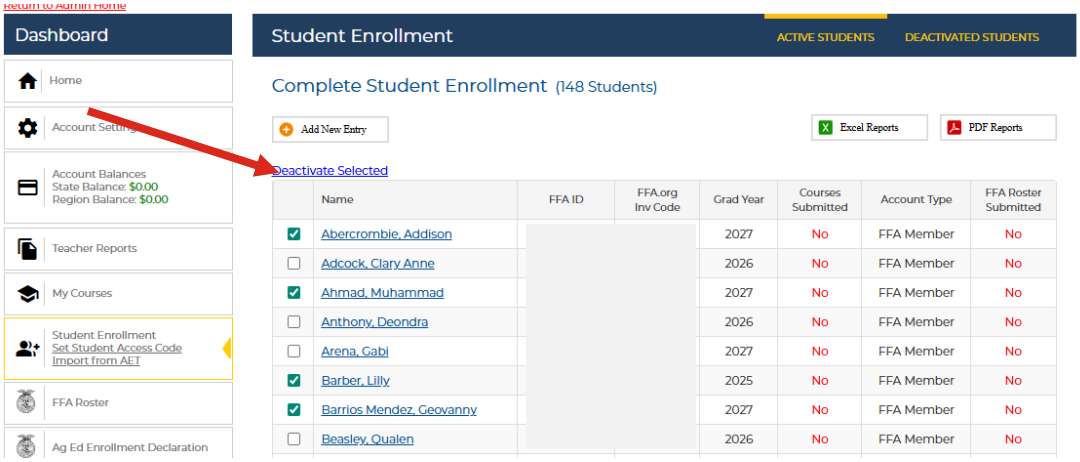
Always save changes for each student to make sure that all information is correct.

8. REACTIVATING STUDENTS: If there are students in your classes for this school year who did not take an agriculture course in the previous year but have been on your roster in another year, they can be reinstated from the Deactivated Students list. For example, if John Doe took a class during the 2020-2021 year, but was deactivated for the 2021-2022 school year, he does not need to be added as a new student since he has already been assigned an FFA ID. Find his name on the Deactivated Students list and click Reactivate to the left of his name. He should now show on your Student Enrollment.



	FFA Submitted	Name	Deleted	FFA ID	Grad Year	Account Type
Reactivate	No	Abeyta, Isiah			2021	FFA Member
Reactivate	No	Acosta, Ashley			2023	FFA Member
Reactivate	No	Adams, Julia			0	FFA Member
Reactivate	No	Addison, Brooke			0	FFA Member
Reactivate	No	Aldridge, Chelsea			2023	FFA Member
Reactivate	No	Alford, Mariah			2025	FFA Member
Reactivate	No	Ali, Salman			2022	FFA Member
Reactivate	No	Allen, Cameron			0	FFA Member

9. DEACTIVATING STUDENTS: If there are students on your current student enrollment that are not enrolled in your courses this year, you can remove any or all of them by clicking the checkbox to the left of their name and then clicking Deactivate Selected. Doing this will move those students to your Deactivated Students list.



	Name	FFA ID	FFA.org Inv Code	Grad Year	Courses Submitted	Account Type	FFA Roster Submitted
☑	Abercrombie, Addison			2027	No	FFA Member	No
☐	Adcock, Clary Anne			2026	No	FFA Member	No
☑	Ahmad, Muhammad			2027	No	FFA Member	No
☐	Anthony, Deondra			2026	No	FFA Member	No
☐	Arena, Gabi			2027	No	FFA Member	No
☑	Barber, Lilly			2025	No	FFA Member	No
☑	Barrios Mendez, Geovanny			2027	No	FFA Member	No
☐	Beasley, Qualen			2026	No	FFA Member	No

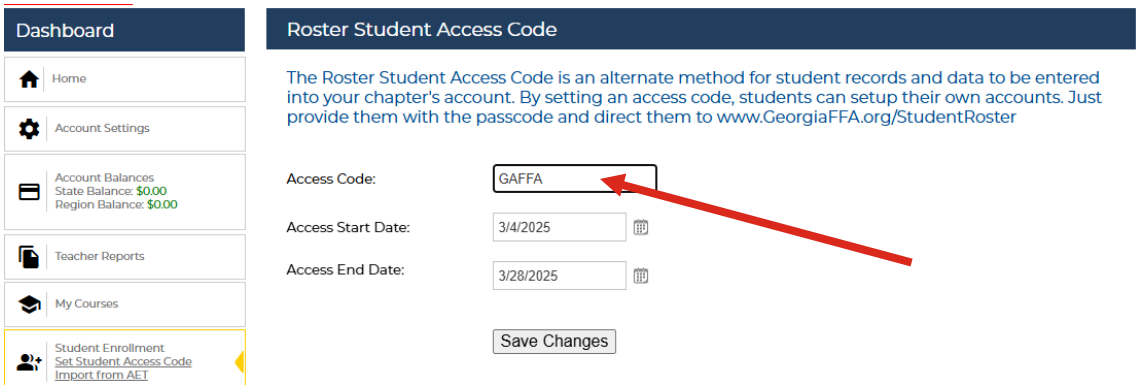
STUDENT CREATED/UPDATED ENROLLMENT WITH ACCESS CODE

A secondary way to input student information is to create an access code and have the students complete the enrollment information. As mentioned previously, the access code is created by you to be used by your entire student group.

