

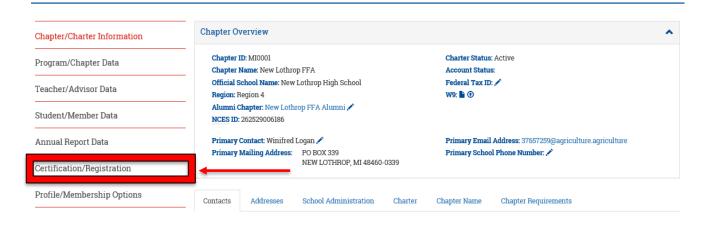
## How to complete an Add/Delete for Certification

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.

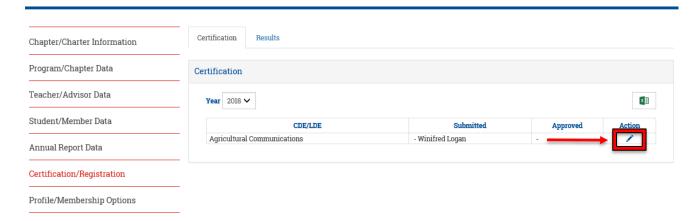
#### LOG ON TO WWW.FFA.ORG

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



#### **CDE/LDE CERTIFICATION**

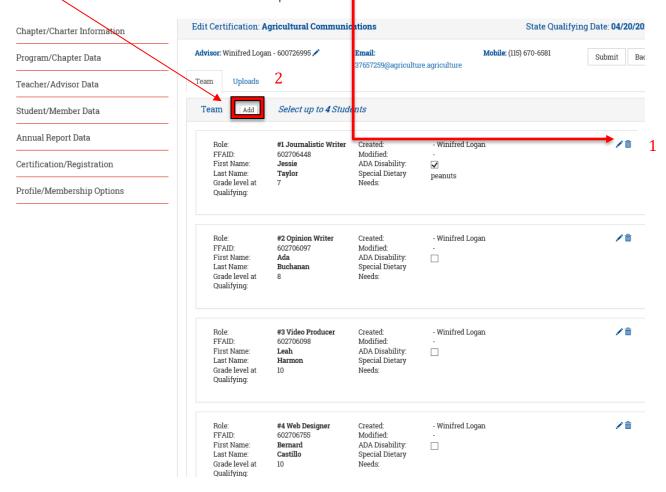
The CDE/LDE Certification page will only list those CDE/LDEs that the state staff have declared for your chapter to certify members. Select *Edit* from the list CDE/LDE events for your chapter to complete your add/delete(s).





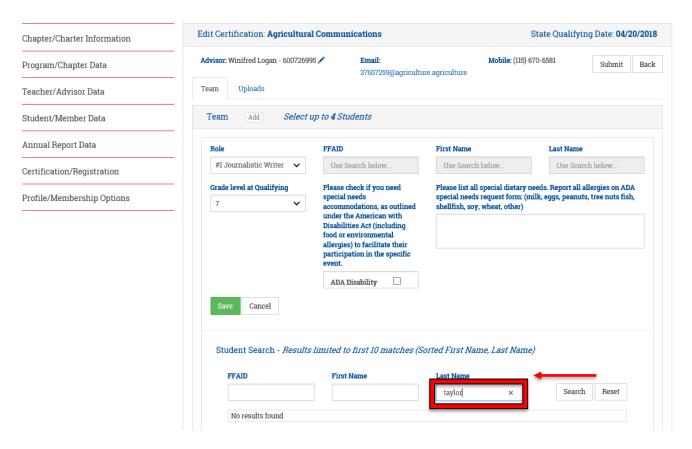
#### **ADD/DELETES**

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 button next to Team. Complete their information and select Save.

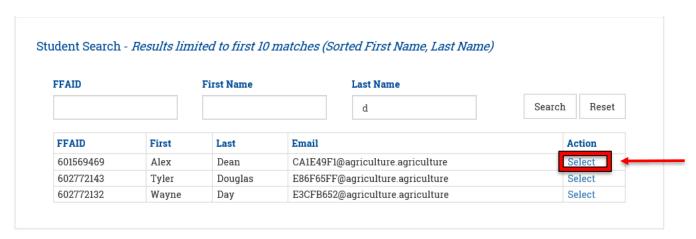




Type in the first or last name in the search bar. The returned search list will be alpha by first name and is limited to the first 10 matches.

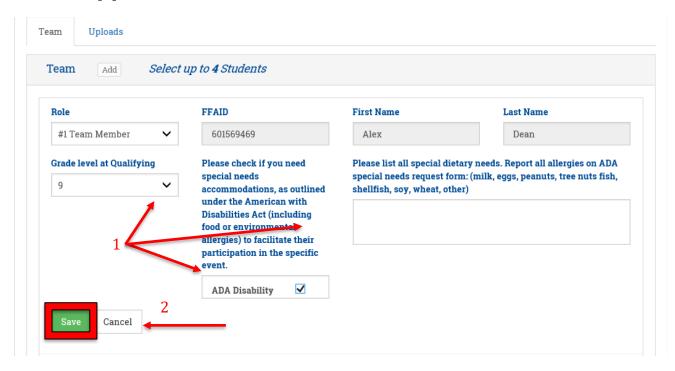


Select your member.





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.