How to complete an Add/Delete for Certification

Rev. July 13, 2018

Teams/Members must be declared by state staff to participate at the national level. Once a team or member has been declared, a chapter instructor can begin to certify the member/members. State staff need to approve all certifications.

LOG ON TO WWW.FFA.ORG

To begin, navigate to FFA.org, log in and navigate to the *Chapter Profile*.
On the Chapter Profile page select *Certification/Registration*.

Chapter/Charter Information

Program/Chapter Data

Teacher/Advisor Data

Student/Member Data

Annual Report Data

Certification/Registration

Profile/Membership Options

Chapter Overview

Chapter ID: MI0001
Chapter Name: New Lothrop FFA
Official School Name: New Lothrop High School
Region: Region 4
Alumni Chapter: New Lothrop FFA Alumni ✏
NCES ID: 262529006186

Charter Status: Active
Account Status:
Federal Tax ID: ✏
W9: 📄 ⊕

Primary Contact: Winifred Logan ✏
Primary Mailing Address: PO BOX 339
NEW LOTHROP, MI 48460-0339

Primary Email Address: 37657259@agriculture.agriculture
Primary School Phone Number: ✏

Contacts | Addresses | School Administration | Charter | Chapter Name | Chapter Requirements

CDE/LDE CERTIFICATION

The CDE/LDE Certification page will only list those CDE/LDEs that the state staff have declared for your chapter to certify members. Select *Edit* ✏ from the list CDE/LDE events for your chapter to complete your add/delete(s).

Chapter/Charter Information

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Certification/Registration

Profile/Membership Options

Certification | Results

Certification

Year 2018 ▾

CDE/LDE	Submitted	Approved	Action
Agricultural Communications	- Winifred Logan	-	✏

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ADD/DELETES

You will be able to see all team members presently certified for the event. To change the students certified, locate the student you wish to delete. Next to the student to delete, select the Delete 🗑 next the student to be deleted. You can then "Add" a new member by selecting the "Add" button next to Team. Complete their information and select Save.

Edit Certification: **Agricultural Communications**   State Qualifying Date: **04/20/20**

Advisor: Winifred Logan - 600726995 ✏   **Email:** 37657259@agriculture.agriculture   **Mobile:** (115) 670-6581 | Submit | Bac |

Team | Uploads

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Team | Add | *Select up to **4** Students*

Role:	#1 Journalistic Writer	Created:	- Winifred Logan	✏🗑 1
FFAID:	602706448	Modified:	-	
First Name:	**Jessie**	ADA Disability:	☑	
Last Name:	**Taylor**	Special Dietary Needs:	peanuts	
Grade level at Qualifying:	7			

Role:	#2 Opinion Writer	Created:	- Winifred Logan	✏🗑
FFAID:	602706097	Modified:	-	
First Name:	**Ada**	ADA Disability:	☐	
Last Name:	**Buchanan**	Special Dietary Needs:		
Grade level at Qualifying:	8			

Role:	#3 Video Producer	Created:	- Winifred Logan	✏🗑
FFAID:	602706098	Modified:	-	
First Name:	**Leah**	ADA Disability:	☐	
Last Name:	**Harmon**	Special Dietary Needs:		
Grade level at Qualifying:	10			

Role:	#4 Web Designer	Created:	- Winifred Logan	✏🗑
FFAID:	602706755	Modified:	-	
First Name:	**Bernard**	ADA Disability:	☐	
Last Name:	**Castillo**	Special Dietary Needs:		
Grade level at Qualifying:	10			

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Type in the first or last name in the search bar. The returned search list will be alpha by first name and is limited to the first 10 matches.

Chapter/Charter Information

Program/Chapter Data

Teacher/Advisor Data

Student/Member Data

Annual Report Data

Certification/Registration

Profile/Membership Options

Edit Certification: **Agricultural Communications**   State Qualifying Date: **04/20/2018**

Advisor: Winifred Logan - 600726995 ✎   **Email:** 37657259@agriculture.agriculture   **Mobile:** (115) 670-6581   Submit   Back

Team   Uploads

Team   Add   *Select up to 4 Students*

Role
#1 Journalistic Writer ▼

FFAID
Use Search below...

First Name
Use Search below...

Last Name
Use Search below...

Grade level at Qualifying
7 ▼

Please check if you need special needs accommodations, as outlined under the American with Disabilities Act (including food or environmental allergies) to facilitate their participation in the specific event.

ADA Disability ☐

Please list all special dietary needs. Report all allergies on ADA special needs request form: (milk, eggs, peanuts, tree nuts fish, shellfish, soy, wheat, other)

Save   Cancel

Student Search - *Results limited to first 10 matches (Sorted First Name, Last Name)*

FFAID

First Name

Last Name
taylor ✕   Search   Reset

No results found

Select your member.

Student Search - *Results limited to first 10 matches (Sorted First Name, Last Name)*

FFAID

First Name

Last Name
d   Search   Reset

FFAID	First	Last	Email	Action
601569469	Alex	Dean	CA1E49F1@agriculture.agriculture	Select
602772143	Tyler	Douglas	E86F65FF@agriculture.agriculture	Select
602772132	Wayne	Day	E3CFB652@agriculture.agriculture	Select

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1. Edit *Grade level at Qualifying*, *ADA Disability*, and *Special Dietary Needs/Allergies [1]*, then [2] select the Green Save button.

When the list is complete and correct for all members, then Submit the certification for state approval.

When all certifications are complete. You may *Sign out*.

****Please notify state staff of completed add/deletes****

The ONLINE CDE/LDE Add/Deletes deadline is noon, EDT, Oct. 23, 2018. Any add/deletes after this deadline are to be completed in person at the convention no later than one hour prior to the first official activity for the respective CDE/LDE.

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