1. Under the Student Enrollment tab, click Set Student Access Code.

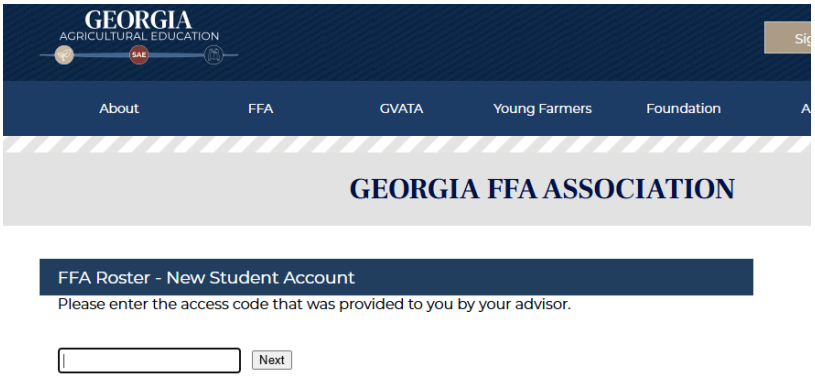
    a. You are able to make this access code unique to you and your group. Create a code specific to your school to avoid another chapter having the same code (i.e.: MCHSFFA could apply to multiple chapters, but there is only one Morgan County High or Madison County High).

    b. You can set a date range for the access code to be active. This date range can be beneficial to you to make sure that information cannot be changed after the designated enrollment date.

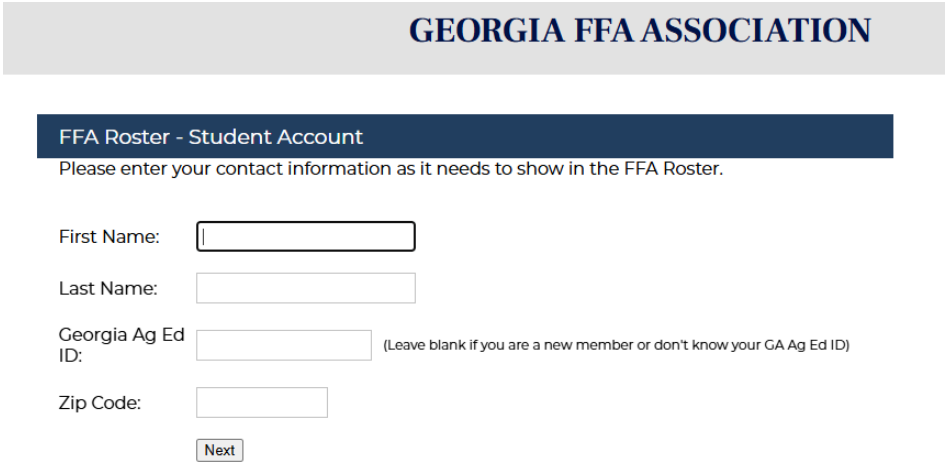


2. From a computer, instruct your students to access www.georgiaffa.org/studentroster.

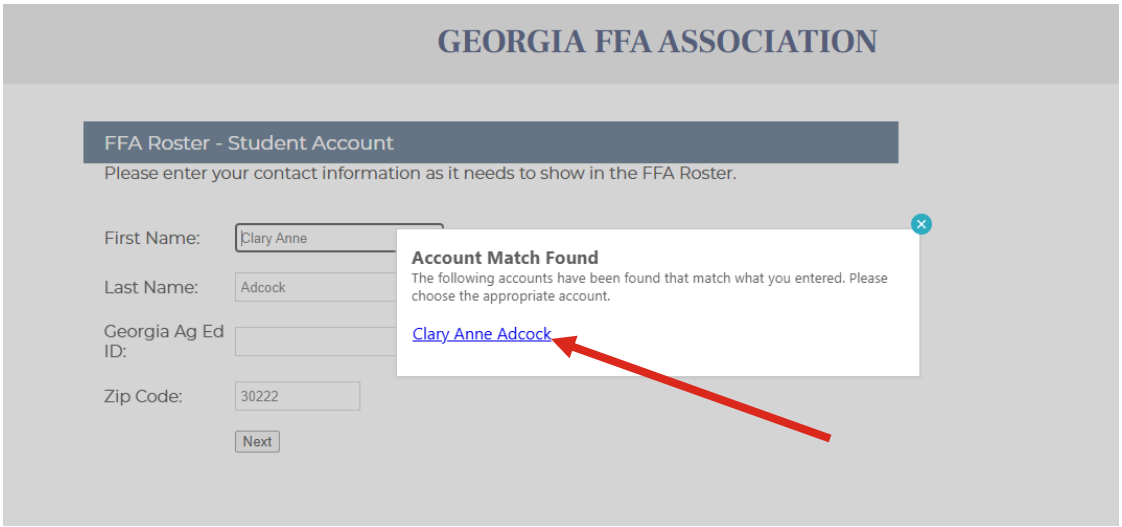
3. Provide your students with the unique access code that you created to enter online.



