



## 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*.

The screenshot shows the 'Chapter Overview' page for a chapter named 'New Lothrop FFA'. On the left-hand navigation menu, the 'Certification/Registration' option is highlighted with a red rectangular box. A red arrow points from this box to the right. The main content area displays various chapter details such as Chapter ID, Name, School Name, Region, and contact information.

### 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).

The screenshot shows the 'Certification' page with a 'Results' tab selected. A table lists CDE/LDE events. The first row is for 'Agricultural Communications', submitted by 'Winifred Logan'. The 'Action' column for this row contains an edit icon (a pencil inside a square), which is highlighted with a red rectangular box. A red arrow points from the 'Approved' column towards the edit icon.

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



## 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 to 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**.

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: 04/20/20


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

Team Uploads **2**


Team  *Select up to 4 Students*

Role:	<b>#1 Journalistic Writer</b>	Created:	- Winifred Logan	  <b>1</b>
FFAID:	602706448	Modified:	-	
First Name:	<b>Jessie</b>	ADA Disability:	<input checked="" type="checkbox"/>	
Last Name:	<b>Taylor</b>	Special Dietary Needs:	peanuts	
Grade level at Qualifying:	7			


  

Role:	<b>#2 Opinion Writer</b>	Created:	- Winifred Logan	
FFAID:	602706097	Modified:	-	
First Name:	<b>Ada</b>	ADA Disability:	<input type="checkbox"/>	
Last Name:	<b>Buchanan</b>	Special Dietary Needs:		
Grade level at Qualifying:	8			

Role:	<b>#3 Video Producer</b>	Created:	- Winifred Logan	
FFAID:	602706098	Modified:	-	
First Name:	<b>Leah</b>	ADA Disability:	<input type="checkbox"/>	
Last Name:	<b>Harmon</b>	Special Dietary Needs:		
Grade level at Qualifying:	10			

Role:	<b>#4 Web Designer</b>	Created:	- Winifred Logan	
FFAID:	602706755	Modified:	-	
First Name:	<b>Bernard</b>	ADA Disability:	<input type="checkbox"/>	
Last Name:	<b>Castillo</b>	Special Dietary Needs:		
Grade level at Qualifying:	10			



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*

<b>Role</b> #1 Journalistic Writer	<b>FFAID</b> Use Search below...	<b>First Name</b> Use Search below...	<b>Last Name</b> Use Search below...
<b>Grade level at Qualifying</b> 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 <input type="checkbox"/>		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)

<b>FFAID</b>	<b>First Name</b>	<b>Last Name</b>	Search	Reset
		taylor		

No results found

Select your member.

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

<b>FFAID</b>	<b>First Name</b>	<b>Last Name</b>	Search	Reset
		d		

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



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

The screenshot shows a form for adding a student to a team. The form includes fields for Role, FFAID, First Name, Last Name, Grade level at Qualifying, ADA Disability, and Special Dietary Needs. A red box highlights the 'Save' button, and a red arrow points to the 'Grade level at Qualifying' dropdown menu. Another red arrow points to the 'ADA Disability' checkbox, which is checked. A red box also highlights the 'Save' button.

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

The screenshot shows the 'Edit Certification' page for Agricultural Communications. The page includes a sidebar with navigation options like 'Chapter/Charter Information', 'Program/Chapter Data', etc. The main content area shows the certification details, including the advisor's name and contact information. A red box highlights the 'Submit' button, and a red arrow points to it from the text above.

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.**