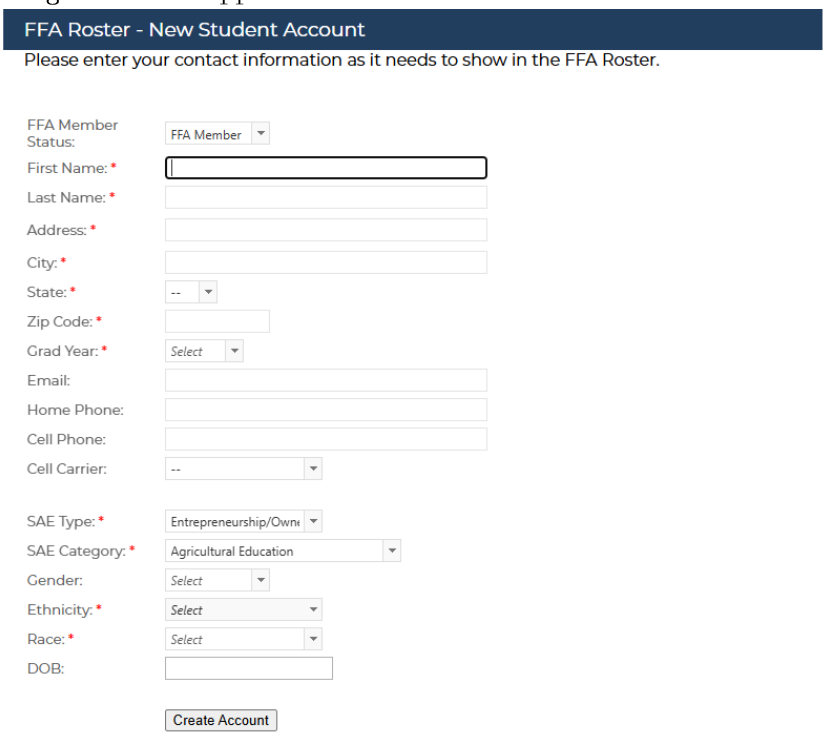
4. The students will enter their name and zip code. Make sure they enter ALL three items – this will help to ensure an existing account will be matched if there is one. You can provide them with their FFA ID if they do not know it, or they may leave that section blank. *If a student has changed their address and has a different zip code since originally joining the roster, have them enter their old zip code and have them update their information after they enter the system.*



5. If the student is already on your FFA roster, the following screen will show and the student will click on the hyperlink with their name.



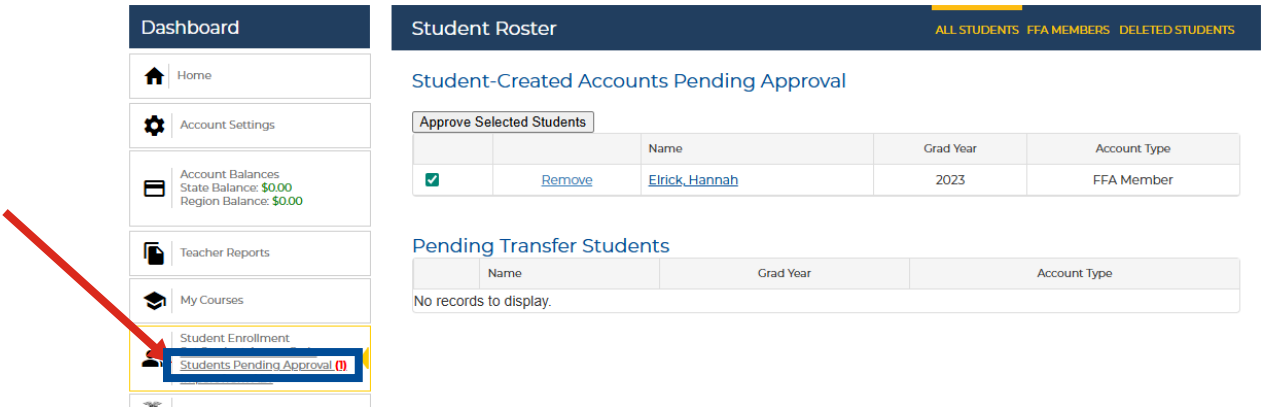
6. If the student is existing, it will take them to the Student Details page. Remind them to update any new information and add their course(s) for the school year. If the student is a new entry, the following screen will appear:



7. Have students complete the entry form and then click Create Account.

8. Because the students are manually entering their own information, you will need to approve each student. After students create/update their information, their profiles will appear on the Students Pending Approval tab – a red number will appear to reflect the number of students that have submitted information.

9. Check the box to approve each student and then click Approved Selected Students.

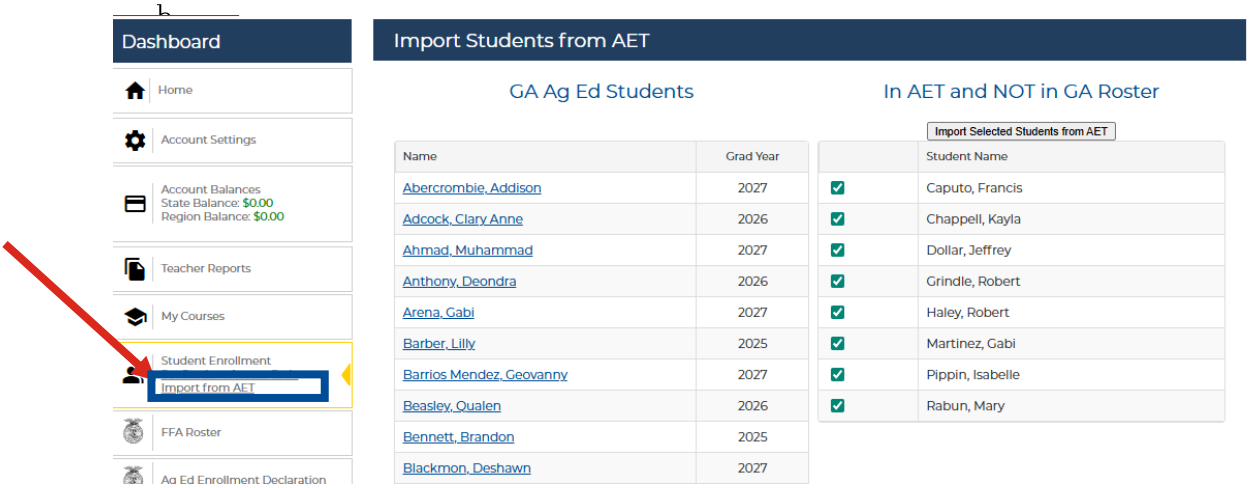


IMPORTING FROM AET

For chapters that use the Agricultural Experience Tracker (AET) program, student information can be directly imported to your portal.

1. Under the Student Enrollment tab, click Import from AET.

    a. The students on the left are students that have been imported in from your previous FFA Roster or are newly added entries through this system. Any student 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.



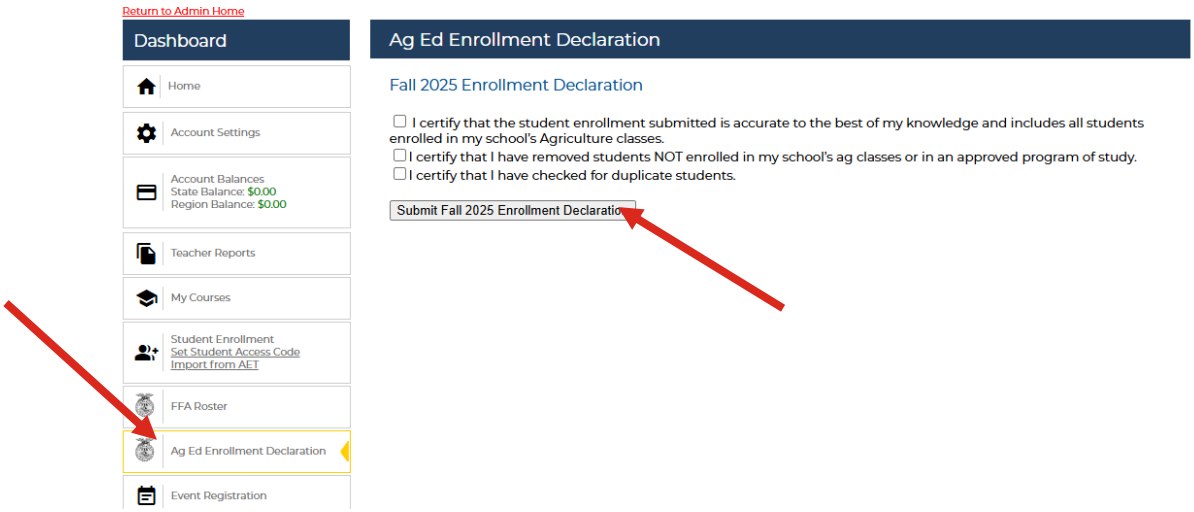
2. After reviewing students on the right, click Import Selected Students from AET to move AET students into your enrollment information on the left.

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

AG ED ENROLLMENT DECLARATION

This step should only be included AFTER each student has been entered into the roster system. If you are in a multi-teacher program, make sure that each teacher has completed their enrollment.

1. Click on the Ag Ed Enrollment Declaration tab.
2. Read each statement and check the box to the left once you have completed that item.
3. Click Submit Fall 2025/Spring 2026 Enrollment Declaration.



Only ONE teacher from your chapter can submit the declaration, so check with all teachers BEFORE submitting to declaration to ensure that your invoice is correct.

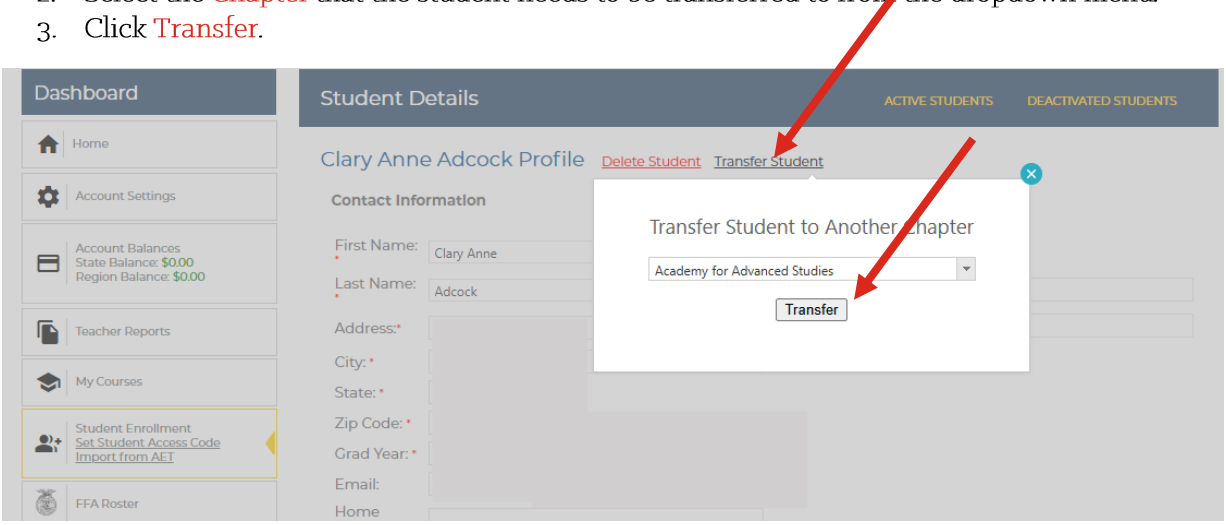
INVOICING

Invoices will be sent out twice each year, once during the fall semester, and again during the spring semester. Make sure to pay attention to roster deadlines when working on your rosters. High school chapters will be invoiced for every student entered ($9.05 per student). Middle school chapters will pay a flat fee of $900.00 for the entire school year. Invoices can be located on the Account Balances tab.

TRANSFERRING A STUDENT

If you need to transfer a student on your Student Enrollment list to another chapter (within the state of Georgia), you can complete this action from the Student Details page for that individual student.

1. Click Transfer Student.
2. Select the Chapter that the student needs to be transferred to from the dropdown menu.
3. Click Transfer.

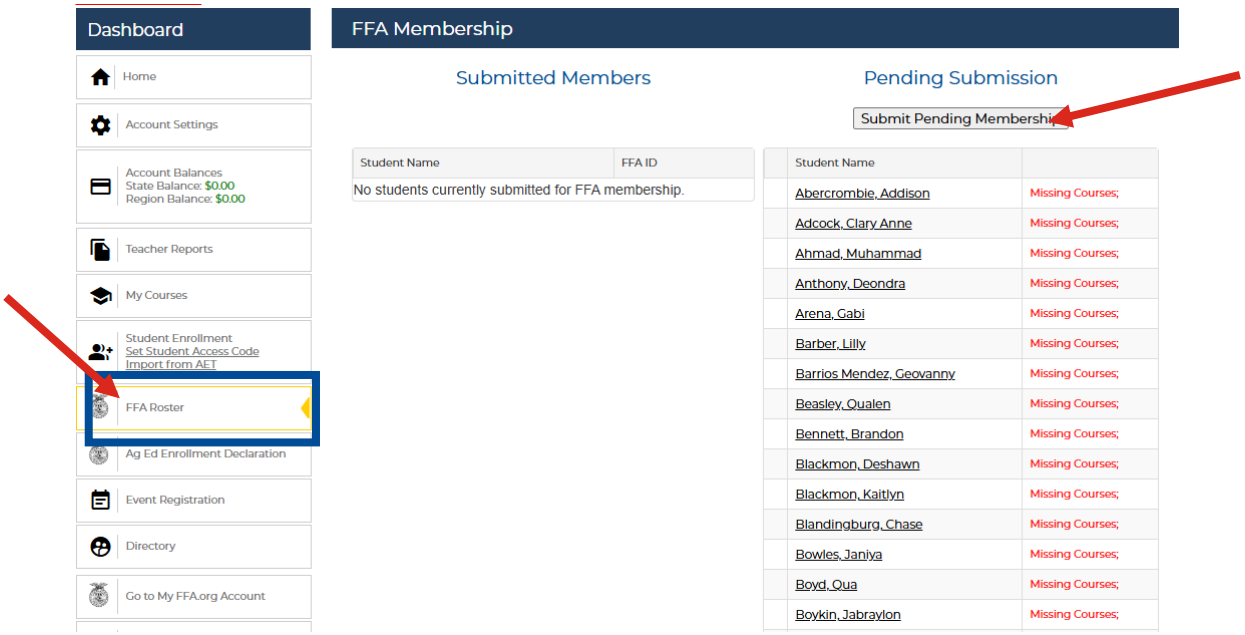


4. If a student has been transferred to your chapter roster, they will appear on the Students Pending Approval tab under the Pending Transfer Students heading. You will need to click Accept to add them to your enrollment, or click Deny and they will be added to your Deactivated Students list.

FFA ROSTER

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 Dashboard.



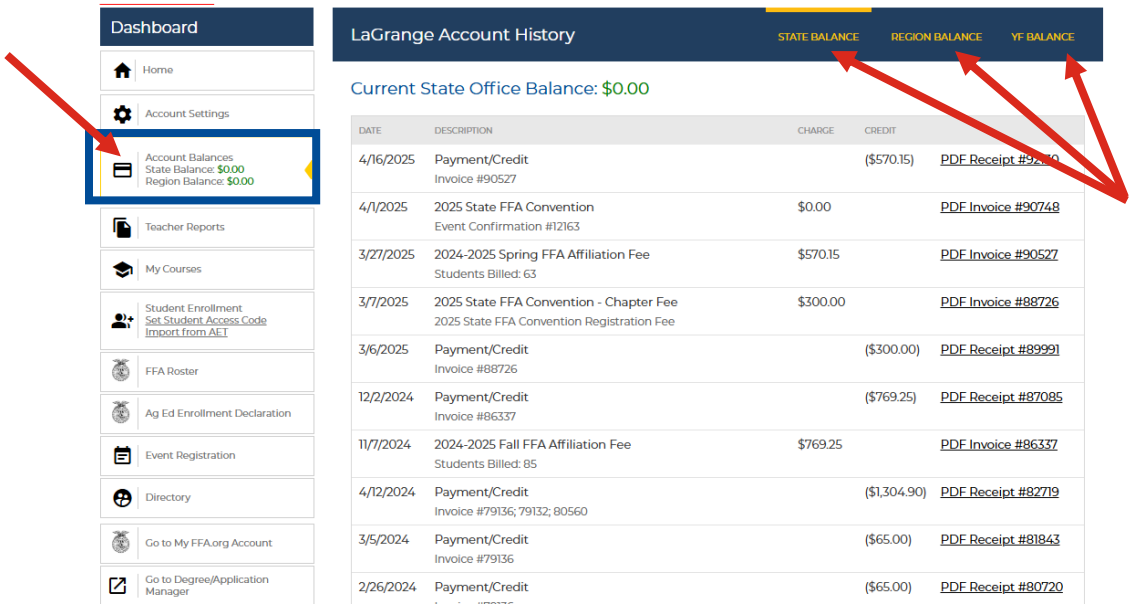
2. Students listed on the right under Pending Submission with check marks are ready to be submitted to the FFA Roster. All students without a check mark are missing required information (address, SAE, course, etc.).

3. Once all students that need to be submitted have check marks by their name, click Submit Pending Membership and all of those students should move to the left column under Submitted Members. These students are considered Georgia FFA members and are eligible to complete in CDEs and/or other FFA events.

ACCOUNT BALANCES

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

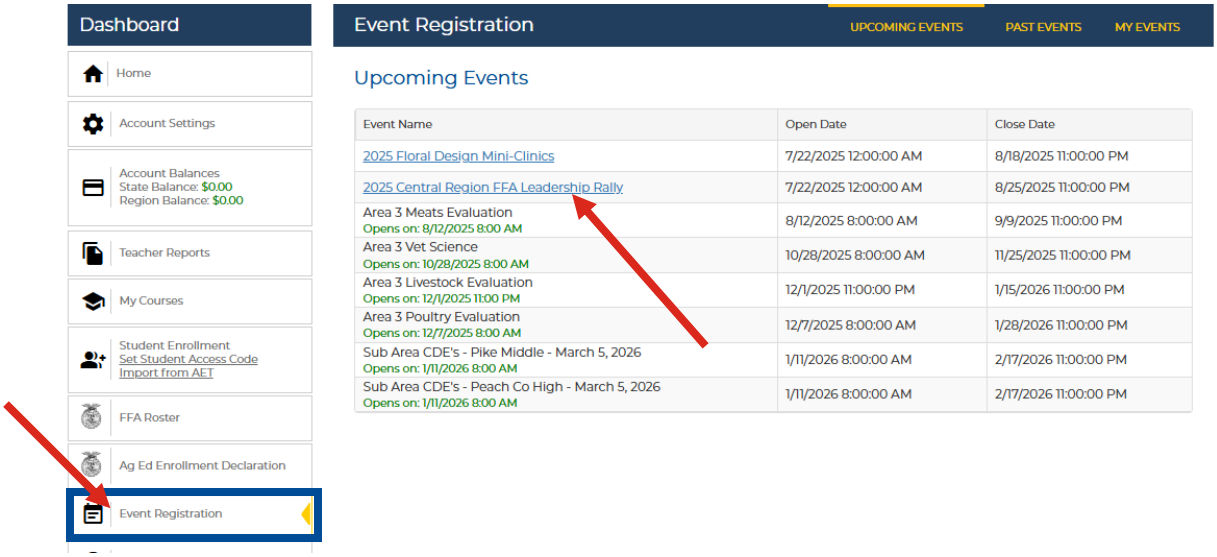
- State FFA Roster Invoices
  - If you have an outstanding balance with the State Office, that amount can be seen from the main menu in the Dashboard, or on the Account Balance page.
  - These will automatically generate after the enrollment submission deadline.
  - The FFA Office will post payments as they are received and you can access the receipt as needed.
  - Invoices can be located from this page in a PDF file for you to print and provide to your bookkeeper.
- Region Office/YF Invoices
  - Automatically generated as soon as you register for an event. If the event includes fees (shirts, supplies, etc.), then you can refer to the invoice to determine your balance with the Region Office or Young Farmers.
  - The Current Region Balance amount is currently set to always read as $0.00, even if you owe a balance to your Region Office.
  - Invoices can be located from this page in a PDF file for you to print and provide to your bookkeeper – but remember that any outstanding balances ARE NOT reflected in the Current Region Balance amount.



EVENT REGISTRATION

All event registrations (unless communicated otherwise) will be listed on this tab throughout the year that are available to you (Area/Region specific CDEs and events). Dates for opening and closing of each event will be identified on this page, so be sure to make note of those. You can also order event shirts (if applicable) through this tab.

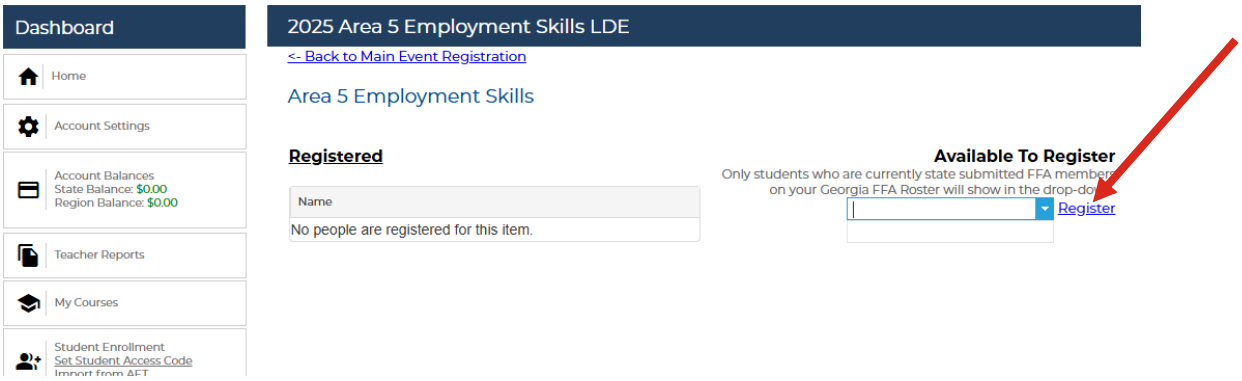
1. Click on Event Registration to register for all events offered in your Area/Region.



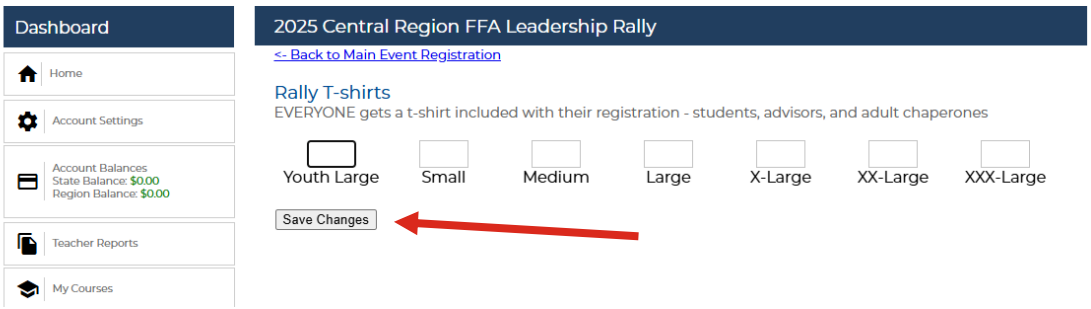
2. Click on the event that you want to register for.

3. Click Edit to register for the event and/or order shirts or supplies for the event.

4. To register your team members, choose the student names from the drop-down menu on the right and click Register. You will see your registered students on the left column. You can only select students who have been submitted as FFA members on your FFA Roster.



5. If you event offers shirts or supplies, can order them from the Main Event page, enter the quantity of each type and click Save Changes. Your total amount owed should be reflected on the main event page.

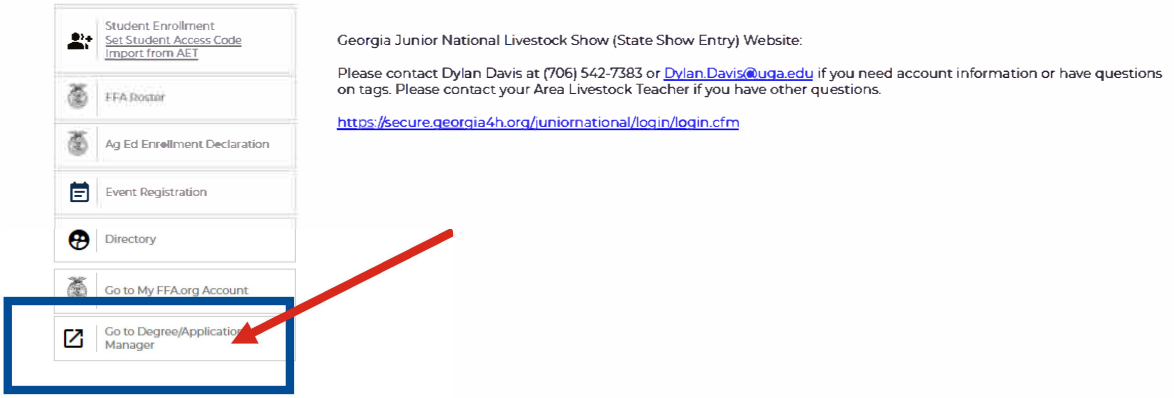


6. Once your event registration is complete, click Submit Registration. You should receive a confirmation email letting you know that your registration was completed.

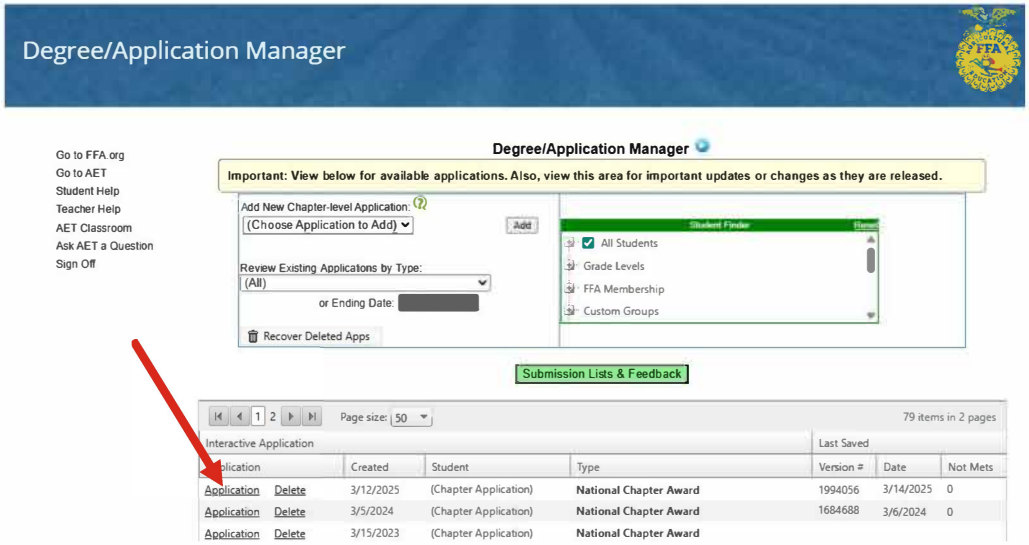
DEGREE/APPLICATION MANAGER

The Degree/Application Manager tab will take you to the AET website to access your chapter's applications. This page will allow you to create your National Chapter Application, but you will also be able to see applications that your students have created (American Degrees, Proficiencies, etc.).

1. Click Degree/Application Manager from the Dashboard.



2. You can access your applications by clicking the Application link on the left of the Application title.



3. From this page, you will be able to create, edit, update, and finalize your chapter's applications.